

1 NORTHERN OHIO DISTRICT CHURCH OF THE BRETHREN

2 **Constitution**

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5 **Article 1 - Incorporation**

6 The Northern Ohio District of the Church of the Brethren (NOHCOB), is incorporated under and
7 pursuant to the religious corporation act of the state of Ohio. The office of the District Executive
8 shall be named as the principal place of business. The affairs of the corporation shall be
9 managed by the District Board whose chairperson and secretary shall be the legal officers of the
10 corporation and shall sign all legal documents.

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12 The Northern Ohio District is an area bounded by the Indiana state line on the west; the
13 Pennsylvania state line on the east, the Michigan border to the north, with the exception of the
14 Hillsdale, Lenawee, and Monroe counties in Michigan that are part of the Northern Ohio District.
15 The District's southern border is the southern boundary of these Ohio counties: Mercer,
16 Auglaize, Hardin, Marion, Morrow, Knox, Coshocton, Tuscarawas, Harrison, and Jefferson.

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18 **Article 2 - Purpose of the District**

19 Grounded in the Gospel of Jesus Christ, the purpose of the Northern Ohio District shall be to
20 administer and coordinate the religious and business activities of the Church of the Brethren
21 within the bounds of the District. The District covenants to support faithfully the program of the
22 Church of the Brethren, recognizing Annual Conference enactments of the Church of the
23 Brethren as having governing force in its life and shall remain a member of the Church of the
24 Brethren or its successor. The mission of the Northern Ohio District is to resource
25 congregations, ministers, and individuals in all aspects of Christian life so that we might
26 continue the work of Jesus Christ in our world today - peacefully, simply, together.
27 The District shall have power to receive and disburse gifts, own and convey real estate and to
28 be trustee of property and of endowment and other funds.

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30 **Article 3 - Member Churches**

31 All Church of the Brethren congregations which are recognized by the District as organized
32 churches shall be member churches of the District. A new church development shall be called a
33 "fellowship" until it is chartered as a member congregation. Churches may be placed in
34 geographical units circumscribed by the District in order to facilitate balance in representation
35 from member congregations.

36
37 **Article 4 - District Conference**

38 District Conference is a mass meeting of local church delegates and interested persons
39 gathered in business sessions to implement the District's purpose. District Conference is the
40 final authority of the District on policy, program, and procedure. The Conference shall function
41 according to the organization and procedure as outlined in the Constitution and By-Laws.

47 **Article 5 - District Board**

48 The District Board, hereinafter referred to as the Board, shall manage and administer the work
49 of the District in accordance with the Constitution and By-Laws of the Northern Ohio District of
50 the Church of the Brethren (herein "Constitution and By-Laws") as approved by District
51 Conference. The Board is the legal agent of the District and shall be empowered to act on
52 behalf of the District Conference throughout the year except for those actions specifically
53 reserved for District Conference as set forth in the Constitution and By-Laws.

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55 **Article 6 - Camp Administration Committee (CAC)**

56 The Camp Administration Committee, hereinafter referred to as CAC, shall manage and
57 administer the work of Inspiration Hills Camp according to the Constitution and By-Laws of the
58 Northern Ohio District of the Church of the Brethren as approved by the District Conference.
59 The District Board shall approve all capital expenditures over \$50,000 of the Camp, all real
60 estate transactions of the Camp, and review all annual budgets of the Camp for referral to
61 District Conference.

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63 **Article 7 - Fiscal Year and Conference Year**

64 The fiscal year of the District shall be the same as that designated by Annual Conference -- the
65 calendar year, January through December. The conference year shall be from the close of
66 business of one annual District Conference to the close of business of the next annual District
67 Conference.

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69 **Article 8 - Liquidation**

70 No person, firm or corporation shall at any time receive dividends or profits from this
71 corporation. In keeping with denominational polity, if the District dissolves, departs from
72 membership in the Church of the Brethren, or is unable to fulfill its purpose, all assets shall be
73 transferred to the Church of the Brethren, Inc., or its successors.

