

Constitution
& By-Laws
of the
Fairview Church
of the Brethren

Last revised November, 14, 2021

Constitution & Bylaws of Fairview Church of the Brethren

Article I Name & Location

- 1) The official name of this congregation is "Fairview Church of the Brethren." It is located in Udell Township, Appanoose County, Iowa where it was incorporated under the laws of the state of Iowa in or about the year 1853. Hereafter it will be referred to as "the local church" or "the congregation."

Article II Affirmation of Faith and Purpose

1) *Belief Statement*

This congregation accepts the Holy Bible as the Word of God, and maintains the New Testament as its only rule of faith and practice. We believe in God as Creator, Redeemer with His Son Jesus Christ, and Sustainer through the Holy Spirit. We have received and trust Jesus Christ as Savior and Lord and we strive to follow His commandments.

2) *Mission Statement*

The mission of the church set forth in the Great Commission (Matthew 28:19-20) may be defined as having an inner and an outer direction. The inner mission of the church is to nurture its members, seeking ever to bring them more and more to the stature of maturity in Christ. The outer mission of the church is to be related, as God's instrument, to the problems and the needs of all souls in the world. These two major functions of the church are achieved to the extent that they are under-girded with stewardship of time, talent, and material resources.

Article III Relation to the Whole Church

1) *The Universal Church*

The local church is part of a larger whole which comprises the Body of Christ. The local church, therefore, shall recognize other Christian bodies and denominations, and shall seek to cooperate with, and give direction to, the united efforts of the greater church.

2) *The Denomination*

The local church shall support faithfully the program of the Church of the Brethren, recognizing Annual Conference enactments of the Church of the Brethren as having governing force in its life, and shall remain a member of the Church of the Brethren or its successor. The local church shall send delegates to those official conferences of the Church of the Brethren in which it is entitled to have representation. In case of strife or division or if any part of the congregation refuses to abide by its obligations as a member of the Church of the Brethren, that part of the congregation, whether a majority or minority of its membership, which continues in unity with the Church of the Brethren, shall be recognized as the lawful congregation and shall continue in possession of all of the property of the congregation.

Article IV Membership

1) *Meaning of Membership*

According to the New Testament, life in Christ means life in the body of Christ. "For by one Spirit we were all baptized into one body" (I Corinthians 12:13), so that we, "though many, are one body in Christ, and individually members of one another" (Romans 12:5). Membership in a local fellowship of believers, the congregation, is the way in which we affirm and live out our membership in Christ's larger body, the church universal. In our interrelatedness with other Christians in the local church, we experience the fullness of the gifts of the Spirit, we discover ways to be faithful to our covenant with God and each other, and we are able to support one another in carrying out our common calling as the people of God.

51 Church membership is not to be entered into lightly or unadvisedly because it is a membership in the
52 body of Christ. Both the congregation and the member shall diligently strive to make membership
53 meaningful and significant. The occasion of the member's reception shall be a service of spiritual
54 dignity, beauty, and meaning.

55 2) *Entering Into and Renewing Church Membership*

56 Membership in the local church is open to all persons who, by their own act of faith, say "yes" to
57 God's offer to new life in Christ (John 6:37) and accept the vocation of the covenant community as
58 thought and practiced by the Church of the Brethren. One of the responsibilities of the congregation
59 is to reach out to persons irrespective of race, national origin, or status in life, to share with them the
60 good news of God's grace in Jesus Christ, and to invite them to enter into the life of Christ's body.
61 (Matthew 28:19-20)

62 When responding to this invitation, the church shall take steps to prepare new members for
63 membership. This preparation should include instruction in the Word of God; the meaning of church
64 membership; the faith and history of the wider Christian community; and the faith, practices, history,
65 and distinctive emphasis of the Church of the Brethren. The member shall also become familiar with
66 the life and expectations of the congregation they will be entering.

67 The church confirms their acceptance as members in one of three ways:

- 68 A) Confession of faith and baptism by triune immersion as practiced by the Church of the Brethren;
69 *(Note: Under special circumstance a person can receive baptism without becoming a member.)*
70 B) A letter transferring membership from another congregation of the Church of the Brethren or of
71 another Christian denomination;
72 C) Reaffirmation of faith and renewal of the commitment to membership made at an earlier time in
73 another congregation.

