



CONGREGATIONAL COUNCIL 2024



Grantham
Church
BRETHREN IN CHRIST

Sunday, November 24
granthamchurch.org/council

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Grantham Brethren in Christ Church

Congregational Council Agenda

November 24, 2024 – 12:30 PM

1. Welcome and Opening Prayer
Brian Zweiacher, Chair
Pastor Dave Perry
2. Approval of Minutes
Brian Zweiacher, Chair
 - A. Minutes of Congregational Council – November 19, 2023
3. New Business – Board Recommendations for approval of:
 - A. Election of 2025 Church Board
Brian Zweiacher, Chair
 - B. Election of 2025 Commission & Committee Leadership
Brian Zweiacher, Chair
 - C. Election of 2025 Regional Conference Delegates
Brian Zweiacher, Chair
 - D. Senior Pastor Reflections
Pastor David Flowers
 - E. Adoption of 2025 Financial Plan for Ministry
Phil Thuma, Treasurer
 - F. Adoption of revisions to Governance Plan
Brian Zweiacher, Chair
 - G. Election/Voting Results
Brian Zweiacher, Chair
4. Closing Comments and Prayers
Pastor David Flowers

2. Congregational Council Minutes – November 19, 2023

Welcome and Opening Prayer - Brian Zweischer, Chair

Brian Zweischer introduced himself, welcomed everyone and outlined the purpose of Congregational Council. He reminded us that this gathering is also an important act of faith and worship as we prayerfully consider how we will serve the Lord as a congregation in the year ahead. Brian paused to thank those who have served and completed their terms of service in 2023.

Brian confirmed that we have a quorum and opened the meeting in prayer.

Approval of Minutes

Brian called for questions about the 2022 minutes and received none, he called for approval by voice vote. The minutes from the November 20, 2022 Congregational Council were approved as written by unanimous voice vote.

3. New Business

a. Election of 2024 Church Board

b. Election of 2024 Commission & Committee Leadership

c. Election of 2024 Regional Conference Delegates

Brian indicated that persons nominated for new church leadership positions are noted in bold on pages 7-10 of the Council Booklet, and renewed terms are noted with only the new date in bold. He called for questions related to the slate presented by the Church Board for approval.

Q: Susan Bailey – do we know what our delegates will be voting on in the upcoming conferences? A: No – Pastor David: The one we are aware of is in Cincinnati, which is vote #2 on women in ministry leadership. Suggestion by Ken Martin: once the delegates are made aware of voting topics, they can be communicated to the congregation for further discussion.

Brian asked members to vote for the renewal of Treasurer for one year, Church Board at-large members (on combined ballot), Commission and Committee leadership, and Regional Conference Delegates. Brian called for all ballots to be passed to the center to be collected. See vote results at the end of the minutes.

d. Adoption of 2024 Financial Plan for Ministry – Phil Thuma, Treasurer (applause from congregation)

Phil expresses gratitude to our generous givers, the faithful counting team, as well as the Finance Committee. How are we doing this year? Our audit results went very well, which is good news. Phil then reviewed the general fund income/expense statement as of Oct 31, 2023 and noted that we are 8.8% behind in our Undesignated (general) Fund. Expenses have been a bit below the approved budget. He also noted that BIC Common fund continues to receive 10% of the undesignated income, and we continue to generously support outside ministries in addition to supporting others.

Phil then remarked on the proposed budget for 2024. Bottom line, our budget will be kept flat, as recommended by both the Finance Committee and the church board.

Questions from the congregation:

- Q. Designated income – what is that? A. It used to be Deacon Fund – will continue to be a Benevolent Fund.
- Q. Ken Sechrist (comment): Ken acknowledges the very good time and effort that our Youth Commission and its leaders have been making. He challenges this committee to bring back fundraising for three-year cycle for youth missions’ trips. (Local/Regional/International). (applause).

e. Senior Pastor Reflections – Pastor David Flowers

Pastor David stated his gratitude to Phil Thuma, Brian Zweiacher, and the entire church board, as well as thanks to the entire pastoral and administrative staff. We have a great team and it’s a joy to serve alongside these folks. As you know. We are still looking for a full-time Office Administrator.

Pastor David continues: “One of my primary tasks as Senior Pastor is to help us formulate and cast vision, continually reminding us of our mission and keeping our church aimed in that direction. (Who we are and where we are going.)”

Pastor David then reviewed discipleship, as defined from our most recent sermon series. Our leadership is continuing to help us live into our inspirations of who we say that we are and want to be here at Grantham.

We’ve also continued to talk about and explore what it means to be Intergenerational, Making Disciples, Convergent, Working the Spaces, Third Way, Working the Triangle, Centered Set.

Behind the scenes:

- Revised/updated Employee Handbook
- Renewed our Covenant Agreement with Messiah University
- Working with Pastor Royal and the Ignite Church
- Emergency Response Manual (almost done)
- Being “Third Way at Grantham Church” document
- Senior pastor 3-month sabbatical plan (May-Jul 2024)
- Completed the shift to the Grantham Care Teams model

Q. Elisa Seibert: Emergency response manual – is that embracing our Anabaptist tradition? A. Pastor David – absolutely.

Pastor David reviewed the stats of 2023:

- Avg. in-person attendance: 294 (up from 265 in 2022)
- Avg. YouTube livestream views: 62
- Highest Sunday of the year: Easter Sunday – 430

Other important stats:

- 2 child dedications (on Sun, Dec 3)
- 13 baptisms (Easter, Summer & Fall)
- 11 new members
- Total Membership: 350

Pastor David’s closing comments reflected on the optimism of the staff and serving the needs of our intergenerational congregation for the upcoming year.

Election/Voting Results – Brian shared the results of the votes:

- Church Treasurer – Phil Thuma (1 year term) approved unanimously.
- Church Board At-Large Members – (See list on page 7) approved unanimously.
- Commission & Committee Leadership – (See list on pages 8-10) approved unanimously.
- Regional Conference & General Assembly Delegates – (see page 10), approved unanimously.
- Adoption of 2024 Financial Plan for Ministry – (See pages 11-15) approved with a 74-1 majority vote.

4. Closing Comments and Prayers – Brian thanked everyone for coming.

Respectfully submitted,

Pamela R. Thomas

Secretary of the Grantham Church Board

3.A. Church Board Election

The Church Board nominates the following persons for terms on the board starting January 1, 2025 and recommends that all Voting Members present at Congregational Council approve the persons as indicated below. (Please note that the terms of service for board positions are staggered to provide continuity from year-to-year.)

Church Treasurer:

Phil Thuma (1 year term)

At-Large Members:

James Smiley (3 year term)

3.B. Election of 2025 Commission & Committee Leadership (see pages 7-9)

3.C. Election of 2025 Regional Conference Delegates (see page 9)

3.D. Senior Pastor's Reflections

3.E. Adoption of 2025 Financial Plan for Ministry (see pages 10-14)

The Grantham Church Board submits the proposed 2025 Financial Plan for Ministry for your consideration and recommends its approval. The proposed plan is the combined effort of the Church Board, the church staff, the Finance Committee, and the Church's commissions and committees to produce a ministry plan that provides for our congregation and expresses our faith and hope in God's continuous blessings on us our congregation.

The total proposed budget for 2025 is \$1,001,335, which would be an increase of \$134,243 or a 15.5% increase over our 2024 budget. For comparison, the budget approved for 2024 was \$914,692, which was a 7.0% *decrease* from the budget we approved for 2023. On the other hand, the church's annual budget increased by 14.3% from 2017 to 2018, and then by 15.3% from 2018 to 2019.

If approved, this would be the first time that the Grantham Church has an operating budget over \$1 million, and you may wonder how we got here. While the Church has achieved significant utility cost savings over the past two years due to a number of building upgrades, we have also experienced cost increases. Some cost increases —

such as the cost for our property and casualty insurance, employee health insurance, and the general effect of inflation on costs and supplies — account for part of the increase and are outside our control.

However, in developing the 2025 budget proposal, our primary driver and concern was to plan and budget for the growth of our local, regional, and international ministries. Your Church leadership fully understands that this proposed budget represents a challenge to all of us, and we were mindful of both the Church's giving patterns and economic conditions when developing this budget. Were we to recommend merely repeating in 2025 what we did in 2024 by applying a simple inflation factor to last year's budget, then we would not be living out our faith and would not be imagining a future together with God. Our past proves to us that God has walked with us through blessings, trials, changes, and challenges. Our past also assures us that God is with us in the present and gives us the energy and security we need to courageously advance into the future. We believe in imagining that future with God, and see living boldly into our calling as an act of faith in and reliance on Him.

The Church Board, our church staff, our commission and committee leaders, the congregation, our ministry partners here and overseas have been, and continue to be, blessed by your steadfast support and by the generous gifts of your time, talents, and resources. Thank you for your prayers and for the support you gave to ministries and programs in 2024. We look forward to your continued prayers and gifts as we work together on the shared ministry that God has brought, and continues to bring, to the Grantham Church. God has been with us, God is with us, God will be with us.

