

## II RULES AND REGULATIONS

### Section 1<sup>1</sup>. Provincial Synods

1. The **regular**<sup>2</sup> Provincial Synods of the Moravian Church in America, Southern Province, shall meet in 1995, 1998 and every four years thereafter.
2. Special Synods may be called in the interval by the Provincial Elders' Conference or upon a written request of 300 or more communicant members.
3. At least sixty days prior to the opening date of each stated Synod, the Provincial Elders' Conference shall appoint its chairperson, vice-chairperson, secretary, and parliamentarian.
4. At least sixty days prior to the opening date of each stated Synod, the Provincial Elders' Conference shall appoint a Committee on Government. It shall also appoint a Nominations Committee, which shall present to Synod nominations for all boards to be elected by Synod unless otherwise provided for. After presentation of the Nominating Committee's report, additional nominations may be made from the floor.
5. Each Provincial Board [~~elected by Synod~~]<sup>3</sup> shall prepare a written report of its work during the inter-synodal period to be submitted to the Provincial Elders' Conference at least thirty days prior to the date of Synod. A copy of those reports shall be distributed at least two weeks in advance of the opening of Synod to all official delegates.
6. Only the report of the Provincial Elders' Conference may be read in full during the meeting of Synod.
7. The Provincial Elders' Conference shall appoint synodal committees as may be needed. Each committee shall study the state of the church in the field assigned to it, pass upon resolutions of Synod referred to it, and render a report to Synod.

### Section 2. Members of Provincial Synods

The following shall be members of the Provincial Synods, **provided however, that in the event one or more of the entities below shall cease to exist, then such entity shall cease to have a representative at Provincial Synods:**<sup>4</sup>

1. Delegates from the congregations in the Province.
2. Members of the existing Provincial Elders' Conference.
3. **Members of the existing Financial Board.**<sup>5</sup>
4. **Chair of the Provincial Services Support Board.**<sup>6</sup>
5. The Provincial Treasurer.

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<sup>1</sup> In the current R&R, Roman numerals are used. Changed to use "Section" as is used in Constitution.

<sup>2</sup> Replaces the word "stated" which we are recommending be deleted from *Section 6. Amendments* of the *Constitution*. The word "regular" is used to differentiate four-year Synods from special Synods since some differentiation is needed in later paragraphs of the Rules and Regulations.

<sup>3</sup> "elected by Synod" removed since there will be appointed boards that will need to prepare reports.

<sup>4</sup> Added as a means of removing members of Provincial Synods whose components no longer exist without having to go through a Synod approval of R&R.

<sup>5</sup> The existing Financial Board will continue at least until the 2010 Synod. The Financial Board will be replaced by the Provincial Support Services Board. The Task Force thought it best to leave this in place until the 2010 Synod changes the Constitution relative to election of the Financial Board.

<sup>6</sup> Added based on proposed structure.

6. All Bishops residing in the Southern Province.
7. All ordained ministers serving under call in the Southern Province and all ministers, ordained or lay, who are in full charge of organized congregations in the Southern Province.
8. One representative of Salem Academy and College.
9. The President of the Provincial Women's Board.
- 10. Chair of the Board of Cooperative Ministries.<sup>7</sup>**
11. The Executive Director of the Board of World Mission of the Moravian Church in America.
12. One representative of the Moravian Home.
13. All retired ordained ministers residing in the Southern Province or retired from the Southern Province.
14. The Archivist of the Moravian Church in America, Southern Province.
15. The President of the Mission Society of the Moravian Church, South, Inc.
16. All certified Moravian full-time professional Church Educators currently employed by congregations in the Southern Province.
17. Assistant to the President of the Provincial Elders' Conference who is a member of the Moravian Church.

### **Section 3. Representation at Synod**

1. Every regularly organized congregation shall be entitled to one delegate for every one hundred twenty-five (125) adult communicant members or major fraction thereof, based on the membership list at the close of the last statistical year as determined by the Provincial Elders' Conference; provided, however, every regularly organized congregation shall be entitled to at least one delegate. Communicant members are those described in Paragraph 1500, Article II, Section 1. Such entitlement shall, however, be subject to the fulfillment of the following requirements:
  - a. The payment of the pastor's salary, such salary to be agreed upon by the Board of Trustees or the Church Board of the Congregation and the Provincial Elders' Conference.
  - b. The payment of its current expenses.
  - c. The payment annually of all contributions required by Synod and listed under **Section 20<sup>8</sup>**, paragraph 1, of these Rules and Regulations. Congregations that do not meet this requirement shall have their delegate(s) seated at Synod with privilege of the floor and participation in committees but without vote. If the Provincial Elders' Conference and the **Provincial Financial Board<sup>9</sup>** deem there are justifiable reasons for waiving the prohibition to voting for a particular congregation, they may recommend to each Synod that such congregation's delegate(s) have voting privileges.
2. All members of a congregation who are entitled to vote in elections having reference to the affairs of their own congregations shall have the privilege of voting for delegates. A majority of the votes cast is necessary to decide the election, which is to be held by ballot.
3. In the election of delegates where nominees are presented at a Church Council, at least 20% of these official nominees shall be members of the official Board or Boards.
4. The delegates must be full communicant members.
5. Alternates are to be elected according to the same rule that applies to delegates.
6. The delegates and alternates must be furnished with the necessary credentials.