74

75 **Article 9 – Related Institutions**

76 The District may enter into relationships with cooperative religious bodies and other institutions
77 of interest as need and opportunity allow. The involvement of the District in terms of financial
78 support, selection of trustees, program endorsement, receiving of reports, etc. shall be subject
79 to District Conference action. The extent of financial liability is limited to the monies actually
80 given the specific corporation and/or agency or specially committed to a particular ministry.

81

82 **Article 10 - Amendments**

83 The Constitution and By-Laws of the District may be amended by two-thirds vote of delegates
84 present and voting at any regular session of the District Conference. Written notice of the
85 proposed amendments shall be given with the call of the meeting, at least thirty (30) days prior
86 to the meeting.

88 **By-Laws**

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91 **Article 1 - Personnel Selection**

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93 A. The Nominating Committee shall prepare a ballot for the use of the District Conference in
94 the election of (a) officers of District Conference (except those appointed); (b) members of
95 District Conference committees, (c) Standing Committee delegate(s); (d) District Board
96 members; (e) Camp Administration Committee members; and (f) such other offices as are to
97 be elected by District Conference.

98

99 B. Elections and appointments shall be conducted in such a way as to secure leadership in an
100 equal distribution from the western, central, and eastern areas of the District. Care should
101 be taken to provide a good balance between clergy and lay members. Care should also be
102 used to keep a balance in the number of persons serving the District from any one
103 congregation, family, or gender.

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105 **Article 2 - Staff Employed by the District Board**

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107 **A. Staff Positions**

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109 1. District Executive

110 a. The District shall employ a District Executive by action of the District Board. The
111 selection and employment of the District Executive, as well as the termination of
112 such services, shall be the responsibility of the District Board in consultation with the
113 Church of the Brethren Ministry Office or its successor.

114

115 b. He or she shall be a person qualified by training, experience and personal dedication
116 to Christ and the Church of the Brethren to guide, counsel and encourage District
117 and local church workers in the development of vital and well-balanced church
118 programs.

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120 c. The District Executive shall be the executive officer of the District Board and shall
121 give general oversight to the implementation of District work. He or she shall be the
122 custodian of all official papers of the District, shall be an ex-officio member without
123 vote of the District Board, its Commissions and Committees.

124

125 d. The District Executive shall give assistance and guidance for pastoral placement in
126 the District and, in consultation with the appropriate Commission, conduct or appoint
127 someone to conduct any congregational business meeting (Council meeting) in
128 which a vote on a current or prospective pastor is taken.

129

130 e. The District Executive shall have direct supervisory authority over all paid District
131 staff employed by the District Board, including, but not limited to, position description
132 review, calendar coordination, annual evaluations and personnel matters unless that

133 authority is assigned to another Commission or Committee by the District Board. The
134 District Executive shall take primary responsibility for the employment and
135 termination of all paid District staff employed by the District Board, bringing specific
136 recommendations to the Executive Committee of the District Board for action.

137

138 2. Administrative Secretary

139 a. The District shall provide sufficient secretarial assistance for the employed staff and
140 District Office.

141 b. The Administrative Secretary shall be employed by the District Board upon the
142 recommendation of the District Executive. The Administrative Secretary shall be
143 responsible to the District Executive.

144

145 3. Inspiration Hills Camp Executive Director

146 a. A Inspiration Hills Camp Executive Director shall be employed by District Board
147 based upon the recommendation of Camp Administration Committee (CAC).

148 b. He or she shall be a person qualified by training, experience and personal dedication
149 to Christ and the Church of the Brethren to administer the ministry of Inspiration Hills
150 Camp reporting directly to the Camp Administration Committee. The Camp
151 Executive Director shall serve as an ex-officio member without vote on Camp
152 Administration Committee, CAC Executive Committee and District Board.

153 c. The Camp Executive Director shall have direct supervisory authority over all paid
154 Camp staff including, but not limited to, position description review, calendar
155 coordination, annual evaluations, and personnel matters unless that authority is
156 assigned elsewhere by CAC.