Yours in Christ,
The Grantham Church Board

3.F. Adoption of Revisions to Governance Plan (see pages 15-41)

We adopted our Church Governance Plan in February 2014, and approved revisions in October 2017. Since then, it has become clear that we need to make some additional revisions. A number of revisions are technical: fixing some numbering errors that crept into the text; clarifying that the secretary is the Secretary of the Church Board; clarifying how, when and to whom commission and committee reports must be submitted; and similar edits.

One more substantial change is that we switched from a deacon care model to the current Care Teams model of providing care for one another. Edits to the plan incorporate the Care Teams into our governance.

The original plan provided for a "Ministries Team" composed of commission and committee chairs or their representatives along with pastoral and other church staff that would meet to collectively consider ongoing ministry work, and also serve as a nominating committee to provide candidates for open positions in church volunteer leadership. The Ministries Team was a great idea on paper that proved to be essentially unworkable in practice given people's schedules and it did not produce the kind of results originally envisioned. These revisions delete the Ministries Team, and replace the nominating function with a new nominating committee attached to the Church Board.

The Church Board created the Ministry Support Committee several years ago, and these proposed edits incorporate the committee into our governance.

Lastly, these proposed revisions would establish a Spiritual Leadership Team that would consult with the Senior Pastor and the Church Board. The church today, as it has for over 2000 years, is part of the wider world. Like our forebears, we need to consider and work through concerns that arise from the wider world along with concerns that arise within the church itself. The proposed edits to the governance plan would establish a Spiritual Leadership Team composed of Church members who would help the Senior Pastor and the Church Board to thoughtfully and prayerfully think through the sometimes thorny questions that require our attention.

Church Leadership for 2024

*New board, commission, or committee members are indicated by showing both the name and dates in bold.
A renewed term is indicated by only showing the date in bold.*

CHURCH BOARD

Phil Thuma, Treasurer	December 31, 2025
Pam Thomas, Secretary	December 31, 2025
Patti Hess, At-Large Representative	December 31, 2025
Brian Zweischer, At-Large Representative	December 31, 2025
Ken Martin, At-Large Representative	December 31, 2026
John Yeatts, At-Large Representative	December 31, 2026
Rachael Jasitt	December 31, 2026
James Smiley, At-Large Representative	December 31, 2027
David Flowers, Senior Pastor	

(In accordance with our Governance Plan, the Church Board will select its chairperson at its first meeting following this Congregational Council.)

FINANCE COMMITTEE

Phil Thuma, Treasurer, Chair

Lisa Sechrist	December 31, 2025
Jim Smiley	December 31, 2025
Matthew Haar	December 31, 2026
Roger Johnson	December 31, 2026
Ken Martin	December 31, 2027
Linda Worman, Office Administrator	

MINISTRY SUPPORT COMMITTEE

Rebekah Basinger, Chair	December 31, 2025
Rachel Moury	December 31, 2025
Patti Hess	December 31, 2025
Susan Bailey	December 31, 2026
Doug Martin	December 31, 2027
David Flowers, Senior Pastor	

PROPERTY & FACILITIES COMMITTEE

Donna Bert	December 31, 2025
Heidi Curry	December 31, 2025
Tom Rudy	December 31, 2025
Ken Martin, Chair	December 31, 2026
Duane Asper	December 31, 2026
Denny Mann	December 31, 2027
Chris Young	December 31, 2027
Les Engle	December 31, 2027
Derek Boyce, Director of Operations	

CHILDREN'S MINISTRIES COMMISSION

Sally (Mark) Young	December 31, 2025
Patty Beardsley	December 31, 2025
Libby Coldsmith, Chair	December 31, 2026
Julie Hoffner	December 31, 2026
Beth Huffnagle	December 31, 2027
Melissa Cohen	December 31, 2027
Dawn Isley	December 31, 2027
Denise Fogelsanger, Children's Pastor	

DISCIPLESHIP COMMISSION

Rich Stuebing, Chair	December 31, 2025
Edie Asbury	December 31, 2025
Christian Pavlovich	December 31, 2026
Sarah Becking	December 31, 2027
Katie Logan	December 31, 2027
Matt Reitnour	December 31, 2027
Melissa Lowther, Discipleship Pastor	

GRANTHAM CARE TEAMS (TEAM, COORDINATOR(S))

Baptism, Duane Asper	December 31, 2025
Benevolence Fund, Tom George	December 31, 2025
Communion, Susan Felix	December 31, 2025
Maundy Thursday, Jonathan & Becky Owen	December 31, 2025
Meals, Jan Hess	December 31, 2025
Moving, Duane Asper	December 31, 2025
Prayer Chain, Tom George	December 31, 2025
Transportation, Elaine Thuma	December 31, 2025
Visitation, Marisa George	December 31, 2025
David Flowers, Senior Pastor	

MISSIONS & MULTI-CULTURAL MINISTRY COMMISSION

Ruth Bert	December 31, 2026
Jonathan Owen, Chair	December 31, 2026
Kathy Stuebing	December 31, 2027
Phil Thuma	December 31, 2027
Esther Hess	December 31, 2027
David Flowers, Senior Pastor	

PEACE & SOCIAL JUSTICE COMMISSION

Harriet Bicksler	December 31, 2025
Brantley Gasaway, Chair	December 31, 2026
Dennis Boyle	December 31, 2026
David Howell	December 31, 2026
Kara McKinney	December 31, 2027
Chris Becking	December 31, 2027
David Flowers, Senior Pastor	

SERVICE & OUTREACH COMMISSION

Patti Hess
Dave Howell, Chair
Kelly Martin
Julia Johnson
Marc Moure
Melissa Lowther, Discipleship Pastor

December 31, 2025
December 31, 2025
December 31, 2026
December 31, 2027
December 31, 2027

WORSHIP ARTS COMMISSION

Geoff Isley
Patrick McKinney
Donna Rossetto
Paul Cohen
Greg Lowther, Chair
Macy Wright
Derek Boyce
Dave Perry, Worship Arts Pastor

December 31, 2025
December 31, 2025
December 31, 2025
December 31, 2026
December 31, 2027
December 31, 2027
December 31, 2027

YOUTH MINISTRY COMMISSION

Becky Owen, Chair
Sara Donovall
Samantha Haar
Stephen Hensel
Joe Sell
Chrissy Hoffner, Youth Coordinator

December 31, 2025
December 31, 2026
December 31, 2026
December 31, 2026
December 31, 2027

2025 REGIONAL CONFERENCE DELEGATES

David Flowers, Senior Pastor
Melissa Lowther, Discipleship Pastor
Dave Perry, Worship Arts Pastor
Denise Fogelsanger, Children's Pastor
Chrissy Hofner, Youth Coordinator
Seth Derliunas
Kassie Moure
Marc Moure

Grantham Church Budget

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2025 General Fund				
Summary	Undesignated		Designated	
	Internal		External	
		Plan		
General Fund Offerings/Donations	\$ 991,325	\$ 991,325		
BIC World Missions		\$ 3,000	\$ 3,000	
Capital Fund Donations	\$ 8,500	\$ 8,500		
Use of Existing Benevolent Fund Balance	\$ 4,500	\$ 4,500		
Program Revenue*	\$ 4,510	\$ 4,510		
Use of Existing Youth Reserve Fund	\$ 1,000	\$ 1,000		
Peace Sunday		\$ 5,000	\$ 5,000	
Missions Sunday		\$ 10,000	\$ 10,000	
Interest	\$ 5,500	\$ 5,500		
TOTAL INCOME	\$ 1,001,335	\$ 14,000	\$ 18,000	\$ 1,033,335

* Facility Rental

2024 General Fund Budget				
	Fund Budget		Budget Variance	
				% change
Children	\$ 14,600	\$ 1,100		7.5%
College	\$ 600	\$ 200		33.3%
Community Life	\$ 6,100	\$ (100)		-1.6%
Congregational Care / Benevolence	\$ 2,300	\$ 2,400		104.3%
Discipleship	\$ 4,900	\$ 100		2.0%
General & Administrative	\$ 58,200	\$ 16,803		28.9%
Ministry Partners / BIC Common Fund Support	\$ 94,315	\$ 14,818		15.7%
Missions & Multi-Cultural Ministry	\$ 6,700	\$ 2,100		31.3%
Peace & Social Justice	\$ 1,855	\$ 795		42.9%
Property & Facility	\$ 195,330	\$ (41,630)		-21.3%
Service & Outreach	\$ 2,800	\$ -		0.0%
Staff	\$ 420,692	\$ 146,157		34.7%
Worship	\$ 11,000	\$ -		0.0%
Youth	\$ 7,700	\$ -		0.0%
Capital Projects Funding	\$ 40,000	\$ (8,500)		-21.3%
TOTAL EXPENSES	\$ 867,092	\$ 134,243		15.5%

