

**Rules and Regulations
of
Christ Moravian Church
Winston-Salem, North Carolina
(August 13, 2012)**

Amended November 11, 1984, November 10, 1991 and November 3, 1996, January 18, 2000

**ARTICLE I
ORGANIZATION**

Section 1. NAME

This Church shall be known as Christ Moravian Church of Forsyth County, City of Winston-Salem, State of North Carolina.

Section 2. ORGANIZATION

- a. This church is organized under The Book of Order, the rules and regulations of the Moravian Church in America, Southern Province, by authority of the Provincial Elders' Conference, and of Salem Congregation (formerly the Congregation of United Brethren of Salem and its vicinity) in whose name its property is vested. It owes its allegiance and renders its reports to the Synod of the Southern Province under whose constituted authority it carries on its work.
- b. In its relationship to the Province, it is entitled to representation at Provincial Synods.
- c. In its relationship to Salem Congregation, it is entitled to representation on the Central Board of Elders and Central Board of Trustees.

Section 3. OBJECT

Its object is to be a true church of Jesus Christ and to further the interest of the kingdom of God according to the teachings of His Holy Word, and according to the doctrines and practices of the Moravian Church as determined by its Synods.

**ARTICLE II
MEMBERSHIP**

Section 1. The Church is composed of the following classifications of members:

- a. Communicant Members
- b. Non-Communicant Members
- c. Children of the Church
- d. Associate Members
- e. Inactive Members

Section 2. COMMUNICANT MEMBERS

- a. A Communicant member is one, who by profession of faith in God through Christ, joins the communing active fellowship of the church, attends the services regularly (unless sick or disabled), participates regularly in the Holy Communion, supports the church financially as the Lord has prospered him/her, conforms to the provisions of the Covenant for Christian Living of the Moravian Church and the Rules and Regulations of this congregation, and seeks to be a sincere follower of Jesus Christ.
- b. Procedure for becoming a member:
 - 1) Persons applying to become communicant members of this congregation by the rite of Confirmation or Adult Baptism, on profession of faith, or by re-affirmation of faith, shall receive such instruction from the pastor(s) that circumstances would require. When they have been thus prepared, their application for membership shall be approved or disapproved by the Leadership Board.
 - 2) Persons who have been full members of another Moravian congregation or of another Christian church, and who desire to unite with this congregation, shall present their letters of transfer or dismissal their former church. In case such letters of transfer cannot be obtained, they shall submit the proper evidence of their previous membership. If their applications for membership are approved, they shall be received by the right hand of fellowship.
 - 3) Persons whose membership has lapsed under the provisions of ARTICLE II, Section 6, and who seek re-admission into communicant membership may make application to the Leadership Board. Upon satisfactory evidence of the merit of such application, the Leadership Board may recommend that such persons be reinstated into communicant membership upon Re-affirmation of Faith.
 - 4) All persons before becoming communicant members of the church shall be clearly informed as to the duties and obligations of the members of the congregation as set forth in the Rules and Regulations of the congregation and the Covenant for Christian Living. In addition, they shall be furnished with a copy of each such document and any other literature as shall inform them concerning the doctrine.
 - 5) Communicant members who live at such a distance from Christ Church as to make regular attendance and participation in its Holy Communion services impossible are expected to participate in such services in the area in which they reside.
 - 6) If a member (other than an Associate Member as hereinafter defined) has joined another church outside the Salem Congregation, burial privileges (in Salem Congregation's graveyard) will be denied at the time of death, whether or not Christ Moravian Church has been notified. (Approved November 10, 1991).

Section 3. NON-COMMUNICANT MEMBERS

All baptized children of Communicant members of this congregation shall be called Non-Communicant members. They shall remain non-communicant members until they become communicant members of this or some other Moravian congregation or some other denomination or until they reach their twenty-first birthday.

Section 4. YOUTH OF THE CHURCH

Non-baptized children of members and youth under the care of the church shall be listed as youth of the church until their twenty-first birthday.