157 d. The Camp Executive Director shall take primary responsibility for the employment of
158 all paid Camp staff, bringing specific recommendations to the Executive Committee
159 of CAC for action.

160 e. The Camp Executive Director shall be responsible for compliance with all appropriate
161 codes and regulations related to the Camp.

162

163 4. Additional Professional Staff

164 a. When the work and size of the District warrant it, position descriptions shall be
165 written by the District Executive, in consultation with the Executive Committee of the
166 District Board, and additional qualified staff shall be employed.

167 b. The selection and employment of additional professional staff, as well as the
168 termination of such services, shall be the responsibility of the District Executive in
169 consultation with the Executive Committee of the District Board.

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171 **B. Staff Employment Procedures**

172 Terms of Employment

173 1. A written position description for each employee shall be maintained and annually
174 reviewed by the District Executive. When there are multiple staff, the division of
175 responsibility and the lines of authority shall be clearly defined and periodically reviewed
176 by the appropriate District officials.

177 2. All paid professional staff, with the exception of the Camp Executive Director, are directly
178 responsible to the District Executive, who shall supervise the staff on behalf of the

179 District Board in such a manner that promotes harmony, cooperation and maximum
180 efficiency of District resources and personnel, unless the authority is assigned to another
181 Commission or Committee by the District Board. Personnel decisions made by the
182 District Executive shall be reported to the Executive Committee of the District Board for
183 review and/or affirmation.
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185 **Article 3 - District Conference**

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187 A. The District Conference shall convene once a year at such a time as to allow District
188 organization and program to be in readiness for the new church year. Special meetings may
189 be called at the discretion of the conference officers in consultation with the District Board.
190 Generally, the Conference should convene in those geographical areas which will best
191 serve the interests of the membership. The facilities should be conducive to attendance and
192 provide adequate and comfortable arrangements. The time of the week for the Conference
193 should be as free as possible from conflicts with work schedules. Business sessions shall be
194 at an hour when the delegates are most free to attend. Congregations are encouraged to
195 relieve pastors of their regular Sunday responsibilities when the Conference meets on
196 Sunday.
197

198 B. The principal business function of District Conference is to provide for elections, assign
199 responsibilities and approve budgets, approve strategies and adopt policies, receive
200 congregations and fellowships and act on name changes and closures on recommendation
201 from the District Board, set goals and organize for action.
202

203 C. Conference Delegate Body Qualifications and Duties

- 204 1. All members of the churches and fellowships of the District shall have the privilege of
205 moving and discussing business of District Conference. However, only the official
206 delegates of the member churches or fellowships shall have the right to vote.
- 207 2. Congregational delegates shall be elected from among the active, informed and
208 committed membership of the church and shall serve on a year-round basis.
- 209 3. Delegates shall be expected to attend all business sessions of District Conference and
210 all meetings of the delegate body.
- 211 4. They shall report and communicate actions and concerns from District to congregation
212 and vice-versa.
- 213 5. There shall be two (2) delegates for each member church or fellowship with 200 or fewer
214 members. Larger churches shall have one (1) additional delegate for each additional 100
215 members or fraction thereof.
- 216 6. When possible, one (1) delegate shall be a local church board member.
- 217 7. When possible, no elected delegate shall serve more than two (2) years in succession.
218

219 D. Conference Officers Qualifications and Duties

220 The officers of District Conference shall be the Moderator, Moderator-Elect, Past-Moderator
221 and Clerk. All officers shall be members in good standing of a member church or fellowship
222 and shall serve faithfully in their respective offices.
223

224 All District Conference officers shall be elected to a three-year term. Only the Clerk is
225 eligible for a second three-year term. The term of office for Moderator is three years. In the
226 first year, he or she shall serve as Moderator-elect. The second year he/she shall serve as
227 Moderator and the final year he/she shall serve as Past-moderator.
228

229 1. Moderator - The Moderator shall:

- 230 a. Consider the needs of the District and give interpretation and counsel regarding them
231 to the Board and District Conference, and to any other appropriate District agency.
- 232 b. Preside at business sessions of District Conference and be an ex-officio member of
233 the District Board without vote and a voting member of the Executive Committee of
234 District Board.
- 235 c. Be chairperson of the District Conference Central Committee.
- 236 d. The incoming, newly installed Moderator shall chair the reorganization of District
237 Board as soon after District Conference elections as is feasible.

238 2. Moderator-Elect - The Moderator-Elect shall:

- 239 a. Perform the duties of the Moderator in the Moderator's absence or at the Moderator's
240 request and shall become familiar with the program of the District.
- 241 b. Be chairperson of the Nominating Committee and a member of the District
242 Conference Central Committee.
- 243 c. As an officer of the District Conference, the Moderator-Elect may represent and
244 report to the District Board, as needed.

245 3. Past-moderator - The Past-Moderator shall:

- 246 a. Offer guidance to the Moderator and Moderator-Elect for the purpose of continuity
247 between one District Conference and another.
- 248 b. Serve as a member of the District Conference Central Committee.

249 4. Clerk - The District Conference Clerk shall:

- 250 a. Record the minutes of District Conference and shall, in cooperation with the District
251 Executive, prepare them for publication and distribution to the churches.
- 252 b. Serve as a member of and Secretary for District Conference Central Committee.
- 253 c. As an officer of the District Conference, the Clerk may represent and report to the
254 District Board, as needed.
255

256 E. Rules of District Conference

- 257 1. All matters of business shall be clearly presented to the Conference after which the
258 Moderator shall declare the same to be the business of the Conference.
- 259 2. No one shall speak more than twice on the same question. The first speech shall be
260 limited to five minutes and the second to three minutes.
- 261 3. The Moderator shall decide when a question shall be put on its passage, but anyone
262 from the voting body may "move the previous question" which is a motion to close
263 debate.
- 264 4. It is desirable to have as many delegates present as possible at the District Conference.
265 No quorum shall be required except as may be specified by rules of order or state
266 corporation law.
- 267 5. A two-thirds majority shall be necessary to pass answers to queries, matters of polity,
268 and other items as determined by the officers of District Conference. A majority shall be
269 the rule for all other motions.

- 270 6. A plurality vote shall be required for the election of all officers.
271 7. All appeals from the rulings of the Moderator shall be decided by the voting body.
272 8. Persons nominating from the floor may only name the nominee: consent and
273 biographical information must be submitted in writing to the officers of the Conference.
274 Officers of the conference are responsible to submit the information to the Conference
275 delegates.
276 9. These rules may be amended at any regular session of the Conference.
277 10. Robert's Rules of Order Revised shall be the standard for any point not covered by
278 these rules.

279

280 F. Standing Committee Delegate(s)

- 281 1. Delegate(s) shall be elected by District Conference to represent the District on the
282 Annual Conference Standing Committee and shall serve on a year-round basis.
283 2. Unless the directives of Annual Conference read otherwise, the term shall be for three
284 years (3) and shall be eligible for re-election to a second term.
285 3. If a Standing Committee delegate serves two consecutive three-year terms, that
286 individual shall be ineligible for re-election for four (4) years after the second term of
287 service regardless of possible transfer to another district.
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289 G. District Conference Committees

290 1. Nominating Committee

- 291 a. There shall be a Nominating Committee of seven members. Six members (two from
292 each area) shall be elected by District Conference for one term of three years and
293 shall not be eligible to succeed themselves. The Moderator-Elect shall be
294 chairperson of the Committee.
295 b. The term of office for all elected or appointed personnel shall be three years unless
296 otherwise stated in these By-Laws. No one shall be eligible to be elected to more
297 than two terms in succession. A person appointed to serve an unexpired term may
298 still be elected to two terms in succession. Approximately one-third of the
299 membership of the District Board and continuing committees shall be elected in any
300 one year.
301 c. The Nominating Committee shall not place any of its members in nomination for any
302 office. Any person employed by the District Board shall not be eligible to be elected
303 to a District position. No one may serve in more than one elected position
304 simultaneously.
305 d. The ballot shall include only the names of persons who have consented in writing to
306 be nominees. Prior to the election, information (and picture, if possible) about each
307 nominee shall be given to the District Conference delegates.
308 e. Any individual who is to be nominated or appointed for a position in the District shall:
309 (1) give evidence of a personal commitment to Christ and to the Church of the
310 Brethren; (2) be an active member and participant of a local Church of the Brethren
311 congregation, committed to strengthening the congregation; (3) be willing to give
312 careful attention to the assigned task in order to assist the Northern Ohio District to
313 fulfill the ministry of Jesus Christ.

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315

- 316 2. District Conference Central Committee
317 a. There shall be a District Conference Central Committee charged with the planning
318 and implementing of a District Conference annually.
319 b. The District Conference Central Committee shall consist of seven (7) voting
320 members. Three (3) members shall be elected by District Conference for a three-
321 year term and shall not be eligible to succeed themselves. The terms of the elected
322 members shall be staggered so that one-third is elected in any one year.
323 c. The Moderator, Moderator-Elect, Past Moderator and Clerk shall complete the
324 committee. The Moderator shall chair the District Conference Central Committee.
325 d. District Conference should be planned to encourage the local church program;
326 interpret both District and Denominational programs; provide age-group and inter-
327 generational program; serve as a vehicle by which the concerns of member
328 congregations may be passed to Annual Conference; and transact the business of
329 the District.
330
- 331 3. Camp Administration Committee (CAC)
332 The CAC shall be empowered to act on behalf of the District Conference in the
333 administration of Inspiration Hills Camp. The CAC shall work in harmony with the District
334 Board and be subject to the authority of the delegate body of District Conference.
335 a. Purpose: The CAC shall have authority to
336 1) Oversee all camp matters, including, but not limited to, camp policies, revenue
337 and expenditures, summer camp programs, rentals, development, and
338 congregational relationships.
339 2) Oversee the Camp Executive Director.
340 3) Prepare and present an annual budget to the District Board for its review,
341 approval and forwarding to District Conference for approval.
342 4) Be responsible for the ongoing program of leadership recruitment and training.
343 5) Supervise the promotion and publicity of the camp.
344 6) Oversee the physical development of the camp facilities and grounds, including
345 maintenance and custodial care.
346 7) The CAC chairperson, or designated CAC member, shall report to the District
347 Board and shall serve as an ex-officio member, without vote, of the Board.
348 b. CAC Organization:
349 1) CAC shall consist of 9 voting members elected by District Conference, with 3
350 elected each year for 3-year terms. All but the chairperson will serve on
351 committees. Ex-officio members without vote are: Camp Executive Director,
352 Facility Manager, Treasurer, Financial Secretary, Program Director and District
353 Executive.
354 2) Should a vacancy on CAC occur before the end of an elected term, District Board
355 shall appoint a replacement to fill the unexpired term.
356 3) If evidence is brought to light that an elected/appointed individual is found to be
357 non-compliant with the qualifications of the position, it shall be the responsibility
358 of the CAC to take appropriate action.
359 4) The office of anyone who does not fill the position in a responsible way and is
360 absent from meetings for three consecutive meetings may be declared vacant by
361 the CAC.

