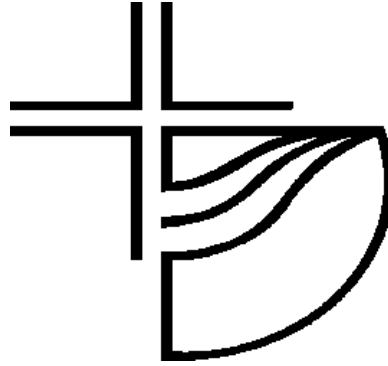


1 NORTHERN OHIO DISTRICT  
2 OF THE  
3 CHURCH OF THE BRETHREN

4 **This is the current Constitution/  
5 Bylaws last amended in 2012.  
6 It is provided here as a resource  
7 document.** The numbers in red  
8 indicate the line(s) where this  
9 information is located in the new,  
10 proposed Constitution/ Bylaws.  
11 Most of the revisions are “tidying  
12 up” changes, removing duplicate  
13 and conflicting clauses, grouping  
14 content together, and separating  
15 Constitution from Bylaws  
16 according to the definitions here.



17 **Please see your conference book  
18 for the proposed Constitution /  
19 Bylaws as well as a list of  
20 content changes.**

21 Please feel free to call the District  
22 Office at 419-281-3058 or Kris  
23 Hawk at 330-612-2086 if you  
24 would like additional information  
25 on any of the proposed changes.

26 **CONSTITUTION & BYLAWS**

27 There are two sections to this paper:

28 **The Constitution**

29 The fundamental principles of government

30 **The Bylaws**

31 The detailed rules and regulations which allow for the  
32 effective working of the structure

33 Adopted in 1986  
34 Amended in 1988  
35 Amended in 1994  
36 Amended in 1995  
37 Amended in 1996  
38 Amended in 1998  
39 Amended in 2000  
Amended in 2008  
Amended in 2009  
Amended in 2011  
Amended in 2012

# CONSTITUTION

## Article 1 – Incorporation

42 The District shall be incorporated under, and pursuant to, the religious corporation act of the State of  
43 Ohio. 6-7  
44 The office of the District Executive shall be named as the principal place of business. 7-8  
45 The affairs shall be managed by the District Board whose chairperson, and secretary, shall be the le-  
46 gal officers of the corporation and shall sign all legal documents. 8-10

## Article 2 – Purpose

47 The District covenants to support faithfully the program of the Church of the Brethren, recognizing  
48 Annual Conference enactments of the Church of the Brethren as having governing force in its life and  
49 shall remain a member of the Church of the Brethren or its successor. 21-24  
50 The purpose of the District shall be to:  
51 1. Assist in the planting, nurturing, and resourcing of local congregations within the boundaries  
52 of the District; 24-25  
53 2. Administer and coordinate the religious and business activities of the Church of the Brethren  
54 within the boundaries of the District; 21  
55 The District shall have power to own and convey real estate and to be trustee of property and of en-  
56 dowment and other funds. 27-28  
57 The District shall send delegates to Annual Conference and may appoint representatives to coopera-  
58 tive religious bodies as needed and opportunity allows. 76-77

## Article 3 – Member Churches

59 All Church of the Brethren congregations which are recognized by the District as organized churches  
60 and reside within the District boundaries shall be member churches of the District. 31-32  
61 A new church development shall be called a “Fellowship” until it is chartered by the District as a  
62 member church. 32-33

## Article 4 – District Conference

### 1. PURPOSE OF DISTRICT CONFERENCE

64 District Conference is a mass meeting to which delegates and other interested persons from mem-  
65 ber congregations come in business sessions to give implementations to District purpose.  
66 District Conference is the final authority of the District on policy, program and procedure.  
67 District Conference is to provide education, inspiration and fellowship for the delegates and oth-  
68 ers who attend from the member churches. 38-41  
69 District Conference should be planned to:  
70 A. Vitalize the local church program;  
71 B. Interpret both District and Denominational programs;  
72 C. Provide age-group and inter-generational program;  
73 D. To serve as a vehicle by which the concerns of member congregations may be passed to  
74 Annual Conference.  
75 E. To transact the business of the District.  
76 The following agenda is indicative of its principal business function: 198-201

- 77 A. To review achievements;
- 78 B. To analyze procedures and results
- 79 C. To survey continuing opportunities and needs;
- 80 D. To set goals, outline objectives, and determine priorities;
- 81 E. To approve strategy and adopt policy;
- 82 F. To organize for action and assign responsibility;
- 83 G. To dedicate resources;
- 84 H. To go forth in service. 198-201

85 **2. CONFERENCE DELEGATE BODY**

- 86 A. All members of the churches and fellowships of the District shall have the privilege of
- 87 moving and discussing business of District Conference. However, only the official dele-
- 88 gates of the member churches or fellowships shall have the right to vote. 204-206
- 89 B. There shall be two (2) delegates for each member church or fellowship with 200 or fewer
- 90 members. 213