<u>Children's Ministries</u>		<u>Undesignated</u> <u>2025 Budget</u>		<u>Designated</u> <i>Internal</i> <i>External</i>		<u>Planned</u>	<u>Undesignated</u> <u>2024 Budget</u>	<u>Notes</u>
6210	Volunteer Development		900			\$ 900	\$ 800	Background checks; VBS volunteers
6510	Supplies and Materials		6,000			\$ 6,000	\$ 5,500	Crafts, consumables, holiday & special event;
6540	Curriculum		4,500			\$ 4,500	\$ 4,000	LC, VBS,
6570	Benevolence		1,300			\$ 1,300	\$ 1,300	Camp Scholarships
6960	Professional Services		3,000			\$ 3,000	\$ 3,000	Yard Signs, Hall Décor
TOTAL:			\$ 15,700		\$ -	\$ 15,700	\$ 14,600	
<u>College</u>		<u>2025 Budget</u>		<u>Designated</u> <i>Internal</i> <i>External</i>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
6510	Supplies		\$ 800			\$ 800	\$ 600	lunches; seasonal activities
TOTAL:			\$ 800		\$ -	\$ 800	\$ 600	
<u>Community Life / Hospitality</u>		<u>2025 Budget</u>		<u>Designated</u> <i>Internal</i> <i>External</i>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
6210	Volunteer Development		\$ 200			\$ 200	\$ 200	ServSafe Training
6510	Supplies		\$ 5,800			\$ 5,800	\$ 5,900	Hospitality, Community Life; Meet the Pastor;
TOTAL:			\$ 6,000		\$ -	\$ 6,000	\$ 6,100	
<u>Congregational Care / Benevolence</u>		<u>2025 Budget</u>		<u>Designated</u> <i>Internal</i> <i>External</i>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
6510	Supplies		\$ 500			\$ 500	\$ 1,300	Communion supplies
6570	Benevolence		\$ 2,500			\$ 7,000		Benevolence
6920	Meals & Entertainment		\$ 1,200			\$ 1,200		Pastoral meals with congregants
6960	Professional Services		\$ 500			\$ 500	\$ 1,000	Counseling for congregants
TOTAL:			\$ 4,700		\$ 4,500	\$ 9,200	\$ 2,300	
<u>Notes:</u>		Plan to use existing Benevolence Fund balance of \$4,500						
<u>Discipleship</u>		<u>2025 Budget</u>		<u>Designated</u> <i>Internal</i> <i>External</i>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
6510	Supplies		\$ 3,250			\$ 3,250	\$ 3,150	Library, small group leaders, discipleship events
6540	Curriculum		\$ 1,200			\$ 1,200	\$ 1,250	LCs;; Advent/Lent, Devotionals, Equipping materials
6960	Professional Services		\$ 550			\$ 550	\$ 500	Library Software Contract
TOTAL:			\$ 5,000		\$ -	\$ 5,000	\$ 4,900	

<u>General & Administrative</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
5140	Professional Development	\$ 250				\$ 250	\$ -	Training seminar sponsorships
6150	Staff Appreciation	\$ 500				\$ 500	\$ 500	Volunteer Appreciation
6210	Volunteer Development	\$ 1,200				\$ 1,200	\$ 1,200	Regional Conference
6510	Supplies & Materials	\$ 4,253				\$ 4,253	\$ 2,500	Office supplies
6520	Equipment	\$ 6,000				\$ 6,000	\$ 1,500	Office Equipment / Technology / TV's for LC rooms
6530	Maintenance & Service	\$ 25,550				\$ 25,550	\$ 17,500	Copier Supplies & Service; General liability insurance
6550	Special Projects	\$ 250				\$ 250	\$ -	Pew Bibles
6920	Meals & Entertainment	\$ 1,000				\$ 1,000	\$ 1,000	Hosting visitors; Fellowship meal for council
6960	Professional Services	\$ 17,000				\$ 17,000	\$ 15,000	Software, Printing, and Audit fees
6980	Financial Services	\$ 19,000				\$ 19,000	\$ 19,000	Banking & Financial software fees
TOTAL:		\$ 75,003		\$ -	\$ -	\$ 75,003	\$ 58,200	
<u>Ministry Partner Support</u> (includes BIC Common Ministry)		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6500	Ministry Support	\$ 99,133				\$ 99,133	\$ 86,315	BIC Common Fund (10% of Gen Fund offerings)
6500	Ministry Support	\$ 10,000	\$ 3,000			\$ 3,000	\$ 8,000	BIC World Missions designated giving
6500	Ministry Support	\$ -	\$ 3,000			\$ 10,000	\$ 94,315	New Hope, Paxton, One80, MCC
TOTAL:		\$ 109,133	\$ 3,000	\$ -	\$ 3,000	\$ 112,133		
<u>Notes:</u> Total for BIC Common Ministry is 10% of undesignated giving Total for Ministry Partners is \$2,500 per entity BICWM amount will be determined by actual contributions.								
<u>Missions & Multicultural</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6500	Program Support		\$ 10,000			\$ 10,000		Missions Sunday offering
6500	Program Support	\$ 7,500				\$ 7,500	\$ 6,000	Grantham Missionaries (Bundy's, Medina's & Stuebing-Adams)
6510	Supplies & Materials	\$ 300				\$ 300		Missions Lunch and learn meals
6960	Professional Services	\$ 1,000				\$ 1,000	\$ 700	Missions Sunday - Guest Speaker
TOTAL:		\$ 8,800	\$ 10,000	\$ -	\$ 10,000	\$ 18,800	\$ 6,700	
<u>Peace & Social Justice</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6500	Program Support	\$ -	\$ 5,000			\$ 5,000		Peace Sunday offering
6510	Supplies & Materials	\$ 450				\$ 450	\$ -	PSJ lunch and learn; newsletter printing
6930	Mileage & Transport	\$ 1,000				\$ 1,000	\$ 1,000	Guest Speaker Travel
6960	Professional Services	\$ 1,200				\$ 1,200	\$ 855	Guest Speakers (Peace Sunday/month)
TOTAL:		\$ 2,650	\$ 5,000	\$ -	\$ 5,000	\$ 7,650	\$ 1,855	

<u>Property & Facility</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6110	Salary and Wages	\$	-			\$ -	\$ 58,740	Custodial Team Salary / Wages (moved to staff)
6125	Payroll Tax Expenses	\$	-			\$ -	\$ 4,494	Custodial Team SS/medicare (moved to staff)
6130	Fringe Benefits	\$	-			\$ -	\$ 546	Payroll services; Worker's comp. (moved to staff)
6220	Volunteer Appreciation	\$	150			\$ 150	\$ -	Volunteer appreciation
6510	Supplies & Materials	\$	11,300			\$ 11,300	\$ 7,400	Custodial supplies, lightbulbs, batteries, landscaping
6520	Equipment	\$	9,500			\$ 9,500	\$ 6,500	Copier lease costs; laptop; pop-up tents
6530	Maintenance & Service	\$	75,000			\$ 75,000	\$ 45,000	Maint/upgrades to facility; organ tuning; Dynatech/Haller contract
6550	Special Projects	\$	2,000			\$ 2,000	\$ 2,000	Youth Room locks; playground rubber, etc
6950	Utilities	\$	55,000			\$ 55,000	\$ 70,000	Water, electricity, propane, natural gas
6960	Professional Services	\$	750			\$ 750	\$ 500	Fees: fire hydrant, stormwater, food service licens
TOTAL:		\$ -	\$ 153,700	\$ -	\$ 153,700	\$ 153,700	\$ 195,330	

<u>Service & Outreach</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6500	Program Support	\$	-			\$ -	\$ 900	Supported Ministry gifts & events
6510	Supplies	\$	2,800			\$ 2,800	\$ 1,900	Ministry partner & friends events, outreach initiatives, etc
TOTAL:		\$ 2,800	\$ -	\$ -	\$ -	\$ 2,800	\$ 2,800	

<u>Staff</u>		<u>2025 Budget</u>		<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>					
6110	Salary & Wages	\$	460,490			\$ 460,490	\$ 356,925	Church Staff (admin + custodial) salaries/wages/SECA
6125	Payroll Tax expense	\$	11,610			\$ 11,610	\$ 4,488	Church Staff payroll taxes (OASDI + Medicare)
6130	Fringe Benefits	\$	81,399			\$ 81,399	\$ 45,380	Church staff fringe benefits (Insurance, workers comp)
6140	Professional Development	\$	6,250			\$ 6,250	\$ 5,000	Books / Magazines / Conf fees / retreats/ staff spiritual director
6150	Staff Appreciation	\$	400			\$ 400	\$ -	Staff Farewells
6510	Supplies & Materials	\$	1,000			\$ 1,000	\$ 1,500	Misc office supplies
6920	Meals & Entertainment	\$	1,200			\$ 1,200	\$ 2,400	Pastoral Meals with congregant
6940	Lodging & Accommodations	\$	500			\$ 500	\$ 500	Conference attendance
6960	Professional Services	\$	2,500			\$ 2,500	\$ 3,000	Communications / Consultants / Guest Preachers / Pulpit supply
6980	Financial Services	\$	1,500			\$ 1,500	\$ 1,500	Payroll admin fees
TOTAL:		\$ 566,849	\$ -	\$ 566,849	\$ -	\$ 566,849	\$ 420,692	

