

Moderator's Report

November 2025 Congregational Forum

The Leadership Team and all the Ministry Teams of the church have been very busy working on services and programs of the church that are their responsibility. We are very thankful for the dedication of these Team Members to serve the church and the community on behalf of York First Church of the Brethren.

Every now and then review of policies, job descriptions manuals, Church's Constitution & By-Laws, Church Structure Charts, compliance with State and Federal regulations need to be reviewed. This year we have taken steps to look into these areas and have formed committees to see if any changes are needed.

A committee to review the Constitution & By-Laws has been formed. It has come up with suggestions for better organizing and voting for all the Ministry Teams so that all members are selected with term limits and not just appointed. The process of selecting Chairs, Vice Chairs and secretary for the ministry teams has been clarified. The process of selecting the Facility Care Team and the Facility Use Team is to be brought before the Forum. The selection of the Treasurer, Assistant Treasurer and a Bookkeeper is to be brought before the Forum. All these changes have been unanimously proposed by the Constitution Review Committee and unanimously accepted and passed by the Leadership Team before they are brought before the Congregational Forum for approval.

Another long over due job is to update and clarify the Operational Manual or Job Description of Staff and Ministry Team Members. This Committee will be working on this for months to come.

The Leadership Team worked with Lawyers to verify that we handle the rental use of the church's facilities correctly and we have all finances of the Church and the CDC properly handled so we don't lose our "Not for Profit" status. We are submitting info on using a Bookkeeper to pay all the church's bills and keep all the records to help verify our "Not for Profit" status. This will come to the Forum in form of motion. We also have filed with the State the process of filling out the Fictitious Name forms to make sure we are in compliance with the State and Federal Agencies.

A new Church Structure Chart has been unanimously approved by the Leadership Team. This was created with the help of Greg Laszakovits who has been contracted by the Leadership Team to council and create a harmonious operation structure of the church staff and the ministry teams. The Ministry Teams have been divided into two groups. One section is the Congregational Ministry directly under the Pastor and the other section is the Operational Ministry which is directly under the Leadership Team. This has been done to ease the overall operation of the church and ease the responsibility load of the Pastor.

Under the Duties of the pastor, the wording has been changed to clarify his duties. It formally read that "the pastor shall be the spiritual shepherd of the congregation and the executive director of the church program". The motion to change the wording to the following: "the pastor shall be the spiritual shepherd of the congregation and the Congregational Ministry Teams", was unanimously passed by the Leadership Team and will be brought before the Forum for approval.

A sheet will be attached to this report with all the info regarding the above suggested motion changes so you can review and understand when they are brought before the Forum for approval. Since most of the motions being presented involve the election process, all of these motion changes will need Congregational approval before we will be able to present the Election Slate for its approval.

Motions for Approval - November 2025 Congregational Forum

All of the motions being presented on this sheet have been unanimously approved by the Constitution Review Committee and the Leadership Team. Each motion was worked on and/or changed until all members were in 100% agreement on each item.

Name change. Formerly known as the Activities Committee which had one person to review and control the use of the church's facilities.

Motion: Eliminate the name of Activities Committee and call it the Facilities Use Committee, it will have three members and report directly to the Facility Care Team. These members are selected by the Leadership Team, they may serve unlimited three years terms if approved by the Leadership Team at the end of each one of their terms. Members terms end in varying years. Members choose their Chair, Vice Chair & Sect before Jan 1st of each year.

Deacons. Article XV By-Laws, 7, Deacons, A – Presently the By-Laws state that the Chairman of the Deacon Ministry Team is called by the Gift Discernment Team. For over many years, the Deacon Ministry Team membership has been voting for their Chair from within its membership.

Motion: Eliminate the wording stating “The Deacon Chair to be called by the Gift Discernment Team”. Replace it with the new wording: “The Deacon Chair to be selected by the Deacon Ministry Team members on or before Jan 1st of each year”.

Pastor. Description under Pastor, 2, A, page 10

The wording now states: “The pastor(s) shall be the spiritual shepherd of the congregation and the executive director of the church program”. Because of the changing of the Church Structure and the chart showing what ministry teams are under the direction of the pastor and those teams that are under the direction of the Leadership Team, the sentence needs to be changed to correctly state the change.

Motion: Change the sentence to read the following: “The pastor(s) shall be the spiritual shepherd of the congregation and the Congregational Ministry Teams”.