91 Larger churches shall have one (1) delegate for each additional 100 members or fraction thereof. One

92 (1) delegate should be a local church board member. 214-216

93 No elected delegate shall serve more than two (2) years in succession, except in those congregations

94 where the average weekly worship attendance is thirty-five or less. 217

95 **3. CONFERENCE OFFICERS**

- 96 A. The officers of District Conference shall be the Moderator, Moderator-Elect, and Clerk. 220
- 97 B. The Moderator-Elect shall be elected by District Conference for a three year term with the
- 98 following responsibilities:

99 Year One: Moderator-Elect – Chairperson of the Nominating and Personnel Commit-

100 tee, member of the District Conference Central Committee, ex-officio member of the

101 District Board without vote.

102 Year Two: Moderator – Chairperson of the District Conference Central Committee,

103 ex-officio member of the Executive Committee and ex-officio member of the District

104 Board, without vote.

105 Year Three: Past-Moderator – member of the District Conference Central Committee

- 106 C. The Clerk shall be elected by District Conference. 224-227

107 **4. CONFERENCE COMMITTEES**

- 108 A. Nominating and Personnel Committee

109 There shall be a Nominating and Personnel Committee of seven (7) members. Six mem-

110 bers (two from each area) shall be elected by District Conference for one term of three

111 years and shall not be eligible to succeed themselves. 291-293

112 The Moderator-Elect shall be chairperson of the Committee without vote. 294

- 113 B. District Conference Central Committee (for Program and Arrangements)

114 There shall be a District Conference Central Committee of five (5) members. Three

115 members shall be elected by District Conference for one term of three years and shall not

116 be eligible to succeed themselves. 317-321

117 The Moderator, Moderator-Elect, Past Moderator and Clerk shall complete the Commit-

118 tee. 323-324

119 **5. STANDING COMMITTEE DELEGATES**

120 Delegates shall be named by District Conference to represent the District on the Annual Con-

121 ference Standing Committee. 281-282

122 The directives of Annual Conference shall be followed in determining their eligibility, the

123 number allowed, and the length of term. 283-284

**Article 5 – District Board**

124 **1. PURPOSE OF THE DISTRICT BOARD**

125 The District Board, hereinafter referred to as the Board, shall manage and administer the work of  
126 the District as authorized by District Conference. 48-51

127 The Board is the legal agent of the District and shall be empowered to act on behalf of the District  
128 Conference ad interim except for those actions specifically reserved for District Conference as set  
129 forth in its Constitution and Bylaws. 51-53, also 410-412

130 **2. BOARD MEMBERS**

131 There shall be a Board consisting of eighteen (18) voting members, including clergy and lay per-  
132 sons.

133 Eighteen (18) members (six from each area) shall be elected by District Conference (six  
134 elected each year for three year terms). With the exception of the Board Chair and Secre-  
135 tary, all will serve on Commissions. 456-459

136 Three (3) Officers of District Conference (Moderator, Moderator-Elect, and Clerk), Manchester  
137 University Trustee, Two (2) Standing Committee Delegates, a Camp Administration Committee  
138 representative, as well as District Treasurer and District Financial Secretary (if appointed) are ex-  
139 officio members without vote. They are expected to attend all District Board meetings and report  
140 on their respective work. They will not serve on Commissions. 468-472

141 Members of the District Staff are ex-officio members without vote and are expected to attend all  
142 Board meetings. 472-474

143 **3. BOARD OFFICERS**

144 The Board shall be organized annually, following District Conference election, by the District  
145 Moderator. 484-485

146 The Chairperson, Vice-Chairperson and Secretary of the Board and the Commission Chairpersons  
147 shall be selected by the Board from among its elected members. 486-487

148 The Board shall group its remaining members into Commissions upon the basis of aptitudes, gifts  
149 and interests. 488

150 The Board Chairperson shall be an ex-officio member without vote of all Commissions and  
151 Committees. 492-493

152 The Board shall appoint a Financial Secretary and a Treasurer (or contract with a firm to provide  
153 those services). Funds shall be deposited and disbursed as authorized, and accurate records  
154 shall be kept, reported and audited as requested. The appropriate Commission shall receive  
155 regular financial reports. See 572-582

156 **4. COMMISSIONS**

157 Commissions may be formed around the following work areas: 525-526

- |                           |                |
|---------------------------|----------------|
| 158 A. Nurture            | D. Service     |
| 159 B. Outdoor Ministries | E. Stewardship |
| 160 C. Witness            | F. Ministry    |

161 The Commissions shall be responsible to the Board. Each Commission shall elect its own Vice-  
162 Chairperson and Secretary. 490

163 **5. COMMITTEES**

164 **A. Executive Committee**

165 1. There shall be an Executive Committee of the Board, namely: the Chairperson, Vice-  
166 Chairperson, Secretary of the Board, Moderator of District Conference, and the Chairper-  
167 son of each Commission. 497-498

168 2. The Executive Committee shall recommend staff for employment by the Board and shall  
169 counsel with the staff regarding their work and record of agreement. 511-514

