

NEW BEGINNINGS COVENANT

BRETHREN CHURCH

CONSTITUTION, BYLAWS

AND

PLAN OF ORGANIZATION

2021

Approved: 5/2/2021

Revised 8/25/2022; 9/2/2022; 10/11/2022; 10/12/2022; 10/26/2022

Approved: 11/20/2022, 11/5/2023

(This page left blank)

Table of Contents

CONSTITUTION

Article I – Fellowship Name	5
Article II – Preamble	5
Article III – Affirmation of Faith and Purpose	5
Article IV– Relationship to the Whole Church	5
Article V – Membership	6
Article VI – Church Congregational Business Meeting	7
Article VII – Officials of the Church	8
Article VIII – Board of Trustees	8
Article IX - Leadership Team Authority and Purpose	9
Article X- Financial Management Team	9
Article XI – Deacon Ministry	9
Article XII– Teams Authority and Purpose	11
1. Gifts and Discernment	11
2. Music, Worship & Setup Team	11
3. Christian Education	11
4. Fellowship	12
5. Adult Ministry	12
6. Witness and Outreach	12
7. Hospitality	12
8. Information Technology (IT)	13
Article XIII – Church Operations	13
Article XIV – Office and Custodial	13
Article XV – Social Media Guidance	13
Article XVI – Emergency And Safety Response Team	13

Article XVII. Policies and Procedures	13
Article XVIII. Reference Documents	14
BYLAWS	
Article I. Personnel Selection and Tenure	14
Article II. Employed Staff	15
1. Pastor	15
2. Custodian	15
3. Other Staff	15
Article III. Staff Employment Procedures	15
Article IV. Church Officers Duties	16
Article V. Leadership Team Functions	16
Article VI. Liability and Indemnification	17
Article VII. Communications	18
Article VIII. Church Discipline	18
Article IX. Church Year and Meetings	19
1. Church Year	19
2. Quorum	19
3. Church Wide Voting and Affirmation	19
a. Calling or Dismissing A Pastor	19
b. Non-Budget Items	19
Article X. Rules of Order	19
Article XI. Constitutional Amendments	19
Article XII. Approval and Effective Date	20

CONSTITUTION

ARTICLE I. FELLOWSHIP NAME

The name is New Beginnings Covenant Brethren Church, P.O. Box 669
Middletown, Maryland 21769

ARTICLE II. PREAMBLE

The purpose of the church, as set forth in the Great Commission (Matthew 28:19) is regarded as having an inner and outer function. The inner function of the church is to nurture its members, seeking to lead each individual to find God in Jesus Christ. The outer function of the church is to be in mission, inviting persons to know Christ, along with engaging in service ministries, which address the problems, sins and needs of the world. These major functions of the church are achieved through an active ministry of stewardship, encouraging members/participants to sacrificially and spiritually give of their time, talent, and material resources.

The congregation is the basic unit of the church at work in the world. Servants of the Lord must be alert to the needs and the opportunities about them. They must make their ministry relevant by using the gifts God has given them in communicating the Word and the love of God.

ARTICLE III. AFFIRMATION OF FAITH AND PURPOSE

The **values or core commitments** of New Beginnings Covenant Brethren Church are:

- We believe in one almighty Holy God
- The Bible is the fully inspired Word of God, both Old and New Testament
- The Church is a body of God's believers who have been called out of the world to fulfill the Great Commission and the calling of Jesus Christ.

Our **Vision** is life more abundant, teaching and empowering God's people to live life in faithful enjoyment of God's presence, promises, provisions, and power.

The **mission** of New Beginnings Covenant Brethren Church is making, growing, equipping and sending disciples of Jesus Christ to proclaim the kingdom of God.

*** See the New Beginnings Church Vision and Mission Statement**

ARTICLE IV. RELATIONSHIP TO THE WHOLE CHURCH

The Church Universal

1. The New Beginnings Covenant Brethren Church is part of a larger whole which comprises the complete body of Christ. The New Beginnings Church, therefore, shall recognize other Christian bodies and denominations, and shall seek to cooperate with, and give direction to, the united efforts of the church.