Section 5. ASSOCIATE MEMBERS

- a. The mobility of modern society (change in employment, educational displacement, etc.) often results in family/individual moves to other communities. To make possible a continuing tie to Christ Moravian Church, a special category of membership has been established by Church Council.
- b. Any communicant member of this congregation may transfer his/her membership to another Moravian congregation or to the congregation of another Christian church and retain an associate membership in this congregation provided that the request for transfer is a valid one. (Note: anger, disagreement over church policy, change in marital status, etc., are not valid reasons for granting associate membership) and the following conditions are fulfilled:
 - 1) That along with his/her request for a letter of transfer, the person applies in writing for permission to retain an associate membership.
 - 2) That he/she pays in full the annual assessment for associate member as fixed by the Leadership Board.
- c. Associate members shall not be eligible to hold office on the Leadership Board of the congregation or participate as a voting member of Church Council, but may exercise all other rights and privileges of communicant members as long as the above conditions are fulfilled. Associate members are included in the annual membership statistics of the church.
- d. Students, while attending school in this community, who are communicant members of another Moravian congregation or the congregation of another Christian church, may become associate members of this congregation provided approval of such association is received in writing from the congregation of which they are communicant members.
- e. Baptized children or youth of associate members shall be non-communicant members in either one of the congregations as the parent or parents may choose and will be included in the statistics of the resident church.

Section 6. INACTIVE MEMBERS

- a. Members who become inactive over a period of time and who cannot, for the present be reclaimed to active membership, will be placed on an inactive roll by action of the Leadership Board. (Such members may likewise be returned to the active roll by action of the Leadership Board when the board determines that such members have become active again in the life of the congregation.)
- b. Those placed on such an inactive roll will be informed that they will, by virtue of their status as inactive members:
 - 1) Be visited and extended the ministries of caring that other members receive, including admission to the Lord's Supper.
 - 2) Receive regular local communications of the church, including *The Moravian* for a period of three years.
 - 3) Be required to pay the same fees required of non-members for use of church facilities, et cetera.
 - 4) Be ineligible to vote at church council or hold church office.
 - 5) Not be counted in the statistics of the congregation nor in assessments for Provincial budgets.
 - 6) Be given a qualified letter of transfer to another church if they request a letter of transfer.
 - 7) Have no privileges of burial in Salem Congregation's graveyard.
- c. If after repeated efforts to minister to an inactive member and to bring him/her back into active fellowship within the congregation the person remains inactive, the Leadership Board may remove that person from the roll of the church.

- d. Whether the child (children) or youth of such inactive member shall fall within this category shall be determined by the Leadership Board after a thorough review of the involvement of the child (children) or youth in the life of the church.
- e. Children of inactive member(s) may be baptized, after a thorough review by the Leadership Board, if the parent(s) can answer the questions in the service of Baptism affirmatively and in good conscience.

Section 7. TRANSFER OF MEMBERSHIP

- a. Any member desiring a letter of transfer to another Moravian congregation or another Christian church shall make application either in person or by letter to the pastor(s) who shall issue such transfer or dismissal to the designated church upon approval of the Leadership Board.
- b. The church will not give letters of transfer when a member has become alienated from the life, work and support of the congregation. In such cases, the pastor(s) can only recommend that the members be received into their new church relationship by Re-affirmation of Faith.

Section 8. DISCIPLINE OF MEMBERS

The Leadership Board will make every effort to determine what pain or need lies behind behavior of any one of its members who displays conduct unbecoming a Christian and will fulfill appropriate ministries to him or her. When such ministry is rejected, the Leadership Board may enact discipline which is deemed constructive for the spiritual growth of that person. Members who have been disciplined shall in all cases have the right to appeal to the Provincial Elders' Conference.

Section 9. MANNER OF RECEPTION

- a. Infant Baptism. Children may be received into the congregation as non-communicant members by the sacrament of Infant Baptism. This sacrament may be administered at any service, or, given extenuating circumstances, in a home. At least one parent must be a communicant member of this congregation. Non-communicant members of another congregation may become non-communicants of this congregation upon reception of one or both parents, should the parents so desire.
- b. Adult Baptism. Non-baptized persons who have professed their faith in Christ may be received into the congregation as communicant members by the sacrament of Adult Baptism. This sacrament shall be administered at any service and particularly on Communion occasions. The method of baptism practiced by the Moravian Church is sprinkling or pouring. Arrangements for any other methods or places of baptism shall be made with the pastor(s) and Leadership Board.
- c. Confirmation. Non-communicant members desiring to unite with this church shall be received by the rite of Confirmation administered at any service of public worship.
- d. Reception by Transfer. Persons uniting with the congregation by Letter of Transfer from another congregation or denomination shall be received by the Right Hand of Fellowship extended by the pastor(s) and/or Leadership Board, in any service of public worship. Section 2 – b – (4) shall apply.
- e. Re-affirmation or Re-instatement. Persons uniting with the congregation by re-affirmation and/or re-instatement shall be received in a manner agreed upon by the pastor(s) and Leadership Board, subject to the same requirements as any new member.