- 170 3. The Executive Committee shall assist the Chairpersons of the Board and Commissions in  
171 developing their respective agendas.
- 172 4. The Executive Committee shall serve ad interim when the work of the Board can be ex-  
173 pedited without infringing upon the Board’s responsibilities and authority. 510
- 174 **B. Historical Committee**
- 175 1. There shall be a Historical Committee of three members appointed by the Board for three  
176 (3) years terms. 592
- 177 2. The Historical Committee shall be concerned with all matters of historic interest to the  
178 District and shall collect, preserve, write, and, as authorized, publish such materials.  
179 593-595
- 180 **C. Auditing Committee (not current practice, outside review of finances now in place)**
- 181 1. There shall be an Auditing Committee of three members, including at least one qualified  
182 public accountant, appointed by the Board for one term of three years without being eli-  
183 gible to succeed themselves.
- 184 2. The Auditing Committee shall review annually the financial records of the District  
185 Treasurer/Financial Secretary and/or firm contracted for those services, and such other  
186 agencies handling District funds as may be requested by the Board.
- 187 3. The Auditing Committee shall submit an auditor’s report to the District Conference.
- 188 **D. Camp Administration Committee**
- 189 1. There shall be a Camp Administration Committee of 9 members elected by District Con-  
190 ference from a ballot prepared by the Nominating Committee. The term of office shall 349  
191 be three years, with three members elected by District Conference each year. If at any  
192 time, the Committee falls below 6 members, additional members shall be appointed by  
193 the District Board to maintain at least six members until the next election cycle. 354-355
- 194 2. The District Board shall employ a Camp Director, and the Camp Administration Com-  
195 mittee shall have direct supervisory authority for this position in a manner consistent with  
196 Article 2, Section 1. A. 4. of the Bylaws. 424
- 197 3. The Camp Administration Committee shall have authority to oversee and manage (utiliz-  
198 ing the leadership of the Camp Director and appointed sub-committees), all camp matters  
199 including (but not limited to) daily operations, camp policies, revenue and expenditures,  
200 marketing, summer camp programs, rentals, facility maintenance and development (with  
201 the exception of major capital expenditures or real estate transactions which shall be ap-  
202 proved by the District Board), congregational relationships, staff employment issues and  
203 compliance with all appropriate codes and regulations. 335-345
- 204 4. The Camp Administration Committee shall work in harmony with the District Board and  
205 be subject to the authority of the delegate body of District Conference. 334
- 206 5. Members of the Camp Administration Committee shall not serve concurrently as mem-  
207 bers of the District Board. 303-304
- 208 6. A Camp Administration Committee representative shall report to the District Board. That  
209 representative shall serve as an ex-officio member of the Board without vote. 469-470
- 210 **E. Other Committees**
- 211 The District Conference and/or the Board may constitute or authorize such other continuing  
212 or short-term Committees as necessary to assist with the ongoing work of the District.  
213 When the specific assignment of a Committee is achieved, the Committee shall be dis-  
214 missed. 596-598

## Article 6 – Related Institutions

- 215 1. The District may enter into relationship with separately organized and/or incorporated Church of  
216 the Brethren institutions such as camps, resident care facilities, colleges, and other institutions of  
217 interest to the District. 76-77  
218 In each instance, there shall be mutual agreement between the District and said institution as to  
219 the nature of the relationship.  
220 The involvement of the District in terms of financial support, selection of trustees, program en-  
221 dorsement, receiving of reports, etc. shall be subject to District Conference action. 77-79  
222 Moral Commitments to the activities conducted under the auspices of the church are recognized.  
223 The extent of financial liability is limited to the monies actually given the specific corporation  
224 and/or agency or specifically committed to a particular ministry. 79-80  
225 2. As requested or as need arises, the Board shall give direction to the formation of special interest  
226 and/or age groups within the District.  
227 All such organizations shall exist to aid in fulfilling the mission of the church at large in the Dis-  
228 trict and shall be subject to the oversight and direction of the Board or its respective Commis-  
229 sions.

## Article 7 – The Geographical Division of the District

- 230 1. **PURPOSE**  
231 The District may circumscribe within its boundaries workable units – geographically and/or nu-  
232 merically – in order to facilitate the organization and administration of District affairs. 12-13  
233 2. **SIZE**  
234 The District shall be divided into two kinds of geographical units.  
235 A. **Areas.** There shall be three areas: Western (presently, Sections 1-2-3); Central (presently,  
236 Sections 4-5-6); Eastern (presently, Sections 7-8-9). 33-35  
237 B. **Sections.** The size of a section may vary according to prevailing circumstances. Where pos-  
238 sible, a section shall include five to fifteen churches within a radius that allows for travel and  
239 sufficient time for a meeting in one day.