<u>Worship</u>	<u>2025 Budget</u>	<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>			
6140 Professional Development	\$ 250			\$ 250	\$ -	Spiritual direction / books
6220 Volunteer Appreciation	\$ 350			\$ 350	\$ 300	Volunteer Gatherings, Gifts
6510 Supplies & Materials	\$ 2,000			\$ 2,000	\$ 2,000	Music, Sanctuary Art
6520 Equipment	\$ 1,800			\$ 1,800	\$ 2,000	Instrument purchases & upgrades, Sound equipment
6530 Maintenance & Service	\$ 3,400			\$ 3,400	\$ 2,000	Instrument repairs, piano tuning
6920 Meals & Entertainment	\$ 200			\$ 200	\$ 200	One-on-one meetings with congregants
6960 Professional Services	\$ 3,000			\$ 3,000	\$ 4,500	CCLI, Planning Center
TOTAL:	\$ 11,000	\$ -	\$ -	\$ 11,000	\$ 11,000	
<u>Youth</u>	<u>2025 Budget</u>	<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>			
6210 Volunteer Development	\$ 300			\$ 300	\$ 300	background checks, training, gifts of thanks and appreciation
6510 Supplies & Materials	\$ 2,400			\$ 2,400	\$ 2,000	snacks, celebrations, events, "other"
6540 Curriculum	\$ 2,000			\$ 2,000	\$ 2,000	Learning Community and Evening Youth Group; Retreat;
6560 Missions & Service Projects	\$ -	\$ 1,000		\$ 1,000		summer missions trip
6920 Meals & Entertainment	\$ 2,000			\$ 2,000	\$ 1,200	meals with youth, parents, youth network
6930 Mileage & Transport	\$ 1,000			\$ 1,000	\$ 1,000	van rentals; gas
6940 Lodging & Accommodations	\$ -			\$ -	\$ 1,200	Zeteo
TOTAL:	\$ 7,700	\$ 1,000	\$ -	\$ 8,700	\$ 7,700	
<u>Capital Projects Funding</u>	<u>2025 Budget</u>	<u>Designated</u>		<u>Planned</u>	<u>2024 Budget</u>	<u>Notes</u>
		<i>Internal</i>	<i>External</i>			
6970 Capital Improvements	\$ 31,500	\$ 8,500		\$ 40,000	\$ 40,000	Capital Fund; plus designated gifts
TOTAL:	\$ 31,500	\$ 8,500	\$ -	\$ 40,000	\$ 40,000	

Notes:
Budget includes contributions from Capital reserve funds and donation:

GOVERNANCE PLAN OF THE GRANTHAM BRETHREN IN CHRIST CHURCH

PREAMBLE

We, the Members of Grantham Brethren in Christ Church, to nurture this fellowship of Christian believers in our desire to worship and obey the triune God and to proclaim His Gospel to all people; to provide a foundation for boldly accomplishing the Lord's work in compassionate service and loving active witness to each other and to the world; and, to promote peace, unity, and purpose in this body of believers, adopt this Governance Plan to the glory and worship of, and in complete reliance upon, God our Father, Jesus Christ His Son and our Savior and Redeemer, and the Holy Spirit our Counselor, Companion, and Advocate.

ARTICLE I. CHURCH COUNCIL MEETINGS

Section 1. Annual Church Council Meeting. The Voting Members of the Church shall meet in the Annual Church Council Meeting to consider the adoption of an annual operating budget for the Church, and to conduct such other business as may properly come before a Church Council in accordance with the MDG and this Governance Plan.

Section 2. Special Church Council Meetings. The Voting Members of the Church may meet in a Special Church Council Meeting to conduct such business as may properly come before a Church Council in accordance with the MDG and this Governance Plan.

Section 3. Calling and Notice of Church Council Meetings.

- a. Church Council Meetings shall be called by the Church Board in accordance with the MDG and this Plan.
- b. The Church Board shall prepare an agenda of all items of business which may properly come before a Church Council Meeting in accordance with the MDG and this Plan.

- c. The Church Board shall give notice to the Members of a Church Council Meeting as required by the MDG and this Plan.
 - i. The Secretary of the Church **Board** shall announce the date, time, and place of each Annual Church Council Meeting to the Members during the regular Sunday Morning Worship Service that is at least three (3) weeks before the date on which the meeting is scheduled to be held. The Church Board shall make the agenda for an Annual Church Council Meeting and all written materials to be considered at that meeting available to the Congregation via one or more methods at least two (2) weeks before the date on which the meeting will be held.
 - ii. The Secretary of the Church **Board** shall announce the date, time, and place of each Special Church Council Meeting to the Members during the regular Sunday Morning Worship Service that is at least one (1) week before the date on which the meeting is scheduled to be held. The Church Board shall make the agenda for a Special Church Council Meeting and all written materials to be considered at that meeting available to the Congregation via one or more or methods at least one (1) week before the date on which the meeting will be held.

Section 4. Procedures for Conducting Business at Church Council Meetings.

- a. Congregants shall conduct themselves within Biblical principles of brotherhood, sisterhood, and Christian courtesy at all times during Church Council Meetings.
- b. The Chairperson of the Church Board shall preside at Church Council Meetings.
- c. The guidelines attached to this Governance Plan as Appendix 1 shall provide the Voting Members with a common understanding of how business will be conducted at Church Council Meetings. The Church Board shall include a copy of the guidelines with the agenda and written materials made available to the Congregation for each Church Council Meeting.

- d. The Voting Members shall only transact business in a Church Council Meeting when a Church Council Quorum is present.
- e. Unless specifically required by this Governance Plan or in the parliamentary procedures and guidelines in Subsection 4.c. above, all business at Church Council Meetings shall be accomplished by the majority vote of the Voting Members in attendance.
 - i. When an election for a position is held and only one Congregant has been nominated for the position, the Voting Members shall vote “yes” or “no” and a majority of “yes” votes shall be required for the Congregant to be elected.
 - ii. When an election for a position is held and two Congregants have been nominated for the position, a majority of votes shall be required for one of the Congregants to be elected.
 - iii. When an election for a position is held and three or more Congregants have been nominated for the position, a plurality of votes shall be required for one of the Congregants to be elected.

ARTICLE II. CHURCH BOARD, PASTORAL COMMITTEE, AND CHURCH OFFICERS

Section 1. Church Board Membership.

- a. The Church Board shall be composed of 11 Voting Members of the Church serving the Congregation in the following positions:
 - i. Seven (7) At-large representatives;
 - ii. Senior Pastor;
 - iii. Staff member selected by Senior Pastor;
 - iv. Secretary of the Church Board;
 - v. Treasurer.

- b. Each member of the Church Board shall be a Voting Member of the Church at the time of his or her election or appointment to the Board, and shall remain a Voting Member of the Church at all times during his or her service as a member of the Church Board. The Board shall assign each at-large member, except the chair, to a Commission.
- c. Each member shall be elected by the Voting Members of the Church at an Annual or Special Church Council Meeting for a term of three (3) years. Each member may be elected for three (3) consecutive terms, not to exceed nine (9) consecutive years of service. After not serving for one full year, a member may be elected again.
- d. The Senior Pastor and the staff member shall be non-voting members of the Church Board, and shall not be counted as part of the Business Quorum for the Church Board.

Section 2. Annual Organization of Church Board. At its first meeting immediately following the Annual Church Council Meeting, the Church Board shall annually choose from among the members of the Board:

- a. a chairperson;
- b. a vice chairperson who shall discharge the duties of the Chairperson in the event that the Chairperson is temporarily unable to perform his or her duties; and,
- c. one or more ~~an~~ assistant secretaries ~~y~~ who shall discharge the duties of the Secretary of the Church Board in the event that the Secretary is temporarily unable to perform his or her duties.

Section 3. Duties of the Church Board. The Church Board is the fiduciary of the Congregation, and shall oversee, and provide for the administration of, all aspects of Church operations and Congregational life in accordance with decisions made by the Voting Members in Church Council Meetings. The Board shall:

- a. be a leadership board that provides strategic direction for the Church through its own deliberations and via its oversight of the Church's ministries in accordance with the decisions made by the Voting Members at Church Council Meetings.

- i. The Board, with leadership by the Senior Pastor, shall establish and give direction to a vision for the Church, and establish strategic goals and initiatives that will lead the Church in the direction of that vision.
 - ii. The Senior Pastor and a staff member who may be designated by the Senior Pastor, shall be responsible, for the day-to-day administration of the Church in accordance with decisions made by the Voting Members in Church Council Meetings, and in accordance with the strategic direction set by the Board.
- b. oversee the process of developing an annual operating budget for the Church, and submit a recommended annual operating budget for consideration and approval by the Voting Members at the Annual Church Council Meeting.
- c. consider and determine:
 - i. questions of Church policy referred to it by ~~the Ministries Team~~, a Commission, a Standing Commission, a Board Committee, or an Ad Hoc Committee; and,
 - ii. matters of Church business that impact the entire Congregation.
- d. establish a policy for the acceptance of a donation, bequest, gift, or any other money or real or personal property which is offered to the Church for a specific purpose or with conditions or restrictions.
- e. call, plan, and conduct the Annual Church Council Meeting, and such Special Church Council Meetings, as are necessary to conduct the business of the Church.
- f. support the Senior Pastor and such Associate Pastors as the Church may hire.
- g. approve the creation or elimination of all full- or part-time paid non-Pastoral Staff employment positions.
- h. approve requests for membership in the Church.

