

**Broad Street Christian Church
(Disciples of Christ)**

**Constitution,
By-Laws,
& Church Policies**

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**CONSTITUTION AND BY-LAWS OF BROAD STREET CHRISTIAN CHURCH
MARTINSVILLE, VIRGINIA**

PREAMBLE

We the members of Broad Street Christian Church, a congregationally-governed body, in order to promote the work of the church in the spirit of Christ and thus advance His kingdom, do hereby adopt this constitution.

ARTICLE I. NAME AND PURPOSE

SECTION A. NAME

The name of this organization shall be The Broad Street Christian Church of Martinsville, Virginia, affiliated with the brotherhood known as the Christian Churches, (Disciples of Christ) and committed to the historic principles of this body whose local congregations are variously known as Christian Churches, (Disciples of Christ).

SECTION B. PURPOSE

The purpose of this church shall be as revealed in the New Testament, to win people to faith in Jesus Christ and commit them actively to the church, to help them grow in the grace and knowledge of Christ that increasingly they may know and do His will, and to work for the unity of all Christians and with them engage in the common task of building the Kingdom of God.

ARTICLE II. MEMBERSHIP

The membership of this church shall consist of those who are now identified as members of the congregation and those who shall unite with it by baptism or by transfer of membership. Voting privileges shall be accorded to all members who have shown an active interest through a recent continuity of attendance, service or giving.

ARTICLE III. OFFICERS

The following officers shall be elected by the Church at its annual business meeting for a term as designated for each, or until such time as a successor is elected and assumes office

1. **Elders:** Not to exceed 8 (eight) in number, one-fourth of whom shall be elected each year for a term of four years. Elders may not succeed themselves for a period of one year.
2. **Deacons:** Not to exceed 20 (twenty) in number, one-half of whom shall be elected each year for a term of two years. Deacons may be elected to two consecutive terms after which they may not succeed themselves for a period of one year.
3. **Trustees:** Not to exceed 5 (five) in number, elected by the Church membership and approved by the Court to serve as the

legal representatives of the Church. They shall serve for an indefinite term or for so long as they are satisfactory to the majority of the members of the congregation.

4. **Trustees of the Permanent Endowment Fund:** Shall be (6) six in number. The terms of their election and responsibilities shall be set forth in the Permanent Endowment Funds Policy. (Adopted by the Congregation 10/15/95)
5. **Honorary Officers:** Those who because of infirmities or advanced age, and whose service and consecration to the Church merits this honor, may be retired from active responsibility, these to be known respectively as elder emeritus, deacon emeritus.

SECTION A. DUTIES OF OFFICERS ELECTED BY THE ADMINISTRATIVE BOARD
(Herein referred to as the Board)

1. The **chair** shall fulfill the duties of such an officer as specified in this document, preside at all regular or special business meetings of the congregation and serve as chairman of the Board.
2. The **vice-chair** shall fulfill the usual duties of such an officer, call and preside at all regular business meetings of the church in the absence of the Board chair, and serve as chair of the cabinet.
3. The **secretary** shall keep minutes and a record of all regular or called meetings of the board, have available at all times a copy of the constitution and by-laws, and perform such other duties as may be assigned. The secretary shall also keep minutes of all regular or called meetings of the congregation.
4. The Board Chair may appoint a **Church historian**, who shall gather and preserve data pertaining to the history, life and work of the Church, making available for publication any historical materials authorized by the Church and presenting to the Board the annual historical statement.

SECTION B. DUTIES OF OFFICERS ELECTED BY THE CONGREGATION

1. **The elders**, in cooperation with functional committees, shall promote the growth and welfare of the Church; give spiritual guidance to the members with respect to regular attendance at the Lord's Supper, visitation of the sick, and concern for the morally delinquent and spiritually indifferent; give thoughtful consideration to policies of the Church that will enable it to fulfill its complete mission; encourage by example and word the missionary, evangelistic, educational and stewardship responsibilities of the church; serve at the Lord's Table; and perform such other duties as may be assigned.
2. **The Deacons**, in cooperation with functional committees shall cooperate with the elders in promoting the growth and welfare of the Church; assist in the greeting and ushering of the worshipers; distribute the Lord's Supper and receive the offerings; assist in financial canvasses, visitation projects and preparation of candidates for baptism; give counsel and service in the business affairs and program activities of the Church;

- minister to families in times of sickness or bereavement; and perform such other duties as may be assigned.
3. **The trustees** shall act as the legal agents of the Church in all business matters, under the direction of the Board and subject to the approval of the Church; hold legal title to all church property and handle all business transactions related thereto; and perform such duties as are required by the laws of the Commonwealth of Virginia.
 4. **The honorary officers** shall be relieved of all regular duties and serve as members of the Board without vote.

SECTION C. Election of Officers
Church Officers:

1. A nominating committee composed of two members of the Board whose terms do not expire at the end of the current year, and three members of the congregation who are not members of the board shall be appointed by the chair, approved by the board and announced to the congregation at least six weeks prior to the annual business meeting to nominate candidates for the officers of the church.
2. All suggestions from the congregation for nominees shall be in the hands of the nominating committee at least fifteen days prior to the annual meeting. The committee shall then consider qualifications, secure consent from the nominees and prepare a slate consisting of nominees for each vacancy.
3. The nominating committee shall report its nominations to the congregation at least seven days prior to the annual business meeting.
4. All nominees who receive a majority of vote of those present and voting shall be declared elected.
5. Vacancies in any office of the church shall be filled for the unexpired term by nomination of the chair of the Board in consultation with the minister and election by the Board.

Board Officers:

6. The chair shall appoint a nominating committee composed of three members of the Board, whose terms do not expire at the end of the current year, to consider qualifications, secure consent and to prepare a slate of nominees for a chair, vice-chair, and Secretary to serve for the following year. All suggestions from Board members should be in the hands of the nominating committee as soon as possible after the annual meeting.
7. The Board, which has been elected to serve for the following year shall elect from their own number in the December Board meeting a chair, vice-chair, and secretary to serve for the following year.
8. The chair and Vice-Chair so elected shall also serve as chairman and vice-chairman of the congregation. The Board may select a secretary who is not a Board member to serve without vote.

SECTION D. THE ADMINISTRATIVE BOARD

1. The Board shall consist of all elders, deacons and the chairs of the functional committees.
2. It shall be the duty of the Board to consider and recommend to the congregation general policies, to transact business, and to direct the administration of the program of the church through the cabinet.
3. The Board shall perform its duties according to the authority granted in this constitution or designated to it by the Church. Regular reports shall be made semi-annually to the church.
4. Compensation: The church shall not pay any compensation to the Board members for services rendered to the church as Board members.

ARTICLE IV. THE MINISTER, CHRISTIAN EDUCATION DIRECTOR, ORGANIST-CHOIR DIRECTOR

SECTION A. DUTIES

1. **Minister:** The Minister of the Church shall perform the duties in accordance with the contractual agreement between the Minister and the congregation. He/she shall be an ex-officio member of all organized groups, auxiliaries, committees and departments.
3. **Christian Education Director:** The Christian Education Director shall perform the duties in accordance with the contractual agreement between the Christian Education Director and the congregation.
4. **Organist-Choir Director:** The Organist-Choir Director shall perform the duties in accordance with the contractual agreement between the Organist-Choir Director and the congregation.