## Article 8 – Fiscal Year and Conference Year

- 240 1. The Fiscal Year of the District shall be the same as that designated by the Annual Conference  
241 (January 1).  
242 2. The Conference Year shall be from the end of one Annual District Conference to the end of  
243 the next Annual District Conference. 64-67

# **BYLAWS**

## Article 1 – Personnel Selection and Tenure

- 244 1. The Nominating and Personnel Committee shall prepare a ballot for the use of the District Con-  
245 ference in the election of:  
246 A. Officers of the District Conference (except those appointed); 93-95  
247 B. Members of the District Conference Committees;  
248 C. Standing Committee Delegates;  
249 D. Board Members;



- 250 E. Camp Administration Committee Members
- 251 F. Such other officers as are to be elected by District Conference. 96-97
- 252 2. Elections and appointments shall be conducted in such a way as to secure leadership from all
- 253 parts of the District.
- 254 District Board membership shall provide a good balance between clergy and lay members with an
- 255 equal distribution of members from each of the following areas: 99-100
- 256 WESTERN AREA: (Present Sections 1,2,3)
- 257 CENTRAL AREA: (Present Sections 4,5,6)
- 258 EASTERN AREA: (Present Sections 7,8,9)
- 259 Care should also be used to keep a balance in the number of persons serving the District from any
- 260 one congregation, family, or gender. 101-103
- 261 The Committee shall not place any of its members in nomination for any office. 301
- 262 Any persons employed by the District Board shall not be eligible to be elected to the District
- 263 Board. 302-303
- 264 3. The term of office for all elected or appointed personnel shall be three years unless otherwise
- 265 stated in the Constitution or Bylaws. 295-296
- 266 No one shall be eligible to serve more than two terms, or portion thereof, in succession. 296-297
- 267 The office of anyone who does not fill the position in a responsible way and is absent from meet-
- 268 ings for six (6) months may be declared vacant by the Board. 359-360 and 465-466
- 269 4. Approximately one-third of the membership of the Board and continuing committees shall be
- 270 elected in any one year. 298-299
- 271 5. The prepared ballot shall include only the names of persons who have consented to be nominees.
- 272 Prior to the election, information (and picture, if possible) about each nominee shall be given to
- 273 the delegates. 305-307
- 274 Immediately following the election a letter shall be sent to each nominee reporting the results.
- 275 These duties shall be the responsibility of the Nominating and Personnel Committee.
- 276 6. Any individual who is to be nominated or appointed for a position in the Northern Ohio District
- 277 Church of the Brethren shall: 308
- 278 A. Give evidence of a Christian faith and a lifestyle that seeks to follow the teachings of the Bi-
- 279 ble. 309
- 280 B. Support the beliefs and traditions of the Church of the Brethren and seeks to live in harmony
- 281 with the specific teachings of the Church of the Brethren. 309
- 282 C. Be an active member and participant of a local Church of the Brethren. Active participation
- 283 is defined as: 310
- 284 1. Regular and faithful attendance.
- 285 2. Supportive of the congregation in attitude and words.
- 286 3. Committed to strengthening the congregation with volunteer time and commitment to
- 287 tithing. 310-311
- 288 D. Be willing to give careful attention to the assigned task, in order to assist the Northern Ohio
- 289 District to fulfill the ministry of Jesus Christ. 311-313
- 290 If, for whatever reason, the individual is found to be in non-compliance with these qualifica-
- 291 tions, it shall be the responsibility of the District Board to take appropriate action.
- 292 7. ~~For the aid of those groups making nominations or appointments, the District Office, in coop-~~
- 293 ~~eration with the Nominating and Personnel Committee, shall maintain a personnel file, indi-~~
- 294 ~~cating the training, aptitude, and record of service of persons showing promise for District~~
- 295 ~~leadership. (not current practice or considered practical to include in new by-laws)~~
- 296 8. In the event of an outside contractor being hired to do the work of a nominated or appointed
- 297 position, the criteria listed in #6 above would not apply.

**Article 2 –Staff Employed by the District Board**

298 **1. STAFF POSITIONS**

299 A. District Executive

- 300 1. The District shall employ an executive by action of District Board. He or she shall be a person  
301 qualified by training, experience, and personal dedication to Christ and the church to guide,  
302 counsel, and encourage District and local church workers in the development of vital and well-  
303 balanced church programs. 110-118
- 304 2. The Executive shall be the Executive Officer of the Board and shall give general oversight to  
305 the implementation of District work. 120  
306 He or she shall be the custodian of all official papers of the District, shall be an ex-officio  
307 member without vote of the Board, the Commissions, Committees, and the communities of the  
308 District. 120-123
- 309 3. The Executive shall give assistance and guidance for pastoral placement in the District and, in  
310 consultation with the appropriate Commission, conduct or appoint someone to conduct any  
311 congregational business meeting (Council) in which a vote on a current or prospective pastor is  
312 taken. 125-128
- 313 4. The District Executive shall have direct supervisory authority over all paid district staff em-  
314 ployed by the District Board, including, but not limited to, position description review, calen-  
315 dar cooperation, annual evaluation, and personnel matters unless that authority is assigned to  
316 another Commission or Committee by the District Board. The District Executive shall take  
317 primary responsibility for the employment and termination of all paid district staff employed  
318 by the District Board, bringing specific recommendations to the Executive Committee of the  
319 District Board for action. 130-136