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<sup>7</sup> This replaces "The Executive Director of the BCE and BEHM."

<sup>8</sup> Changed to replace the words "Article XX" with "Section 20".

<sup>9</sup> Retained pending the 2010 Synod changing the Constitution.

## Section 4. Developing Congregations

1. No fewer than fifty (50) persons may be regarded as a nucleus of a congregation in development.
2. An application of less than fifty (50) communing members may be submitted to the **Provincial Elders' Conference**<sup>10</sup> for the designation of a congregation in development. The Provincial Elders' Conference gives the final approval for this designation. A developing congregation may apply for charter and full church status once the communing membership reaches one hundred (100) in number. The Provincial Elders' Conference in its discretion and upon showing of good cause may adjust the number of communing members required. ~~[if so requested by the Board of Evangelism and Home Missions and the congregation]~~<sup>11</sup> Congregations in development are entitled to one advisory delegate to the Provincial Synod.
3. A congregation in development may have a regularly constituted board to oversee its ministries.
- ~~4. Whenever the number of communing members in an organized congregation falls below fifty (50), the Provincial Elders' Conference may ask the Board of Evangelism and Home Missions to evaluate the congregation and make a recommendation for its redevelopment.~~
4. [New] The Provincial Elders' Conference may evaluate a congregation and make recommendations for its redevelopment.<sup>12</sup>

## Section 5. Elections and Appointments

1. A majority vote of two-thirds of the votes cast shall be necessary for the election of bishops (by ballot without nomination) and the **President**<sup>13</sup> of the Provincial Elders' Conference (by ballot without nomination). **A majority vote of two-thirds of the votes cast shall be necessary for the election of each clergy and lay member of the Provincial Elders' Conference (by ballot with nomination).**<sup>14</sup>
2. All other elections shall be by a majority of the votes cast.
3. Members of the various boards elected by synod or appointed by these various boards, shall serve for one term of four years after which they shall be eligible for re-election or re-appointment to a second term of four years. After serving two consecutive full terms, they may be eligible again for election or appointment after an interval of four years.
4. Members of the Provincial Elders' Conference and of other boards shall be elected at each **regular**<sup>15</sup> Synod.
5. Any board may designate among the members it is authorized to appoint a position or positions to which members may be appointed for less than a four-year term, provided no such member serves more than eight consecutive years.
6. In the event of a vacancy on a board, or a member fails to be re-appointed or re-elected, the one appointed or elected to fill the vacancy shall serve the unexpired portion of the term of the

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<sup>10</sup> Replaced BEHM with PEC.

<sup>11</sup> Deleted references to BEHM and congregation.

<sup>12</sup> Deleted current paragraph 4 and added new paragraph 4.

<sup>13</sup> Removed the phrase "all members" and replaced it with "President" since lay and clergy members of the PEC will be elected through a nomination process.

<sup>14</sup> Added to cover election of lay and clergy members of the PEC through nomination process.

<sup>15</sup> Replaced the word "stated."

person being replaced. The new member's eligibility to a succeeding four-year term shall be determined by the remaining eligibility of the person being replaced. Members who serve less than four years of the second term of the person replaced shall be eligible for election or appointment to two terms in their own right.

7. Vacancies occurring on boards to which synod elects members shall be filled as follows:
  - a. Vacancies occurring on interprovincial and interdenominational boards of members elected by the Synod of the Southern Province shall be filled by the Provincial Elders' Conference.
  - b. Vacancies occurring among the members of any board other than specified in Paragraph 7a above shall be filled by the remaining members of the elected board.
  - c. A member of any board may be removed for cause, such as failure to attend meetings or enter into the work of the board. Such removal shall be by 2/3 vote of the affected board.
8. In the event the office of the President of the Provincial Elders' Conference becomes vacant between Synods, the Conference may appoint a person to bring the Conference to full membership. The Conference may then choose one of its members President. The order of rotation shall be preserved in the terms of the members of the Conference other than that of president. If a member of the conference other than the new appointee becomes its president, the new appointee's eligibility for election to a succeeding four-year term shall be determined by the remaining eligibility of the person elected president.
9. Individual boards and agencies of the Province as constituted as of the date of synod are authorized to determine the best date on which their newly elected members shall take office. The date selected shall not be later than the first day of the second month following their election.