ARTICLE III CHURCH COUNCIL

Section 1. COMPOSITION

The Church Council is composed of all communicant members in attendance.

Section 2. SECRETARY

The Church Council shall elect a secretary who shall keep a true and accurate record of the proceedings of the Council, which record shall be carefully preserved on file in the church office, and who shall remain in office until his/her successor is elected, not to exceed three years.

Section 3. CHAIRMAN, NOTICE OF MEETINGS, DUTIES

- a. A pastor of the congregation shall be chairman of Church Council. In his/her absence, the vice-chairman of the Leadership Board shall convene Council and shall preside until a chairman is elected.
- b. All meetings shall be announced on at least two occasions of public worship and in such other manner as the Leadership Board may determine.
- c. It shall be the duty of the Council to:
 - 1) Elect delegates to the Provincial Synod. (At least twenty percent of the nominees for delegates and alternates to Provincial Synod shall be members of the Leadership Board.)
 - 2) Elect members of the Leadership Board.
 - 3) Elect members to the Central Board of Elders and Central Board of Trustees.
 - 4) Elect any officers not otherwise provided for.
 - 5) Revise Rules and Regulations when needed. See Article VIII.
 - 6) Review and act upon all matters that relate to the temporal or spiritual welfare of the church by request of any member(s), board, or organizations of the congregation.

Section 4. ANNUAL MEETING

- a. The annual meeting of the Council shall be held on the First Sunday in November of each year unless circumstances dictate that the Council itself or the Leadership Board changes the meeting to a different date. (Approved on November 2, 1996).
- b. The time of the annual meeting shall be determined by conditions producing the largest possible attendance, interest and cooperation of the membership.
- c. The place for holding the Council shall be determined by the Council itself or may be left to the discretion of the Leadership Board.
- d. The **boards** must render a report on the work of the previous year.

Section 5. SPECIAL MEETINGS

- a. The Leadership Board shall have authority at any time to convene a special meeting of the Council.
- b. Upon application of the Leadership Board, or the number of communicant members equivalent to the number of members on the Leadership Board, the Leadership Board shall likewise call a special meeting.
- c. A similar number of the communicant members shall constitute a quorum at any meeting of the Council.

Section 6. ELECTIONS

- a. At least thirty days prior to the Council, the Leadership Board shall appoint a Nominating Committee whose duty it shall be to submit to Council names of persons eligible and qualified for election to the board. Members shall be eligible if they have been a member for one year and if they meet all other qualifications. Nominations from the floor may be made by any member of the Council. These nominees must also meet the eligibility qualifications.
- b. All standing officers of the Church elected by the Council shall continue in office until their successors are elected.
- c. If a member is elected to fill the unexpired term of another member, that member shall complete the unexpired term and be eligible for re-election in his/her own right provided that no member serve for more than three consecutive years.
- d. All elections shall be by ballot, and the majority of votes cast shall be necessary to a choice.
- e. If it is necessary to replace a member of the Leadership Board prior to September 1 of any year, the board may appoint the replacement to fill the unexpired term.

Section 7. ANNUAL REPORTS

The annual report of the Leadership Board, including the budget for the coming year, shall be submitted in writing to the annual meeting. The fiscal period shall end on December 31 of each year.