SECTION B. SELECTION

1. **Minister:** The Minister shall be chosen by the Church as hereinafter provided:
 - a. A representative committee of five elected by the congregation by secret ballot to serve as a pulpit committee and be responsible for recommending a prospective Minister to the Board.
 - b. The Board shall consider the recommendations of the pulpit committee and if approved recommend the prospective Minister to the Church. It shall be the policy of the Church to consider only one prospective Minister at a time.
 - c. The recommendation of the Board must be accepted by at least two-thirds majority of the members present and voting in a regular or special business meeting of the Church before a call may be extended.
 - d. The term of his/her ministry shall be for an indefinite period and may be terminated by either party upon sixty- (60) day's notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy

for the Minister and one for the Church. This contact will be reviewed annually by the Personnel Relations Committee.

3. **Christian Education Director:** The Christian Education Director shall be chosen in the following manner:

a. A representative committee appointed by the Chair of the Board consisting of a minimum of five (5) people which shall include the Chair of the Education Committee.

b. The Board shall consider the selection committee's recommendations.

c. The recommendation of the Board must be accepted by at least two-third majority of the members present and voting in a regular or special business meeting of the Church before a call may be extended.

d. The term of his/her ministry shall be for an indefinite period and may be terminated by either party upon thirty- (30) day's notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the Christian Education Director and one for the Church. This contract will be reviewed annually by the Personnel Relations Committee.

4. **Organist-Choir Director:** The Organist-Choir Director shall be chosen in the following manner:

a. A representative committee appointed by the Chair of the Board consisting of a minimum of five (5) people which shall include the Chairperson of the Worship Committee.

b. The Board shall consider the selection committee's recommendations.

c. The recommendation of the Board must be accepted by at least two-third majority of the members present and voting in a regular or special business meeting of the Church before a call may be extended.

d. The term of his/her ministry shall be for an indefinite period and may be terminated by either party upon thirty- (30) day's notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the Organist-Choir Director and one for the Church. This contract will be reviewed annually by the Personnel Relations Committee.

ARTICLE V. MEETINGS

SECTION A. MEETINGS TO BE HELD

The Church shall hold:

1. An annual business meeting within the tenth (October) or the eleventh (November) month of the church year, to elect officers and approve the budget.

2. Another annual meeting within the third month (March) of the church year to receive and accept reports for the previous year, plans for the new year, and transacts any business necessary.

3. Special meetings as required, such meetings to be called by the Chair or Vice-Chair or upon request of the Board or written petition of fifteen (15) or more members of the Church.

SECTION B. NOTICE

Notice of all regular or special business meetings of the congregation shall be given at a regular Sunday service of the Church at least one week in advance of the meeting.

SECTION C. RULES OF ORDER

All business meetings of the Church and the Board shall be governed by "Robert's Rules of Order".

ARTICLE VI. AMENDMENTS

This constitution may be amended at any business meeting of the Church by a two-thirds vote of the members present and voting on the amendment, provided that written notice of the proposed amendment has been given to the members of the congregation, or the proposed amendment has been read at a regular Sunday service one (1) month before the vote is taken.

Revised 3/18/07

BYLAWS OF BROAD STREET CHRISTIAN CHURCH

I. **CHURCH YEAR:** The church year shall begin on January 1st and end December 31st

II. **THE ADMINISTRATIVE BOARD** (Hereafter referred to as the Board)

A. **Meetings:** The Board shall hold regular monthly meetings. At its discretion, the Board may dispense with one monthly meeting during the year. Regular attendance is expected of Board members. A notice of one week shall be given for all regular meetings.

B. **Special Meetings:** Special meetings as required shall be called by the Chair or upon request of 5 or more members of the Board provided notice has been given one week prior to the meeting, unless an emergency situation exists that requires less notice. The purpose of the special meeting shall be stated in the notice.

C. **Quorum and Voting:** Those voting members of the Board who are present at any regular meeting of the Board shall constitute a quorum. Those voting members of the Board who are present at any special meeting of the Board shall constitute a quorum, provided that at least 25% of the total number of members is present. Each Board member shall be entitled to one vote at every meeting of the Board, regardless of whether the member holds more than one position that would entitle the member to Board membership. Except as may otherwise be required by law or by the Church Constitution or these bylaws, whenever any official action is to be taken by vote of the Board, it shall be authorized by the affirmative vote of a majority of the members present in person at the meeting.

D. **Order of Business:** The chair shall determine the agenda needed to accomplish the business of the meeting. Basically, the order of business shall include the following:

1. Devotions and prayer
2. Reading and approval of the minutes of the previous meeting.
3. Report of the treasurers and approval of the reports.
4. Consideration of unfinished business.
5. New business and program suggestions for future activities.
6. Adjournment
7. Benediction

III. **STANDING COMMITTEES OF THE CHURCH**

The plan for the procedure of administering the church program shall be as follows:

A. **Functional Committees:** The task of administering the program of the church shall be delegated to the following functional committees: Worship, Christian Education, Evangelism, Fellowship and Events, Outreach, Stewardship and Finance, Property, Personnel Relations, and Communications.

B. Special committees: Special Committees shall be established as directed by the Board. When needed to administer the work of the church, the Board chair shall appoint, with the approval of the Board, the chair and members of such special committees as may be needed. These special committees shall perform the duties assigned and shall continue for such time as designated.

C. Committee Membership: The membership of each functional committee, except the Personnel Relations Committee, shall be selected annually in the following manner subject to confirmation of the Board. (1) The incoming chair, vice-chair, and secretary of the Board and the minister shall constitute a nominating committee to nominate respective committee chairs for committees in which the chair is retiring. (2) This nominating committee shall then work with the respective committee chairs in the selection of the committee members. (3) The chairs of the committees shall serve for a term of two years and may be considered for additional years by mutual agreement of the chair and the nominating committee, and by subject to confirmation by the Board.

D. Organization: Each committee shall organize itself to conduct the business for which it is responsible, meet regularly to attend to its business, and plan its general program which shall be presented through the cabinet to the Board. Upon approval of the Board, the committee shall proceed to administer its program in conjunction with other committees. Regular written reports shall be made to the Board.

E. Purpose and Duties: The purpose and duties of the functional committees shall be as follows.

1. Worship Committee: The purpose of the Worship Committee shall be to lead the membership in genuine experience of worship in the public services and to enrich personal and family devotional life.

It shall be responsible for the public worship of the church, its pulpit supply, the administration of baptism and the Lord's Supper, music, greeting, mid-week and special prayer services, and the encouragement of the devotional life among individual members and in their homes.

The Worship Committee may select and recommend young people from the congregation to serve as youth deacons. The youth deacons, upon appointment by the Board, will assist the deacons under such terms and conditions, as the diaconate shall provide.

2. Christian Education Committee: The purpose of the Christian Education Committee shall be to develop an effective program of religious education for the entire constituency of the church in keeping with the general objectives of Christian education.

It shall be responsible for planning and administering the total educational program of the Church, including church school, youth activities, and mid-week educational projects, leadership education, and distribution of Christian literature and the fostering of a Christian home life. It shall also cooperate with other groups of the church in planning for an education program.

3. Evangelism Committee: The purpose of the Evangelism Committee shall be to cultivate an evangelistic spirit within the Church and to plan and administer the evangelistic program.

It shall be responsible for developing an evangelistic church, sponsoring a year-round program of evangelism which reaches into every age level and every phase of the church life; compiling a list of prospective members, planning and directing special evangelistic campaigns. In cooperation with the Fellowship and Events Committee, it shall aid in the orientation of new members.