## **Section 6. Election of Bishops**

Resolutions calling for the election of a bishop or bishops shall be referred to the appropriate Synod committee dealing with the ministry. In the event no such resolution is presented, the appropriate committee may recommend to Synod the election of a bishop or bishops.

## **Section 7. Provincial Elders' Conference**

1. **The Provincial Elders' Conference shall provide priority-based leadership of all church ministries and administer the polity of the province.<sup>16</sup>**
2. **The Provincial Elders' Conference shall consist of seven persons to be elected by Synod: a President who may be a layperson or clergy, three (3) laypersons and three (3) clergy.<sup>17</sup>**
3. The Synod shall elect the President of the Conference, after which the remaining **six (6)<sup>18</sup>** members shall be chosen in accordance with **Section 5<sup>19</sup>** of the Rules and Regulations. No person may be elected President after reaching the age of sixty-five.
4. The term of office of the President of the Provincial Elder's Conference shall be from the first day of the second month following the adjournment of Synod until a successor is seated. All other members shall take office upon election. The outgoing President of the

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<sup>16</sup> Added as purpose of PEC to conform to proposed structure.

<sup>17</sup> Changed to reflect seven members rather than five.

<sup>18</sup> Changed from "four" to reflect the new composition of the PEC.

<sup>19</sup> Changed to replace the words "Article V" with "Section 5".

Provincial Elders' Conference shall be continued on salary and housing allowance for a period of two months after the end of Synod to permit an orderly transfer of authority to the incoming President.

5. It shall be the **duty of the Provincial Elders' Conference to:**<sup>20</sup>
  - a. **Implement strategic directives of Synod and set plans and priorities for the Board of Cooperative Ministries.**
  - b. **Administer the call process and appointment procedures.**
  - c. **Develop relationships with, and oversee, congregations including Quadrennial Reviews.**
  - d. **Provide Conflict Management support as needed.**
  - e. **Make appointments to boards/commissions/task forces.**
  - f. **Supervise and manage the day-to-day operations of the Province.**
  - g. **Oversee Board of Cooperative Ministries (BCM) and Provincial Support Services (PSS).**
  - h. **Oversee Unity and ecumenical relationships.**
  - i. **Oversee candidacy and clergy development.**
  - j. **Over see planning and preparation for Synod.**
  - k. **Oversee new church development.**
  - l. **Approve the Provincial Budget**
  - m. **Allocate available financial resources of the province based on Synod priorities.**
  - n. **Approve financial forgiveness.**
  - o. **Manage, report and communicate progress and successes from Synod directives.**
  - p. **Communicate with the Bishops' Conference.**
6. It shall be the duty of the President of the Provincial Elders' Conference:
  - a. To preside at meetings of the Conference and to carry out the directives of the Conference.
  - b. To be knowledgeable about the talents and capabilities of the ministers and students preparing for the ministry in order to recommend to the Conference the best use of ministerial personnel.
  - c. To be knowledgeable about the needs and opportunities for growth and service of the congregations, and to assist them in achieving maximum results.
  - d. To represent the province or to provide for representation at the meeting of ecumenical bodies of which the province is a member.
  - e. To represent the province on the Unity Board.
  - f. To appoint provincial committees as needed with the approval of the Conference.
  - g. To lead the Conference in establishing and achieving its goals and priorities.

**~~[VIII. Planning Council]~~**<sup>21</sup>

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<sup>20</sup> Replaced the duties in the current R&R with those defined by the proposed structure (a through p).

<sup>21</sup> The section on the Planning Council is deleted since it does not exist in the proposed structure.

## Section 8. The Financial Board<sup>22</sup>

1. The Financial Board shall be composed of the President and one (1) other member of the Provincial Elders' Conference appointed by the Conference, five (5) lay persons ~~[elected by Synod]~~ **appointed by the Provincial Elders' Conference,**<sup>23</sup> and two (2) members appointed by the Financial Board, one of which shall be an ordained pastor serving a congregation of the Southern Province.
2. The Board shall elect one of its members Chairperson, who shall not be a member of the Provincial Elders' Conference.
3. The Board may employ a person to serve as Executive Director of Stewardship and Finance.
4. The Board shall appoint a Provincial Treasurer and supervise the performance of provincial duties.
5. It shall be the duty of the Financial Board:
  - a. To administer the Pension Plan of the Southern Province of the Moravian Church in consultation with the Pension Committee (composed of the President of the Provincial Elders' Conference, Chairperson of the Financial Board, and Provincial Treasurer) and to make changes as deemed necessary.
  - b. To provide and expend the funds necessary for the payment of all pensions as provided for under **Section 22 and Section 23**<sup>24</sup> of these Rules and Regulations.
  - c. To manage the various trust funds of provincial boards and congregations entrusted to its care and supervision.
  - d. To review and approve all budgets specified in the **Section 20**<sup>25</sup> entitled "Provincial Contributions," except the budget of the Board of World Mission of the Moravian Church in America.
  - e. To review and approve all other budgets of boards and agencies that Synod orders to be prorated among the congregations of the province.
  - f. To report to each stated Synod a summary of the financial state of the province; showing the amounts received annually for all provincial causes in summary form by churches; the congregations delinquent in the support of provincial causes and a summary of its management of provincial funds.
  - g. To require compliance by the congregations with the provisions of the article entitled, "Congregation Finances."
  - h. To provide an allowance to cover the expenses of Bishops to enable them to carry out their collective and individual responsibilities.
  - i. To report to the Provincial Elders' Conference ninety days prior to each stated Synod a list of the congregations delinquent in their support of provincial causes.
  - j. To interpret to the congregations the work and activity of the provincial boards, demonstrating why each should receive financial support, and calling upon the various provincial boards and agencies for leadership in meeting this responsibility.
  - k. To provide an unaudited financial report by April 15 each year for the previous calendar year and an audited financial report by September 1 each year for the previous calendar year for the boards and agencies of the Province, namely, the Archives, ~~[the Board of~~