ARTICLE IV OFFICIAL BOARD (LEADERSHIP BOARD)

Section 1. GENERAL

- a. The affairs of the congregation shall be managed by the Leadership Board commonly referred to as a Board of Elders and Trustees in the traditional setting.
- b. The members of the Leadership Board shall serve for three years and shall be so elected that as nearly as possible one-third of them shall retire each year. No member shall be elected for more than one three-year term, although he/she may be re-elected after an interim of one year.
- c. Members serving as representatives on the Central Board of Elders and Central Board of Trustees will be voting members of the Leadership Board.
- d. Members elected to the Leadership Board at the annual Council will begin service on January 1 of the following year and after this date should attend all regular or called meetings of the board.
- e. Retiring members of the Leadership Board will end their service officially on December 31.
- f. The Leadership Board shall review on an annual basis the attendance of its members at board meetings. If a member has attended less than eight of the regularly scheduled meetings, this member shall be contacted by the board chairman and a determination made as to whether the member desires to continue board service or be replaced.

Section 2. PURPOSE AND RELATIONSHIP WITH THE CONGREGATION

- a. The Leadership Board of the congregation exists to serve the congregation in that interim between Councils. They are entrusted by the Council to perform their duties to the best of their ability, with divine guidance. A close relationship between the Leadership Board and the members of the congregation is desired.
- b. The Leadership Board of the congregation shall endeavor to keep the membership informed of its work and clearly posted as to policies and actions taken by them.
- c. Any member of the congregation shall be able to come before the Leadership Board in the presentation of any matter. He/she shall clear such a proposed visit with the chairman of the Leadership Board.

- d. Members of the congregation shall make it their duty to be informed as to the respective duties of the Leadership Board.
- e. All matters that pertain to congregational life shall be channeled through the Leadership Board.
- f. Adequate and accurate records shall be kept by the Leadership Board.
- g. Any matter which the Leadership Board feels is beyond its own jurisdiction shall be referred to a Council meeting for discussion and vote.

Section 3. THE LEADERSHIP BOARD

- a. The Executive Committee shall be composed of the pastor, the vice-chair of the Leadership Committee and the two Leadership Board members serving on the Personnel Committee.
- b. The Leadership Board shall cooperate with the Provincial Elders' Conference in carrying out the rules and principles enacted by the Synod.
- c. The Leadership Board shall confer with the Provincial Elders' Conference concerning the issuance of calls to prospective pastors.
- d. The Leadership Board shall confer with the Board of Christian Education and Evangelism concerning the transmission of letters of "commission" to prospective directors of Christian Education.
- e. The Leadership Board shall arrange for regular or special contributions not previously designated.

Section 4. THE LEADERSHIP BOARD

- a. Composition
 - 1) The Leadership Board shall be composed of the pastor and eleven (11) members of the congregation elected by the Council which includes the two representatives of the Provincial Central Boards. The Treasurer of the congregation shall also serve on the Leadership Board as an ex-officio member without voting privilege.
 - 2) The pastor shall serve as chairman. At the January meeting of the Leadership Board, a vice-chairman and a secretary shall be chosen from its own membership.
 - 3) The Leadership Board shall meet once a month on a definite schedule and have called meetings when necessary.
 - 4) A quorum for a meeting shall be six (6) excluding the pastor.
- b. Duties
 - 1) As individuals, to set an example for the congregation of lives lived in accordance with the Covenant for Christian Living and the congregation's Rules and Regulations.
 - 2) To watch over the spiritual well being of the congregation, originating such plans as will encourage the development of the spiritual life of the membership.
 - 3) To pass upon all names of persons presenting themselves for membership and the names of members to be transferred to other churches. Also, to approve the names of members to be placed on the inactive roll, suspended, excluded or dropped.
 - 4) To set the times for public services of the congregation.
 - 5) To determine the purposes for which the church buildings may be used.
 - 6) To have oversight on the administration of church music.
 - 7) To oversee and assist the Christian Education Committee in carrying out the Christian education program of the congregation.
 - 8) To encourage the study of and support for missions.
 - 9) To promote programs of evangelism for the congregation.
 - 10) To annually appoint all non-salaried personnel engaged in various activities of the church, such as the treasurer, head usher, dieners, sacristans, etc. and any other service group within the congregation, each of which shall be active communicant members.
 - 11) To assist in cases of need among the membership and community.