- i. establish an investment policy for all of the monies of the Church. The Church Board shall review the investment policy from time-to-time as required by prevailing economic circumstances, and may amend the policy in response to those circumstances. In any event, the Church Board shall review the investment policy at least once every other year from the date on which it first establishes the policy.
- j. establish an audit policy for the Church that provides for an audit or other type of review by professional accountants of the Church's books, accounts, and other financial affairs and practices. The Church Board shall review the audit policy from time-to-time, but in any event the Church Board shall review the audit policy at least once every four (4) years from the date on which it first establishes the policy.
- k. perform the duties that are required of church boards by the Denomination as set out in the MDG.
- l. act by the vote of a majority of its members.

Section 4. The Church Board shall only transact business when:

- a. the Senior Pastor is present, or if the Senior Pastor is not present, then when the Bishop is present; and,
- b. a Business Quorum of the Board is present.

If the Board wishes to meet without the Senior Pastor or the Bishop present, then the Church Board shall make a written request to the Bishop to so meet, with a copy to the Senior Pastor, and the Board shall not meet without the Bishop or the Senior Pastor present unless the Bishop grants the Board's request.

Section 5. Pastoral Committee. The Pastoral Committee shall meet as prescribed in the MDG to perform the duties and responsibilities assigned to pastoral committees in the MDG.

Section 6. Chairperson of the Board.

- a. The Chairperson of the Board is the chief administrator of the Church Board. The Chairperson shall perform the following duties and responsibilities:
 - i. preside at meetings of the Church Board;
 - ii. create the agenda for each meeting of the Church Board in consultation with the Senior Pastor, the Secretary of the Church Board, and the Treasurer;
 - iii. preside at Church Council Meetings;
 - iv. create the agenda for each Church Council Meeting in consultation with the Church Board;
 - v. address the Congregation, from time-to-time and as necessary, on behalf of the Board regarding matters of importance to the Congregation that have come to the attention of the Church Board or are before the Board for the Board's consideration and action; and,
 - vi. such other duties as the Church Board may assign to the Chairperson.
- b. The Chairperson shall not hold any other elected or appointed leadership position in the Church during his or her term as Chairperson, except that the Chairperson may concurrently serve on the Care Teams as a Deacon.

Section 7. Secretary of the Church Board.

- a. The Secretary of the Church Board, in conjunction with the church office staff, shall perform all of the following duties:
 - i. record the minutes and actions of all Church Council Meetings, Church Board meetings, and Pastoral Committee meetings;
 - ii. forward all material intended for General Assembly or Regional Conference;

- iii. file annual and other reports and documents that non-profit corporations are required to file with the Commonwealth of Pennsylvania's Department of State;
 - iv. preserve all records received or made during his or her time in office, and deliver all of those records to his or her successor in office;
 - v. deposit in the Denomination's official archive such documents or records as the Denomination's archivist requests congregations to deposit in the archive;
 - vi. provide statistical data required by the Bishop and by the Denomination's General Conference Board;
 - vii. keep an accurate record of the Church's Members, which shall include data that shows the annual net gain or net loss in number of Members;
 - viii. record all baptisms, elections, ordinations, and other information of value or interest to the Congregation;
 - ix. maintain a complete list of the Congregants elected by the Voting Members to serve in the elected positions under this Governance Plan, and the beginning and ending dates of each such Congregant's term in office, and shall deliver a copy of that list to the Nominating Committee upon request; and,
 - x. such other duties that the Denomination may require of church secretaries in the MDG, or other duties related to the Secretary's duties that the Church Board may give to the Secretary.
- b. The Secretary shall not hold any other elected leadership position in the Church during his or her term as Secretary, except that the Secretary may concurrently serve on the Care Teams as a Deacon.

Section 8. Treasurer of the Church.

- a. The Treasurer of the Church, in conjunction with the church office staff, shall perform all of the following duties:

- i. keep accurate records of all of the Church's financial affairs and transactions using an accounting or bookkeeping system approved by the Church Board, including any bank or other commercial money accounts to which monies of the Church have been deposited;
- ii. prepare, distribute, and file any tax records or reports required of the Church by federal, Pennsylvania, or local governmental taxing authorities, and conduct any tax-related correspondence with those governmental entities;
- iii. establish and ensure the use of a dual-control system for the receipt, handling, and disposition of cash and cash-equivalents;
- iv. arrange for an audit or other type of review of the Church's books, accounts, and other financial affairs and practices to be performed by professional accountants in accordance with the audit policy established by the Church Board;
- v. deposit, manage, invest, and reinvest: monies of the Church when those monies exceed the ordinary cash flow needs of the Church's various funds and accounts; and, any scholarship or endowment or other restricted-use accounts of the Church. When investing or reinvesting those monies, the Treasurer shall comply with the investment policy established by the Church Board, shall act as a fiduciary of the Church as a legal entity and the Congregation, and shall act with such care, skill, prudence, and diligence under prevailing circumstances, specifically including, but not limited to, the general economic conditions and the anticipated needs of the Church, that a prudent person acting in a like capacity and with familiarity with those matters would use in the conduct of funds of a like character and with like objectives. The Treasurer's primary objective shall be to safeguard the principal of all of the monies of the Church. The Treasurer's secondary objective shall be to meet the liquidity needs of the Church. The Treasurer's third objective shall be to achieve a return on the monies of the Church. The Treasurer shall monitor the ongoing circumstances of all deposits and

investments of monies of the Church in the performance of his or her duties;

- vi. create and preserve all of the Church's financial records, and shall deliver all of the Church's financial records to his or her successor in office;
- vii. receive, record, and properly handle all offerings, donations, bequests, gifts, and any other money or real or personal property given to or received by the Church. If any money or real or personal property is given to the Church for a specific purpose or with conditions or restrictions, the Treasurer shall inform the Church Board of the gift and the purpose, conditions, or restrictions;
- viii. pay all of the bills and other obligations of the Church as they become due; and,
- ix. such other duties that the Denomination may require of church treasurers in the MDG, or other duties related to the Treasurer's duties that the Church Board may give to the Treasurer.

- b. The Treasurer shall not hold any other elected leadership position in the Church during his or her term as Treasurer, except that the Treasurer may concurrently serve on the Care Teams ~~as a Deacon~~.
- c. The Treasurer may have one or more assistant treasurers to assist him or her in discharging the duties of the Treasurer. Each assistant treasurer must be a Congregant, and the Church Board must approve each Congregant who serves as an assistant treasurer.

ARTICLE III. PASTORS AND STAFF

Section 1. Pastoral Staff Generally. The Pastoral Staff of the Church shall be composed of the Senior Pastor and such Associate Pastors as may be hired by the Church Board or Pastoral Committee.

Section 2. Duties of Pastors.

- a. *Senior Pastor.* The Senior Pastor shall perform all of the duties and responsibilities assigned to the Senior Pastor in the MDG and in this Plan, and the duties and responsibilities set out in the employment contract with the Church, in accordance with the oversight and direction of the Bishop and the Church Board or Pastoral Committee.
- b. *Associate Pastors.* Each Associate Pastor shall perform all of the duties and responsibilities set out in pastor's job description with the Church. The Church Board shall assign a title to each Associate Pastor.

Section 3. Non-Pastoral Staff Employees of Church.

- a. The full- or part-time paid non-Pastoral Staff employees of the Church shall report to the Senior Pastor, or to a staff member designated by the Senior Pastor, and shall perform all of the duties and responsibilities set out in each of their job descriptions, in accordance with the Church's employment policies, and as directed and overseen by the Senior Pastor or by a staff member designated by the Senior Pastor.
- b. The Senior Pastor, or a staff member designated by the Senior Pastor working in consultation with the Senior Pastor, is responsible for interviewing and hiring the full- or part-time paid non-pastoral staff employees of the Church.
- c. The Senior Pastor, or a staff member designated by the Senior Pastor working in consultation with the Senior Pastor, shall ensure that each full- or part-time paid employee of the Church has a current job description and performance standards appropriate to the employee's position.
- d. The Senior Pastor, or a staff member designated by the Senior Pastor working in consultation with the Senior Pastor, shall evaluate in writing the job performance of each full- or part-time paid employee of the Church at least once each calendar year. The Senior Pastor or the designated staff member shall meet with each employee individually to deliver his or her performance evaluation. The Senior Pastor shall review each performance evaluation before it is delivered to the employee.

- e. The Senior Pastor, or a staff member designated by the Senior Pastor working in consultation with the Senior Pastor, shall ensure that a personnel file is maintained for each full- or part-time paid employee of the Church.