74 Whatever the particular mode of reception, the act of receiving new members should be a festive
75 moment in the life of the church. It is a time for old and new members to affirm their relationship
76 with one another, a time to celebrate the joys and responsibilities of living in covenant in Christ's
77 body, and a time to lift up the lifelong process of growth to which baptism should lead.

78 Only as we regularly renew our covenant with God and with one another does that covenant function
79 in a vital way. The congregation shall provide its members with annual opportunities to examine
80 their faith and calling and to renew or reaffirm their relationship with the church.

81 3) *Membership Classification*

82 Members shall be classified in one of three ways for statistical purposes of the denomination.

83 A) Members of the congregation shall consist of those persons who have been received into the
84 church by baptism, letter, or reaffirmation of faith, and who choose to continue their membership.
85 All active members may vote, serve on Committees and hold office in the church.

86 B) Associate Membership may be granted to

- 87 1) persons of temporary residence in the community, such as students, who continue to hold
88 membership in their home church; or to
89 2) persons who have moved to a new location in which there is no Church of the Brethren, and
90 who wish to continue in relationship with Fairview Church at the same time they become
91 members of another Christian community.

92 Associate members may not serve on the Church Board or hold office, but may vote in Council
93 business if they have attended at least one worship service during the current year.

94 C) Separated Members consist of those persons who were received into the church as members, but
95 who have not participated in the church's life or carried out the commitments expected of
96 members for a period of three consecutive years. Regardless of the reason for separation the
97 church shall continue to explore ways to restore the broken relationship. Separated members
98 shall not be eligible to participate and vote in the Council Meeting. Separated members are not
99 included in the membership count for reporting purposes.

100 4) *Termination of Membership*

101 Membership in the church may be terminated in one of the following ways:

- 102 A) Death.
103 B) Transfer of membership by letter.
104 C) Withdrawal following a request by the individual.
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107 Article V Meetings of the Church

108 1) *Worship*

109 The church shall meet “on the first day of the week” (Acts 20:7) for the primary purpose of worship.
110 The Bread & Cup communion shall be held during the Sunday morning worship service twice each
111 year and the full Love Feast as practiced by the Church of the Brethren shall be held twice each year.
112 Gatherings for the purpose of worship or Bible study will align with the heritage of the Church of the
113 Brethren. In addition, fellowship meetings which accentuate the building of Christian community
114 within the church shall be encouraged.

115 2) *Council (Business) Meetings*

116 The Council meeting is the final authority and governing body within the local congregation; it is the
117 church in business session. The Council in meeting shall hear reports and evaluate past
118 accomplishments, study present conditions, and plan the future program of the church, record the
119 voice of the congregation on current issues where Christian witness is urgent, and provide opportunity
120 for sharing and coordinating differing points of view. The Council shall also call officers, adopt
121 budgets, rule on policy and organizational matters, and authorize church officials to act on behalf of
122 the congregation.

123 3) *Use of Church Property*

124 Given the mission and beliefs of the Fairview Church, we seek to use the church property and
125 services of the pastor(s) for activities that glorify God and our Savior Jesus Christ. We encourage the
126 use of our church facilities for activities and services which meet the needs of the community and
127 which agree with the tenants and teachings of the Church as found in the New Testament, i.e.
128 dedications, baptisms, weddings between a man and woman, celebrations, family gatherings, teaching
129 opportunities for spreading the Gospel and to nurture Christian growth, counseling services, and other
130 community needs. Such requests shall be made to the church through its Stewards Committee. If any
131 group, person, or couple seeks services outside the beliefs of the church, the pastor(s) may counsel
132 them to a greater understanding and knowledge of the New Testament teachings on life, death,
133 baptism, and marriage. We retain the right to refuse use of the church facilities, or services of the
134 pastor(s), for any activities that are not in accordance with the church’s teachings.
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137 Article VI Leadership of the Church

138 As a local congregation of the Church of the Brethren, the New Testament shall be the church’s only rule
139 of faith and practice (2 Timothy 3:16). As such, the church looks to God and His word for divine
140 leadership. The spiritual leadership of the church is the responsibility of the Deacons and the Pastor(s),
141 while the business leadership of the church is the responsibility of the Officers and the Church Board.

142 1) The legal officers of the Church shall be the Moderator, the church Clerk, and the Treasurer. These
143 three shall be called by the Council for a four-year term and serve on the Church Board.