The Church Denomination

1. The New Beginnings Covenant Brethren Church is a member of the Covenant Brethren Denomination.
2. Delegates:
The congregation shall elect or appoint delegates to the Covenant Brethren Church Annual Meeting, according to the Bylaws of the Covenant Brethren Church. The elected delegates may be elected for two years, with staggered terms for continuing representation. They shall be elected by January 1 each year and the names sent to the National CBC Office in Fairmont WV. The number of delegates will reflect the membership number at the time of reporting the names to the CBC.
3. In times of strife, we shall seek the counsel and advice of the proper CBC Officials and shall seek to resolve all differences in Christian Love.

Article V. MEMBERSHIP

1. Meaning of Membership:

Local church membership is not to be entered into lightly or unadvisedly because it is membership in the body of Christ. Both the congregation and the member shall diligently strive to make membership meaningful and significant. Each new member shall be required to attend at the discretion of the pastor a course of biblical teaching and the practices of New Beginnings Church. The occasion of the member's reception shall be a service of spiritual dignity, beauty and meaning.

All members shall be active in seeking, and the Church shall be diligent in assisting the member towards their rightful place in the ministry of Christ and His Church. First and foremost, it is expected that the member shall be faithful in their Christian responsibilities by way of regular attendance at worship services, communions, and other meetings of the congregation, and by their stewardship of time, talent and treasure.

2. Reception of Members:

Members may be received (a) by confession of faith and baptism by triune immersion as practiced by the Covenant Brethren Church; (b) by letter of transfer from another congregation of the Covenant Brethren Church or any other evangelical denomination; (c) or by reaffirmation of faith. New Beginnings Church will not recognize dual membership.

3. Membership Classification:

Active Members:

Active members shall follow their Christian faith by regularly attending church services, love feast, bread and cup communion and by contributing to the church's ministry of the gospel through various activities of the church in such ways that they are able. An active member may only serve in a lay leadership position after 6 months have passed from the date of becoming a member and may be voted into a chair position.

Separated Members:

- a. Defined as a member who no longer participates in the Church's life or carries out the commitments expected of active members and for six consecutive months have failed to respond to invitations from the pastor or deacons to reaffirm or renew their relationship with the congregation.
- b. A separated member will no longer be qualified to vote.

Membership Termination in the New Beginnings Covenant Brethren Church may occur by:

- a. Death
- b. Transfer by letter:
 - i. A letter of transfer is the property of the congregation and shall go from the granting to the receiving congregation.
- c. Withdrawal:
 - i. This action shall be taken by the local congregation at the written request of the individual.
- d. Removal:
 - i. The name of any member shall be "removed" or "dropped" from the membership rolls of the congregation when there is sufficient cause for taking such action, after following the biblical principles of Matthew 18:15-18.

Article VI. CHURCH CONGREGATIONAL BUSINESS MEETING

1. The church Congregational Business meeting is the church fellowship in business session. It evaluates past accomplishments, hears reports, studies present conditions, provides opportunity for elections, and make plans for the future programs of the church.
2. The Covenant Brethren Church is the final authority of the local congregation.
3. There shall be two Congregational Business meetings annually. The year-end (Spring) Congregational Business meeting shall be held as soon as feasible after the close of the year for the purpose of electing District Conference delegates; calling Deacons; receiving reports of all teams and commissions, the Pastor, the Financial Management Team, the Leadership Team and all other organizations within the church; and to act upon other business items. The Interim (Fall) Congregational Business meeting shall be held for the purpose of adopting a budget, electing Annual Conference delegates, church officials and team members, moderator; and to act on other business items. Special Congregational Business meetings may be called by the Moderator, the Pastor or the Leadership Team chair. All meetings shall be announced at least two Sundays in advance and, whenever possible, agenda items made available beforehand.
4. The method of transacting business shall be in accordance with the ROBERTS RULES OF ORDER.
5. All members who have been faithfully attending for six months shall be considered adequate to transact business.
6. A 2/3 majority vote shall be considered adequate on all items of business.
7. Legal matters shall be decided with the consent and approval of all members above voting age in the State of Maryland who shall attend a meeting after not less than a two-week notice.