4. Fellowship and Events Committee: The purpose of the Fellowship and Events Committee shall be to maintain the closest possible contact with the entire church membership to the end that each member may function effectively in the life of the Church.

It shall be responsible for the pastoral over-sight of the membership by extending help in times of sickness and bereavement, and by giving recognition to celebrations such as births and achievements. The committee will aid the church secretary in keeping accurate, up-to-date rosters of the membership. It shall provide an adequate program of social life for the church, purchase basic supplies for the kitchen, and help in setting-up for events. Additionally, the Fellowship and Events Committee, working cooperatively with the Evangelism Committee, shall be responsible for orienting new members into the life and fellowship of the church.

5. Outreach Committee: The purpose of the Outreach Committee shall be to create and foster a world vision of the church and its auxiliary organizations and to lead in planning and administering the outreach program of the Church.

It shall be responsible for planning and promoting a definite program of missionary education in the church, recommending the Church's annual missionary and benevolent budget, enlisting support for missions and brotherhood causes, caring for local and general benevolent needs not otherwise provided for, sponsoring interdenominational activities and projects of social action, promoting conventions, and conferences, recruiting and supporting life-work recruits, and keeping records of all missionary giving and action in the church.

In addition, the Outreach Committee shall nominate for Board appointment an outreach treasurer from its membership who shall

disburse the outreach and benevolent funds as designated and give regular reports to the Board.

6. Stewardship and Finance Committee: The purpose of the Stewardship and Finance Committee shall be to develop within the membership an understanding of the full meaning of Christian stewardship and so direct the financial program of the Church that it will not only supply the Church's financial needs but prove a means of spiritual enrichment and character building for each one participating.

It shall be responsible for keeping alive in the congregation the realization of its stewardship obligations, promoting stewardship education, supervising the preparation and support for the Church budget, keeping accurate records, and encouraging endowments for future development in the Church and world work.

The Stewardship and Finance Committee shall nominate for Board appointment a current expense treasurer from its membership who shall be authorized to settle current bills, to disburse funds as provided in the Church budget or as authorized by the Board, and to give regular reports of such payments and disbursements to the Board.

7. Property Committee: The purpose of the Property Committee shall be to care for all properties of the Church.

It shall be responsible, in cooperation with the trustees, for keeping all property and equipment in proper condition, studying needs and making recommendations for improvements, superintending the work of the custodian, caring for grounds and keeping the properties adequately insured against possible loss or damage.

8. Personnel Relations Committee: The Personnel Relations Committee shall consist of four (4) members, one elder, one deacon, and two members-at-large. They shall be appointed in turn by the chair of the Board with the Board approval, as outlined in the Personnel Relations Policy. The term of service for each member shall be for three years. The committee shall elect a chair from its membership, who will serve for a period of one year.

The Personnel Relations Committee shall prepare detailed job descriptions and written contracts for each staff position; function as a grievance committee; conduct an annual staff evaluation and performance review in September; make recommendations to the stewardship and finance committee on staff member's compensation packages, and in conjunction with the involved standing committee, make recommendations to the Board on the employment or termination of personnel. This committee shall deal with any allegations of sexual, moral, financial, or other

misconduct of church staff and make appropriate recommendations to the Board concerning such.

9. Communications Committee: The purpose of the Communications Committee shall be to plan and provide all general publicity for the congregation in keeping with the dignity of the church.

The responsibilities shall include publishing the church newsletter, maintaining the Church's web site, and providing coverage of newsworthy events to the local newspaper, radio and television. It shall promote regional and national publications among the membership and submit news to the publications. The committee shall work to expand the contact of the Church with the membership by keeping the Church members informed and by making use of the most appropriate and available means of communication.

F. Auxiliary Organizations: The purpose and responsibility of each of these groups shall be outlined in their own constitution, by-laws or plan of procedure. They shall cooperate with the standing committees of the Church in planning and administering the total program of the Church, and shall develop their individual programs to foster the best interest of the total church program.

IV. THE CHURCH CABINET:

1. **Purpose:** The cabinet shall perform its duties under the direction of the Board. The purpose of the cabinet shall be to assist and advise all committees and other groups of the church in their administration of the church program in concert with policies of the Board.

2. **Responsibilities:** The cabinet shall be responsible for studying the needs of the church; evaluating its present activities and planning future programs; correlating plans and activities of committees and groups for the most efficient program; arranging the calendar of activities; administering the program approved by the Board, and performing such other duties as may be assigned.

3. **Membership:** Membership on the cabinet shall be the minister, the chair, vice-chair, and secretary of the Board, chairs of all functional committees, heads of all other functional groups not otherwise represented and any other person assigned by the Board.

4. **Leadership:** The vice-chair of the Board shall serve as the presiding officer of the cabinet. In the absence of the vice-chair, the chair or secretary of the Board, in succession, shall serve as the presiding officer of any meeting of the cabinet.

5. **Meetings:** The Cabinet shall hold regular meetings at least twice during each church year. The leader of the Cabinet may call special meetings as needed or set a regular schedule of meetings at a time agreeable to its membership if this best implements the program of the Church.

V. CHURCH STAFF:

A. **Other Employees:** Employees not heretofore provided for in the Constitution and hired as provided therein shall be employed or released upon recommendation of the appropriate functional committee in conjunction with the Personnel Relations Committee. Final authority in all such matters shall be the responsibility the Board. Employment or release shall be by a two-thirds vote of the Board members present and voting. A written statement covering terms of employment shall be included in the minutes of the Board meeting, in which the employment or release is approved, a copy of which shall be given to the employee.

B. **Specific Duties of the Minister to Be Chief Administrator:** The minister shall be the ex-officio member of the Board, all committees, and all other groups of the church. In the day to day operation of the Church, the minister shall be the Chief Administrator and all staff members and employees shall report to the minister. (11/5/95)

VI. GRIEVANCE PROCEDURE:

A. If any staff member or employee of the Church shall have any complaint, concern or grievance relating to his or her employment with the Church, he or she may present it to the Personnel Relations Committee, which shall attempt to resolve it. In the event that the Personnel Relations Committee cannot satisfactorily resolve the matter, the Personnel Relations Committee shall present the matter to the elders. If the Personnel Relations Committee and the elders cannot satisfactorily resolve the matter, any concerned party may present the matter to the Board.

VII. MEETING OF THE MEMBERSHIP:

A. **Presiding Officer and Secretary:** At any meeting of the membership, if neither the chair nor vice-chair nor other person so designated by the Board to preside at the meeting shall be present, the members present shall appoint a presiding officer for the meeting. If the secretary is not present, the appointee of the person presiding at the meeting shall act as secretary of the meeting.

VIII. VALIDITY OF PARTS:

If any part of this constitution or these bylaws shall be found in any action, suit, or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

IX. AMENDMENTS:

These Bylaws may be amended by a two-thirds vote of members of the Board present in regular or special meeting and voting, providing the proposed amendment has been submitted to the membership of the Board at least 30 days prior to the vote thereon.

Revised 5/03/07

**PERMANENT ENDOWMENT FUNDS POLICY
BROAD STREET CHRISTIAN CHURCH
MARTINSVILLE, VIRGINIA**

PREAMBLE: Broad Street Christian Church of Martinsville, Virginia is a local congregation of the Christian Church (Disciples of Christ) which has as its mission to minister to its congregation by striving to meet the various spiritual, emotional, and physical needs of each individual member, to reach beyond its congregation to serve the community by sharing its spiritual, physical, and financial resources in direct involvement in the community, and to practice responsible stewardship by supporting the mission to which Jesus Christ has called his Church through providing assistance to local, regional, general, and worldwide ministries. In order to help sustain and strengthen the mission of this church in the future, the following Permanent Endowment Funds Policy has been developed:

- I. **PURPOSE:** The primary purpose of the Permanent Endowment Fund of the Broad Street Christian Church is to expand the witness and mission of Jesus Christ by providing this church with a permanent source of financial resources to aid the church in carrying out its mission to serve human needs locally and throughout the world. The Fund is not intended to compete with or substitute for the program of regular annual giving by church members. The Fund is intended to increase and enhance the opportunities for responsible stewardship for present and future church members by allowing them to provide a continuing contribution to the mission of the church.

- II. **ASSETS:** All assets received by the Permanent Endowment Fund shall be considered to be permanent. Only income from the Fund, as defined by Article VI of this Policy, shall be spent upon the ministry of the church. Assets may come from gifts or bequests to the Fund, from the residual value of charitable trusts and charitable gift annuities payable to the church, or from any undesignated gifts or bequests to the church which are not for the program of regular annual giving. Any surplus which the church has for any fiscal year may be added to the Permanent Endowment Fund upon the vote of the Official Board. Any funds set aside for any special purpose by the church which are not needed for that purpose may be added to the Permanent Endowment Fund upon the vote of the Official Board. Gifts or bequests to the Permanent Endowment Fund may be in the form of stocks, bonds, real estate, tangible personal property, or cash. The church shall have the right to refuse to accept any gift or bequest to the Permanent Endowment Fund. Such refusal must be approved by the Official Board upon the recommendation of the Permanent Fund Trustees. Unless the Permanent Fund Trustees decide otherwise, all gifts or bequests to the Fund which are received in a form other than cash shall be converted to cash at fair market value as soon as practical and invested. Investment of the assets of the Fund shall be managed by the Christian Church Foundation, Inc. and/or such other financial fiduciary organization as the Permanent Endowment Fund Trustees, with the approval of the Official Board, shall designate. Real estate received which may be needed by the church itself for future expansion may be retained even though not income producing, if such retention is approved by the Official Board upon the recommendation of the Permanent Fund Trustees.

- III. FUNDS, GIFTS, AND BEQUESTS NOT INCLUDED: Building fund gifts or bequests or other specially designated gifts, bequests, or funds, or any income therefrom, shall not be included in the Permanent Endowment Fund. Such funds, gifts, bequests, or income shall be governed by other policies established by the church. Memorial funds, gifts, or bequests shall not be included in the Permanent Endowment Fund unless church policy designates a percentage of any such undesignated funds, gifts, or bequests to be so included.
- IV. PERMANENT FUND TRUSTEES: The Permanent Endowment Fund shall be managed by six Permanent Fund Trustees who shall be elected by the congregation. The term of office of a trustee shall be four years. A trustee may not serve more than two consecutive terms, and any trustee who has served two consecutive terms shall be ineligible to be reelected as a trustee for a period of two years following the end of his second consecutive term. At the initial election of trustees three trustees shall be elected for a two year period and the remainder shall be elected for a four year period. Each successive election shall be for a four year term so that the trustees' terms shall be staggered. At least one trustee shall be an Elder at the time of his or her election and at least one trustee shall be a Deacon at the time of his or her election. The minister and the chairman of the Official Board shall be ex officio members of the Permanent Fund Trustees without a vote. In the event of a vacancy in the office of trustee, the Official Board shall fill the vacancy for the unexpired term of that trustee.
- V. DUTIES AND RESPONSIBILITIES OF PERMANENT FUND TRUSTEES: The Permanent Fund Trustees shall have the responsibility for selecting an investment manager or managers for the Permanent Endowment Fund, with the approval of the Official Board, in accordance with the provisions of Article II of this Policy, and investing the assets of the Fund accordingly. The trustees shall make recommendations to the Official Board in regard to the refusal to accept any gifts or bequests to the Fund and in regard to the retention of any donated real estate which may be needed by the church for future expansion. The trustees shall periodically review the percentage of annual withdrawal to be classified as "income" in accordance with Article VI of this Policy to insure that the value of the permanent assets of the Fund are not being depleted. The trustees shall meet quarterly, at a meeting date to be set by them, and at such other times as a majority of them may deem necessary. The trustees shall annually elect a chairman and secretary from their number. Each year the trustees shall provide a written report to the Official Board and to the congregation, to be presented at the annual Fall business meeting of the congregation held in accordance with Article V of the Constitution of the Broad Street Christian Church. The annual report shall set forth the new gifts and bequests to the Fund, the income earned by the Fund for the year, and the total value of the assets of the Fund. In addition, the trustees shall provide to the Chairman of the Stewardship and Finance Committee during the time of budget preparation prior to the annual Fall business meeting of the congregation the projected income distribution from the Fund, in accordance with Article VI, which can be budgeted for the upcoming fiscal year. The trustees, in conjunction with the Stewardship and Finance Committee, shall have the duty to publicize the Permanent Endowment Fund to the congregation, to provide information about the Fund and its purpose, to sponsor wills and financial planning seminars, to encourage members of the congregation to make provisions in their financial and estate planning for gifts and bequests to the Fund, and to promote other activities which will lead to a growth in the assets of the Fund.

VI. INCOME DEFINITION AND DISTRIBUTION: For the purposes of this Policy "income" from the Permanent Endowment Fund shall be defined as an annual withdrawal of a percentage of the total market value of the Fund's investment portfolio, excluding any real estate held for future church needs. Initially this percentage shall be five per cent (5%). This percentage shall be periodically reviewed by the Permanent Fund Trustees to insure that the value of the permanent assets of the Fund are not being depleted. The annual withdrawal for the upcoming fiscal year shall be based upon the valuation of the Fund's portfolio value for the period prior to the annual Fall business meeting of the congregation, as reported by the Permanent Endowment Fund Trustees. The income from the Permanent Endowment Fund shall be distributed annually as follows:

A. When the value of the assets of the Fund do not exceed \$30,000, then 75% of the income shall be designated for the maintenance and improvement of the property of the church and 25% of the income shall be designated for the retirement of any outstanding debt of the church, whether internal or external.

B. When the value of the assets of the Fund exceed \$30,000, but do not exceed \$50,000, then 50% of the income shall be designated for the maintenance and improvement of the property of the church, 25% of the income shall be designated for the retirement of any outstanding debt of the church, whether internal or external, 12.5% of the income shall be designated for outreach, and 12.5% of the income shall be designated for the general operational fund of the church.

C. When the value of the assets of the Fund exceed \$50,000, but do not exceed \$75,000, then 35% of the income shall be designated for the maintenance and improvement of the property of the church, 25% of the income shall be designated for the retirement of any outstanding debt of the church, whether internal or external, 20% of the income shall be designated for outreach, and 20% of the income shall be designated for the general operational fund of the church.

D. When the value of the assets of the Fund exceed \$75,000, then 25% of the income shall be designated for the maintenance and improvement of the property of the church, 25% of the income shall be designated for the retirement of any outstanding debt of the church, whether internal or external, 25% of the income shall be designated for outreach, and 25% of the income shall be designated for the general operational fund of the church.

E. In the event that the church does not have any outstanding debt, either internal or external, then the percentage of the income of the Fund designated for the retirement of outstanding debt shall be divided equally among the other designations made.

VII. DISPOSITION OF FUND IN EVENT OF TERMINATION OF MINISTRY: In the event that the Broad Street Christian Church should terminate its ministry, the assets of the Permanent Endowment Fund shall be transferred to such other or successor ministry as shall be designated by the Official Board, or in the absence of any such designation, the assets of the Fund shall be transferred to the Christian Church Foundation, Inc. of the Christian Church (Disciples of Christ), to be used by the Christian Church (Disciples of Christ) to carry out its ministry.

- VIII. AMENDMENTS: This Policy may be amended by a two thirds vote of the members of the Official Board present and voting at two successive meetings, provided that the proposed amendment has been submitted in writing to the membership of the Official Board at least thirty days prior to the first vote thereon.
- IX. EFFECTIVE DATE: This Permanent Endowment Funds Policy shall take effect on January 1, 1996. The first Permanent Fund Trustees shall be elected by the congregation at the annual business meeting of the congregation to be held in the Fall of 1995.

Adopted by Board 10/1/95
Adopted by Congregation 10/15/95

4/96

PARSONAGE TRUST FUND
BROAD STREET CHRISTIAN CHURCH
MARTINSVILLE, VIRGINIA

PREAMBLE: Broad Street Christian Church of Martinsville, Virginia is a local congregation of the Christian Church (Disciples of Christ) which has as its mission to minister to its congregation by striving to meet the various spiritual, emotional, and physical needs of each individual member, to reach beyond its congregation to serve the community by sharing its spiritual, physical, and financial resources in direct involvement in the community, and to practice responsible stewardship by supporting the mission to which Jesus Christ has called his Church through providing assistance to local, regional, general, and worldwide ministries. In order to help sustain and strengthen the mission of this church in the future, the Congregation has established a Parsonage Trust Fund, to be held, invested, and utilized in accordance with the following provisions:

1. HISTORY: In 2002 the Broad Street Christian Church, through the Trustees of the church, was the owner of a church parsonage located at 706 Windsor Lane in the City of Martinsville, Virginia that had served as the home of the minister of the church for many years. Because the tradition of churches providing parsonages to serve as the residences of its ministers has essentially vanished and the present practice is to provide a housing allowance for the minister to use to assist him in providing living accommodations of his own choosing, in April of 2002 the Congregation of the Broad Street Christian Church, upon the recommendation of the Official Board, authorized the Trustees of the Broad Street Christian Church to sell the parsonage. The parsonage was sold in the latter part of 2002. The sale was approved by the Congregation, upon the recommendation of the Official Board, at a congregational meeting held on October 13, 2002. The resolutions approved by the Congregation called for the funds netted from the sale to be held in trust by the Trustees of the church, invested in appropriate income producing securities, with ninety-five per cent (95%) of the income to be used to defray the housing allowance for the minister set in the annual budget of the church, with the remaining five per cent (5%) of the income to be reinvested to increase the principal of the fund, and for the principal of the fund to be retained and expended only for a use approved by a majority vote of the Congregation, such as the purchase of a parsonage or other real estate for the church.

2. PURPOSE: The primary purpose of the Parsonage Trust Fund of the Broad Street Christian Church is to utilize funds, originally set aside to provide a home to serve as a place of residence for the minister of the church, to generate funds for a housing allowance for that purpose in lieu

of a church owned parsonage house. The Fund is not intended to compete with or substitute for any program of regular annual giving or special giving by church members.

3. ASSETS: The initial principal assets received by the Trustees shall be the net amount received from the sale of the church parsonage at 706 Windsor Lane, \$84,893.00. Additional principal assets may come from gifts or bequests made to the Fund. In addition, the five per cent of income, as further described herein, and any additional assets contributed to the Fund shall also constitute the principal assets of the Fund. Except with the approval of a majority of the Congregation voting in a properly called congregational meeting, following a favorable recommendation of the Official Board, only income from the Fund shall be spent for the current expenses of the ministry of the church. The church shall have the right to refuse to accept any gift or bequest to the Fund. Such refusal must be approved by the Official Board upon the recommendation of the Trustees.
4. TRUSTEES: The Trustees of the Broad Street Christian Church, appointed by the Circuit Court of the City of Martinsville in accordance with the laws of the Commonwealth of Virginia who hold legal title to the real estate and property of the Broad Street Christian Church, shall be the Trustees of the Parsonage Trust Fund.
5. INVESTMENT OF THE FUNDS OF THE PARSONAGE TRUST FUND AND DUTIES OF THE TRUSTEES: Investment of the assets of the Fund shall be managed by such financial organization or company as the Trustees, with the approval of the Official Board, shall designate. The Trustees shall have the responsibility for investing the assets of the Fund in a safe and prudent manner so as to carry out the purposes for which this Fund has been created. The Trustees shall make recommendations to the Official Board in regard to the refusal to accept any gifts or bequests to the Fund and in regard to any other matter relating to the Fund that is within the purview of the Official Board. The Trustees shall periodically review the investments into which the Fund assets have been placed to assure that the value of the principal assets of the Fund is being properly preserved. Each year the Trustees shall provide a report to the Official Board as to the income earned by the Fund, the amount of the income available for distribution, and the total value of the assets of the Fund.
6. DISTRIBUTION OF INCOME; USE OF PRINCIPAL: From the income produced by principal assets of the Parsonage Trust Fund, ninety-five per cent (95%) shall be paid to the current expense treasurer of the Broad Street Christian Church to go toward the amount provided for in the

church's annual budget for a housing allowance for the minister of the church. Any of such sum not needed for such purpose shall be used to defray any budgeted current expenses of the church. The remaining five per cent (5%) of the income produced by such assets shall be retained as additional principal assets of the Fund and shall be invested in the same manner and for the same purposes as the original Fund assets. The principal assets of the Fund shall be retained permanently, unless and until the majority of the Congregation of the church, voting in a properly called congregational meeting, upon the favorable recommendation of the Official Board of the church, shall approve the use of the principal assets, or any part or portion thereof, for the purchase of real estate for the church, for use as a church parsonage or for some other use, or for some other purpose that will further the ministry of the Broad Street Christian Church.

7. DISPOSITION OF FUND IN EVENT OF TERMINATION OF MINISTRY: In the event that the Broad Street Christian Church should terminate its ministry, the assets of the Parsonage Trust Fund shall be transferred to such other or successor ministry as shall be designated by the Official Board, or in the absence of any such designation, the assets of the Fund shall be transferred to the Christian Church Foundation, Inc. of the Christian Church (Disciples of Christ), to be used by the Christian Church (Disciples of Christ) to carry out its ministry.
8. AMENDMENTS: The terms and conditions of the Parsonage Trust Fund may be amended by a two thirds vote of the members of the Official Board present and voting at two successive meetings, provided that the proposed amendment has been submitted in writing to the membership of the Official Board at least thirty days prior to the first vote thereon.
9. EFFECTIVE DATE: This declaration of the terms and conditions of the Parsonage Trust Fund shall take effect immediately upon its approval by the Official Board of the Broad Street Christian Church.

APPROVED by the Official Board of the Broad Street Christian Church, this the 2nd day of March, 2003.

DESIGNATED OR RESTRICTED ENDOWMENT FUNDS

As of January 1, 2000

Mary Morris Via Memorial Adult Choir Fund

Origin: Second Paragraph, Subsection b of the Last Will and Testament of Harry B. Cheshire, Jr.

Assets: Bequest in the original amount of \$10,000.00, transferred to the Church by the Main Street Trust Company, July 1997.

Designation or Restriction: "this sum be invested and the income from said investments be used for Adult Choir purposes."

Invasion of Principal: Not allowed.

Distributions from Fund: Semi-annually.

A CHARITABLE BEQUEST POLICY
BROAD STREET CHRISTIAN CHURCH

Martinsville, Virginia

PREAMBLE:

Broad Street Christian Church, a local congregation of the Christian Church (Disciples of Christ), is a fellowship of believers dedicated to promoting the love of God and neighbor among the peoples of the earth. In order to help sustain that mission in the future, the policy which follows has been developed.

PURPOSE:

The purpose of this policy is to establish a pre-determined basis and procedure for the disposition of funds or other property which is received by this congregation as a bequest or as the beneficiary of a life insurance policy.

ADMINISTRATION AND DISPOSAL OF DESIGNATED FUNDS:

All funds received as the results of a specific bequest, or the beneficiary of a life insurance policy, will be designated as a "bequest". Such funds will be disposed of under the provisions stated in said policy or testator's will --- provided the terms and conditions of any such endowment or bequest are in agreement with the ideals expressed in this Preamble.

Accordingly, bequests received in the form of property will be converted into cash by the trustees at its fair market value as soon as deemed practical. These funds will be administered by a Bequest Committee consisting of the Minister of Broad Street Christian Church of Martinsville, the Chairman of the Official Board, Chairman of the Trustees, and Chairman of the Stewardship-Finance Committee. If the designated purpose has already been achieved, the bequest will, upon advice of Legal Counsel, recommendation of the Finance Committee and approval of the Official Board, be considered to be an undesignated bequest.

DISPOSAL OF UNDESIGNATED FUNDS:

If the designated purpose for which the bequest was made has already been achieved, or funds are received as undesignated bequests, such monies will be disposed of in the following manner:

A. Bequests with a value to \$25,000 ---

1. 25% will be transferred to the General Fund of our congregation.
2. 25% will be designated for World Outreach causes. These funds shall be disbursed as recommended by the World Outreach Department and approved by the Official Board.
3. 50% will be designated for the retirement of any outstanding debt on the congregation's property to the extent that such debt exists or for anticipated capital improvements.
4. The balance of the funds remaining after dispositions under (1), (2), and (3) above, if any, will be invested at the discretion of the Bequest Committee. Whenever all or any part of this investment is returned to the congregation, it will be disposed of as recommended by the Bequest Committee and approved by the Official Board.

Charitable Bequest Policy

Page 2

B. *Bequests with a value of more than \$25,000 ---*

- 1. \$25,000 will be disposed of in accordance with paragraph (A) above.*
- 2. The balance of the funds will be designated for the retirement of the outstanding debt on the congregation's property to the extent that such debt exists on the date that the funds are received.*
- 3. The balance of the funds remaining after dispositions under (1) and (2) above, if any, will be invested at the discretion of the Bequest Committee. Whenever all or any part of this investment is returned to the congregation, it will be disposed of as recommended by the Bequest Committee and approved by the Official Board.*

FUTURE RECOMMENDATIONS AND CHANGES:

These funds shall be semi-permanent in nature. Changing times and new understandings by future boards of our Church might dictate desirable changes in the management of the funds, and future boards should have this privilege. However, to prevent hasty or thoughtless action, any changes shall require approval at two consecutive regular board meetings and confirmation by this congregation.

**** THIS RESOLUTION HAS BEEN ADOPTED BY THE OFFICIAL BOARD OF THE BROAD STREET CHRISTIAN CHURCH AT ITS REGULAR MEETING ON _____ AND THUS BECOMES EFFECTIVE ON THAT DATE.**

To: Chairman and Members of Official Board

From: Members of Scholarship Committee

Several years ago the Scholarship Committee was appointed to administer the lending of funds for educational purposes to deserving students. The sources of these funds are from an amount set aside from the general funds of the church and from gifts from the family and friends of the late Myra Sue Davis as a memorial to her. The bulk of these latter funds are from Miss Davis's family. It is anticipated that her family will shortly make another sizeable contribution to this fund with the probability that additional funds will be contributed at some time in the future. Your Committee will maintain these funds separately in (1) the General Educational Loan Fund (any funds from the general fund of the church) and (2) The Myra Sue Davis Educational Fund (the intent of Myra's family in making these funds available in that the fund be maintained as a memorial to her).

This Committee was designated as the Scholarship Committee at the time of appointment. The members are H. Z. Smith, Chairman, Kay Smith, Kenneth Covington, the Minister of the Church and the Minister of Music. We no longer have a Minister of Music and consequently this seat is vacant. Because of this and in order to formalize the existence of the Committee and in order to establish needed guidelines for the operation of this function, your Committee is making the following recommendations for the action of the Board:

1. That the name of the Committee be changed to Educational Loan Committee (this is recommended because the funds are actually loaned as opposed to grants or gifts implied from the word scholarship.)

2. That all funds coming into the Myra Sue Davis Educational fund from the family or others be maintained only in this fund and used only for educational loans and not diverted to any other church or other use. (This is in accord with the intent of Myra's family generally expressed.)

3. That loans made from the Myra Sue Davis Educational Fund be made only to members of Broad Street Christian Church. (This is in accord with the intent of Myra's family in making these funds available. The Board may desire

to make this stipulation applicable to funds from the General Educational Fund).

4. That loans may be made for any field of education and not limited to higher education, that is, loans may be made for training in technical, trade or occupational areas.

5. That the Educational Loan Committee be given the full discretion as to when a loan will or will not be made, the amount of any loan and the terms and conditions of re-payment.

6. That the Committee be empowered to establish its own rules as to how application for funds shall be made, as to its own procedure for approving or disapproving a particular request, and the Committee may require such surety or guarantee for re-payment as it may establish. That the Committee may further require a recipient of a loan to initiate an insurance contract with the Fund as beneficiary in an amount to cover the principal amount of his or her loans.

7. That the Committee recommend to the Official Board of the Church such other guidelines to be established from time to time as the need therefor arises.

8. That the Official Board re-establish the Educational Loan Committee and designate that its membership shall be five (5) in number. That one of these members be designated as Chairman and one other member be designated as Secretary-Treasurer. That the terms of the members be indefinite and for such time as the Official Board may desire to appoint a replacement. Since we do not have a Minister of Music that this designation be deleted and someone appointed to fill this vacancy.

Your Committee submits the preceding comments and suggestions for your consideration.

Respectfully submitted,

Scholarship Committee

**BROAD STREET CHRISTIAN CHURCH
(Disciples of Christ)**

**Cheshire Lecture Series
October 9, 2006**

Introduction:

In the early 1900's, The Morris family from Spencer, Virginia moved into Martinsville with eight children, four boys and four girls. Almost immediately upon moving to Martinsville, the entire family, ten in number, joined Broad Street Christian Church. The pastor at the time, The Rev. J. A. Spencer, joked that with the addition of this family, they almost doubled the membership of the congregation. In 1909, the oldest daughter of the Morris family, Bettie Lee, married Harry Bernard Cheshire who was at that time a member at the Methodist Church of Martinsville. In 1910, Harry moved his membership to Broad Street Christian Church.

Harry and Bettie Lee built their family around Broad Street Church and eventually had six children: Harry, Jr., Dan, Bill, Ed, Elizabeth and Emily. Over the years the children flourished and grew in faith and as they became adults assumed leadership rolls within the congregation.

In loving remembrance of the role that Broad Street Christian Church has played in the lives of the Cheshire family, they wish to establish the Cheshire Lecture Series.

The Cheshire Lecture Series:

The purpose of the Cheshire Lecture Series will be to provide financial resources to bring to Broad Street Christian Church and Martinsville, well known theologians and educators who will share their knowledge and faith in such a way that the total community will learn and grow in its faith and understanding of the Gospel of Jesus Christ.

The goal of the Cheshire Lecture Series will be to conduct a yearly event (one to three days) during which the entire Martinsville Community will be engaged in theological reflection. This event will hereafter be known as the Cheshire Lectures.

It is further agreed that the proceeds from the invested funds be used to defray the costs of this lecture (honoraria, publicity, housing, travel, etc.) and that the principle be maintained and enlarged by the reinvestment of 1% of the income back into the principle. It is further suggested that additional gifts and contributions from other sources should be sought and added to the initial principle.

In addition to a yearly event, income from this fund, if it is available, may be used to bring to Broad Street other speakers who will lead this congregation into a deeper understanding of its faith and practice.

The Cheshire Lecture Series Fund will be a special fund of Broad Street Church and shall give a yearly accounting to the Board of the Church. The fund will be handled through the office of the church with specific responsibilities given to the Church Financial Secretary in consultation with the Fund's directors.

The Fund will be overseen by three directors consisting of The Chairman of the Board, the Church Treasurer and the Pastor of the Church. Members of the Church may be enlisted to assist in the planning and execution of the goals of the fund on a year to year basis.

Funds should be invested at the highest interest rate possible with a view toward safe and secure investments. 1% of income received should be reinvested in the fund and the remaining percentage be used yearly for the Lecture series and other speakers. If it is decided that no yearly event be planned, then the entire income should be reinvested in the principle.

POLICY FOR USE OF THE MATTHEW 25 FUND

This fund was created to help with individual emergency needs that occur in the community and the need cannot be met by Social Services, Salvation Army, Grace Network or other source.

Funds for this service are provided by the Outreach Committee and individual contributions.

Since these funds are limited, the help given should not exceed \$50.00. No person can benefit from this fund more than once every six months.

In case of extreme emergencies, help may be considered up to \$80.00. No cash gifts are given. (The only exception is working with Virginia Cares in the I.D. program. An arrangement has been made to give cash to the coordinator of the program in the amount of \$10.00 to obtain an I.D. at the DMV (Division of Motor Vehicles). They do not accept a check for this service. The coordinator brings a receipt back to the church when the I.D. is purchased.)

A dated record must be kept of the person requesting help along with the address, amount of the check, and to whom the payment was made.

The minister and/or an appointed member of the congregation may sign the check.

Regular reports should be submitted to the Administrative Board.

The name of the individual receiving help will not be on the report submitted to the board, in keeping with confidentiality.

*Revised by the Outreach Committee
September 10, 2006*

Undesignated Memorial Gifts Policy:

When a memorial gift is made to BSCC, it falls into one of two categories:

Category A: Designated Gifts:

To a specific fund or project as chosen by the donor or Deceased (honoree's) family.

Category B: Undesignated Gifts:

(1). Initially given as an undesignated gift and then later (within two years) decided upon by the honoree's family as to which specific fund or project to be donated to.

(2) After two years from the date the gift was received and the gift has not been designated, then the gift can be used in an appropriate manner decided upon by the recommendation of the Stewardship/Finance Department to the Board of BSCC.

Stewardship/Finance Department duties:

(1). Accounting of all memorial gifts given to BSCC. Monies received to be deposited in the MMA, and paid out through the MMA.

(2). Review any undesignated memorial that is inactive for two years and make recommendations to the Board of BSCC concerning its usage.

Financial Secretary:

The Financial Secretary is the secretary employed by the church.
(Minutes of Administrative Board meeting, 1989)

**POLICY FOR USE OF PROPERTY AND/OR FACILITIES
BROAD STREET CHRISTIAN CHURCH**

1. GENERAL POLICY GUIDELINES

The sanctuary is the House of God, and we desire that all actions therein be reverent and in keeping with the holiness of His house. The full facilities of the church should be used to further God's purpose and the church's mission, and to support worthwhile community activities.

The purpose of this policy is to act as a guide in permitting the use of the property and facilities of the Broad Street Christian Church for the functions other than those pertaining to or including the membership of Broad Street Christian Church as a whole.

Priority for the use of the church and/or any of its facilities is reserved first, for church functions; second, for use by members of Broad Street Christian Church; and third, for outside groups which do not include church members.

Dates for which use of the church facilities or property are requested must be cleared through the church office. Arrangements should be made for the use of a key, should the meeting or function be scheduled during hours when no one would normally be at the church. Should it be necessary to obtain a key, it is requested that the key be returned to the church within twenty-four hours following such meeting.

Members requesting use of the church for functions or groups outside the church will be subject to clearing the date with the church office. The decision concerning the availability of the church for the requested purpose will be at the discretion of the minister, the chair of the Board, and the Cabinet chair.

11. POLICY FOIR OUTSIDE GROUPS

Outside groups requesting the use of the church and/or any of its facilities will be subject to the following:

- 1) The purpose must be non-profit.
- 2) No alcoholic beverages will be permitted on church properties.
- 3) No smoking in the building.
- 4) No equipment may be used which would in anyway mar or deface the property or facilities.
- 5) Users are liable for any damage incurred to church properties and/or any of its facilities.
- 6) No equipment or furniture may be removed from the church property without approval of property chair.
- 7) Candelabra used as decorations must be of the type designed to prevent dripping. The carpet must be protected from candle wax.
- 8) All equipment should be left in the same order and condition as when found.
- 9) A fee schedule is designed to cover costs involved in maintenance, utilities, etc., and not to discourage the use of the church property and/or its facilities.

(As revised and approved by the Church Board, March 2003.)

The following fees will be assessed at the discretion of the Church Board and are based on other than normal business hours:

Sanctuary/Parlor	\$100.00	Rehearsal	\$ 40.00
Social Hall/Kitchen	\$ 50.00	Classroom	\$ 25.00
Custodian/Wedding	\$ 30.00	Organist:	
Custodian-Reception	\$ 30.00	Wedding/Rehearsal	\$150.00
		Additional Rehearsals	\$ 50.00

- 10) Parties requesting use of the church for weddings will be asked to complete a form accepting the responsibility of the terms and conditions outlined by the church in this policy.
- 11) Wedding parties using the social hall for receptions will be restricted to the immediate area of the social hall, kitchen, and ground floor restrooms. The church does not provide equipment for receptions.
- 12) Use of rooms for purposes of preparations for weddings, at no charge.
- 13) All wedding ceremonies conducted in the church will be officiated by the Minister of Broad Street Christian Church. The Organist-Choir Director of Broad Street Christian Church will be in charge of the music.
- 14) Any continued use of the facilities of Broad Street Christian Church by any Group must be approved by the Church Board every three months.

Upon receiving clearance from the church office on the date requested, outside groups will then present a formal request for approval to the Church Board of the Broad Street Christian Church for the use of the church. A request form will be provided by the church. However, in cases where the approval would be needed prior to the date of the next Church Board meeting, the decision concerning the use of the church would be at the discretion of the Minister, the chair of the Church Board, and the Cabinet chair.

III. POLICY CONCERNING MUSICAL INSTRUMENTS

Musical instruments and music properties belonging to Broad Street Christian Church will be governed by the following policy:

1. Practice on musical instruments will be limited to church members, except in cases of special request presented to and approved by the Church Board on recommendation of the Organist-Choir Director.
2. Members using musical instruments for practice will consult the Organist-Choir Director for a specified time and day to practice, so as not to conflict with other schedules.
3. No music shall be removed from the church property except by special permission to members of the Broad Street Christian Church from the Organist-Choir Director for such purposes as practice sessions outside those rehearsals scheduled at the church.
4. Robes shall not be loaned except in special cases where requests are made by other religious or community groups and presented to and approved by the Church Board with the recommendation of the Organist-Choir Director.

(As revised and approved by the Church Board, March 2003.)

WEDDING AND RECEPTION

Fee Schedule for Non-Members

WEDDING PARTY

Bride: _____

Groom: _____

Wedding Date: _____

FACILITIES REQUESTED

Sanctuary/Parlor \$100.00 _____

Rehearsal in Sanctuary \$ 40.00 _____

Social Hall—Kitchen \$ 50.00 _____

Classroom \$ 25.00 _____

Custodian/Wedding \$ 30.00 _____

Organist:
Wedding/Rehearsal \$250.00 _____

Minister Fees:
Wedding/Rehearsal \$100.00 _____

Name of Minister _____

Name of Organist _____

*Note: Fees are payable in advance to the financial secretary.
The office will distribute any checks, if necessary.*

BROAD STREET CHRISTIAN CHURCH VAN POLICY

I. Rules and Regulations Governing Church Van

1. The responsibility for directing the usage of the van and arranging for necessary maintenance shall be the direct responsibility of the **Transportation Team**.
2. The van shall be for the use of all groups within the church. However, caution and consideration must be used when allowing the van to be used for camping trips. Reservations must be made through the church office and must be entered on the Minister's calendar.
3. The van shall not be loaned to other churches or groups. However, the van can be used in joint activities with other churches or in a ministry sponsored by our church to other groups.
4. Groups of four (4) or less should consider using private automobiles. The transportation of persons to activities at the church building or church sponsored ministry projects shall be excepted.
5. Each group using the van shall be responsible for the gasoline expenses, either through charges to the members of the group or from an amount designated in budget for the group. The gasoline tank shall be left full and the interior left clean after each trip.
6. All drivers shall be at least twenty-five (25) years of age and approved by the Transportation Team, Church Staff excepted. An annual list of approved drivers, several having been selected from each organization planning to use the van, will be prepared by the Transportation Team and distributed to all involved organizations.
7. The driver shall be in complete control of the van and shall make any reasonable decisions necessary for the safety of the passengers and the protection of the van. Seat belts are to be worn by all van passengers.
8. A log will be kept inside of the van to sign in and out, and put down mileage, destination, name of driver and date.
9. The driver of the van will check the van before leaving the lot and upon its return, to make sure everything is in order inside and out in case of damages or for general maintenance.
10. Any exception to these regulations or the rising of unforeseen situations shall be left to the wisdom and discretion of the Transportation Team.

BROAD STREET CHRISTIAN CHURCH VAN POLICY

II. Van Driver Responsibilities

1. The driver is in complete control of the van and can make any decisions necessary for the safety of the passengers and the van. The driver is encouraged to consult with the adult counselors if the passengers are young people or children.
2. The driver is authorized to have necessary emergency repairs made when on trips. All invoices must be kept and turned in with the report of the trip. In case of a breakdown, notify the church office.
3. On outings or other trips planned for children or youth groups that involve distances outside the church community, the driver is not to move the van from the church parking lot until there are sufficient counselors on the van. Recommend one (1) counselor other than the driver.
4. No one is to be allowed to stick his/her arms, legs, or head out of the van window while the van is in motion. The driver can stop the van and refuse to move it until compliance with the requirements.
5. The van is not to be moved or kept in motion until all passengers are in their seats. Seat belts are to be used.
6. The driver is responsible for informing the passengers of all rules regarding their safety before beginning a trip.
7. It is the driver's responsibility to report any needed repairs.
8. The form entitled "**Van Use Report**" must be filled out and turned into the church office at the completion of every trip.
9. Parental permission slips for minors on trips out of the community must be turned in prior to leaving the church parking lot.

PERSONNEL RELATIONS COMMITTEE GUIDELINES

1. COMMITTEE MEMBERS

The committee consists of four (4) members appointed by the Chairman of the Administrative Board. Two members to initially serve two (2) years and two members to initially serve three (3) years, all approved by the Administrative Board.

Each member shall have one vote, the Chairman of the Administrative Board is a non-voting member, unless there is a tie vote, then he/she shall vote to break the tie.

Committee membership shall consist of one Elder, one Deacon, and two members-at-large.

A Chairperson shall be selected by the committee, to serve a one (1) year term.

II. OBJECTIVES OF THE COMMITTEE

1. Detailed job descriptions and/or written contracts for each staff position.
2. Function as a grievance committee:
 - a. Every staff member has the right to ask for a committee meeting to voice a grievance.
 - b. Members of the congregation may voice a grievance.
 - c. Chairperson of the committee shall hear each grievance and determine whether the full committee needs to meet to address the issue.
3. Annual staff evaluation and performance review for each staff member. This is to take place in September.
4. Annual review of each staff member's compensation package and recommendation to the Finance Committee for budget consideration. This is to take place in September after staff evaluations and performance reviews are completed.
5. The employment or release of personnel, in conjunction with the involved department, for all staff positions other than ordained Ministers, Christian Education Director, and Organist-Director of Choirs.

Revised 1/21/94

Position of Youth Deacon

Broad Street Christian Church is blessed with having a number of talented youth in the congregation. To further develop their skills in Christian leadership and to recognize their service to the church, the Worship Department recommends establishing the position of Youth Deacon.

The following guidelines will be considered in the selection and duties of Youth Deacons.

Qualification: He/she shall be enrolled in school grades 9–12, and is a member of Broad Street Christian Church. Consideration will be given to any youth members who have shown their dedication to the service of God and the ministry of the church through regular church attendance and active participation in the youth and worship programs.

Term of service: The term of service will be for one year. The candidates can be considered for additional terms upon review and recommendation of the Worship Department.

Appointment: The Worship Department shall consider the qualifications of the candidate(s) and present their names for appointment, annually, at the May Administrative Board meeting. Appointment to the position will be approved by majority vote of the board with the term of service to be from May 31 to June 1. The number *appointed shall be equal to the number eligible at the time of the election.* Youth Deacons will be installed in June.

Duties: The primary duty of the Youth Deacon will be to serve during Sunday worship and other special worship services. They are expected to take training on serving procedures and to attend the quarterly meeting of the diaconate. *They will be scheduled each Sunday with the regular deacons** and will be subject to the same attendance and substitution procedures.* They may attend and participate in the Administrative Board meetings but without a vote. Other duties may be added as determined by the deacons.

** Amended on Jan. 5, 2003 to read “ they will be scheduled to serve each Sunday with the regular deacons.” (Proposed by Rayford Smith)