320 B. ADDITIONAL PROFESSIONAL STAFF

321 When the work and size of the District warrant it, position descriptions shall be written by the  
322 District Executive, in consultation with the Executive Committee of the District Board, and addi-  
323 tional qualified staff shall be employed. 164-166

324 C. OFFICE SECRETARY

325 The District shall provide sufficient secretarial assistance for the employed staff and District Of-  
326 fice. 139-140

**2. STAFF EMPLOYMENT PROCEDURES**

- 327 A. District Executive – The selection and employment of the Executive, as well as the termination of  
328 such services, shall be the responsibility of the District Board in consultation with the Church of  
329 the Brethren Ministry Office or its successor. 111-113
- 330 B. Other Professional Staff – The selection and employment of additional professional staff, as well  
331 as the termination of such services, shall be the responsibility of the District Executive in consul-  
332 tation with the Executive Committee of the District Board. All other paid professional staff em-  
333 ployed by the District Board shall be responsible to the District Executive. 167-169
- 334 C. Office Secretary – The Office Secretary shall be employed by the District Board upon the rec-  
335 ommendation of the District Executive, and shall be responsible to the District Executive.
- 336 D. Terms of Employment – The terms of employment for all employed personnel shall be carefully  
337 stipulated and reviewed annually. 173-174  
338 When the terms have been mutually accepted, such terms shall be set forth in writing on approved  
339 forms and shall be considered an agreement between contracting parties.
- 340 E. Division of Responsibility – When there is multiple staff, the division of responsibility and the  
341 lines of authority shall be clearly defined and periodically reviewed by the appropriate District of-  
342 ficials. All paid professional staff are directly responsible to the District Executive, who shall su-



343 pervise the staff on behalf of the District Board in such manner that promotes harmony, coopera-  
344 tion, and maximum efficiency of district resources and personnel unless that authority is assigned  
345 to another Commission or Committee by the District Board. Personnel decisions made by the  
346 District Executive shall be reported to the Executive Committee of the District Board for review  
347 and/or affirmation. A written position description for each employee shall be maintained and an-  
348 nually reviewed by the District Executive. 177-183

### Article 3 – District Conference

- 349 **1. THE DISTRICT CONFERENCE SHALL CONVENE ONCE A YEAR** at such a time as to  
350 allow District organization and program to be in readiness for the new church year. Special meet-  
351 ings may be called at the discretion of the conference officers in consultation with the Board. 187-189  
352 Generally, the Conference should convene in those geographical areas which will best serve the  
353 interests of the membership. 190-191  
354 The facilities should be conducive to attendance and provide adequate and comfortable arrange-  
355 ments. 191-192
- 356 **2. THE TIME OF THE WEEK** for the Conference should be as free as possible from conflicts with  
357 work schedules. 192-193  
358 Business sessions shall be at an hour when the delegates are most free to attend. 193-194  
359 Congregations should be encouraged to relieve pastors of their regular Sunday responsibilities  
360 when the Conference meets on Sunday. 194-196
- 361 **3. THE RULES OF DISTRICT CONFERENCE ARE:**
- 362 **A.** All matters of business shall be clearly presented to Conference after which the Moderator  
363 shall declare the same to be the business of the Conference. 257-258
- 364 **B.** No one shall speak more than twice on the same question. The first speech shall be limited to  
365 five minutes and the second to three minutes. 259-260
- 366 **C.** The Moderator shall decide when a question shall be put on its passage, but anyone from the  
367 voting body may “move the previous question” which is a motion to close debate. 261-263
- 368 **D.** A two-thirds majority shall be necessary to pass answers to queries, matters of polity, and oth-  
369 er items as determined by the Officers of District Conference. 267-268  
370 A majority shall be the rule for all other motions. 268-269
- 371 **E.** A plurality vote shall be required for the election of all officers. 270
- 372 **F.** All appeals from the rulings of the Moderator shall be decided by the voting body. 271
- 373 **G.** These rules may be amended at any regular session of the conference. 276
- 374 **H.** Persons nominating from the floor may only name the nominee: the biographical information  
375 must be submitted in writing to the officers of the Conference who will later submit the infor-  
376 mation to the Conference Delegates. 272-275
- 377 **I.** Written or oral consent must be obtained from all nominees. 305
- 378 **J.** Robert’s Rules of Order Revised shall be the standard for any point not covered by these rules. 277-278
- 379 **4. CONFERENCE OFFICERS DELEGATES’ QUALIFICATIONS AND DUTIES**
- 380 **A.** All officers and Delegates shall be members in good standing of a member church or fellow-  
381 ship and shall serve faithfully in their respective offices. 221-222
- 382 **B. The Moderator** shall preside at business sessions of the Conference, and be an ex-officio  
383 member of the Board and member of the Executive Committee. 232-234  
384 The Moderator shall be chairperson of the Conference Central Committee. 235  
385 The Moderator shall study the needs of the District and give interpretation and counsel regarding  
386 them to the Board and District Conference, and to any other appropriate District agency. 230-231  
387 The Moderator shall chair the re-organization of District Board as soon after District Conference  
388 elections, as is feasible. 236-237