ARTICLE VII. OFFICIALS OF THE CHURCH

1. The officers of the congregational business meeting shall be the moderator, the Alternate Moderator, the treasurer, and the secretary. They shall be elected by the congregational business meeting, except for the treasurer who shall be appointed by the leadership team. Qualifications, term of office, duties:
2. Moderator:
 - (a) Moderator shall be a well-qualified, ordained minister or a layperson whose judgment is regarded as mature, and
 - (b) shall be elected for a term of three years and may serve any number of consecutive terms.
 - (c) shall moderate all Church Congregational Business Meetings and may represent the New Beginnings Congregation at all official CBC Meetings.
 - (d) shall be a member of the Covenant Brethren Church or Church of the Brethren congregations.
3. Alternate Moderator shall be a well-qualified, ordained minister or a layperson whose judgment is regarded as mature; shall be the Leadership Team Chair.
 - (a) shall be elected for a term of three years and may serve two consecutive terms.
 - (b) shall moderate Church Congregational Business Meetings in the absence of the Moderator; shall be the chairperson of the Church Leadership Team and shall act as coordinator of all church activities with all teams.
4. Treasurer shall be qualified to handle monies efficiently, and keep accurate books, and
 - (a). shall be appointed for a term of three years and may serve two (2) consecutive terms.
 - (b). shall be responsible for all monies received and disbursed through the New Beginnings Congregation membership.
5. Church Secretary shall be a qualified member of the New Beginnings Congregation with mature judgment, secretarial ability, and intense interest in the church, and
 - (a). shall be elected for a term of three years and may serve two consecutive terms.
 - (b). shall record all minutes of the Church Congregational Business Meetings, do all church correspondence unless otherwise specified, and shall serve as secretary for the Church leadership team.
 - (c). shall issue church membership letters upon consent of the Church.
6. Responsible Party - Business individual shall be a qualified member of the New Beginnings Congregation with mature judgment, secretarial ability, and intense interest in the church. Be responsible for keeping the church current and in compliance with all local, state and federal requirements as they pertain to the business aspects of the church. This includes but is not limited to the FEIN number, tax filing status, and church incorporation status and changes.

Article VIII. BOARD OF TRUSTEES

1. Trustee qualifications:
 - a. Believe in and adhere to the Vision & Mission Statement of New Beginnings Covenant Brethren Church
 - b. Be Trustworthy
 - c. Willing to fulfill the duties of a trustee
 - d. Willing to make and fulfill a Life-Time commitment
 - e. Possess good business sense
 - f. Be of sound mind

- g. Does NOT Have to be a member of New Beginnings Church

2. The board shall have these responsibilities:

- a. Acquiring, holding, and conveying property in accordance with the decisions of the Leadership Team and/or the congregation
- b. The care, protection, and maintenance of all church property.
- c. Providing appropriate and adequate insurance on all church property.
- d. Custodial care and cleaning of buildings and grounds.
- e. Making necessary recommendations for changes and improvements to church property.
- f. Shall elect a chair at the first meeting convened.

3. Along with the above listed responsibilities additional duties and instructions may be assigned to the teams, committees, and Leadership Team when deemed to be in the best interest of the congregation. The activities of the teams and trustees are subject to review by the Leadership team and regular reports shall be made to the Leadership Team.

4. Members of the Board of Trustees may serve on other teams and committees as needed but may NOT chair any team or committee serving.

5. The Board of Trustees for New Beginnings Church shall serve a life-time term or until one of the following issues manifests itself:

- a. Death
- b. Mental or physical decline
- c. Trustee request for dismissal
- d. Conduct that is not consistent with the New Beginnings Church Vision and Mission Statement.

Article IX. Leadership Team Authority and Purpose:

1. The leadership team is ultimately responsible for the financial health of the NBCBC as well as setting overall policies and procedures in accordance with the vision of NBCBC.

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

Article X. Financial Management Team:

1. Management of the financial related functions of the church and facility at the direction of the Leadership Team, Team Chairs and the Congregation.

*** See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

Article XI. The Deacon Ministry

Calling of New Deacons:

1. A Candidate for the Deacon Ministry shall be a member of the congregation and can be either female or male.

2. Paying mind to 1 Timothy 3: 1-13, the spiritual leadership of the church who is the Pastor, and the members of the existing deacon body, shall confer and rely upon the guidance of the Holy Spirit to identify a new candidate to this set-apart holy office.
3. Once the spiritual leadership reaches consensus about its selection, the prospective candidate will be privately and confidentially informed and be invited to pray about whether the calling by the spiritual leaders can be discerned by the candidate as well.
4. If the candidate, having been given ample time to pray and discern, accepts this invitation, then he/she will enter a period of further discernment and training.
5. If, at the end of this period of discernment and training, the candidate can accept the calling he/she shall be announced and presented to the congregation at its next scheduled Congregational Business Meeting for affirmation and blessing by the congregation.