Youth Delegate to Annual Conference Article XV, By-Law, 1,G

Presently reads: “A youth representative elected for one year term to sit in on the general meeting (not a voting delegate) and attend the youth functions”. The last youth representative that we can remember was back in 2008. Most of the youth didn't like the idea of sitting through the general sessions of Annual Conference and preferred to attend all the youth activities instead. Also it got to be expensive to send a non-voting delegate and our congregation has gotten smaller so now we only have the pastor and one delegate to represent us. In place of a youth delegate, it is suggested that the wording be changed.

Motion: Eliminate the youth delegate from the by-laws and add the following: “Any and all youth attending Annual Conference are encouraged to attend all youth activities of Annual Conference and sit in on the general sessions if they so choose. The Church will pay the full youth activity registration fee for each youth in grades 6 thru 12th who wish to attend annual conference Youth Activities”.

Ministry Team Chair selection process (former process verses statements in By-Laws)

In the past (maybe 10 years or more) the Gift Discernment Team would select a person to serve as chair of a particular Ministry Team and put that person's name on the slate to be approved by the Congregational Forum.

This person would be selected to serve as chair of that Ministry Team for two years. At the end of the two-year term, that person could run for re-election as chair again. So in other words that person most likely would be chair for the full three, two-year maximum term of service allowed. There was nothing stated for selection of other members of the ministry teams except that the Team should ask the Gift Discernment Team for suggested names. When team members were selected, they were considered to be appointed and really didn't have any term limits. This needed to be corrected.

The Constitutional Review Committee looked over the By-Laws a couple of times and did not find one thing that stated that the Ministry Team chair is to be selected by the Gift Discernment Team or selected by the Congregational Forum. It states in three different locations of the by-Laws, that All Ministry Teams shall select their chair, vice chair and secretary at the beginning of each year. So with that being stated in the present By-laws, The Leadership Team voted unanimously to abide by the present regulations as stated in the present By-Laws, starting with the November 2025 Election Slate.

Motion: Eliminate the process of the Gift Discernment Team selecting the Ministry Team Chair immediately and allow the Ministry Teams to select their own chair, vice chair and secretary each year by December 31st from their team's new membership, as stated in the present By-Laws. Results of each Ministry Team's election of officers to be submitted to the Church office by January 1st of each year.

Selection of Ministry Team Members and term limits

Problem: Ministry Team members who were appointed or asked in the past to serve on a ministry Team (not including volunteers for positions like ushers, choir members, facility care helpers, greeters etc.) had no term limits for serving. To correct this issue, all Ministry Teams have been contacted and asked to work out plans with the existing members to help set term limit dates for each member for the 2025 November Forum Slate. If a team had four members, two were selected to have their names on this year's November slate for a two-year term. This would allow them to serve a total of (3) two-year terms on that team. The other two members would then serve a one-year term. Then next year when their one-year term ended, they would be eligible for re-election for a two-year term and able to serve the maximum of (3) two-year terms (this one-year term is just a one-time event to get the new system in place). When this year's (2025) November Forum approves this motion, starting January 1, 2026, and from then on, all Ministry Team members will have a starting date for their term and a term ending date.

Motion: Starting in the November 2025 Congregational Forum, all present Ministry Team Members who have been appointed or asked to serve on a ministry team in the past, and those who wish to continue to serve on that same ministry team, will have their names on the Slate with designated term expiration dates. All future Ministry Team Members will be approved by the Congregational Forum and can serve a Maximum of (3) two-year terms. If a vacancy occurs on any Ministry Team during the year, the Leadership Team may approve a member until the next November Forum when their name may be submitted for approval.

Special Service Positions and Terms

The positions of Facility Care Ministry Team, Treasurer and Assistant Treasurer require people who have special knowledge and talents of the position that they will hold. It is important for these positions to be filled with people that are qualified for the positions that they will hold and usually serve the church in these positions for long periods of time. It takes time for the people in these positions to learn what all is required to properly oversee and operate in these positions. The candidates for these positions need to be selected by and report to the Leadership Team, serve three-year terms, be reviewed by the Leadership Team (LT) at the end of the three-

year term. If approved by the (LT) and they are interested, they may serve another three-year term. The people in these positions may serve unlimited three-year terms in their position when approved.

Motion: The Facility Care Chair, Vice Chair & Secretary, The Church Treasurer, Assistant Treasurer, Financial Recorder, The Facility Use Chair, Vice Chair & Secretary to be selected by the Leadership Team (LT), serve three-year terms, reviewed by the Leadership Team at the end of their three-year terms, if approved by the Leadership Team and if they are interested, they may serve another three-year term. These Team officers may serve unlimited three-year terms and the expiration of each officer's term shall expire in different years.

Not for Profit and Financial Services

The Child Development Center is a big part of York First Church of the Brethren's outreach program. It requires a lot of time and talent to operate the CDC. It has a staff of 30 employees and has certain State and Federal guide lines that it must follow. About a year ago a change was made in its governing body and over all operation of the CDC so it would align with the Church's Ministry Program by taking steps to make sure that the Church's "Not for Profit" status wasn't harmed in any way. A lot of conversation and planning on this issue was handled through Attorney Justin Tomevi to make sure things were properly handled.

For one thing, the CDC Board of Directors had to be changed and became one of the Church's Ministry Team and no longer operate under a separate Board of Directors. We also had to file and correct names with the State Fictitious Names Department. Our Church is now listed as York First Church of the Brethren and/or First Church of the Brethren of York. The official name of the of the CDC is now York First Church of the Brethren Child Development Center. Now both the Church and the CDC are in good standing with the State and the Federal Agencies showing that the CDC is a Ministry Team of the church and is under the direction of the Leadership Team. But there could be a problem that isn't covered in case an Inspector comes along and really wants to dig deep to find something wrong.

That possible problem is how the financial operations are handled. The Church has its own checking account and Treasurer. The CDC has its own checking account and Bookkeeper. The inspector could say you are not really one operation as a "Not for Profit" since you have two different checking accounts and two different treasurers/bookkeepers. So to eliminate this from happening, we did some more legal checking, held joint meetings with the Church Financial Team, the CDC leadership, CDC Bookkeeper and the attorneys. The way this can easily be handled and keep separate checking accounts, is to have One Bookkeeper who handles the writing of the checks for church from the church's checking account and who also handles all the writing of checks for the CDC from the CDC's checking account. All records and reports will be handled separately, just like they presently are handled. For State and Federal Tax purposes, each checking account will be reported separately and filed under the church's Federal EIN account number. This all has to be done by one person (Bookkeeper) and then everything for both the Church and the CDC would be okay as a "Not for Profit" entity.

CDC has been using the services of Welkept Books LLC. to do their bookkeeping for almost two years and have been very satisfied with their services. York First Church of the Brethren has contacted Welkept Books LLC to do the financial bookkeeping starting January 1st 2026. By doing this the question comes up, how does this affect our Treasurer and Assistant Treasurer. Sheryl has been out Treasurer since 2008 and had done a great job. This has become a time demanding position and is a tough position to find a qualified person to take her place. So the idea of hiring a bookkeeper to take her place and to solve the "Not for Profit" issue, takes care of two things at one time.

Bills will still come to our Treasurer and/or Assistant Treasurer who will pass things over to the Bookkeeper for payments. The Bookkeeper is responsible to the Treasurer and/or Assistant Treasurer. The Treasurer and the Assistant Treasurer are responsible to the Financial Ministry Team.

Motion: York First Church of the Brethren to contract with Welkept Books, LLC., 2229 Dutch Gold Drive, Lancaster, Pa. 17601, starting January 1, 2026 to do all the church's financial bookkeeping, write all checks and produce all needed reports for the church as needed. Estimated one time start up cost of \$700.00 to \$900.00. Monthly cost estimated to be \$250.00. Treasurer and Assistant Treasurer shall be the only ones to contact the Bookkeeper and the only ones to request payments or reports from the Bookkeeper.

Ministry Team Officers

To make sure that ALL Ministry Teams are formed on time and reported to the church office in time each year for the printing of the Annual Church Directory, The following motion is being proposed.

Motion: Each year, after the November Forum when all Ministry Team members have been approved, each Ministry Team shall hold a meeting of its members to elect the Team's Chair, Vice Chair & Secretary for the coming year. The results of that election are to be reported to the church office before January 1st.