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- c. CAC reorganization process:
 - 1) The CAC shall be organized annually following the District Conference election. A chair, vice chair and secretary shall be selected from among its elected members.
 - 2) The CAC shall group its members into committees based on aptitude, gifts, and interest.
 - 3) The CAC chairperson shall be an ex-officio member, without vote, on all committees.
 - d. CAC Executive Committee
 - 1) Membership
 - a. The Executive Committee shall consist of the chairperson, vice chairperson, and secretary of CAC. The Camp Executive Director, treasurer, and District Executive shall serve as ex-officio members, without vote, of CAC Executive Committee.
 - 2) Meetings:
 - a. The Executive Committee shall meet at least 3 times a year and at the call of the CAC chairperson, the District Executive or Camp Executive Director.
 - b. At the discretion of the CAC Chairperson in consultation with the Camp Executive Director, meetings can be held via videoconferencing and items of business can be voted on through electronic means, including email, if detailed information on the item of business is available prior to the vote and minutes of the vote are recorded for approval.
 - 3) Duties:
 - a. To act ad interim for the CAC as necessary between CAC meetings.
 - b. To give direct supervision of the Camp Executive Director.
 - c. To give supervision and guidance to Camp personnel through the Camp Executive Director.
 - d. To prepare and coordinate an annual evaluation of the Camp Executive Director and review the Camp staff evaluations as prepared by the Camp Executive Director.
 - e. To deal with other such matters as may be referred by the CAC.
 - f. CAC Executive Committee minutes shall be distributed to all members of CAC.
 - e. Camp Committees:
 - 1) CAC shall establish and maintain task descriptions for the committees it organizes.
 - 2) Committees may be formed by the CAC around the following work areas: Program, Maintenance/Development, and Marketing/Fund Raising.
4. Other committees - District Conference may authorize such other committees, as necessary. When the specific assignment of a committee is achieved, the committee shall be dismissed.

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Article 4 - District Board

The District Board is the legal agent of the District and shall be empowered to act on behalf of the District Conference ad interim except for those actions specifically reserved for District Conference as set forth in the Constitution and By-Laws.

A. Purpose - The District Board shall:

1. Fulfill the directives of the District Conference and make an annual report to the Conference.
2. Assign, supervise and coordinate the work of the Commissions.
3. Interpret rule of procedure for Commissions and Committees.
4. Study the member congregations and strive to help them meet their needs and to fulfill their mission.
5. Set goals, project long-range planning and initiate new programs.
6. Promote, administer, and supervise through the Commissions the total church program in the District.
7. Employ and direct the work of a District Executive and such other personnel as may be authorized by the District Conference.
8. Make all appointments for which the Board is responsible.
9. Fill vacancies in elective District offices occurring between District Conference and fill such vacancies not provided for otherwise.
10. Have custody of all District capital funds, endowments and annuities, and hold title to District properties. Distribute District current funds and invest permanent funds as authorized by the District Conference. Negotiate the purchase and sale of property and the borrowing and lending of money on behalf of the District.
11. Prepare the District Budget for review and approval of the District Conference.
12. Provide for a review of the financials annually.
13. Allocate and define authority with respect to the establishment of bank accounts and the signing of checks and other legal documents.
14. Arrange for bonding the District Treasurer and Financial Secretary, if appointed.
15. Receive, consider, and make disposition of concerns brought by any persons or church group.
16. Coordinate the District program and the District calendar.
17. Bring queries or other business to District Conference and process queries from local churches for District Conference action.
18. Plan or otherwise provide continuing education opportunities for Board members, employed staff and other District personnel.
19. When problems of discipline arise, the Board shall follow the procedures and suggestions outlined by the Annual Conference for discipline and reconciliation.
20. Act on recommendations brought by the appropriate commission for licensing, commissioning, and ordination of ministers.
21. Provide for the organizing, merging, or disorganizing of churches in harmony with the provisions of Annual Conference.

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B. Board organization

1. There shall be a board consisting of 18 voting members, six from each geographic area including clergy and lay persons. Board members shall be elected by District Conference, six elected each year for three-year terms. All will serve on Commissions, with the exception of the Board Chair and Secretary.
2. Should a vacancy on Board occur before the end of an elected term, District Board shall appoint a replacement to fill the unexpired term.
3. If evidence is brought to light that an elected/appointed individual is found to be non-compliant with the qualifications of the position, it shall be the responsibility of the District Board to take appropriate action.
4. The office of anyone who does not fill the position in a responsible way and is absent from meetings for three consecutive meetings may be declared vacant by the District Board.
5. Ex-officio members, without vote, are: District Conference moderator, moderator-elect and clerk, Standing Committee delegate(s), Camp Executive Director, Camp Administration Committee representative, District Treasurer and District Financial Secretary. Ex-officio members are expected to report on their respective work and attend meetings as necessary. They will not serve on Commissions. District staff members are ex-officio members without vote and are expected to attend all board meetings at the discretion of the District Executive.
6. Meetings - The District Board shall meet at least three times per year and at the call of the Chairperson or the District Executive.
7. At the discretion of the District Board Chairperson in consultation with the District Executive, Board and commission meetings may be held via videoconferencing and items of business can be voted on through electronic means, including email, if detailed information on the item of business is available prior to the vote and minutes of the vote are recorded for approval.