Duties of the Deacon body:

The primary role of the deacon body shall be to support and assist the Pastor by:

1. modeling spiritual maturity
2. being intuitive to the needs of the Pastor when additional spiritual, physical or emotional support may be required.
3. being in prayer for each member of the congregation.
4. nurturing the spiritual needs of the members of the congregation under the guidance and authority of the Pastor. May include provision of transportation to an appointment of a personal nature as needed.
5. identifying and reporting to the Pastor any special needs or circumstances of any given member about which the Pastor may be unaware.
6. assisting the Pastor with anointing services.
7. implementing the ordinances of the church, those being baptism, love feast and bread and cup communion under the spiritual guidance of the Pastor.
8. attending annual training.
9. Preparing the bread and cup for communion.
10. Preparing the meal for love feast.
11. Adhering to the Deacon guidelines: The **HOLY BIBLE** is our final authority; Acts 6:1-7;
Luke 10:30-37.

Annually, beginning January 1st, Deacons shall serve for a three (3) year period with a second term allowed with a majority vote of the team. After two consecutive terms of three years, a one (1) year absence must be observed prior to serving another term. There can be a total of twelve (12) deacons called as needed to accommodate future growth.

Governance of the Deacon body:

1. The Deacon Body shall meet as necessary to plan, implement and fulfill its calling according to these bylaws:
2. A deacon may not serve simultaneously as chair of any other team.
3. A designated deacon shall keep their own meeting minutes.
4. The Pastor shall be included in all deacon meetings.
5. All business discussed at a deacon meeting shall be held sacred and in confidence by all in attendance. Reports are not required.

Article XII. Teams Authority and Purpose:

Teams give oversight to the congregation's central/core areas of ministry: gifts and discernment; worship; fellowship; discipleship; ministry; and evangelism. They develop strategic direction for their areas of responsibility to ensure that they effectively carry out ministries that advance the church's values, vision, mission, priorities, goals and policies/procedures.

The church shall have the following teams: Music and Worship, Christian Education, Fellowship, Witness and Outreach, Hospitality, Emergency and Safety, and Information Technology.

All teams are responsible for their own clerical needs.

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

1. Gifts and Discernment:

Individuals shall be prayer warriors that have awareness and discernment to recognize the gifts of the Holy Spirit in others. The individuals on this team must have a working knowledge of the New Beginnings Church membership.

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

2. Music/Worship & Setup Team:

- a. The primary purpose of the Music and Worship Team is to lead the congregation in praise and worship to God through song and special music with the cooperation of the Pastor and the Information Technology team as needed.
- b. Leads Worship Service
- c. Special Music
- d. Worship Materials & Bulletins
- e. Guest Organists
- f. Pulpit Supply with pastor's approval
- g. Worship Supplies
- h. Guest Worship Leader
- i. Music Licenses
- j. Sets up and tear down the sound equipment for each Sunday service.

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

3. Christian Education:

- a. All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness so that the man of God may be adequately equipped for every good work. Christian Education is a Bible based Holy spirit empowered teaching and learning process which seeks to guide individuals at every level of growth in accordance with II Timothy 3:16.
- b. Children's Ministry
- c. Youth Ministry
- d. Vacation Bible School
- e. Leadership Training (Responsibility of the Pastor and the Leadership Team)

- f. CBC Training/Meeting (Responsibility of the Pastor and the Leadership Team)
- g. Easter Egg Hunt
- h. Honoring Graduates
- i. 2nd Grade Student Bibles

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

4. Fellowship:

- a. Provides oversight to all the ministry teams that encourages a climate of warm and open hospitality with the New Beginnings Covenant Brethren Church.
 - i. Senior Meals
 - ii. Funeral Meals
 - iii. Congregational Business Meeting/Dinner
 - iv. Christmas Dinner
 - v. Church Picnic/Celebration Sunday
 - vi. Paper Products

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

5. Adult Ministry:

- a. Adult Ministry is a Bible based Holy Spirit empowered teaching and learning process which seeks to encourage individual spiritual growth in a group setting in accordance with II Timothy 3:16.
- b. Men's Prayer Breakfast
- c. Women's Prayer Breakfast
- d. Men's Bible Study
- e. Woman's Bible Study
- f. Young Adult Bible Study

***See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

6. Witness and Outreach:

This team shall perform various acts of service to the community and world that reflect we are the hands and feet of Jesus Christ.