389 **C. The Moderator-Elect** shall perform the duties of the Moderator in the Moderator’s absence or  
390 at the Moderator’s request and shall become familiar with the program of the District in prepara-  
391 tion for moderatorship. 239-240  
392 The Moderator-Elect shall be an ex-officio member of the Board. 243-244  
393 The Moderator-Elect shall be Chairperson of the Nominating and Personnel Committee and a  
394 member of the District Conference Central Committee. 241-242  
395 **D. The Clerk** shall record the minutes of District Conference and shall, in cooperation with the  
396 District Executive prepare them for publication and distribution to the churches. 250-251  
397 **E. The Treasurer** (or firm contracted to provide such services) shall be custodian of all District  
398 funds, disbursing them as authorized by District Conference and the Board. 572-573  
399 The treasurer (if appointed) shall be an ex-officio member of the District Board without vote. 470  
400 The Treasurer shall make written reports to the Board and to the District Conference as requested  
401 and submit the accounts for an annual audit. 574-576  
402 **F. The Financial Secretary** (or firm contracted to provide such services) shall receive all current  
403 District funds, acknowledge receipt of such and deposit said funds promptly in a depository desig-  
404 nated by the District Board. 577-579  
405 The financial secretary (if appointed) shall be an ex-officio member of the District Board without  
406 vote. 470-471  
407 The Financial Secretary shall prepare, at least quarterly, a report of the giving from member  
408 churches and of all other receipts. Said reports shall be made available to the appropriate Com-  
409 mission, the Board and the churches. 579-582  
410 The accounts shall be submitted for an annual audit.  
411 **G. Congregational Delegates** shall be elected on from among the active, informed and commit-  
412 ted membership of the church. 207-208  
413 Delegates shall be expected to attend all business sessions of District Conference and all meetings  
414 of the delegate body. 209-210  
415 They shall report and communicate actions and concerns from District to congregation and vice-  
416 versa. 211-212  
417 Delegates shall be elected at the time of general elections in the local church and shall serve on a  
418 year-round basis. 208  
419 When elected, delegates’ names and addresses shall be reported to the District Office to be includ-  
420 ed in the mailing list for newsletters, financial reports, and other pertinent information.  
421 **H. Standing Committee Delegates to Annual Conference** are elected by District Conference for  
422 a term of three (3) years and are eligible for re-election to a second term. If a Standing Committee  
423 Delegate serves two consecutive three-year terms, that individual shall be ineligible for re-election  
424 for four (4) years after the second term of service regardless of possible transfer to another district.  
281-287

**Article 4 – District Board**

- 425 **1. PURPOSE.** The District Board shall: 415  
426 **A.** Fulfill the directives of the District Conference and make an annual report to the Conference.  
427 **B.** Assign, supervise, and coordinate the work of the Commissions. 417  
428 **C.** Interpret rules of procedure for Commissions and Committees. 418  
429 **D.** Study the member congregations and strive to help them meet their needs and to fulfill their  
430 mission. 419-420  
431 **E.** Set goals, project long-range planning, and initiate new programs. 421  
432 **F.** Promote, administer, and supervise through the Commissions the total church program in the  
433 District. 422-423

- 434 G. Employ and direct the work of a District Executive and such other personnel as may be au-  
 435 thORIZED by the District Conference. 424-425
- 436 H. Make all appointments for which the Board is responsible. 426
- 437 I. Fill vacancies in elective District offices occurring between District Conferences and fill such  
 438 vacancies not provided for otherwise. 427-428
- 439 J. Have custody of all District capital funds, endowments and annuities, and hold title to District  
 440 properties. 429-430  
 441 Distribute District current funds and invest permanent funds as authorized by the District  
 442 Conference. 430-431  
 443 Negotiate the purchase and sale of property, and the borrowing and lending of money on be-  
 444 half of the District. 431-432
- 445 K. Prepare the District Budget for presentation to the District Conference. 433
- 446 L. Provide for the annual audit 434
- 447 M. Allocate and define authority with respect to the establishment of bank accounts and the sign-  
 448 ing of checks and other legal documents. 435-436
- 449 N. Arrange for bonding the District Treasurer and Financial Secretary (if appointed). 437
- 450 O. Receive, consider, and make disposition of concerns brought by any persons or church group. 438
- 451 P. Coordinate the District program and prepare the District Calendar. 440
- 452 Q. Bring queries or other business to District Conference and process queries from local church-  
 453 es for District Conference action. 441-442
- 454 R. Plan or otherwise provide continuing education opportunities for Board members, employed  
 455 staff, and other District personnel. 443-444
- 456 S. When problems of discipline arise, the Board shall follow the procedures and suggestions out-  
 457 lined by the Annual Conference for discipline and reconciliation. 445-446
- 458 T. Nominate candidates for ordination to the ministry.
- 459 U. Act on nominees for Lay Speaker, Licensed Ministers, and for Ordination recommended by  
 460 the appropriate Commission and present those approved to the local church for action. 447
- 461 V. Provide for the organizing, merging, or disorganizing of churches in harmony with the provi-  
 462 sions of Annual Conference. 450-451