C. Annual Board reorganization process

1. The board shall be organized annually, following the District Conference election. Board organization shall be conducted by the incoming, newly installed District Moderator. The chairperson, vice-chairperson, and secretary shall be selected by the Board from among its elected members.
2. The Board shall group its members into Commissions based on aptitude, gifts, and interests. Two members from the same congregation shall not be named to the same Commission. Each commission shall elect its own chairperson, vice-chairperson and secretary.
3. The Board chairperson shall be an ex-officio member without vote of all commissions and committees.

D. Executive Committee

1. Membership
 - a. The Executive Committee shall consist of the chairperson, vice-chairperson and the secretary of the board, moderator of District Conference, and the chairperson of each Commission. If unable to attend an Executive Committee meeting, a

- 500 commission chairperson may delegate another commission member to represent the
501 commission as a voting member of the Executive Committee.
- 502 b. Meetings - The Executive Committee shall meet at least three times per year and at
503 the call of the Chairperson or the District Executive.
- 504 c. At the discretion of the District Board Chairperson in consultation with the District
505 Executive, Executive Committee meetings may be held via videoconferencing and
506 items of business can be voted on through electronic means, including email, if
507 detailed information on the item of business is available prior to the vote and minutes
508 of the vote are recorded for approval.
- 509 2. Duties
- 510 a. To act ad interim for the District Board as necessary between Board meetings.
- 511 b. To nominate for employment the District Executive and other staff persons as may
512 be directed by the District Board.
- 513 c. To give direct supervision of the District Executive.
- 514 d. To give supervision and guidance to District personnel through the District Executive.
- 515 e. To prepare and coordinate an annual evaluation of the District Executive and review
516 the District staff evaluations as prepared by the District Executive.
- 517 f. To study and make recommendations with reference to the goals and overall
518 program of the District.
- 519 g. To deal with such other matters as may be referred to the Executive Committee by
520 the District Board.
- 521 h. Executive Committee minutes shall be distributed to all members of the District
522 Board.
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- 524 E. Commissions
- 525 The Board shall establish and maintain task descriptions for the Commissions it organizes.
526 Commissions may be formed by the Board around the following work areas:
- 527 1. Nurture
- 528 a. Foster the spiritual growth and development of members and congregations through
529 music, worship, education, and fellowship.
- 530 b. Stimulate the congregations to have a vital encounter with God, promote the total
531 cause of Christian education, provide opportunities for training church leaders and
532 workers, counsel and coordinate age and interest groups, work to enrich family life,
533 promote the use of print and non-print resources, and do whatever else may nurture
534 the inner life of the church.
- 535 2. Witness
- 536 a. Stimulate congregations' witness to the world through evangelism, church growth,
537 daily vocations, and missions here and around the world.
- 538 b. Seek to extend the church with the strengthening of existing congregations and the
539 development of new congregations within the District.
- 540 c. Foster the growth and development of nonviolent action, conflict management and
541 work with peace and justice concerns.
- 542 3. Service
- 543 a. Develop an effective disaster network providing for training, recruitment, and
544 resources for disaster teams.

- 545 b. Stimulate the congregations to provide adequate ministries to the needy, displaced
546 and despised in society.
- 547 c. Interpret and recruit persons for Brethren Service and Brethren Volunteer Service
548 programs.
- 549
- 550 4. Stewardship and Finance
- 551 a. Supervise the financial interests of the District, safeguard and utilize the property of
552 the District, assist in preparing the annual budget, and in other ways solicit support
553 for the basic work of the District.
- 554 b. Aid and challenge the congregations and District agencies to be good and faithful
555 stewards of God's resources.
- 556 c. Promote a program of general stewardship education and enlistment in the
557 congregations with an emphasis on spiritual gifts, talents, time, and treasure.
- 558 5. Ministry
- 559 a. Counsel and assist congregations and individuals in the various phases of extending
560 and receiving a call to the ministry, becoming equipped and trained for the ministry,
561 and licensing, commissioning, and ordaining ministers. Approve licensed ministers
562 for employment when applicable.
- 563 b. Give counsel and guidance to all ministerial affairs in the District.
- 564 c. Seek ways to strengthen the relationships and understanding between
565 congregations and pastors, provide training for local persons responsible for church-
566 pastor relations, encourage pastors in their professional growth, and in various ways
567 strive to increase joy and effectiveness of the pastoral ministry.
- 568 d. Review the ministerial list periodically and make recommendations regarding those
569 ministers who no longer appear interested in nor dedicated to their ministerial call.
570
- 571 F. Board Appointments
- 572 1. Treasurer - The treasurer shall be custodian of all District funds, disbursing them as
573 authorized by District Conference and the District Board. Because of the specialized skill
574 set required of the treasurer, the term limit restriction does not apply. The treasurer shall
575 make written reports to the appropriate Commission, the Board and to District
576 Conference as requested and submit the accounts for financial review and/or audit.
- 577 2. Financial Secretary - The financial secretary shall receive all current District funds,
578 acknowledge receipt of such and deposit said funds promptly in a depository designated
579 by the District Board. The financial secretary shall prepare a report of the giving from
580 member churches and all other receipts, at least quarterly. Reports shall be made
581 available to appropriate commissions, the Board, District Conference, and churches. The
582 accounts shall be submitted for financial review and/or audit.
- 583 3. Ethics Committee - There shall be an Ethics Committee of at least 5 members appointed
584 by the Executive Committee. There is no term or limitation to service on this committee.
585 Working closely with the District Ministerial Commission, the Ethic Committee will
586 participate in the ministerial ethics process as outlined in the denomination's "Ethics in
587 Ministry Relations" paper.
- 588 4. Shalom Team - A committee of at least 5 shall be appointed by the Executive
589 Committee. The Shalom Team shall, on behalf of the Board, be responsible for working

- 590 at discipleship and reconciliation concerns as per the denomination's Shalom Team
591 paper.
- 592 5. Historical Committee - There shall be a Historical Committee of three members
593 appointed by the Board for three (3) years. The Historical Committee shall be
594 concerned with all matters of historic interest to the District and shall collect, preserve,
595 write and, as authorized, publish such materials.
- 596 6. Other committees - The board may authorize such other committees as necessary.
597 When the specific assignment of a committee is achieved, the committee shall be
598 dismissed.

599

600 **Article 5 - Related Institutions**

601

602 A. Church of the Brethren Homes

- 603 1. The District shall recognize and promote the Good Shepherd Home (Fostoria, Ohio) and
604 West View Healthy Living (Wooster, Ohio) as resident care facilities.
- 605 2. The District Conference shall elect one representative for each Home, subject to the
606 polity and by-laws of each home.
- 607 3. Duties of the representative:
- 608 a. Attend the meetings of the Home board.
- 609 b. Present the interests and concerns of the District to the Home and of the Home to
610 the District.
- 611 4. Each Home will make an annual written report to the District Conference.

612

613 B. Manchester University

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

616

617 C. Ohio Council of Churches

- 618 1. A delegate to the assembly shall be appointed by the District Board.
- 619 2. The term of office for the delegate shall be for 2 years.
- 620 3. Duties of the delegate:
- 621 a. Attend the meetings of the assembly of the Ohio Council of Churches.
- 622 b. Make a written report to the District Conference.

623

624 **Article 6 - Amendments**

625 The Constitution and By-Laws of the District may be amended by two-thirds vote of delegates
626 present and voting at any regular session of the District Conference. Written notice of the
627 proposed amendments shall be given with the call of the meeting, at least thirty (30) days prior
628 to the meeting.

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630