***See Referenced position descriptions for congregational called and elected lay-ministry positions. (2021)**

7. Hospitality:

The Hospitality team shall reflect the love of New Beginnings Church for all who attend worship service by welcoming and caring for their needs when they arrive.

*** See Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

8. Information Technology (IT):

To ensure the audio and visual related technologies used by the New Beginnings Covenant Brethren Church function properly and flawlessly in order to enhance the worship experience as needed.

*** Referenced position descriptions for congregational called and elected lay ministry positions. (2021)**

Article XIII. Church Operations:

- Liability Insurance
- As needed when we move forward.

Article XIII. Office and Custodial

- The office and custodial function of New Beginnings Church will expand with roles and responsibilities when a church facility becomes available.

Article XIV. Social Media Guidance:

Discipline and care must be given regarding the use of any form of social media. Any comments directed to or about NBC, the Pastor, Leadership positions, teams, church members, congregants or decisions made by the church Leadership Team or church body that are found to be derogatory, harmful, or misleading and not a positive and uplifting spirit, as determined by the Leadership Team has no place in church and will not be permitted.

If any such instances occur meeting the criteria as described above, they will be dealt with as follows:

1. Retracting statement must be posted using the same form of media with the approval by the Leadership Team.
2. An apology to whom the comment or statement was directed must be given.
3. Possible removal of the individual from any church position or team.
4. Meeting with the Pastor and the Leadership Team to attempt to resolve an issue that may have prompted any such comment or statement.

Article XV. EMERGENCY AND SAFETY RESPONSE TEAM

The church staff, facility and congregation must be prepared for emergencies when they arise. Appropriate policies and procedures are therefore put in place for the sole purpose of creating a safe and secure work, worship, and activities environment.

*** Referenced New Beginnings Church Emergency and Safety Action Plan**

*** Referenced position descriptions for congregational called and elected lay ministry positions.**

Article XVI. Policies and Procedures

The policies and procedures listed in Article XVII, Reference Documents Listing, are companion documents to this Constitution. The Financial Management Team and Leadership Team are responsible for maintaining and updating the policies and procedures as required.

All ministry entities defined herein may modify those portions and only those portions of the policies and procedures directly pertinent to their ministry to further the church's vision, mission and/or goals. The Financial Management Team and Leadership Team have the discretion to approve, disapprove or modify such requested changes in consultation with the

requesting ministry entity and/or other affected ministries.

The Financial Management Team and Leadership Team may modify the policies and procedures to ensure the congregational direction fulfills the church's vision, mission, and/or goals.

Article XVII. Reference Documents Listing

1. New Beginnings Vision and Mission Statement
2. Financial Procedures of New Beginnings Covenant Brethren Church
3. New Beginnings Covenant Brethren Church Position Descriptions for Congregational Called and Elected Lay Ministry Positions
4. Emergency and Safety Response Team
5. 2021 Maryland Code ESTATES AND TRUSTS, Title 14.5 – Maryland Trust Act(Applicable sub-sections)
6. NBCBC Lay Leadership Organization Listing
7. NBCBC Organization Structure (Org Chart)
8. Dissolution Plan

BYLAWS

ARTICLE I. PERSONNEL SELECTION AND TENURE

1. The Leadership Team shall prepare a ballot for the use of the congregational business meeting in the election of:
 - (a) officials of the church
 - (b) delegates to the annual meeting(s)
 - (c) such other personnel as are required by the congregational business meeting.
2. The term of office for all officers of the congregational business meeting shall be three years. Officers, except the treasurer, shall not be eligible to serve more than two terms in succession.
3. The term of office for elected members of the teams and continuing committees, excluding the Board of Trustees, shall be three years. They shall not be eligible to serve more than two terms in succession. If any commission or committee member is absent from business meetings without cause for one year, their office shall be declared vacant only after earnest effort by the church to arouse them to the observance of their vows.
4. Approximately one-third of the membership of the teams or continuing committees shall be elected in any one year. This stipulation shall only be a requirement at such time as congregational growth allows.
5. The chairperson of each team shall be selected by the team each year. He/she may serve any number of consecutive terms.