## 464 2. ORGANIZATION

- 465 As soon after District Conference election as feasible, the Moderator of District Conference will  
 466 conduct the re-organization of the District Board. 484-485
- 467 The Board shall elect from its membership:
- 468 A. A Chairperson.
- 469 B. A Vice-Chairperson.
- 470 C. A Secretary 486-487
- 471 The Board will then organize itself into the Commissions needed to most effectively promote and  
 472 carry out the work of the District. 488-489
- 473 The Chairperson and Secretary of the District Board shall not be named to a Commission. 458-459
- 474 Two (2) members from the same congregation shall not be named to the same Commission. 489-490
- 475 The Board may change the designation of the Commissions as it deems necessary and wise (Arti-  
 476 cle 5, Section 4, Constitution). 526
- 477 The Board shall be made up of eighteen (18) voting members: 456
- 478 A. Eighteen (18) elected by District Conference [six (6) each year for three year terms]. 458
- 479 B. Ex-officio members of the Board without vote: 468-471
- 480 1. Treasurer (if appointed)
- 481 2. Financial Secretary (if appointed)
- 482 3. Manchester University Trustee (Manchester Trustees no longer chosen by the districts)

- 483 4. Two (2) Standing Committee Delegates 469 (currently only one SC delegate)
- 484 5. The Moderator, Moderator-Elect, and the Clerk of District Conference 468-469
- 485 6. Members of the District Staff 472-473
- 486 7. Camp Administration Committee representative 469-470

487 These persons are expected to attend the District Board meetings, and report on their activities  
 488 and respective responsibilities. 471-472

490 **3. EXECUTIVE COMMITTEE**

491 **A. Membership.** 496-499

492 The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and the Secretary  
 493 of the Board in their respective offices, Moderator of District Conference, and the Chairperson of  
 494 each Commission.

495 **B. Meetings.**

496 The Executive Committee shall meet at least three times per year and at the call of the Chairper-  
 497 son or the District Executive. 502-503

498 **C. Duties.**

- 499 1. To act ad interim for the District Board as may be necessary between Board meetings. 510
- 500 2. To nominate, for employment, the District Executive and other staff persons as may be di-  
 501 rected by the District Board. 511-512
- 502 3. To give supervision and guidance to District personnel so employed. 513
- 503 4. To examine annually the contractual agreements of the District Staff for referral to the Board. 515-516
- 504 5. To study and make recommendations with reference to the goals and overall program of the  
 505 District. 517-518
- 506 6. To deal with such other matters as may be referred to the Executive Committee by the District  
 507 Board. 519-520
- 508 7. All members of the Board shall normally be supplied with copies of the minutes of the Execu-  
 509 tive Committee. 521-522

510 **Article 5 – Commissions**

511 Commissions may be formed by the Board around the following work areas: (The Board shall estab-  
 512 lish and maintain task descriptions for the Commissions it organizes.) 525-526

513 **1. NURTURE**

- 514 A. Foster the spiritual growth and development of members and congregations through music,  
 515 worship, education, and fellowship. 528-529
- 516 B. Stimulate the congregations to have a vital encounter with God, promote the total cause of  
 517 Christian education, provide opportunities for training church leaders and workers, counsel  
 518 and coordinate age and interest groups, work to enrich family life, promote the use of audio-  
 519 visual and book libraries, and do whatever else may nurture the inner life of the church. 530-534

520 ~~**2. OUTDOOR MINISTRIES** (See Camp Administration Committee section 331-401)~~

- 521 ~~A. Provide and develop the camping, retreat, and other outdoor ministry programs of the District.~~
- 522 ~~B. Provide for the scheduling of the camp facilities for the use of District, local congregations,  
 523 community and civic groups.~~
- 524 ~~C. Prepare and present an annual outdoor ministries budget to the District Board for its review  
 525 and approval.~~
- 526 ~~D. Be responsible for the ongoing program of leadership recruitment and training.~~
- 527 ~~E. Supervise the promotion and publicity of the camp.~~
- 528 ~~F. Oversee the physical development of the camp facilities and grounds, including maintenance  
 529 and custodial care.~~

530 **3. WITNESS**

- 531 A. Stimulate congregation's witness to the world through evangelism, church growth, daily voca-  
532 tions and missions here and around the world. 536-537
- 533 B. Seek to extend the church with the strengthening of existing congregations and the develop-  
534 ment of new congregations within the District. 538-539
- 535 C. Foster the growth and development of non-violent action, conflict management, and work  
536 with peace and justice concerns. 540-541
- 537 **4. SERVICE**
- 538 A. Develop an effective disaster network providing for training, recruitment, and resources for  
539 disaster teams. 543-544
- 540 B. Stimulate the congregations to provide adequate ministries to the needy, displace, and des-  
541 pised in society. 545-546
- 542 C. Interpret and recruit persons for Brethren Service and Brethren Volunteer Service programs. 547-548
- 543 **5. STEWARDSHIP AND FINANCE**
- 544 A. Aid and challenge the churches and District agencies to be good and faithful stewards of  
545 God's resources. 554-555
- 546 B. Promote a program of general stewardship education and enlistment in the congregations with  
547 an emphasis on spiritual gifts, talents, time and treasure. 556-557
- 548 C. Supervise the financial interests of the District, safeguard and utilize the property of the Dis-  
549 trict, assist in preparing the Annual Budget, and in other ways solicit support for the basic  
550 work of the District. 551-553
- 551 **6. MINISTRY**
- 552 A. Counsel and assist congregations and individuals in the various phases of extending and re-  
553 ceiving a call to the ministry, becoming equipped and trained for the ministry, and licensing  
554 and ordaining ministers. 559-562
- 555 B. Give counsel and guidance to all ministerial affairs in the District. 563
- 556 C. Seek ways to strengthen the relationships and understanding between congregations and pas-  
557 tors, provide training for local persons responsible for church-pastor relations, encourage pas-  
558 tors in their professional growth, and in various ways strive to increase the joy and effective-  
559 ness of the pastoral ministry. 564-567
- 560 D. Review the ministerial list periodically and make recommendations regarding those ministers  
561 who no longer appear to show interest or dedication in their ministerial call. 568-569
- 562 ~~E. Counsel and assist congregations and individuals in the various phases of extending and re-~~  
563 ~~ceiving a call and the equipping and training of lay speakers and others involved in full-time~~  
564 ~~church vocations. (lay speaker program no longer exists)~~

#### Article 6 – Related Institutions

#### **565 CHURCH OF THE BRETHERN HOMES**

- 566 A. The District shall recognize and promote the Good Shepherd Home (Fostoria, Ohio) and West  
567 View Manor (Wooster, Ohio) as resident care facilities. 603-604
- 568 B. The District Conference shall elect one Trustee for each Home, subject to the polity and by-  
569 laws of each Home, whose duties shall be as follows: 605-606
- 570 1. Attend the meetings of the Home Trustee Board. 608
- 571 2. Make an annual written report to the District Conference. 611
- 572 3. Present the interests and concerns of the District to the Home, and of the Home to the  
573 District. 609-610

#### **574 MANCHESTER UNIVERSITY**

- 575 A. The District shall recognize and promote Manchester University as its regional church-related  
576 college. 614-615



- 577 B. The District Conference shall elect one College Trustees for a five (5) year term whose duties  
578 it shall be to: ~~(Trustees are no longer chosen by the districts)~~  
579 1. Attend meetings of the College Board of Trustees.  
580 2. Make an annual report to the District Conference.  
581 3. Attend and report to District Board Meetings  
582 4. Present the interests and concerns of the district to the college and of the college to the  
583 District.

#### 584 OHIO COUNCIL OF CHURCHES ASSEMBLY

- 585 A. Delegates to the Assembly shall be appointed by the District Board 618  
586 B. The term of office for Delegates shall be for two (2) years. 619  
587 C. Duties of the Delegates:  
588 1. Attend the meetings of the Assembly of the Ohio Council of Churches. 621  
589 2. Make a written report to the District Conference 622

#### Article 7 - Amendments

- 590 This Constitution and Bylaws of the District may be amended by a two-thirds vote of the delegates  
591 present and voting at any regular session of the District Conference providing that written notice of  
592 the proposed amendment has been given with the call of the meeting issued at least thirty days prior  
593 to the meeting. 83-86 and 625-628  
594 ~~Adopted by District Conference, 1986 except under Article 6 - Church of the Brethren Homes~~  
595 ~~Adopted Article 6 - Church of the Brethren Homes, by District Conference, 1988~~  
596 ~~Amended Bylaws, Article 6, Church of the Brethren Homes, by District Conference, 1994~~  
597 ~~Amended Constitution, Article 4, Conference Delegate Body, by District Conference, 1995~~  
598 ~~Amended Bylaws, Article 1, Personnel Selection and Tenure, by District Conference, 1996~~  
599 ~~Amended Bylaws, Article 6, Related Institutions, by District Conference, 1998~~  
600 ~~Amended Bylaws, Article 2, Employed Staff, Article 3, District Conference, by District Conference,~~  
601 ~~2000~~  
602 ~~Amended Constitution, Article 5, Board Members, Article 5, Committees; Bylaws, Article 3, District~~  
603 ~~Conference, by District Conference, 2008~~  
604 ~~Amended Constitution, Article 5, Board Members, Article 5, Camp Administration Committee, By-~~  
605 ~~laws Article 3, Treasurer and Financial Secretary appointments, Bylaws Article 5, Outdoor Minis-~~  
606 ~~tries, by District Conference, 2009~~  
607 ~~Amended Constitution, Article 4, District Conference, Article 5, District Board, Bylaws, Article 4,~~  
608 ~~District Board, by District Conference, 2011~~  
609 ~~Amended Bylaws, Article 3, District Conference, by District Conference, 2012~~