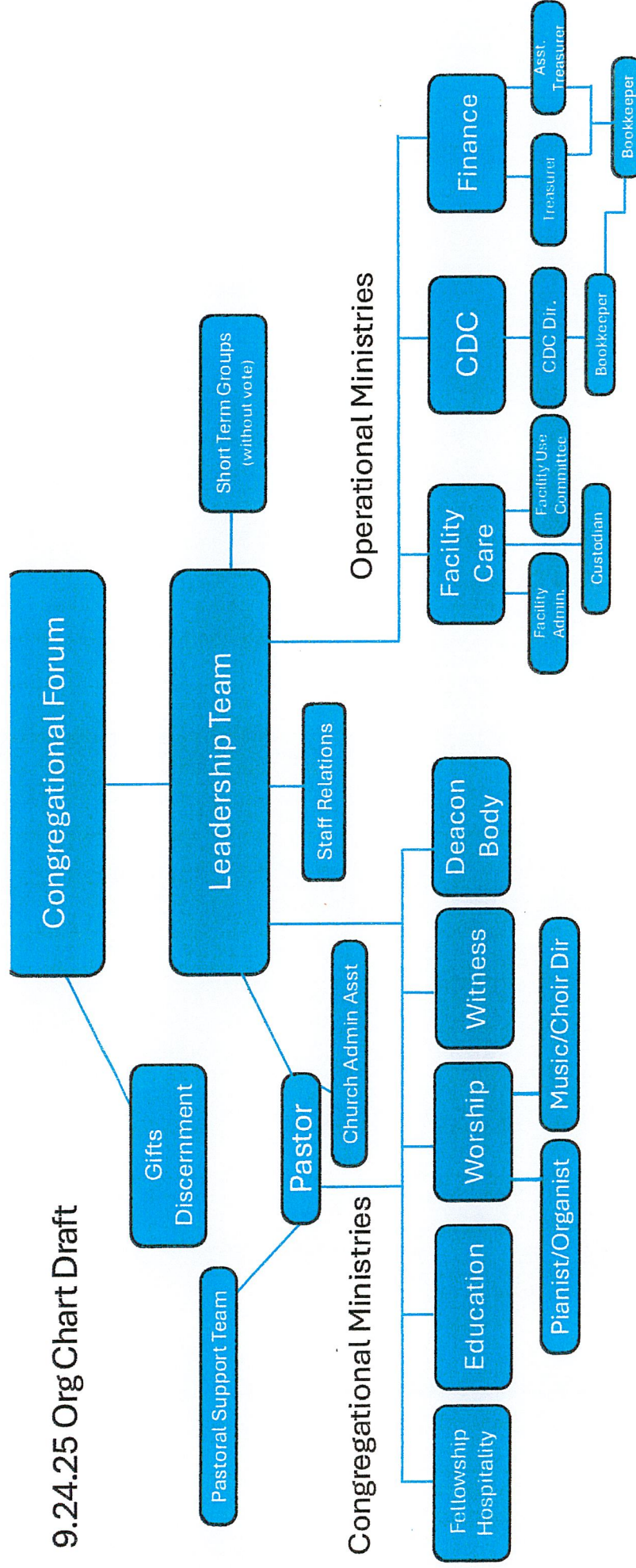
Congregational Structure Chart

The Constitution Review Committee started to review the existing Church Structure Chart and By-Laws and found out very quickly that some basic things had to be standardized and changed before the complete review could be done. That is why you have been presented with all the suggested motions. All through the By-Laws there are places where questions come up regarding how a member of a team is selected, how officers are chosen, length of time to serve etc. So before the election slate is presented to the Congregational Forum at the 2025 November Forum, these issues need to be addressed. Since all the above items have been changed, a new Church Structure Chart has been drawn up and is being presented for approval.

The new chart (see attached) shows that the Church Ministry Teams have been divided into two different groups. One is the Congregational Ministries group and the other group is the Operational Ministries. This takes some of the load off of the Pastor and gives direct access to the Leadership Team. The chart shows these changes along with the reporting structure for Staff and Directors.

Motion: The Leadership Team is seeking the Congregational Forum's approval of the new Congregational Structure Chart for York First Church of the Brethren, and to be effective immediately.

9.24.25 Org Chart Draft



Notes:

- Solid lines represent reporting relationships: week-to-week oversight and direction.
- Separation of Congregational and Operational Ministries intended to channel staff focus and energy towards Congregational Ministries. Pastor remains ex-officio on all ministry teams but does not have burden of executive oversight for Operational Ministries.
- All staff have access to Staff Relations Committee as needed.
- Short Term Project Groups may report to the Leadership Team (without a vote) or to the Ministry Team that formed it.