6. If possible, no church member should serve on two teams or committees at the same time however they may participate in activities under another team.

ARTICLE II. EMPLOYED STAFF

1. Pastor

(a) The congregation shall employ a pastor when needed. He/she shall be a person whose faith, aptness to teach, preach, counsel, and administer, and educational qualifications have been examined in consultation with the appropriate authorities in the Covenant Brethren Church. He/she shall be properly ordained. (In special interim situations a licentiate, or a minister from another denomination, may serve upon approval by the church leadership team, as long as this individual supports completely the Statement of Faith of the NBCBC). The pastor shall accept and adhere to the faith and the practices of the Covenant Brethren Church and the local congregation as set forth in Article II of this constitution, and his/her life and conduct shall witness to their Christian faith.

(b) The pastor shall be the spiritual leader of the congregation and the executive leader of the church program. He/she shall be an ex-officio member of the leadership team, the teams, and the committees. Normally, the pastor shall preach and teach, administer the ordinances, visit and counsel, and in various other ways aid his/her congregation in their worshipping and serving God.

2. Custodian

Custodial services shall be provided for the care and supervision of the church buildings and grounds.

3. Other Staff

Other staff members may be employed as necessary as determined by the pastor and/or leadership team and then approved by the congregation.

ARTICLE III. STAFF EMPLOYMENT PROCEDURES

1. The selection and call of a pastor and other professional staff persons, as well as the termination of their services to the congregation, shall be done in keeping with any guidelines of the Covenant Brethren Church.

2. The custodian shall be employed by the leadership team and be responsible to the leadership team in consultation with the pastor.

3. The terms of employment for all employed staff shall be carefully stipulated and reviewed annually. When the terms have been mutually accepted, such terms shall be set forth in writing on approved forms and shall be considered an agreement between the contracting parties.

***This section will be addressed at such time as the need arises.**

4. When there are multiple-staff members the division of responsibility and the lines of authority shall be clearly defined and periodically reviewed by the appropriate church officials. Although there must

be close cooperation and harmony between staff members, in the final analysis all personnel are responsible to the congregation for the conduct of their offices.

ARTICLE IV. CHURCH OFFICERS' DUTIES

1.All officers shall be members in good standing of the congregation and shall serve faithfully in their respective offices.

2.The moderator shall be the official head of the congregation but shall recognize the pastor as the spiritual and executive leader. The moderator shall preside at the congregational business meetings and perform all other duties that pertain to his/her office. He/she shall be considered an ex-officio member, with voice but without vote, at all leadership team, team, and committee meetings. The moderator shall represent the New Beginnings Church at all official CBC Meetings. The moderator may be chosen outside the congregation.

3.The Alternate Moderator shall be a well-qualified, ordained minister or a layperson whose judgment is regarded as mature, or the Leadership Team chair. He/she shall moderate Church Congregational Business Meetings in the absence of the moderator. He/she shall be considered an ex-officio member, with voice but without vote at all team and committee meetings.

4.The church secretary shall keep accurate minutes of the congregational business meeting and the leadership team meetings. Minutes shall be kept in a volume provided for that purpose and they shall be and remain the property of the congregation. The secretary shall also keep the official membership roll.

5.The treasurer, who shall be an ex-officio member of the Financial Management Team and an ex-officio member of the leadership team and shall keep a book of accounts of the congregation. He/she shall receipt and disburse funds in accordance with established procedures, the church budget, and as authorized by the church leadership team. The treasurer shall make written reports of all transactions monthly to the leadership team and to the congregational business meeting in accordance to the church budget, or at such intervals as the Leadership Team may decide. He/she shall report the general state of finances to the leadership team on call. He/she shall also submit their accounts to an audit annually, or as directed by the Leadership Team.

ARTICLE V. LEADERSHIP TEAM FUNCTIONS

The Leadership Team shall:

1. Fulfill the directives of the congregational business meeting.
2. Assign, supervise, and co-ordinate the work of the teams.
3. Project long-range planning, set goals, and initiate new programs.
4. Interpret rules of procedure for teams and committees.
5. Make all appointments for which the leadership team is responsible, to include trustees.
6. Prepare a ballot for use by the congregational business meeting in electing the officers, team members, and other personnel.
7. Fill all vacancies in elective offices occurring between congregational business meetings and fill such other vacancies not otherwise provided for.