- 12) The pastor shall be an ex-officio member on all committees that function under the general supervision of the Leadership Board.
- 13) To have charge of the maintenance of all church property and to govern the use by members or non-members of all personal property belonging to the congregation.
- 14) To plan the annual budget, determine the best method of meeting same and to administer the financial programs of the congregation.
- 15) To review the financial stewardship standing of each member once each year. Where there is no evidence of support, such non-support should be investigated. After such inquiry and study, the Leadership Board may excuse members from paying if the facts warrant it. For those who are not assisting financially and it is felt that they are able to do so, the Leadership Board shall do all within its power to encourage systematic giving.
- 16) To act upon the request of any member at any time who may request the Leadership Board to change or excuse for cause his/her financial support of the church.
- 17) To administer the salary of the Pastor and other salaried personnel.
- 18) To appoint a budget committee to present a proposed budget to the Leadership Board for the new church year. The approved budget is to be filed with the Provincial Treasurer at the beginning of each fiscal year.
- 19) To file an audited copy of the Treasurer's Annual Report with the treasurer of the Province as soon after the close of the preceding year as possible (see Article V.)
- 20) To help carry out in the congregation the principles and rules enacted by the Synods and Conferences of the church and by the Central Board of Trustees of the Salem Congregation. In any case where a Church Board takes exception to the amount of contribution or contributions requested of it by the Provincial Financial Board, it shall be the duty of the Leadership Board, prior to the adoption of its budget, to request consultation with the Provincial Financial Board for the express purpose of reaching an agreement on the amount of the contribution.

ARTICLE V CONGREGATIONAL FINANCES

Section 1. GENERAL POLICIES

The practice of a tithe shall be encouraged in order to increase a sense of stewardship among the members.

Section 2. FINANCIAL REPORT

- a. The Leadership Board shall appoint a committee of auditors from the membership of the congregation to examine in detail the accounts of the treasurer at the end of each fiscal year.
- b. The treasurer shall present a full report to the congregation in the congregational newsletter at the beginning of the new calendar year or as soon thereafter as possible. The report shall be accompanied by a certificate of the auditors.
- c. A copy of the Annual Report of the Treasurer and a certificate of the audit shall be filed with the treasurer of the Province.
- d. The budget for the new fiscal year shall be presented at the annual Council.

ARTICLE VI STANDING RULES

Section 1. INTERPRETATION

Standing rules are those actions taken by the Leadership Board and the Council to meet various situations as they arise. Such action shall be organized and placed in printed form as addenda to those Rules and Regulations, and according to Resolutions of Synod and Rules and Regulations of Salem Congregation at least every three (3) years.

Section 2. CURRENT STANDING RULES

- a. Memorial gifts, other than gifts to the Book of Memory, offered in memory or honor of someone will be accepted subject to the approval of the Executive Committee of the Leadership Board. If accepted, such gifts shall be acknowledged with appreciation, providing the donor understand that such gifts can be moved or replaced at some later date if determined by the Executive Committee of the Leadership Board to be in the best interest of the church.
- b. The Women of the Church, the Christian Education Committee, or other organizations, shall have their own respective constitutions. These groups are, however, responsible to the Church Council.
- c. In the case of death of members, flowers will be sent on behalf of the congregation or an appropriate memorial will be made in lieu of flowers.
- d. In case of illness, the individual classes or organizations may wish to show their interest with remembrances, as well as by personal visits.

ARTICLE VII SPECIAL SERVICES

Holy Communion shall be administered at least on the following occasions: First Sunday in the Year, First Sunday in Lent, Maundy Thursday, Pentecost, August 13th Festival, Worldwide Communion (first Sunday in October) and November 13th Festival. In case of illness of a member, the pastor(s) should be notified so that private Communion may be administered.

Lovefeasts shall be held on at least these occasions: Holy Week, August 17th Festival, the Congregation's Anniversary, Christmas Eve each year, and is intended to be a service of fellowship and worship for all people.

ARTICLE VIII

These Rules and Regulations may be altered, amended or added to in accordance with Article III, Section 3, Item c-6, by (a majority of) two-thirds of all votes cast in the Church Council; provided that no proposed amendments shall be adopted at the Council at which it is proposed. Any proposed changes to Rules and Regulations shall be presented, in writing, to the Chairman of the Leadership Board at least two (2) weeks prior to any Council to which such changes shall be proposed.