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<sup>22</sup> This section is being retained pending changes to the Constitution by the 2010 Synod.

<sup>23</sup> The phrase "elected by Synod" is replaced by "appointed by the Provincial Elders' Conference."

<sup>24</sup> Changed to replace the words "ARTICLE XXII and XXIII" with "Section 22 and Section 23".

<sup>25</sup> Changed from "Article" to "Section 20" to conform to usage.

~~Christian Education]~~<sup>26</sup>, Laurel Ridge, ~~[the Moravian Book and Gift Shop]~~<sup>27</sup>, ~~[the Board of Evangelism and Home Missions]~~<sup>28</sup>, the Mission Society, the Moravian Music Festival fund, and the Provincial Administration account.

6. The Board shall appoint one of its members to the Board of Directors of the Laurel Ridge Moravian Camp and Conference Center.
7. ~~[The Board shall appoint four members to the Board of Directors of the Moravian Book and Gift Shop. These appointees may or may not be members of the Financial Board.]~~<sup>29</sup>

### **Section 9. Board of Cooperative Ministries<sup>30</sup>**

1. The Board of Cooperative Ministries shall provide support to congregations and Regional Conferences of Churches groupings to develop and maintain a high level of health and growth.
2. The Board of Cooperative Ministries shall be composed of one (1) member appointed by each Regional Conference of Churches, one (1) member appointed by the Provincial Elders' Conference for each Regional Conference of Churches representative, and the President of the Provincial Elders' Conference, ex officio. The Chair of the Board shall be elected from among the appointed members.
3. It shall be the duty of the Board of Cooperative Ministries to:
  - a. Oversee the development and implementation of specific plans set by the PEC for ministry and direction.
  - b. Recommend to the PEC staffing needs, including staffing structure, as well as professional staff for call and appointment.
  - c. Recommend to the PEC special commissions, committees and task forces (including recommendations for appointment).
  - d. Measure and report to the PEC effectiveness and results of plan implementation and action.
  - e. Promote, facilitate and assist as needed in the identification and use of gifts of ministry at the congregational level.
  - f. To maintain a high level of effectiveness of the staff charged with assisting congregations, RCC groups, and leaders in general within the province seeking to foster congregation health and growth.

### **Section 10. Provincial Support Services<sup>31</sup>**

1. The Provincial Support Services shall provide ancillary services (Financial, Human Resources, Archival, and Risk Management) to all organizational levels of the province.
2. The Provincial Support Services Board shall be composed of two (2) members of the Board of Cooperative Ministries, two (2) at-large appointments by the Provincial Elders' Conference, the President of the Provincial Elders' Conference, ex officio, and two (2) additional members of the Provincial Elders' Conference.

<sup>26</sup> Delete from list since not in the proposed structure.

<sup>27</sup> Delete from list since no longer in existence as a provincial entity.

<sup>28</sup> Delete from list since not in the proposed structure.

<sup>29</sup> Deleted since no longer applicable.

<sup>30</sup> Section added to incorporate BCM which is new in the proposed structure.

<sup>31</sup> Section added to incorporate PSS which is new in the proposed structure.

3. **The Board shall elect one of its members as Chair.**
4. **It shall be the duty of the Provincial Support Services to:**
  - a. **Oversee the coordination of support for ancillary services to all organizational levels of the Province.**
  - b. **Provide analytical support for measuring results.**
  - c. **Monitor the financial health for the Province providing information to the Provincial Elders' Conference and the Board of Cooperative Ministries.**
  - d. **Assess financial health of churches and cooperative ministries.**
  - e. **Evaluate and recommend action on financial forgiveness requests from churches.**
  - f. **Assist the Provincial Elders' Conference in allocation of financial resources to cooperative ministries based on realistic church share expectations.**
  - g. **Monitor compliance and address issues regarding human resources, financial audits, operating risks and legal risk.**
  - h. **Provide oversight to the benefit plans.**
5. **The Board shall have oversight of the following:**
  - a. **Treasurer's Office**
    - (1) **The Treasurer's Office shall provide financial services and support to all organizational levels of the Province.**
    - (2) **It shall be the duty of the Treasurer's Office to:**
      - (a) **Provide financial services to provincial entities of the Moravian Church, Southern Province.**
      - (b) **Be a resource for churches for all accounting matters.**
      - (c) **Assist churches in the preparation of requests for financial forgiveness.**
      - (d) **Assist the Provincial Support Services Board as needed in tracking support for measuring results of provincial goals.**
      - (e) **Support the financial monitoring request from the Provincial Support Services Board for the Moravian Church, Southern Province.**
      - (f) **Serve as liaison for the Moravian Church, Southern Province, with contract services.**
  - b. **Archives<sup>32</sup>**
    - (1) **The Archives shall provide archives services and support to all organizational levels of the Province.**
    - (2) **The Archives is a joint possession of the Moravian Church in America, Southern Province and Salem Congregation.**
    - (3) **The Archives shall be under the care of a Commission authorized to formulate the rules governing the use of the Archives that shall be enforced by the Archivist.**
    - (4) **The Commission shall be composed of seven members including the Archivist who shall serve ex officio. Three (3) members shall be appointed by the Provincial Elders' Conference and three (3) by the Central Board of Trustees of Salem Congregation. The Commission shall elect a chair from among its members.**
    - (5) **The Provincial Elders' Conference shall appoint an Archivist who shall**

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<sup>32</sup> Incorporated in this section the parts contained in the current R&R "XIX. The Archives".

serve as custodian of the Archives for such term of service and on such consideration as shall be agreed upon by the Provincial Elders' Conference. The Provincial Elders' Conference may consult with Archives Commission for a nomination for Archivist. If an ordained Moravian minister, the Archivist shall serve under call of the Provincial Elders' Conference.

- (6) The expenses of the care and control of the Archives shall be met in equal shares by the Moravian Church in America, Southern Province, and Salem Congregation.
- (7) It shall be the duty of the Archives to:
  - (a) Receive, preserve and interpret Moravian Church, Southern Province, records.
  - (b) Assist in research on the Southern Province and the Moravian Church.
  - (c) Provide historical background and theological guidance as needed.
  - (d) Translate material for use as publications, articles, books, and lectures.
  - (e) Maintain library of research materials for the Moravian Church, Southern Province.

**c. Human Resources**

- (1) Human Resources shall provide human resource services and support to all organizational levels of the province.
- (2) It shall be the duty of Human Resources to:
  - (a) Ensure compliance with all human resource regulatory requirements.
  - (b) Be a resource for churches and the province for all human resource matters.

**Section 11. Congregations<sup>33</sup>**

1. A congregation is a Christian community in which individuals can respond to the love of God in Jesus Christ by growing in their love of God, in their discipleship as followers of Jesus Christ, and in their love and service toward others.
2. It shall be the duty of congregations to:
  - a. Actively participate with other Moravians provincially and in the Regional Conferences of Churches.
  - b. Actively serve in the community and with the wider church.
  - c. Seek to fulfill its purpose, role and responsibilities by supporting the efforts of Pastors and lay leaders.
  - d. Pastors and representatives to the Regional Conference of Churches have the responsibility of fostering the active involvement of their members in the life of the province and of the Regional Conference.
  - e. Members of congregations are called to participate actively in opportunities for worship, study and service in the congregation, region and province,

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<sup>33</sup> This section added since congregations are a vital part of the proposed structure.

**supporting the ministry of the church through providing time, talent and treasure.**

### **Section 12. Regional Conferences of Churches<sup>34</sup>**

- 1. The Regional Conferences of Churches shall enable communication, build unity and expand community throughout the Moravian Church, Southern Province, in order to contribute to the growth of healthy congregations.**
- 2. It shall be the duty of Regional Conferences of Churches to:**
  - a. Facilitate better communication within the province and among congregations.**
  - b. Serve as a resource for input to the BCM on local congregation's needs and perspectives in order to enable the BCM to provide practical and professional help.**
  - c. Promote ownership, interaction and participation in shared ministries as defined by Synod priorities and direction.**
  - d. Promote sharing of strengths, gifts, assets and best practices of each congregations.**
  - e. Identify and facilitate connection for initiatives arising across the Conference's churches**
  - f. Identify and recommend candidates for provincial appointments and assist in their recruitment.**

### **Section 13. Board of Trustees of Salem Academy and College**

- 1. The Board of Trustees of Salem Academy and College shall consist of thirty members, of which five members shall be elected by the Provincial Synod of the Southern Province and five members shall be appointed by the Provincial Elders' Conference of the Southern Province in consultation with the Salem Academy and College Board of Trustees.**
- 2. The five trustees elected by the Provincial Synod of 1998 and each subsequent Synod shall be elected for terms of four years each. The terms of other members of the Board of Trustees, including those appointed by the Provincial Elders' Conference, shall be rotated in such a manner as to result in, as much as possible, an equal number of expiring terms each year, and**
- 3. In order to insure that the ongoing needs of Salem Academy and College and its Board of Trustees are addressed, the nominees to the Salem Academy and College Board of Trustees presented to each Synod by the Synod Committee on Nominations shall be reviewed and approved prior to Synod by the Salem Academy and College Board of Trustees. This shall in no way preclude the possibility of additional nominations from the floor of Synod.**
- 4. It shall be the duty of the Board of Trustees to adopt by-laws, elect officers, and generally to direct the business and affairs of the Institution.**
- 5. It shall be the duty of the Board of Trustees to submit to each stated Synod of the province, through its representative, a report on the general condition of the Institution.**

### **~~[XI. The Board of Christian Education]~~<sup>35</sup>**

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<sup>34</sup> This section added since this is a component of the proposed structure.

<sup>35</sup> This section deleted since BCE is not part of the new structure.

#### **Section 14. Board of World Mission of the Moravian Church**

1. The Synod of the Southern Province shall elect two directors of the Board of World Mission of the Moravian Church. The Provincial Elders' Conference shall appoint one of its members as a director of the Board of World Mission of the Moravian Church. The Board of Directors of the Mission Society of the Moravian Church, South, Inc. shall appoint one of its members as a director of the Board of World Mission of the Moravian Church.
2. The Board of World Mission of the Moravian Church administers the mission work of the two provinces of the Moravian Church in America. It is incorporated under the laws of the Commonwealth of Pennsylvania and operates under its own Constitution and By-Laws approved by the Synods of the Northern and Southern Provinces.

#### **Section 15. The Board of Directors of the Mission Society of the Moravian Church, South, Inc.**

1. The Board of Directors of the Mission Society of the Moravian Church, South, Inc., shall be composed of the two elected directors of the Board of World Mission of the Moravian Church in America and twelve directors elected by the Synod from among the membership of the Society.
2. The Mission Society of the Moravian Church, South, Inc., is incorporated under the laws of the State of North Carolina. As the auxiliary provincial mission society it is responsible for the promotion in the Southern Province of interest in and support of foreign missions. It shall administer the invested funds entrusted to its control, and the surplus of its income shall be turned over to the Board of World Mission of the Moravian Church in America.

#### **Section 16. The Provincial Women's Board**

1. The Provincial Women's Board shall consist of ten (10) members elected by Synod.
2. The Provincial Women's Board shall have the right to elect for a term of four years subject to re-election for a second term of four years, eight persons to serve on the Board with all the rights and privileges enjoyed by members elected by Synod, provided the rules governing rotation in office as given in Section 5 are followed.
3. It shall be the duty of this Board:
  - a. To promote the acquaintance and fellowship of the women of the Province and seek to encourage their growth in Christian character and service.
  - b. To formulate and present a program for the united effort of the Women's Fellowships of the congregations and to enlist their cooperation in carrying it out.
  - c. To lend its assistance to the Provincial Elders' Conference or other boards of the province, whenever called upon, towards the accomplishment of the work assigned to them.
  - d. To further the cause of Christ and the Kingdom among the women of our Southern Province.
4. This Board shall render a report to each stated Synod.
5. The Provincial Women's Board shall appoint four representatives to serve on the Inter-Provincial Women's Board of the Moravian Church in America, which Board is hereby

recognized as such, and to which the Northern Provincial Women's Board sends an equal number of representatives. The functions of the Inter-Provincial Board are stated in its own Rules and Regulations, which have been ratified by both the Northern and Southern Provincial Women's Boards.

### **Section 17. The Board of Trustees of Moravian Theological Seminary**

1. The Synod of the Southern Province shall elect two members of the Board of Trustees of Moravian Theological Seminary for a term of four years, subject to re-election for a second term of four years.
2. Any vacancy occurring among the two members shall be filled by the Provincial Elders' Conference until the next stated Synod.

### ~~[XVI. The Board of Evangelism and Home Missions]<sup>36</sup>~~

### **Section 18. Conference of Bishops**

1. The Conference of Bishops of the Southern Province shall consist of the bishops elected by the Synod of the Southern Province residing in the province. The number of bishops able to perform the rites of ordination and consecration should not be fewer than two at the adjournment of any Synod.
2. Any other bishop of the Unity becoming a member of a congregation in the Southern Province shall become a member of the Conference.
3. After the adjournment of Synod, the Conference will be convened for the first time at the direction of the Provincial Elders' Conference; thereafter, the bishops shall meet periodically as they determine in conference as equal brethren without permanent officers.
4. The Conference shall not interfere in any way with the duties and privileges granted by the Church to the bishop as an individual, but shall direct its attention to those matters of a spiritual nature that are a concern to all. Among these concerns are:
  - a. To discover through briefings from the Provincial Elders' Conference areas of need in which they may be of assistance and take steps to meet these needs.
  - b. To meet as a conference or individually with ordained ministers of the province, at the request of the minister, to discuss personal or pastoral concerns.
  - c. To give advice and opinion on matters of doctrine.
  - d. To join in intercession for the Church as a whole.

### **Section 19. Moravian Home**

1. The Board of Directors of Salemtowne shall be composed of no more than eighteen members, of whom four members shall be elected by the Provincial Synod of the Southern Province, and six members shall be appointed by the Provincial Elders' Conference.
2. The four directors elected by the Provincial Synod of 2002, and each subsequent synod, and the six appointed by the Provincial Elders' Conference, shall serve for terms of four years each. All other members shall be selected by the Board of Directors to serve four-year terms and shall be rotated in such a manner as to result in, as much as possible, an equal number of expiring terms

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<sup>36</sup> This section deleted since BEHM is not part of the proposed structure.

- each year.
3. The Board shall elect its own Chairman and other officers.
  4. Salemtowne is incorporated under the laws of the State of North Carolina as a non-profit corporation for the purpose of erecting, maintaining, and operating a continuing care retirement community.
  5. The Board of Directors shall appoint a President who shall be responsible for the care of the residents and for the administration of the retirement community in all its departments. If the President is an ordained minister of the Moravian Church, he/she shall serve under call of the Provincial Elders' Conference.
  6. The Board of Directors shall submit to each stated synod a report of its operations and financial condition.

**[XIX. The Archives]<sup>37</sup>**

**Section 20. Provincial Contributions**

1. Every congregation is required to contribute through its annual budget an amount agreed upon between the congregation and the Financial Board to the following causes:
  - a. ~~[The Board of Evangelism and Home Missions, to be used as that Board can best apply it.]<sup>38</sup>~~
  - a. Foreign Missions, to be administered by the Board of World Mission of the Moravian Church in America.
  - b. The education of candidates for the ministry in the Moravian College and Theological Seminary.
  - c. Provincial Self-Support, to cover the general administrative expenses of the province.
  - d. ~~[The Board of Christian Education.]<sup>39</sup>~~
  - d. The Clergy Pension Fund of the Southern Province of the Moravian Church.
  - e. Laurel Ridge Moravian Camp and Conference Center
  - f. *The Moravian*.
  - g. Salem Academy and College for the Department of Religion.
  - h. Unity and Inter-Denominational Causes.
  - i. Archives.
  - j. Moravian Music Foundation.
  - k. Music Festival and Commission on Music and Worship.
  - l. Retiree's Medical Insurance Plan.
  - m. **Provincial Elders' Conference, Board of Cooperative Ministries, Provincial Support Services, Regional Conferences of Churches, Congregations and such other ministry as the Financial Board shall from time to time determine.<sup>40</sup>**
2. Every congregation is requested to contribute through its annual budget an amount agreed upon between the congregation and the Financial Board to the National Council of Churches and World Council of Churches.
3. The Financial Board shall make a report at the end of each fiscal year to the Provincial Elders'

<sup>37</sup> This R&R in this section on the Archives was placed in Section 10.5.b. in order to have Archives requirements in one place. This section "XIX. The Archives" is deleted.

<sup>38</sup> Delete since BEHM is not an entity in the proposed structure.

<sup>39</sup> Delete since BCE is not an entity in the proposed structure.

<sup>40</sup> Added to incorporate entities in proposed structure.

- Conference showing those congregations that are delinquent.
4. In any case where a church board takes exception to the amount of contribution or contributions requested of it by the Financial Board, it shall be the duty of the Church Board, prior to the adoption of its budget, to request consultation with the Financial Board for the express purpose of reaching an agreement on the amount of the contribution.

### **Section 21. Congregation Finances**

1. The Board of Trustees, or Church Board of each congregation shall prepare prior to the beginning of each calendar year, a budget of income and expenses for the guidance of the financial affairs of the congregation. A copy of this budget shall be filed with the Treasurer of the Province on or before December 15 preceding the beginning of such year.
2. The Board shall appoint a committee of auditors from the membership of the congregation or an auditor outside the membership to examine in detail the accounts of the Treasurer at the end of each calendar year and make a report to the Board.
3. At the close of each calendar year, the Treasurer of the congregation shall submit a full report of all financial transactions to the Church membership.
4. A copy of the annual report of the Treasurer of the congregation and a Certificate of the Audit shall be filed with the Treasurer of the Province by May 15 following the close of each year.
5. In the event the Budget or Financial Report or Audit Certificate is not filed by the appointed date, the Provincial Financial Board shall have the authority to require the Chairperson of the Joint Board of the Church to call a meeting of the Joint Board, or if necessary, a Church Council to effect compliance immediately.

### **Section 22. The Clergy Pension Fund of the Southern Province**

1. The Clergy Pension Fund of the Southern Province of the Moravian Church shall be in the charge of the Financial Board that shall administer the fund for the purpose of providing pensions to ministers.
2. The Fund will be maintained in an actuarially sound manner and systematic annual payments will be required of each individual church and of any participating church-related entities to cover current costs. Each individual church will also be required to contribute annually towards the unfunded liability for prior service costs, and such contributions will be assigned to the congregations in accordance with the formula used to assign other provincial contributions.
3. The Financial Board shall determine in its discretion the soundest and most economical method of investment and administration and will implement such measures and select the firm or firms to manage the Fund.

### **Section 23. Pensions and Retirement**

1. After attaining the age of 62, any minister in active service shall have the privilege of retiring early and receiving benefits with a reduction in benefits equal to 1/4% for each month retired to age 65, except that if a minister has served a total of 40 years prior to reaching 65, he/she may retire prior to age 65 without early retirement penalty.
  - a. At the age of 65, a minister may elect to retire or continue to serve in the ordained ministry.
  - b. Three months prior to the minister's 70th birthday, the minister shall notify the

Provincial Elders' Conference and the Responsible Board of his/her desire to retire or continue in service.

- c. If the minister notifies the Provincial Elders' Conference and the Responsible Board of his/her election to continue in service past age 70, the Provincial Elders' Conference shall convene, as it deems necessary, separate conferences with the Responsible Board and the minister together with at least one meeting together with the minister and the Responsible Board. At such mandatory meeting with the minister and Responsible Board, the Provincial Elders' Conference shall preside and all parties shall reach an agreement as to whether the minister shall retire or shall continue in service.
  - d. If a decision is reached by the minister, Provincial Elders' Conference, and the Responsible Board that it is in the best interest of all parties that the minister shall continue in service, a subsequent date shall be set for the next conferences. The conferences may be set on an annual, biannual, or other period of time as the Provincial Elders' Conference deems advisable.
  - e. The final decision in determining the minister's continuing service rests with the Provincial Elders' Conference.
2. A standard pension shall be provided for all eligible participants, and such pension shall be paid in accordance with the provisions of the Pension Plan of the Moravian Church in America, Southern Province. For any year beginning on or after January 1, 1987 the Financial Board on the advice of the Pension Committee shall have the authority to make upward adjustments in the standard pension benefit referred to above.
  3. No pension benefits shall be paid to any minister while he/she is receiving disability payments under the disability insurance policy provided by the Church. However, when a minister becomes totally disabled and draws disability insurance benefits, he/she shall continue to accrue credited service for pension until attainment of age 65, as if continuing to serve as a minister.
  4. Each minister shall be vested with the pension earned as set forth herein after five years of active service with the Church unless otherwise required by law. In counting the number of years for vesting purposes, service of a minister with the Moravian Unity outside the Southern Province shall be added to those years of service in the Southern Province. Such pension of the minister shall be payable only upon taking retirement or early retirement as herein provided. Any vested benefit for ministers whose employment is terminated for any reason other than total disability before normal or early retirement as provided herein shall be frozen at the dollar value on the date of termination and shall not increase in the event subsequent actions provide greater benefits; provided that in the case of a minister who leaves the Southern Province but remains in the service of the Moravian Unity, the prohibition against any increase in benefits by subsequent actions shall not apply. Notwithstanding the foregoing, no vesting will be allowed for any minister who terminated employment with the Moravian Church prior to January 1, 1978, or who terminated employment with the Moravian Church with less than ten years of credited service after January 1, 1978 but prior to January 1, 1989.
  5. With the approval of the Financial Board and only at the outset of the benefit payout program, those eligible for benefits may vary benefits, including dollar amounts, payout period, and beneficiaries other than the minister, using the actuarial equivalent of their standard benefit as determined by the actuaries officially under contract with the Financial Board.
  6. The Financial Board, upon recommendation of the Pension Committee, is authorized to make

changes in the Clergy Pension Plan of the Moravian Church in America, Southern Province from time to time as is deemed necessary for the proper administration of the Clergy Pension Fund and to keep the Plan in compliance with the laws of the United States of America and its political subdivisions.

#### **Section 24. Conferences**

Whenever in the judgment of the Provincial Elders' Conference a Church Conference upon any subject is desirable, such Conference shall be called by the Provincial Elders' Conference, which shall fix the ratio of representation and time and place of meetings.

#### **Section 25. Amendment of Rules and Regulations**

Amendments to the Rules and Regulations, when approved by the Committee on Government, may be adopted by a majority of two-thirds of the votes cast by Synod.