8. Conduct negotiations when there is a pastoral vacancy and bring essential recommendations to the congregational business meeting.
9. Prepare the agenda for the congregational business meeting.
10. The Leadership Team chair shall conduct the Congregational Business Meeting as Alternate Moderator during Moderator absence
11. Review the proposed budget for presentation to the congregational business meeting.
12. Approve and supervise, within the limits established by the congregational business meeting, the expenditure of all funds.
13. Allocate and define authority with respect to the establishment of bank accounts and the signing of checks and other legal documents.
14. Receive, consider, and make disposition of concerns brought by any group or individual member.
15. Report its activities and actions at the congregational business meetings.
16. Bring recommendations to the congregational business meeting when major church policy needs revision or is involved.
17. Enlist the help and the counsel of the CBC executive board in handling of special concerns.

ARTICLE VI – LIABILITY AND INDEMNIFICATION

Section 6.1 Limitation of Liability. Pursuant to Maryland Code § 14.5-908 or any successor law, the Leadership Team, Board of Trustees or staff members of the Church shall not, as such, be liable for monetary damages for any action taken, or any failure to take any action as a Leadership Team, Board of Trustees or staff member, except liability for any of the following:

- a. The amount of a financial benefit that the member received to which he is not entitled.
- b. An intentional infliction of harm on the Church.
- c. A violation of Maryland Code § 14.5-709 or any subsequent law of like import.
- d. An intentional violation of criminal law; or
- e. Damages incurred in the case of a Leadership Team or Board of Trustee member who votes for or assents to a distribution in violation of the law of the State of Maryland or the Plan of Organization of the Church, as amended.

Section 6.2 Indemnification. The Church shall indemnify any Leadership Team, Board of Trustee or staff member who is wholly successful, on the merits or otherwise, in the defense of any proceeding to which he/she was or is a party because he/she is a member of the Church, against reasonable expenses that he/she incurs in connection with the proceeding. The Church may further indemnify any Leadership Team or Trustee Board member or officer to the extent that the laws of the State of Maryland permit if (a) he/she conducted themselves in good faith; he/she reasonably believed, in the case of conduct in his/her official capacity, that his/her conduct, was in the best interests of the Church; and, in all other cases, that his/her conduct was at least not opposed to the best interests in the Church; and, in the case of a criminal proceeding, he/she had not reasonable cause to believe his/her conduct was unlawful; or (b) he/she engaged in conduct for which broader indemnification has been made permissible or obligatory under the Plan of Organization.

The Church may obligate itself in advance of the act or omission of a Leadership Team or Trustee Board member or officer giving rise to a proceeding to provide indemnification in accordance with MD Code §14.5-709 or advance funds to pay for or reimburse expenses in accordance with MD. Code § 14.5-709.

The Leadership Team shall have the sole discretion to determine whether amounts for which a Leadership Team, Board of Trustee or staff member seeks indemnification were properly incurred and whether such Leadership Team, Board of Trustee or staff member acted in good faith and in a matter

he/she reasonably believed to be in the best interests of the Church, and whether, with respect to any criminal action or proceeding, he/she had no reasonable grounds for belief that such action was unlawful. The determination shall be made by the Leadership Team by a majority vote of a quorum consisting of Leadership Team members who were not parties to such action, suit or proceeding.

The foregoing rights of indemnification shall not be deemed to limit in any way the powers of the Church to indemnify under applicable law.

Section 6.3 Insurance. The Church shall have power to and shall purchase and maintain insurance on behalf of any person who is or was a Leadership Team, Board of Trustee or staff member, employee or agent of the Church or is or was serving at the request of the Church as a Leadership Team, Board of Trustee or staff member, employee or agent against any liability asserted against such person and incurred by such person in any such capacity, or arising out of such person's status as such, whether or not the Church would have the power to indemnify such person against such liability under applicable law.

Article VII. COMMUNICATIONS

Hard-copy materials – All materials prepared on behalf of and in support of New Beginnings Church shall be submitted to the Communications Director or alternate for approval before release for publication. The material shall be reviewed to assure compliance with church vision and mission goals, content accuracy, and to assure ministry advancement. Pastoral concurrence is required.