144 2) The Church Board members shall include leaders called by Council for a four-year term to oversee:
145 *Nurture/Witness Committee*: for the inner and outer mission of the church, and
146 *Stewards Committee*: for the stewardship function of the church.

147 Each Committee shall have at least two members. If a member on the Church Board is inactive for
148 six months, the Church Board may, upon consultation with the member, replace the member until the
149 next Fall Council meeting.

150 3) The Church Board shall consist of the Moderator, the church Clerk, the Treasurer, one Deacon
151 Representative, and the committee members called by Council. The Pastor(s) shall be ex-officio on
152 the Church Board. The Moderator shall chair the Church Board. The church Clerk shall serve as

153 secretary to the Church Board. All Church Board and Committee meetings are open to the church
154 membership.
155

156 157 **Article VII Other Organized Groups**

158 All organizations within the congregation shall exist to aid in fulfilling the mission of the church and are
159 subject to the oversight and direction of the church.

160 The Council, the Church Board, or Committees may authorize short-term Project Groups to carry out
161 specific assignments. When the specific assignment is achieved, the Project Group shall be dismissed.
162 Short-term Project Groups are accountable to the entity which called them.
163

164 165 **Article VIII Fiscal and Church Year**

166 Congregational leaders shall assume their duties January 1 with the exception of Sunday School
167 leadership. The fiscal year for congregations shall be the same as the calendar year. Salaries and extended
168 contracts shall be negotiated at the regular budget-building time for the upcoming fiscal year.
169

170 171 **Article IX Amendments**

172 The constitution and by-laws of the church may be amended by a two-thirds vote of the members present
173 and voting at any regular Council meeting provided that written notice of the proposed amendment has
174 been given, and the call of the meeting issued at least two weeks prior to the meeting.
175

176 177 **BY-LAWS**

178 179 **Calling Committee**

180 *Persons serving on the Calling Committee include the Moderator (who shall convene the committee),*
181 *the pastor, a deacon, and one person, called by the congregation according to the process outlined*
182 *below, who shall serve a single four-year term. This congregational representative is ineligible to*
183 *serve on the Church Board during their tenure on the Calling Committee.*

184 The Calling Committee shall:

- 185 1) maintain a file which indicates the interests, aptitudes, and records of service of all members of
186 *the congregation;*
- 187 2) discern spiritual gifts of members of the congregation;
- 188 3) maintain descriptions for every position in the church which includes title, term, tenure, to whom
189 accountable, budget, duties, and appointments;
- 190 4) oversee the calling of persons for the offices of the church, the Church Board, delegates to
191 conferences, and other positions required by Council.

192 The Calling Committee shall:

- 193 1) at least eight weeks prior to the fall Council meeting announce the positions needing to be filled
194 and corresponding responsibilities;
- 195 2) educate the congregation on the call process;
- 196 3) prior to Sunday morning worship at least six weeks prior to the fall Council meeting
197 a) distribute a blank "open" ballot with a listing of positions to be filled along with names of
198 eligible persons;
- 199 b) lead in prayer prior to instructing the members of the congregation to write the name of the
200 person they believe should be called to each position which is open;
- 201 4) receive these names and based upon these names and prayer, issue a call on behalf of the
202 congregation to the individual for the position;

- 203 5) provide the called individual a description of duties as stated in the constitution for the specific
204 position called
205 6) present the persons who have accepted the call for their respective positions to the fall Council
206 Meeting for affirmation.
207

208 **Deacons** I Timothy 3:8-13

209 The historic and primary role of Deacons in the life of the church is rooted in the New Testament.
210 Their role is spiritual nurturing and leadership of the church.

211 The call for more Deacons comes from the Deacon Body. A committee composed of the Pastor, the
212 Moderator, and one member of the Deacon Body is to be in charge of the selection. Council shall use
213 open ballots to nominate Deacons from among the membership of the church. The selection
214 committee shall be in charge of counting the ballots. This committee shall interview nominees who
215 receive the highest number of votes. If none of the nominees accept the call, then the procedure
216 begins again with another open ballot. The names of nominees who accept the call to the Deacon
217 Body are presented for approval by the Council. The term of office shall be three years, with an
218 indefinite number of terms. After serving a three-year term, the Deacon Body may ask the Deacon to
219 continue serving indefinitely. If the Deacon agrees, the reinstatement shall be presented to Council
220 for approval. There shall not be a designated number of Deacons. No person shall be denied the
221 deaconship because of gender or marital status. A Deacon cannot serve concurrently as a pastor.

222 The Deacons shall be responsible to:

- 223 1) help maintain unity and harmony of the church fellowship;
- 224 2) meet with the pastor(s) as needed in maintaining good ministerial relations with the
225 congregation, and counsel regarding the ministry of preaching and other duties;
- 226 3) actively involve the congregation in the ministry of reconciliation and interpersonal
227 peacemaking in the church, community and family;
- 228 4) help the Pastor(s) in counseling and in ministering to the sick, the unfortunate, and the needy
229 within the congregation;
- 230 5) assist or perform an anointing service;
- 231 6) assume general oversight of the physical arrangements for observing the ordinances of the
232 church such as baptism and love feast;
- 233 7) appoint a greeter who should be present 15 minutes before Sunday gatherings begin to
234 welcome people and direct visitors to their classes, record Sunday school attendance, dismiss
235 Sunday school classes, and record worship attendance;
- 236 8) review yearly, in conjunction with the church Clerk, the church membership list to determine
237 active and separated membership. Persons can be transferred from one membership list to
238 another without special action by the Council (see Article IV for definitions of membership);
- 239 9) recruit capable men and women for the ministry, giving them encouragement and guidance
240 during their training and making recommendations to the congregation and district regarding
241 licensing and ordination;
- 242 10) provide opportunities and resources for those desiring to know more about membership;
- 243 11) oversee the Stress Fund;
- 244 12) oversee congregational volunteers who send cards, memorials, gifts, and flowers within the
245 congregation as appropriate (i.e. wedding, condolences, get well, birthday, anniversary).

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247 **Pastor** Titus 1:7-9

248 *The Pastorate*

249 The congregation shall call a Pastor when a vacancy in the pastoral leadership occurs. The Pastor
250 shall be a person whose faith, knowledge of the Scriptures, ability to teach, preach, counsel, and
251 administer have been examined in consultation with the District Executive and/or the Ministry
252 Commission of the Northern Plains District Church of the Brethren. He/she shall hold, or be
253 working toward, ordination in the Church of the Brethren. (In special interim situations a

254 licentiate, or a minister from another denomination may serve upon approval by the District
255 Board.) The Pastor shall accept and adhere to the faith and practices of the Church of the
256 Brethren and the local congregation as set forth in Article II of this constitution, and be a person
257 whose life and conduct shall witness to his/her Christian faith. The pastor shall spiritually
258 shepherd the congregation and serve as the executive director of the church program.

259 The Pastor(s)' spiritual care of the congregation is:

- 260 1) to prepare and deliver weekly biblically-based sermons;
- 261 2) to visit members of the congregation and non-members who attend;
- 262 3) to work with the Officers, Church Board, and Committees;
- 263 4) to inspire, organize and educate God's people to serve in personal evangelism, visiting,
264 counseling, leading in worship and sometimes in preaching;
- 265 5) to promote the use of denominational publications;
- 266 6) to promote participation in denomination and district ministries (i.e. Disaster Response
267 Ministry, Brethren Volunteer Service, etc.);
- 268 7) to interpret and promote participation in local ministries to include local Ministerial
269 Alliances;
- 270 8) to inform the congregation on issues in the areas of religious freedom, peace, and alternatives
271 to military service;
- 272 9) to provide appropriate information to the members of the congregation in speaking up for
273 Christian values and evangelism in the community and civic groups;

274 The Pastor(s)' administrative responsibilities include:

- 275 1) publishing a weekly bulletin;
- 276 2) coordinating lines of communications to the church (i.e. collecting and dispersing the mail,
277 checking and responding to voice mail and email, etc.).

278 The Pastor(s)' shall coordinate:

- 279 1) with the congregational volunteers who assist the Pastor(s) in the development and
280 implementation of the church website and online communications;
- 281 2) with the congregational volunteers who help plan Sunday evening services, weeknight
282 meetings, seasonal events, and special historical celebrations;
- 283 3) with the congregational volunteers who schedule the positions of organist, pianist, song
284 leader, worship leader, special music, children's ministry and audio-visual operator for
285 Sunday worship.

286 A pastor's service may be terminated with three months' notice (or longer with the agreement of the
287 congregation)

- 288 1) by the Pastor's resignation to the Church Board after the Pastor has obtained the counsel of
289 the District Executive or other appropriate district agency;
- 290 2) following counseling by the Church Board after consultation with the District Executive;
- 291 3) by two-thirds majority vote at a regular or special Council Meeting after consultation with the
292 District Executive (voting shall be by ballot).

293 294 *Pastoral Search Committee*

295 A representative committee, consisting of at least three members of the congregation, appointed
296 by the Church Council, shall serve as a Search Committee and be responsible for recommending
297 a prospective pastor(s) to the Church Board. The Moderator shall serve on, and continue as, a
298 member of the Search Committee. The Search Committee shall utilize the services of the District
299 Executive for information and counsel before making any recommendations to the Church Board.
300 Such recommendation shall carry with it a record of the complete contractual relationship which
301 is proposed including, but not limited to salary, vacation, expense allowance, conference
302 attendance, pension fund payments, health care, sabbatical leave and housing provisions.
303 The Church Board shall consider the recommendation of the Search Committee and, if approved,
304 recommend the prospective pastor(s) to Council. When there is multiple staff, the division of

305 responsibility and the lines of authority shall be clearly defined and periodically reviewed by the
306 Church Board. All personnel are responsible to the congregation for their conduct of their
307 offices.

308 The recommendation of the Church Board must be accepted by at least 75% of the members of
309 the church present and voting before a call may be extended. Such business may be transacted at
310 a regular or special Council meeting, and the voting shall be by ballot. The call, when extended,
311 shall be for an indefinite period of time; with contracts written on a yearly basis.

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315 **Officers of the Church**

316 All officers of the local church shall be consecrated Christians and members in good standing with
317 the congregation, and shall serve faithfully in their respective offices. In the event of an officer's
318 inability to perform their duties, the vacancy may be filled by the Church Board.

319 *Moderator*

320 The Moderator shall be called for a four-year term. The Moderator shall have served previously
321 on the Church Board, and be knowledgeable of its function. The Moderator shall be the official
322 head of the congregation, but shall recognize the Pastor(s) as the spiritual leader. The Moderator
323 shall:

- 324 1) seek to be helpful to the Pastor(s) and the church in every way possible;
- 325 2) preside at all Council meetings;
- 326 3) chair the meetings of the Church Board;
- 327 4) arrange for pulpit supply and other ministerial services in the absence of the pastor(s) to
328 include bulletin preparation;
- 329 5) serve as delegate to District Conference;
- 330 6) convene the Calling Committee;
- 331 7) in case of inclement weather or other emergency shall, in consultation with the pastor(s) and
332 the Steward living closest to the church, decide whether to cancel a church meeting;
- 333 8) send the dates of the regular meetings of Council to the District Executive, encouraging
334 him/her to attend when possible.

335 *Church Clerk*

336 The Church Clerk shall be called for a four-year term. All records the Clerk maintains shall
337 remain the property of the congregation. The Clerk shall:

- 338 1) record proceedings of the church Council meetings;
- 339 2) act as secretary to the Church Board;
- 340 3) keep an official membership list in conjunction with the Deacons;
- 341 4) issue and receive letters of membership;
- 342 5) act as custodian of important church documents;
- 343 6) prepare local, district, and denomination reports;
- 344 7) post minutes of the meetings of the Church Board and the Church Council for access by all
345 members of the church;
- 346 8) give all Church Board members a copy of the minutes of meetings of the Church Board and
347 the Church Council.
- 348 9) oversee the publication of the yearly church directory.

349 The Clerk shall coordinate:

- 350 1) the congregational volunteers who organize the bulletin board;
- 351 2) the congregational volunteers who serve as church historian;

352 *Treasurer*

353 The Treasurer shall be called for a four-year term. All records and accounts the Treasurer
354 maintains shall remain the property of the congregation. The Treasurer shall:

- 355 1) count and deposit the tithes and offerings received;

- 356 2) promptly pay all properly authorized bills;
- 357 3) file required reports with the IRS;
- 358 4) keep accurate records of all monies and expenditures;
- 359 5) prepare and distribute year-end contribution statements;
- 360 6) present and report the general state of finances to the Church Board and Council;
- 361 7) submit accounts to an audit at the direction of the Church Board;
- 362 8) record the use of vacation and sick leave for paid staff;
- 363 9) record memorial gifts in the memorial book;
- 364 10) ensure that the church's subscription to *Messenger* is current;
- 365 11) preside over Church Board and/or Council meetings in the absence of the Moderator;
- 366 12) coordinate/reimburse the congregational volunteers who purchase supplies for the church
- 367 office, custodian, kitchen, etc.;
- 368 13) coordinate lines of communications to the church (i.e. collecting and dispersing the mail,
- 369 checking and responding to voice mail and email, etc.) in the absence of a pastor.
- 370

371 **Official Documents**

372 The official documents related to the ongoing activities of the congregation shall be preserved and
373 owned by the congregation. Church records no longer in active use may be transferred by action of
374 the congregation to a depository of the district or denomination.

376 **The Church Board**

377 All members of the Church Board shall be consecrated Christians and members in good standing with
378 the congregation, and shall serve faithfully in their respective offices. In the event of a member's
379 inability to perform their duties, the vacancy may be filled by the Church Board.

380 The Church Board shall:

- 381 1) meet at least quarterly, with special meetings called by the Pastor(s) or Moderator as needed;
- 382 2) fulfill the directives of the Council meeting;
- 383 3) assign, supervise, and coordinate the work of the Committees;
- 384 4) project long range planning, set goals, and initiate new programs;
- 385 5) make all appointments for which the Church Board is responsible;
- 386 6) receive, consider, and make disposition of concerns brought by any group or individual
- 387 member;
- 388 7) act for the Council between meetings;
- 389 8) *prepare the agenda for the Council meeting;*
- 390 9) report its activities and actions at the Council meeting;
- 391 10) bring recommendations to the Council meeting when major church policy needs revision or is
- 392 involved;
- 393 11) supervise, within the limits established by the Council, the expenditure of all funds;
- 394 12) review annually the assets and liabilities of the church and interpret the financial condition of
- 395 *the church and the trends in giving;*
- 396 13) prepare an annual budget, for carrying out the ministries of the congregation (considering
- 397 salaries, building and ministry needs, and missional outreach);
- 398 14) supervise the work of the Treasurer in the receipts and disbursements of the church money;
- 399 15) allocate and define authority with respect to the establishment of all bank accounts and the
- 400 signing of checks and other legal documents;
- 401 16) *provide for adequate insurance coverage of church property;*
- 402 17) review constitutional by-laws and make appropriate recommendations to Council meetings to
- 403 keep in harmony with denominational practices;
- 404 18) recommend suitable personnel to the congregation for employment when applicable and
- 405 review annually the terms of employment for all employed personnel and set forth mutually
- 406 accepted terms in writing;

509 **Conference Delegates**

510 The congregation shall call delegates to Annual and District Conferences according to the number
511 allowed by membership. The delegate shall:

- 512 1) be a consecrated Christian and faithful member of the local church;
513 2) have a working knowledge of the Church of the Brethren ideals and program;
514 3) be called for a two-year term;
515 4) be encouraged to attend Church Board and Council meetings during their tenure as delegate.

516

517 **Special Gifts Guidelines**

518 In order for the church to administer its gifts with good stewardship and in Christian love, the
519 following policy pertains to the acceptance of gifts to the church. All gifts to the church of money or
520 other items shall become the property of the Fairview Church of the Brethren and shall be
521 administered by the Church Board. In addition, all special gifts or property purchased with memorial
522 funds will be recorded in the Memorial Book along with the name of the person in whose memory the
523 gift was given.

524

525 **Business Meetings**

- 526 1) The annual *Council Meeting* shall be held in November each year. Special meetings may be
527 called by the Moderator or the Church Board upon giving fourteen days written notice. Although
528 it is desirable to have as many members present as possible for Council meetings, no quorum
529 shall be required. The Moderator will send the dates of the regular meetings of Council to the
530 District Executive, encouraging him/her to attend when possible.
531 2) The Church Board shall meet at least quarterly. Special meetings of the Church Board may be
532 called by the Moderator or Pastor(s). A majority of the members shall be present to constitute a
533 quorum for Board meetings.
534 3) Adequate advance notice of all business meetings shall be given to the membership involved.

535

536 **Absentee Ballots**

537 Absentee ballots from members who are unable to attend the Council meeting will be received when
538 such ballots are submitted to the Pastor(s), or the Moderator before the meeting convenes. Council
539 will rule whether absentee ballots can be accepted before the vote is taken.

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