ARTICLE IV. **TEAMS**, COMMISSIONS, AND COMMITTEES

Section 1. Commissions generally. The Church's ministry work shall be organized through the Standing Commissions and other Commissions, ~~and coordinated through the Ministries Team.~~

- a. Upon recommendation of the Pastoral Staff, the Church Board shall create such other Commissions in addition to the Standing Commissions as the Board deems necessary for the conduct of the Church's ministry work.
- b. Each Commission shall be responsible for the ministry program area or areas assigned to it by the Church Board.
 - i. Commissions that cover a ministry program area for which the Church has hired a staff member shall assist that staff member on the development, planning, scheduling, production, budget management, and delivery of that ministry program.
 - ii. Commissions that cover a ministry program area for which the Church has not hired a staff member shall be responsible for the development, planning, scheduling, production, budget management, and delivery of that ministry program.
- c. Each Commission shall be composed of at least three (3) Congregants.
- d. Each member of a Commission shall be elected by the Voting Members of the Church at a Church Council Meeting for a term of no more than three (3) years. Each person elected to serve on a Commission shall be a Congregant at the time of his or her election, and shall continue to be a Congregant at all times during his or her service on the Commission. Should a commission wish to add a member prior to the next Church Council Meeting, the Church Board may approve, upon recommendation from the Senior Pastor, a new member to serve until the next Church Council Meeting.

- e. A Commission shall perform its work when a Business Quorum of its members are present.
- f. A Commission may establish such sub-committees as the Commission deems necessary for the performance of its assigned duties. A Commission sub-committee may advise the Commission in the performance of the Commission's work, but a Commission sub-committee shall not act in place, or on behalf, of its Commission. A member of the Commission shall be the chairperson of each sub-committee established by the Commission.

Section 2. Commission chairpersons and secretaries generally. Each Commission shall be composed of the Congregants elected by the Voting Members at a Church Council Meeting.

- a. Each Commission shall have a chairperson and a secretary.
 - i. The Senior Pastor, in consultation with the pastoral staff, shall appoint one (1) member of each Commission to serve as chairperson of that Commission.
 - ii. A Commission chairperson shall be a Voting Member of the Church who is not also a member of the Church's paid staff. No person shall be the chairperson of more than one (1) Commission simultaneously. No person may serve as the chairperson of the same Commission for more than three (3) consecutive terms.
 - iii. Each Commission shall choose a secretary from among its members.
 - iv. A person shall not be the chairperson and the secretary of the same Commission simultaneously.
- b. The secretary chairperson—of a Commission shall report the Commission's activities after each meeting of the Commission in writing to the pastoral staff member assigned to the Commission and to the Church Board, and to the Ministries Team. A commission secretary's report to the board shall include the names of the commission members that attended the meeting. A commission's

secretary shall submit a report to the board by August 31 of each year that shows the dates the commission met, and the commission members in attendance at each meeting, for the 12 months ending on the date the report is submitted.

Section 3. Standing Commissions~~and Nominating Committee.~~

- a. Care Teams. The Care Teams ministry is responsible for meeting Congregational needs as well the needs of others known to need care from the Church.~~Deacons.~~
 - i. The Care Teams will coordinate and facilitate the following areas of care: baptisms; communion; the annual Maundy Thursday service; providing transportation services; providing meals; coordinating and providing for contact and visitation; the Prayer Chain; residential moving services; and, providing benevolences.~~The Deacons shall perform the responsibilities and duties prescribed for Deacons in the MDG.~~
 - ii. The Church Board may assign the Care Teams to coordinate other areas of Congregational Care. Each Deacon shall be elected by the Voting Members of the Church at a Church Council Meeting for a term of three (3) years. Each Deacon shall be a Voting Member who meets the qualifications for Deacon as prescribed in the MDG at the time of his or her election, and shall continue to be a Voting Member who meets those qualifications at all times during his or her service as Deacon. A Voting Member is not restricted in the number of consecutive terms that he or she may be nominated and elected to serve the Church as a Deacon.
 - iii. ~~The Deacons shall use their own internal process to select:~~
 - A. ~~a Deacon to serve as Senior Deacon, who shall function as the chairperson of the Deacons; and,~~
 - B. ~~a Deacon to serve as secretary of the Deacons.~~
 - iv. ~~A Deacon shall not simultaneously serve as both Senior Deacon and the secretary of the Deacons.~~

- ~~b. Nominating Committee. The Nominating Committee shall be the non-staff members of the Ministries Team and the Senior Pastor.~~
- ~~i. The Nominating Committee shall serve as the nominating committee for the Church Board.~~
- ~~ii. The Nominating Committee shall send the names of the Congregants that the Committee proposes the Church Board nominate for each of the elected positions under this Plan which will be open for election by the Voting Members at a Church Council Meeting.~~
- ~~A. The Congregants proposed by the Committee to the Church Board shall meet all of the qualifications for election to each of the positions for which they are proposed, and shall have agreed to be nominated for election to the position before his or her name is submitted to the Church Board.~~
- ~~B. A Congregant may propose that a Congregant be nominated for election to a particular position by submitting the Congregant's name to the Nominating Committee at least 10 weeks before the date on which the Annual Church Council meeting at which the election for the position will be held, provided that the Congregant agreed to have his or her name submitted to the Committee for nomination to the position.~~
- ~~iii. Annual Church Council Meetings. The Nominating Committee shall submit the names of proposed nominees to the Church Board at least eight (8) weeks before each Annual Church Council Meeting at which an election for positions shall be held.~~
- ~~iv. Special Church Council Meetings. The Nominating Committee shall submit the list of proposed nominees to the Church Board at least four (4) weeks before each Special Church Council Meeting at which an election for positions shall be held.~~
- eb. *Worship Arts Commission.* The Worship Arts Commission shall work with, and serve as a resource for, ~~the paid staff member who is responsible for worship~~the Worship Arts Pastor in the continuous

development, planning, execution, and review of a complete worship arts program for the Church.

Section 4. Spiritual Leadership Team.~~Ministries Team.~~

The Spiritual Leadership Team shall serve as spiritual advisors in support of, and in partnership with, the Senior Pastor and the Church Board, as they seek to lead, guide, and direct the Church's ministries, mission, and vision.

- a. The team shall be composed of Voting Members of the Church and shall be prayerfully selected by the Senior Pastor in consultation with the Pastoral Staff and Church Board. One staff member will be selected by the Senior Pastor to serve on the team. All team members shall be aligned with the values of the Brethren in Christ Church and with the mission and vision of Grantham Church. Their selection will be based on the guidance and expectations given to us in the Holy Scriptures, including Acts 14:23, 1 Timothy 3:1-7, Titus 1:6-9, 1 Peter 5:1-2, Acts 20:28, and 1 Timothy 5:17-21.
- b. Each team member shall commit to serving a one-year term. The Senior Pastor shall meet with each team member at the end of each one-year term to determine whether the member will continue serving on the SLT for another one-year term.
- c. The team shall meet at least quarterly, or more often as-needed, to: address biblical, theological, and pastoral concerns that arise in society and in the Church; discuss how best to navigate those issues and concerns as followers of Jesus; and, pray for the overall health and spiritual life of the Congregation.
- d. The team only provides consultative support. It has no authority to make decisions for or on behalf of the Church Board, the Pastoral Staff, or the Congregation. The team may, in cooperation with the Senior Pastor, make recommendations to the Church Board, the Pastoral Staff, or the Church's commissions or committees.
- e. Team members shall show the utmost respect and care for all people when discussing Church and Congregational matters, and shall respect the confidentiality of the team's discussions, meetings, and communications.

- ~~f. The Senior Pastor shall call and chair team meetings and shall report to the Church Board on the team's activities and discussions at the next scheduled Board meeting.~~
- ~~a. The Ministries Team shall be composed of Voting Members of the Church serving in the following positions:~~
- ~~i. Senior Pastor or staff member assigned by the Senior Pastor~~
 - ~~ii. A representative of the Deacons;~~
 - ~~iii. A representative of the commission(s) responsible for missions, peace, and service;~~
 - ~~iv. A representative of the commission(s) responsible for youth ministry;~~
 - ~~v. A representative of the commission(s) responsible for worship arts;~~
 - ~~vi. A representative of the commission(s) responsible for children's ministry;~~
 - ~~vii. A representative of the commission(s) responsible for discipleship;~~
 - ~~viii. One or more Associate Pastors as assigned by the Church Board;~~
 - ~~ix. the paid staff member who is responsible for worship; and,~~
 - ~~x. A representative of each Commission which is created by the Church Board but which is not named in this Governance Document.~~
 - ~~xii. a member of Church Board as assigned by the Church Board.~~
- ~~b. The Ministries Team shall choose a chairperson from among the Team's non-staff members. The chairperson shall report the Team's activities after each meeting of the Team in writing to the Church Board.~~

- ~~e. The Ministries Team shall coordinate the development, planning, scheduling, production, and delivery of the Church's ministry programs, including, but not limited to, facilitation of worship themes, cross-Commission or cross-ministry coordination and emphasis, development of new ministries ideas and emphases, and the possible consequences of ministry planning decisions and program modifications.~~
- ~~d. The Ministries Team shall meet at least bi-monthly to plan and coordinate the ministry planning decisions of the Commissions that are part of the Team. The Team may also meet at such other times as directed by the Senior Pastor.~~
- ~~e. The Ministries Team shall perform its work when a Business Quorum of its members are present.~~

Section 5. Committees of the Church Board ~~Committees~~.

- a. ~~*Committees of the Church*~~ *Board-Committees* generally. The Church Board may form or disband ~~Board-Committees~~ and assign such responsibilities to them as it deems appropriate.
 - i. The Church Board will assign one of its members to serve as either the chairperson or as a member of each ~~Committee~~. The Church Board shall appoint one member of the committee to serve as the committee's chairperson.
 - ii. Each ~~Committee~~ shall be composed of at least three (3) Congregants.
 - iii. Each member of a ~~Committee~~ shall be elected by the Voting Members of the Church at a Church Council Meeting for a term of three (3) years. Each person elected to serve on a ~~Committee~~ shall be a Congregant at the time of his or her election, and shall continue to be a Congregant at all times during his or her service on the ~~Committee~~.
 - iv. A ~~Committee~~ shall perform its work when a Business Quorum of its members are present.

- v. Each committee shall select one of its members to serve as the secretary of the committee. The secretary of the committee chairperson shall report the committee's activities after each meeting of the committee in writing to the Church Board. A committee secretary's report to the board shall include the names of the committee members that attended the meeting. A committee's secretary shall submit a report to the board by August 31 of each year that shows the dates the committee met, and the committee members in attendance at each meeting, for the 12 months ending on the date the report is submitted.
- b. *Property and Facilities Committee.* The Property and Facilities Committee shall oversee and provide for the proper stewardship, upkeep, maintenance, construction, purchase, repair, or use of:
 - i. aAll of the buildings, fixtures, other physical structures, and land of the Church; and,
 - ii. Aall of the vehicles and equipment owned, operated, or used by the Church
 - iii. ~~A~~Any policy or procedure regarding how the Church's buildings, facilities, fixtures, physical structures, land, vehicles (including, but not limited to, a car, van, or bus), or equipment may be used, or put to use, shall be presented to and reviewed by the Property and Facilities Committee, the Pastoral Staff, and the Church Board.~~Team regardless of whether the policy is proposed by one of the Team's members, a Commission, an Ad Hoc Committee, or other Congregant or group who is not a member of the Team.~~ Such a proposed policy shall not be effective until the Church Board Team has ~~reviewed and~~ approved the policy.
- c. *Finance Committee.*
 - i. The Finance Committee shall be composed of the Voting Members in the following positions:
 - A. a ~~S~~taff ~~M~~ember designated by the Senior Pastor;

- B. The Treasurer, who will chair the committee; and,
 - C. Aat least three (3) At-Large members.
- ii. The Finance Committee shall oversee and coordinate the financial operations of the Church.
- A. The Treasurer shall report on the Church's financial position. The Committee may make adjustments within the limits of the Church's approved annual operating budget as is necessary to meet circumstances as they arise.
 - B. The Committee shall oversee the production of a proposed annual operating budget for the Church via the process specified by the Church Board.
 - C. All contracts and agreements, including but not limited to personnel and employment contracts and job descriptions (except the employment contract for the Senior Pastor), service contracts, purchase or sale contracts, and benefits contracts, entered into by, or on behalf of, the Church shall be reviewed, and shall not be executed until each is approved, by the Finance Committee. The Finance Committee may approve form contracts that may then be executed by the Pastoral Staff or the non-Pastoral Staff employees of the Church without review or approval by the Finance Committee.
- d. Ministry Support Committee. The Ministry Support Committee shall advocate for, and support the development of, the Church's various ministries by:
- i. celebrating the time, expertise, and financial contributions made by the Congregation to those ministries, and by encouraging the Congregation to give of their time, talents, and financial and other resources to those ministries.
 - ii. responding to requests from the Pastoral Staff, the Church Board, and the Church's commissions and committees for direction and

input on stewardship and fiscal support for the Church's ministries.

- iii. sharing the impact of the Congregation's generosity through engaging stories using various delivery mechanisms and channels, including personal testimonies.
- iv. encouraging the Congregation's generosity of time and talent by telling the stories of volunteers within the Church and how they have grown in faith through their service.
- v. promoting Congregational generosity as a form of discipleship (in consultation with the pastoral staff) by offering learning opportunities that enhance the Congregation's financial literacy and knowledge of service opportunities.
- vi. providing counsel to the Church Board, the Pastoral Staff, and the Finance Committee on special giving campaigns.

e. *Nominating Committee.*

- i. The vice chairperson of the Church Board shall be the chairperson of the Nominating Committee.
- ii. The Nominating Committee shall be composed of the vice chairperson of the Church Board, the Pastoral Staff, the chairpersons of the Commissions and Committees, and such other Congregants as designated by the Church Board.
- iii. The Nominating Committee shall submit to the Church Board the names of Congregants that the Committee proposes to be nominated by the Church Board for each elected position under this Plan which will be open for election by the Voting Members at a Church Council Meeting.
 - A. The Congregants proposed by the Committee to the Church Board shall meet all of the qualifications for election to each of the positions for which they are proposed, and shall have agreed to be nominated for

election before their names are submitted to the Church Board.

B. A Congregant may propose to the Nominating Committee that a Congregant be nominated for election to a particular position by submitting the Congregant's name to the Nominating Committee at least 10 weeks before the date on which the Annual Church Council meeting at which the election for the position will be held, provided that the Congregant agreed to have his or her name submitted to the Committee for nomination to the position.

iv. Annual Church Council Meetings. The Nominating Committee shall submit the names of proposed nominees to the Church Board at least eight (8) weeks before each Annual Church Council Meeting at which an election for positions shall be held.

v. Special Church Council Meetings. The Nominating Committee shall submit the list of proposed nominees to the Church Board at least four (4) weeks before each Special Church Council Meeting at which an election for positions shall be held.

ARTICLE V. AD HOC COMMITTEES

Section 1. The Church Board may appoint, on its own motion or on the request of a Commission, temporary Ad Hoc committees of three (3) or more persons to advise the Church Board or the requesting Commission in the performance of the Church Board's or the Commission's work.

Section 2. The Church Board shall set out the tasks or goals that an Ad Hoc committee is to accomplish at the time that the Church Board appoints the Ad Hoc Committee.

Section 3. Each Ad Hoc Committee shall exist for no more than 12 months. The Church Board may, for good cause or necessity, authorize an Ad Hoc Committee to continue its work for one (1) additional period of not more than six (6) months following the end of the 12 month period.

Section 4. The Church Board shall designate a member of the Church Board to serve as the liaison between the Board and each Ad Hoc Committee. If the Church Board creates an Ad Hoc Committee on the request of a Commission, then the Church Board shall also designate a member of the requesting Commission to serve as a liaison between the Commission and the committee.

Section 5. An Ad Hoc Committee shall perform its work when a Business Quorum of its members are present.

Section 6. An Ad Hoc Committee shall have a chairperson and a secretary. The chairperson shall be a Voting Member of the Church, and the Church Board shall choose the chairperson for the committee. The committee shall choose a secretary from among its members.

Section 7. The chairperson of an Ad Hoc Committee shall report the committee's activities after each meeting of the committee in writing to the committee's Church Board liaison and, if applicable, also to the committee's Commission liaison.

ARTICLE VI. AMENDMENTS AND IMPLEMENTATION

Section 1. Amendment or Repeal of Plan. This Governance Plan shall not be amended or repealed except by the following procedures:

- a. *Proposal by Church Board.* The Church Board may propose that the Church amend or repeal this Plan at a Church Council Meeting by submitting a written proposal to amend or repeal the Plan to the Voting Members in the same manner by which the Church Board announces business that will be considered at Annual Church Council Meetings.
- b. *Proposal by a Member.* A Member may submit, in accordance with the MDG, a proposal to amend or repeal this Plan to the Church Board for its consideration at least four (4) weeks before a Church Council Meeting is scheduled to be held.
- c. *Procedure for amendment or repeal.* This Plan may only be amended or repealed if a proposal to amend or repeal this Plan has been brought before a Church Council Meeting in accordance with ~~Section 2~~ of Article VI of the Plan, and at least two-thirds of the Voting Members in attendance at a Church Council Meeting shall then vote in favor of the proposal to amend or repeal the Plan.

ARTICLE VII. DEFINITIONS AND CONSTRUCTION

Section 1. Definitions. These words and phrases shall, when used in this Plan, be defined as follows:

“Annual Church Council Meeting.” The annual business meeting of the Voting Members of the Church held at least two (2) months before the end of each Church fiscal year at which the Voting Members adopt an annual operating budget for the Church, vote for Congregants to serve in elected positions, and conduct such other business as may properly come before a Church Council.

“Associate Pastor.” A Pastor other than the Senior Pastor hired by the Church Board to perform the duties and responsibilities set out in his or her employment contract with the Church.

“Bishop.” The Bishop of the Denomination’s Susquehanna Conference.

“Business Quorum.” A majority of the members of the body seeking to make a decision.

“Chairperson of the Board.” The Voting Member designated by the Church Board and who shall discharge all duties of chairperson as set out in this Governance Plan.

“Church Council Meetings.” Collectively, the Annual Church Council Meetings and the Special Church Council Meetings.

“Church Council Quorum.” A minimum of one-fifth of the Voting Members of the Church present in-person at a Church Council Meeting.

“Commission.” A group of three (3) or more Congregants responsible for a defined area of the Church’s ministry. When used in this Plan, the word “Commission” shall include the Standing Commissions.

“Congregation” or “Congregant.” Collectively, all of the Members of the Church as recorded in the records of the Church, plus all of the non-Member persons who attend the Church.

~~“Deacons.” Those Voting Members affirmed by the Church at a Church Council Meeting who perform the duties and responsibilities of deacons as set out in the MDG.~~

“Denomination.” The General Conference of the Brethren in Christ Church.

“Governance Plan” or “Plan.” This plan for the governance of the Church, as adopted by the Voting Members at a Church Council Meeting, and as amended from time-to-time by the Voting Members at a Church Council Meeting.

“Grantham Brethren in Christ Church” or “Church.” That congregation (as defined and used in the MDG) of the Brethren in Christ Church which is part of the Denomination’s Susquehanna Conference, which has its physical location at 421 Grantham Road, Mechanicsburg, PA 17055, and which was incorporated as a nonprofit, non-stock corporation via Articles of Incorporation filed with the Commonwealth of Pennsylvania’s Department of State on April 19, 1996 (Entity Number 2691153).

“MDG.” The Manual of Doctrine and Government of the Brethren in Christ Church of the Denomination, as amended and officially published from time-to-time by the Denomination.

“Member.” A person who has met all of the requirements and qualifications for membership in a congregation (as defined and used in the MDG) of the Brethren in Christ Church established by the Denomination in the MDG and by the Church, who has been accepted into fellowship with the Grantham Brethren in Christ Church, and who has accepted the obligations of the Denomination’s and the Grantham Brethren in Christ Church’s membership covenant.

“Pastor.” A person who has been determined by the Bishop to have met all of the requirements and qualifications for Brethren in Christ pastors established by the Denomination in the MDG, who has been offered a contract for a term of service as a pastor for the Church by the Church’s Pastoral Committee and has then accepted that offer, and who shall discharge during that term of service the duties of a pastor for the Church as set out in the MDG and in this Governance Plan.

“Pastoral Committee.” The Church Board (except for the Pastoral Staff) and the Bishop, as constituted and provided for in the MDG.

“Pastoral Staff.” Collectively, the Senior Pastor and all of the Associate Pastors employed by the Church as a Pastor and who has met all of the Denomination’s qualifications for pastors.

“Secretary of the Church Board.” The Voting Member directly elected by the Voting Members at a Church Council to be the Secretary of the Church Board who shall discharge all duties connected to the Congregation’s official reporting and recordkeeping as provided for in this Governance Plan.

“Senior Pastor.” The Church’s lead pastor to whom all of the other pastors and employees of the church either directly or ultimately report. The Senior Pastor reports to the Church Board.

“Special Church Council Meeting.” Any Church Council meeting other than the Annual Church Council Meeting.

“Standing Commissions.” Collectively, the permanent Commissions of the Church: the Care Teams ~~Deacons~~; ~~the Property and Facility Commission~~; and, the Worship Arts Commission.

“Treasurer.” The Voting Member directly elected by the Voting Members at a Church Council to be the Treasurer of the Church who shall discharge all duties connected with handling the Congregation’s money and finances as provided for in this Governance Plan.

“Voting Member.” A Member who is aged 16 years or older.

Section 2. Words not defined. Any word used in this Governance Plan that is not specifically defined in this Governance Plan shall have its common dictionary definition and usage.

Section 3. Construction of words and phrases. When used in this Governance Plan, and as necessary from the context of their usage in the Plan:

- a. the singular use of a word shall include its plural use, and the plural use shall include its singular use; and,
- b. the use of a word in the past or present tense shall include the future tense.

Section 4. Relationship to the Manual of Doctrine and Government.

- a. This Governance Plan is written as a complement to the MDG for the purpose of providing an organizational framework for the Church's administrative, ministry, and operational activities.
- b. The provisions of this Governance Plan and the MDG are intended to be read and applied together.
- c. If a provision of this Governance Plan directly conflicts with a provision of the MDG, then the provision in the MDG shall control.

Section 5. Vacancies. ~~In the event that~~ If any position which is directly elected by the Congregation under this Plan becomes vacant by resignation or any other reason, then the-:

- a. Church Board may appoint a Congregant who meets the qualifications to hold the vacant position to serve in the vacant position until the next Annual Church Council Meeting or next Special Church Council Meeting.
- b. Voting Members shall elect at the next Annual Church Council Meeting or next Special Church Council Meeting:
 - ai. a Congregant who meets the qualifications to hold the vacant position to serve the unexpired portion of the term of that position then remaining at the time it became vacant; and,
 - bii. a Congregant who meets the qualifications to serve a full term in that position following the completion of the unexpired term as provided for in Article VII, § 5.a. of this Plan.

IV. Grantham Mission, Vision, and Strategic Plan; Giving Opportunities; Staff Commission and Committee Assignments

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Grantham's Mission, Vision, & Strategic Plan

Adopted at Council on December 12, 2021

Mission

Grantham Church exists to love and worship God and disciple people in Christ, the Scriptures, and the Spirit's power to radically love our neighbors and our world.

Tagline

Leading people to the God who looks like Jesus

Our commitment is to:

DISCIPLE

Jesus pursues us and calls us to follow him. Therefore, we are committed to worship, spiritual formation, and making disciples who declare and demonstrate God's glory and grace. We do this by "working the spaces" of public, social, personal, and intimate relationship.

SERVE

Jesus demonstrates a life of service. Therefore, we help our members understand the way they are uniquely created by God and identify opportunities to serve in the church and in the broader community.

WELCOME

Jesus welcomes us to his table and into his family. Therefore, we do the same and extend a warm welcome to everyone we meet. We do this by loving strangers, neighbors, and enemies.

UNIFY

Jesus is the Son of God in loving union with the Father and Holy Spirit. Therefore, we promote and pursue diversity in our leadership and congregation, embrace convergent worship, and model third-way unity that bridges the divides of political and theological differences.

WITNESS

Jesus fills us with his Spirit and sends us out to be his ambassadors. Therefore, we equip and empower our congregation to lovingly share their faith, invite people to join us in worship, and lead people to the God who looks like Jesus.

Grantham's Mission, Vision, & Strategic Plan

Goals (2022-2027):

1. **Intentionally cultivate disciples of Jesus**

Year 1: Develop and share a definition/profile of a disciple that is understandable to all (i.e., children, youth, adults, long-time Christians, new believers, etc.); develop self-assessment tool to measure growth.

Years 2-5: Provide diverse range of opportunities which will help congregants to grow as disciples, in line with the profile developed in year 1 (programs and initiatives continually evaluated by staff, board and commissions/committees); evaluate growth annually using self-assessment tool developed in year 1.

2. **Actively participate in the renewal of the Church, which leads to the flourishing of our community and world**

Year 1: Help the congregation understand Kingdom-centered prayer and how to engage in it; define how we will engage our local community and assess their needs; identify potential church and parachurch partners that would enhance our collective impact.

Year 2: Evaluate capacity and passion within Grantham Church to meet various needs.

Years 2-5: Continue developing strategic partnerships; consistently and systematically communicate needs and share impact.

Giving Opportunities

Opportunities arise each year for us to make financial, material, and service donations in addition to our regular giving. The ministries and events mentioned below are not an exhaustive list of such opportunities, and are provided to help you prayerfully consider how you might support these kinds of programs.

External Material Donations – *materials collected for and distributed to Ministry Partners/Supported Ministries*

- New Hope Food Pantry
- MCC Kits
- One80 Ministries
- New Hope Thanksgiving Food Baskets

Internal Financial Donations – *request for designated funds to be used for church ministries/programs as shown in the Church Budget*

- Designated Gifts through weekly offering (e.g., Deacon Fund/Benevolence; Capital Fund)
- Youth events and trips

External Financial Donations – *request for designated funds to be distributed to other organizations*

- Designated Gifts through weekly offering (BIC Common Fund, BIC World Missions)
- Children's Ministries (e.g., Vacation Bible School)
- Peace & Social Justice – Peace Sunday
- Missions & Multi-Cultural Ministry – Missions Sunday
- Grantham Church Missionary Support
- Service & Outreach – Ministry Partners
- My Coins Count

Schedule

March

- My Coins Count

April

- Peace Sunday

June

- Vacation Bible School offering

July

- One80 ministry supplies

September

- MCC School Kits

November

- Missions Sunday
- New Hope Thanksgiving Food Baskets

December

- Missionary Love Gifts

Pastoral Staff	Commissions/Committees
David Flowers, Senior Pastor	Church Board; Care Teams; Missions & Multicultural; Peace & Social Justice; Ministry Support
Melissa Lowther, Discipleship Pastor	Discipleship; Service & Outreach; Finance Committee
David Perry, Worship Pastor	Worship Arts
Denise Fogelsanger, Children's Pastor	Children's Ministries
Chrissy Hoffner, Youth Coordinator	Youth
Derek Boyce, Director of Operations	Property & Facilities
Linda Worman, Office Administrator	Finance Committee

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