Social Media materials/postings - All materials prepared on behalf of and in support of New Beginnings Church shall be submitted to the Communications Director or alternate for approval before release for publication. The material shall be reviewed to assure there are no inflammatory statements, words, or connotations and the material is suitable for public consumption. The materials must be consistent with the church vision and mission goals. Pastoral concurrence is required.

Email Communications – All emails shall be released through the Communications Director or alternate.

Remind text messaging – All emergency closings, cancellations of meetings and Sunday services shall be broadcast by the Communications Director or alternate.

- The LT and Trustee chairs will advise the Communications Director of church open/closed status based upon the weather or any other dangerous circumstances that could cause cancellation.

Article VIII. CHURCH DISCIPLINE

Church discipline is the practice of censuring church members and attenders when they are perceived to have sinned in hope that the offender will repent, be reconciled and restored to God and the church. It is also intended to protect other church members from the influence of sin.

Excommunication is usually considered a last resort if a person does not repent of their sin.

Ultimate authority resides in Christ, who authorizes the Church to use it as needed. (Matthew 18:17)

Corrective Discipline is for:

1. Those who cause division and those who sow discord. (Romans 16:17)
2. The unruly and disorderly.
3. Those who disobey the great doctrines of the faith. (2nd Thessalonians 3:13-15)

4. Those who deny the great doctrines of the faith. (1st Timothy 6:3-4)

Procedures in Discipline

1. Arrange a private meeting with the offender. (Matthew 18:15)
2. If a private meeting fails, meet with them and several witnesses. (Matthew 18:16)
3. Admonish and warn them. (Titus 3:10)
4. As a final resort, bring the matter up to the whole church. (Matthew 18:17)
5. Remove their membership and stay away from them. (Romans 16:17-18)
6. Be ready to forgive them when repentance occurs and is made complete. (2nd Corinthians 2:7-8; Luke 17:3)

Purpose of Discipline

1. To maintain the standards of the church to a watching world. (Matthew 5:13-16)
2. To keep sin from spreading throughout the church. (1st Corinthians 5:6-7)
3. Help the guilty person find their way to God. (2nd Corinthians 2:6-8)

Article IX. CHURCH YEAR AND MEETINGS

1. **Church Year and meetings** – Church programming and ministry operates on a calendar year basis. The church shall hold meetings for the transaction of business as provided in this Constitution.
2. **Congregational Meetings – Quorum and Voting – Although** it is desirable to have all members present at a Congregational Meeting and every effort shall be made to do so, the members present at any regular or special meeting shall constitute a quorum if notice of the Congregational Meeting has been given at least fourteen days in advance. All decisions shall be by 2/3 majority vote. Only church members are permitted to vote in a Congregational Meeting.
3. **Church Wide Voting and Affirmation** - The Leadership Team shall provide a minimum of fourteen days advance notice to the congregation for all church-wide voting and/or affirmations. Along with the notice the Leadership Team shall provide associated materials for congregational review.
 - a. **Calling or dismissing a Pastor** - The calling or dismissal of a pastor requires 75% of the active membership present, with two-thirds voting in the affirmative for the action.
 - b. **Non-Budget items in-excess of \$1,000** – Any non-budget transaction in excess of \$1,000.00 requires 75% of the active membership present with two-thirds voting in the affirmative for the action.

Article IX. RULES OF ORDER

Unless otherwise specified in this Constitution, the latest edition of *Robert's Rules of Order*, Tempered by the leading of the Holy Spirit, shall be the official rules of order for the Congregational Business Meetings and as well as all other Team meetings.

Article X. CONSTITUTIONAL AMENDMENTS

Constitutional amendments shall be proposed in writing; approved by the leadership team,

and published at least 14 days before a vote is taken. The Leadership Team is responsible for the establishment of the schedule for congregational review, input, and vote.

ARTICLE XI. APPROVAL AND EFFECTIVE DATE

When this constitution and bylaws has been adopted by two-thirds majority of the members present at a duly called business meeting, it shall replace all prior constitutions, bylaws, or other organizational plans, and become the operational plan of the New Beginnings Covenant Brethren Church. Effective date shall be as indicated by the approval dates below.

Date of Approval:

Trustee Chair

Date of Approval:

Pastor Karen

Date of Approval:

Leadership Chair

Date of Approval:
