

VII

Church Manual

SILLIMAN UNIVERSITY CHURCH

I. MISSION STATEMENT

Proclaiming Christ and Discipling for Dynamic Witness.

II. HISTORY

Silliman University Church traces its roots to the early Presbyterian mission that laid the cornerstone of Silliman Institute in 1901. The UCCP is a permanent corporate member of the Board of Trustees of Silliman University and Silliman University Church maintains its relationship with the UCCP through its membership in the Negros District Conference.

Silliman University Church is the campus church of Silliman University, established as an integral part of the educational curriculum at the time of the founding of Silliman Institute in 1901, and organized into a campus church in 1916.

Silliman University Church is called to serve the community of Silliman University students, faculty and staff and their dependents, alumni, and friends and neighbors, regardless of their denominational and religious affiliations. As such it is given the autonomy to make decisions on internal ecclesiastical (liturgical and prophetic) matters, define its ministerial and pastoral direction, and raise operational resources within the boundaries spelled out in this Manual of Silliman University Church.

Silliman University Church shall employ all effective means to integrate its programs into the total life of the University so that the church can be an effective instrument through which the University can fulfill its responsibilities to the spiritual life of the University community. As an official entity of the University, and under the organizational, institutional, and legal auspices of its Board of Trustees, it is amenable to having its program studied and evaluated by the University administration and accepts University appointees to church committees; it is ready to receive guidance from pertinent University bodies and entities on how its ministry might prove more effective in Silliman University.

Silliman University Church shall observe and manifest in form and practice a manner of church polity and governance, and of worship and sacrament, that are consistent with that of the policies, programs, and standards of Silliman University and of the UCCP as an ecclesiastical body. As a ministry under the auspices of the evangelical apostolate of Silliman University, deviations from the UCCP Constitution and By-Laws that are apparent in this Manual have been mutually agreed upon and accepted by Silliman University Church, the Silliman University Board of Trustees, and the United Church of Christ in the Philippines, as being necessary to make Silliman University Church a special UCCP ministry of Silliman University for its faculty, staff, students and alumni and their families, friends, and neighbors.

The Church is the universal fellowship of love and sharing, created and empowered by the Holy Spirit; the living community of those who have committed themselves to Jesus Christ as Lord and

Savior, and so partake in the eternal life of Christ by the saving acts of God, yet recognizing their weakness and sinfulness, constantly seek God's mercy and continually strive to grow into Christ-like maturity; the household of faith devoted to the worship of God as a grateful response to his love and grace; witnessing community sent by God into the world as an instrument of His redemptive love to demonstrate the life of love through humble service; to proclaim God's word; to preach the Gospel of reconciliation through Jesus Christ, calling all persons to repentance and discipleship, and to declare God's complete sovereign rule in the lives of people and society looking forward to the fulfillment of His kingdom which has no end.

III. STATEMENT OF FAITH*

WE BELIEVE In One God; Creator, Redeemer and Sustainer, who provides order, purpose, meaning and fulfillment to all creation. That in Jesus Christ, who was born of Mary, God became human and is Sovereign Lord of life and history. That in the Holy Spirit, God is present in the world, empowering and guiding believers to understand and live out their faith in Jesus Christ.

WE BELIEVE That persons are created in the image of God and destined to live in community with God, with other persons and with all creation. That, by disobedience, they have become sinful, but, by grace through faith, they are redeemed through Jesus Christ. That being entrusted with God's creation, they are called to participate in the establishment of a just and compassionate social order.

WE BELIEVE That the Church is the one body of Christ, the whole community of persons reconciled to God through Jesus Christ and entrusted with God's ministry.

WE BELIEVE That the Holy Bible is a faithful and inspired witness to God's self-revelation in Jesus Christ and in history to illumine, guide, correct, and edify believers in their faith and witness.

WE BELIEVE God is at work, to each person a new being in Christ, and the whole world, God's Kingdom – in which love, justice and peace prevail. The Kingdom of God is present where faith in Jesus Christ is shared, where healing is given to the sick, where food is given to the hungry, where light is given to the blind, where liberty is given to the captive and oppressed.

WE BELIEVE The resurrection of Jesus Christ has overcome the power of death and gives assurance of life after death. And we look forward to His coming again in all fullness and glory to make all creation new and to gather all the faithful under God's Kingdom. AMEN.

**Adopted in toto from the UCCP Statement of Faith*

IV. GENERAL PRINCIPLES OF ORDER AND GOVERNANCE

The Silliman University Church, as a congregation rooted on university grounds since the University's founding in 1901 by the Board of Foreign Missions of the Presbyterian Church in

the USA, and which, in 1916, was formally organized as a regular campus church to offer and provide an evangelical ministry to Silliman students, faculty and staff and dependents, alumni, and friends, regardless of their denominational and religious affiliations and, which, in the history and life of the University has served as its principal arm in infusing into the University's learning programs its foundational faith-claims and proclamations, and as a body using university facilities and funds, shall operate under the organizational, institutional, and legal auspices of Silliman University but shall maintain an active ecclesiastical relationship with the UCCP through the Negros District Conference of the United Church of Christ in the Philippines (NDCUCCP).

The Silliman University church affirms itself as part of the one, holy, catholic and apostolic Church of Jesus Christ. It affirms its heritage as a reformed and reforming church. It affirms its being an integral part of Silliman University in carrying out the spiritual and pastoral dimension of the University's mission, alongside the mission of the UCCP.

The Silliman University Church and its administration shall ensure that:

- a. Within the University, it shall have the ability to make independent prophetic and liturgical proclamations and shall be able to conduct its ministries and functions as it deems fit and fitting of a Christian pastorate.
- b. With the University, it is able to fulfill its covenantal obligations and responsibilities to the wider works and missions of the UCCP through the Negros District Conference (NDC) and the wider UCCP Judicatories.

V. ABOUT THE CHURCH

Section 1. Nature. The Silliman University Church is a worshipping body of Sillimanians and their families, friends and neighbors, and proclaims a Triune God who is Creator, Savior and Sustainer who, in Jesus Christ, is the Via, Veritas, Vita.

Section 2. Recognition. Silliman University Church recognizes itself as part of Silliman University while also an ecclesiastical institution that is a part of and supports the NDC-UCCP.

Section 3. Duties and Functions of the Silliman University Church.

Silliman University Church shall have the following duties and functions:

- a. Proclaim the Gospel in witness and service;
- b. Provide the growth and nurture of its members;
- c. Promote stewardship and the other program thrusts of the Church;
- d. Provide a worship that is orderly and solemn, yet joyful and meaningful;
- e. Recruit, recommend, and support candidates for its varied forms of ministry;
- f. Provide the ministerial and lay formation program for its members;
- g. Hold an annual congregational meeting;

- h. Submit to the NDC-UCCP an annual report of its life and work through the Office of the President of the University;
- i. Strive to fulfill faithfully and promptly all obligations to other church bodies;
- j. Relate and respond to the life and concerns of society; and
- k. Relate with other local churches and worshipping congregations within the NDC-UCCP and with other church bodies, to achieve a more holistic ministry.

Section 4. The Congregation. Authority in the Church with respect to its prophetic and liturgical proclamations and the conduct of its ministries emanates from the Congregation in the light of God's Word.

Section 5. Duties and Functions of the Congregation. The duties and functions of the congregation, as the highest prophetic and liturgical policy-making body of the church, shall be the following:

- a. Receive members into the Church according to the provision for membership and ensure their nurture and continuing holistic educational and spiritual development;
- b. Advocate vigorous Christian stewardship expressed in the cheerful giving of tithes, time, talent, and possessions among its members;
- c. Exercise responsible stewardship in the use of all acquired and assigned properties for the use of the church according to the rules and regulations of Silliman University;
- d. Elect officers and members of the Church Council and the different Boards;
- e. Approve, support, and monitor the implementation of the programs of the Church;
- f. Adopt an annual program and budget and approve plans for the ensuing year;
- g. Affirm, modify, or reverse the actions of the Church Council;
- h. Assess the life and work of the Church;
- i. Elect delegates to the NDC-UCCP and other church bodies;
- j. Perform such other duties and functions as are vested in the congregation;
- k. Relate and respond to the life and concerns of society; and
- l. Relate with other local churches and worshipping congregations within the NDC towards a more holistic ministry.

VI. MEMBERSHIP

The Silliman University Church welcomes to its fellowship and worship all Silliman University students, faculty, staff and alumni and their families, friends, and neighbors, who seek relevant and meaningful encounter with the Triune God as proclaimed in the Holy Bible, and preached in the Good news of Jesus Christ.

Section 1. Types of Membership. The members of the Silliman University Church include: Governing Members and Members of the Fellowship and Worship of the Church

Section 2: Governing Members of the Silliman University Church are those who adhere to the Trinitarian Confession, who subscribe to the Statement of Faith, who are accepted by the SU

Church Council as Governing Members of the Church, and who actively participate in the life and ministry of the Silliman University Church.

Section 3. Members of the Fellowship and Worship of the Silliman University Church.

These are individuals who are students, faculty and staff members, and alumni of Silliman University and their families, friends, and neighbors. By their affiliation with Silliman University Church they shall enjoy the rights and privileges as members of the fellowship, and be served faithfully by the various ministries of the Church.

Section 4: Rights and Privileges of Members. Membership at Silliman University Church bestows the following rights and privileges:

- a. Continuing nurture in the faith and pastoral care.
- b. To be informed of, and participate in, all programs and other activities of the church.
- c. To avail of the services of Silliman University Church.
- d. In the case of governing members who are at least 12 years of age, to vote and be voted upon, or appointed to, any position in the church.

Section 5. Commitment of Members. Membership in Silliman University Church entails the following obligations and commitments.

- a. To proclaim the Gospel of Jesus Christ and bear personal witness in both word and service in the context of one's immediate community, the nation and the rest of humanity.
- b. To lead a peaceable and godly life worthy of one's Christian calling and to endeavor to be a follower of Jesus Christ.
- c. To be diligent in prayer, the faithful practice of family worship and Bible study, and attendance at services of public worship of the church.
- d. To exhort one another in the faith, and to strive in every way to strengthen the unity and fellowship of the church.
- e. To study and practice the principles of Christian stewardship, cheerfully giving of one's tithes, pledges, time, talents and possessions.
- f. To protect, promote and enhance the ecological balance and integrity of God's creation.
- g. To affirm and adhere to the historical Christian creeds, the Statement of Faith, and the Silliman University Church Manual.
- h. To affirm and support the works, mission and ministry of the wider Church, through the NDC-UCCP and other church judicatories.

VII. THE CHURCH COUNCIL

Section 1. The Church Council is the highest governing body of the prophetic and liturgical life and ministry of Silliman University Church and shall be composed of the following who shall all be governing members of Silliman University Church:

Regular Members of the Council

1. The Chairperson of the Board of Elders;

2. The Vice Chairperson of the Board of Elders;
3. The Chairperson of the Board of Christian Education and Nurture (CEN);
4. The Vice Chairperson of the Board of Christian Education and Nurture;
5. The Financial Secretary in his/her capacity as such and as Chair of the Board of Deacons;
6. The Vice Chairperson of the Board of Deacons;
7. The Senior Minister.
8. The Church Treasurer;
9. The Church Auditor;
10. The President of the United Church Men or his/her designate, or its equivalent;
11. The President of the Christian Women's Association or her designate;
12. The President of the Young Adult Fellowship or his/her designate;
13. Representative of the Christian Youth Fellowship; or his/her designate;
14. Dean of Student Affairs of Silliman University or his/her designate;
15. University Dorm Management Council Chairperson or his/her designate;
16. SU Student Government President or his/her designate;
17. University Spiritual Life Council Chairperson;
18. SU President or his/her representative

Other Members of the Council

- a. The Associate Ministers and church workers without vote;
- b. The UCCP Jurisdictional Bishop or his/her designate without vote;
- c. The NDC-UCCP Conference Minister or his/her designate without vote;
- d. Delegates to the Conference and other church bodies without vote.

No spouses or siblings may be represented by more than one (1) member in the Church Council during any term of the Church Council. The term family shall include persons within the fourth civil degree of consanguinity or affinity.

Section 2. The Church Council shall hold regular meetings once a month at a time and place agreed upon by the Council members. Special meetings may be called by the Chairperson of the Council at his/her discretion, or at the request of not less than 9 members of the Council.

Section 3. The Chairperson, Vice Chairperson, and the Secretary shall be elected by the Council from among its regular members and shall serve for a term of one (1) year. These Council officers may be reelected for another term, but not to exceed three (3) consecutive terms.

Section 4. The Chairperson or in his/her absence, the Vice-Chairperson, will preside over the meetings of the Council. The Secretary shall keep a full record of all Church Council proceedings. For purposes of determining a quorum for the valid transaction of business, a majority of the regular Council members must be present. Other Members of the Council shall not be entitled to vote, but they may participate in all Council discussions, including the right to initiate motions for Council action.

Section 5. The following are the specific duties of the Church Council:

- d. To define ministry priorities and direction of the Church.
- e. To determine policies and establish guidelines for the operation and governance of the Church, including, but not limited to, the approval of the Church Organizational Structure and its subsequent revisions, and the formulation of operating and financial policy manuals for the Church;
- f. Seek to coordinate the programs and activities of all Church organizations and committees as presented through their respective Boards.
- g. Approve the plans and programs of the Church as a whole.
- h. Recommend the hiring, promotion, and termination of all paid Church staff in accordance with University personnel policies.
- i. Act on requests or petitions submitted by church members.
- j. Recommend to the Conference candidates for the ministry and for appointment as lay preachers or licentiates, subject to the confirmation of the congregation.
- k. Call a special meeting of the congregation upon the request of one third (1/3) of the governing members of the Church.
- l. Exercise other duties and functions as may be assigned to it by the congregation.

Section 6. The Church Electoral Committee shall prepare for the annual elections. This Committee shall be the arm of the Church Council in the orderly selection of nominees and the proper conduct of Church elections. The Committee shall be composed of five (5) members appointed by the Church Council. These members shall not be from among incumbent members of the Church Council. The members shall choose one among themselves to act as Committee Chairperson.

However, if any one of the Committee members desires to be considered for reelection to the Board which he/she represents or to any other position in the Church Council, he/she shall declare such intention, and the Board he/she represents shall choose a qualified substitute from among its other members.

Only governing members may be nominated. No person shall be nominated by the Committee or by any member of the congregation to any position in the Church without his/her written consent. A person may be nominated for only one position or office. The Committee shall collate all the names of nominees and prepare the final list to be included in the ballots to be filled out by the voting members of the Congregation. Names of those considered for inclusion in the final list of nominees for Church offices shall be published in the Church bulletin at least two Sundays before the elections.

The Committee shall prepare and submit the Rules for the Conduct of the Elections to the Council for its approval no later than twelve Sundays before the scheduled elections.

Section 7. The Personnel Committee shall be directly accountable to the Church Council. It shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives, and one (1) representative of Silliman University as a voting

member. The members shall be appointed by the Church Council. The voting representative of Silliman University shall be appointed by the University President.

The Committee will elect its Chairperson, Vice Chairperson and Secretary. The duties of the Committee are the following:

- m. To study, review and recommend to the Church Council such matters as revisions in the Church Organizational Structure, personnel complement, personnel policies, and the production of a Personnel Manual and its subsequent revisions, staff remuneration, fringe benefits and working conditions; provided that its recommendations are consistent with existing University personnel policies, where applicable or pertinent.
- n. To develop and define the job descriptions of the Silliman University Church staff in consultation with the Team Ministry together with the HRD Office of the University.
- o. To develop a performance evaluation instrument in consultation with the Team Ministry and the HRD Office of the University for annual job performance evaluation of the church staff as well as the job performance evaluation instrument for the team ministry.
- p. To ensure personnel records and files are in order and updated together with the HRD Office of the University.

Section 8. The Committee on Conflict Management shall be an independent body that reports directly to the Church Council. It shall be composed of five (5) members; four (4) members appointed by the Church Council; one (1) member appointed by the University President. The Jurisdictional Bishop and Conference Minister shall sit as Ex-officio members without vote. The committee shall seek to settle disputes amicably.

As the fundamental values of truth, justice and love are the distinguishing marks of Christian discipleship, and following UCCP standards, the amicable settlement of conflicts and disputes between and among members and those involving members of the church itself shall be encouraged and every effort shall be exerted to discourage litigation before the civil courts, boards, and commissions established by the State.

Conflicts exist where there is a difference of opinion between and among church members regarding the proper interpretation of provisions of the SUC Manual and the rules and policies of the Silliman University Church. In such cases the Conflict Management Committee shall be charged to mediate. In such cases where there is behavior misconduct or disputes that may lead to litigation before the courts, the Elders shall be charged to mediate.

The filing of a complaint must be done in writing and duly signed and submitted to the Senior Minister. In cases where the Senior Minister is the subject of and/or is involved in the complaint then the complaints shall be submitted to the Chairperson of the Church Council. The Senior Minister or the Chairperson of the Council shall direct the complaint to the Conflict Management Committee or to the Board of Elders.

The duties of the Conflict Management Committee are:

- a. To study and review formal written complaints relating to conflict within the church.
- b. To discern steps toward expeditious amicable settlements and the resolution of conflicts with appropriate disciplinary action when necessary.
- c. To recommend to the Church Council appropriate action and steps toward resolution and settlements.

Section 9. The Chairperson of the Church Council shall have the following duties:

- a. To preside over the meetings of the Church Council;
- b. Unless otherwise decided by the congregation, to preside over the meetings of the congregation;
- c. To prepare, in consultation with the Senior Minister, the agenda for the meetings of the congregation and the Church Council;
- d. To vote in case of a tie;
- e. To represent Silliman University Church as voting member of the University Spiritual Life Council;
- f. To perform such other duties as may be assigned by the Church Council or the congregation.

Section 10. The Vice-Chairperson shall have the following duties:

- a. To assume the position of the Chairperson when he/she is absent or when a vacancy occurs due to resignation or other causes;
- b. To perform such other duties as may be assigned by the Church Council or the congregation.

VIII. THE BOARD OF ELDERS

Section 1. The Elders are the spiritual leaders of the Church. They shall have oversight of the Evangelism, Spiritual and Church Development, as well as the Christian Witness and Service programs of the Church.

Section 2. The Board of Elders shall be composed of 16 elders, three (3) of whom shall be students, and three (3) who are young adults who do not exceed 45 years of age at the time of election to represent the youth constituency of the church. They shall be elected by the governing members of the Silliman University Church in the annual elections and hold office for two years. They may be reelected for another term but not to exceed three (3) consecutive terms.

Section 3. The members of the Board of Elders should be governing members of good standing for five (5) years at Silliman University Church. Junior Elders must have been enrolled at a Silliman University College Department two (2) years prior to their assumption of office, and must be bona fide students of Silliman University during their term as Junior Elders. All Elders must be respected members of the community where they reside, of good moral character, and must have demonstrated maturity in the faith and witness, commitment and support to the mission and ministry of the Church, and must have held other offices or been active in Church organizations, boards or committees prior to election.

Section 4. The Board of Elders shall elect a Chairperson and Vice-Chairperson, to represent the Board in the Church Council. The Chairperson presides during the meetings of the Board of Elders; in his/her absence, the Vice-Chairperson presides.

Section 5. The duties of the Board are as follows:

- a. The admission of persons into Church membership. This includes the responsibility to adequately prepare the applicants and examine them with respect to their Christian experiences and fitness for membership.
- b. The advancement of the spiritual welfare of the congregation. This includes the seeking of ways and means to deepen the devotional life of the members and keep them actively involved in the work of the Church.
- c. The oversight of all services of worship.
- d. The visitation on the sick as well as the elderly and those who are not coming to Church regularly.
- e. Assisting the Minister in administering the sacraments.
- f. The promotion of the total evangelism and mission programs of the Church, including the establishment of outreach centers.
- g. Impose Church discipline in accordance with this Manual.
- h. To conduct an annual evaluation of the incumbent Minister for assessment of strengths and weaknesses.
- i. Exercise policy and program oversight over six (6) Board Committees;
- j. Mediate and seek resolution of conflicts and members.
- k. To perform such other duties as may be assigned by the Church Council.

Section 6. There shall be six (6) Board Committees of the Board of Elders, each headed by a Chairperson to be chosen from among the members of the Board of Elders exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 7. The Board Committees of the Board of Elders shall be the following:

- i. History Committee.
- ii. Justice and Peace Committee
- iii. Membership and Visitation Committee
- iv. Mission and Evangelism Committee
- v. Music and Worship Committee
- vi. Ushering Committee

Section 8. The History Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives. The members shall be appointed by the Chairperson and approved by the Board of Elders. This Committee shall care for the advancement of the spiritual welfare and historical appreciation of the congregation. As such, the Committee shall report to the Board of Elders on all its programs and activities. Its members shall be drawn from members of the Church who have a long acquaintance with the past life of the Church and with members who, by professional background and work, are qualified for this

kind of concern. They shall go through the records of the Church in order to set aside any material of historical value which needs to be preserved and to set aside and classify new historical matters.

The committee will be in charge of any historical publication about the Church in connection with any affair. It shall build up the historical files of the Church. It may initiate any project which will help to perpetuate some historical matter of some significance. The Committee will plan the annual observation of the Church Anniversary.

Section 9. The Committee on Justice and Peace shall be composed of no less than five (5) members and no more than ten (10) members, 50% of whom may be students, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in bringing the Gospel to bear upon social issues. As such, the Committee shall report to the Board of Elders on all its programs and activities. The members should be personally interested in the application of the Gospel to social issues and problems. The functions of this committee are as follows:

- a. To stimulate the study and discussion of local, national, and international issues by planning for study groups, seminars, etc.
- b. Plan or cooperate with programs of social welfare in the Dumaguete community, such as groups advocating for justice and peace.
- c. Network with civil society in the promotion of a just and compassionate society.
- d. Network with local government units in advocating social issues.
- e. Network with University units.

Section 10. The Committee on Membership and Visitation shall be composed of no less than five (5) members and no more than ten (10) members, with at least one (1) student representative, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in the promotion of the total evangelical programs of the Church. As such, the Committee shall report to the Board of Elders on all its programs and activities.

The Committee is given responsibility for developing strategies and approaches to enhancing and strengthening the membership of Silliman University Church both numerically and qualitatively. The Committee shall also assure the vitality of the Silliman University Church membership by reaching out to all constituencies of the University who are unable to attend Church due to illness or who have chosen not to attend.

The functions of this Committee are as follows:

- a. Maintaining and updating the database and roster of all members of Silliman University Church;
- b. Identifying opportunities for the church to promote itself and, where feasible, undertaking activities related to those opportunities;
- c. Inviting prospective and inactive members to participate in specific church functions;
- d. Oversight of the new members classes, in consultation with the Senior Minister, including identification of people to be invited, content outline, recruitment of teachers,

and follow-up with attendees: i. Confirmation Class (Grade 6 Level, ages 11-12 years old); ii. Membership Adult Class;

- e. Serve as after-worship hospitality hosts and for following up with guests who visit the church. and provide them with information about the church's programs and ministries;
- f. To plan and conduct Confirmation Class Retreats;
- g. Design and implement Membership Campaign;
- h. Issuance of Church Identification Card (I.D.) to all the members;
- i. Receiving and responding to information about members of SUC unable to attend Church;
- j. Scheduling regular visitations to members of SUC unable to attend Church.
- k. Quarterly report to the Board of Elders based on the Ecclesiastical Year Calendar; and
- l. To perform other duties related to Membership and Visitation that may be assigned to it by the Board of Elders.

Section 11. The Committee on Mission and Evangelism shall be composed of no less than five (5) members and no more than ten (10) members, with at least one (1) student representative, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in the promotion of the total evangelical programs of the Church and the University. As such, the Committee shall report to the Board of Elders on all its programs and activities.

The Committee on Mission and Evangelism should reflect a genuine interest in mission and evangelism and a desire to make its claim relevant to the congregation. The functions of this Committee are as follows:

- a. Plan a mission education program for the entire Church.
- b. Plan evangelism services and activities in, and church and across, the Silliman community.
- c. Organize special missions and evangelism projects and stimulate interest and appreciation for mission and evangelism within and outside Silliman University.
- d. Keep contact with the missionaries of the UCCP and keep the congregation informed as to what these missionaries are doing and ensure church support for their missions.
- e. Initiate outreach services and projects in the name of the Church, and coordinate all other mission and outreach efforts of the Church organizations, Boards, Committees, Programs.

Section 12. The Music and Worship Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives. The members shall be appointed by the Chairperson and approved by the Board of Elders. This Committee shall have oversight of the music worship ministry of the Church. As such, the Committee shall report to the Board of Elders on all its programs and activities. The functions of this Committee are as follows:

- a. Mentor, supervise, and evaluate the music programs of the church.
- b. Involve the choir directors, organists and pianists in the planning of music in the order of worship, especially where special services are concerned, and undertake such activities and

efforts to encourage the involvement of Silliman students, faculty, staff, and alumni in the music ministry and worship of the Church.

- c. Counsel regarding any problems facing the choirs and musicians.
- d. To perform such other duties as may be assigned to it by the Board of Elders.

The Music and Worship Committee will be responsible for seeing to it that there will be choirs, choir directors, organists and pianists for the worship services. It will provide the necessary musical equipment for all church services and other occasions.

The Music and Worship Committee shall plan for such services as Vespers, Midweek, Christmas, Holy Week and other special services. The Committee shall also make itself available in an advisory capacity for other worship services that may need its help.

Section 13: The Ushering Committee shall be composed of sixteen (16) members, including representatives from the High School, College and Adult Membership. The members shall be appointed by the Chairperson and approved by the Board of Elders. As such, the Committee shall report to the Board of Elders on all its programs and activities. This committee shall plan for and provide adequate ushering for the various worship services of the Church in cooperation with the Board of Elders. They may also be assigned to serve as greeters by the Board of Elders.

IX. THE BOARD OF CHRISTIAN EDUCATION & NURTURE

Section 1. There shall be a Board of Christian Education & Nurture (CEN) which shall be responsible for the Christian Education and Nurture program of the Church.

Section 2. The Board shall be composed of nine (9) members, three of whom shall be students. The members of the Board shall be elected at the annual meeting of the congregation. The members of the Board shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms. At each annual election, as many adult members and student members shall be elected as necessary to replace the members whose terms shall expire at the end of the Ecclesiastical Year. The Board shall choose a Chairperson from its members. The Chairperson must have previously served as a member of the Board for a period of at least one year prior to his/her election as Chairperson.

Section 3. The members of the Board shall have a strong interest in Christian Education, preferably being engaged in the Church's Christian Education program or having done so in the past.

Section 4. The Board of CEN shall elect a Chairperson and Vice-Chairperson to represent the Board in the Church Council. The Chairperson presides during the meetings of the Board of CEN; in his/her absence, the Vice-Chairperson presides.

Section 5. The specific duties of the Board are as follows:

- a. To serve as models of spirituality, moral rectitude and faithfulness for the growth and development of persons.
- b. Give general oversight to the Christian teaching program of the Church, and with appropriate University bodies, plan a comprehensive and coordinated program of Christian Education for the entire University.
- c. Coordinate and nurture the different Church Mandated Organizations and ministries participating in the total education and nurture program of the Church and the University.
- d. To encourage and challenge the members, especially the youth, to a calling in the varied ministries and mission of Silliman University Church.
- e. To examine regularly Christian Education facilities and equipment, and recommend changes and improvements as the need arises.
- f. To study budget needs and recommend to the Finance Committee an annual Christian Education budget.
- g. To recruit and train personnel for the total teaching program of the Church.
- h. Exercise policy and program oversight over the four (4) Board Committees;
- i. To perform such other duties as may be assigned by the Church Council.

Section 6. There shall be four (4) Board Committees of the CEN, each headed by a Chairperson to be chosen from among the members of the Board of CEN exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 7. The Board Committees of the Board of Christian Education shall be the following:

- i. Children's Ministry Committee
- ii. Curriculum Development Committee
- iii. Discipleship and Nurture Committee
- iv. Youth Ministries Committee

Section 8. The Children's Ministry Committee shall be composed of not less than five (5) but not more than ten (10) members to be appointed by the Chairperson and approved by the Board of CEN. The Committee shall seek to ensure the spiritual nurture of the children through activities and programs that are Bible-based, Christ-centered and responsive to their issues and interests.

The Committee shall oversee the Children's Sunday School Program and Toddlers' School in line with the approved curricula of the Church. The Committee shall plan special programs and activities for children during Easter, Advent, CEN Month Children's Sunday including the Vacation Church School. The Committee shall initiate other special activities that shall promote the strengthening of family values and prepare the children for leadership in the church and beyond.

Section 9. The Committee on CEN Curriculum Development shall be composed of no less than five (5) members and no more than ten (10) members; at least two (2) student representatives shall be appointed by the Chairperson but subject to the approval of the Board of CEN; one (1)

representative from the Religious Studies Program and one (1) representative from the Divinity School to be designated by the Dean. This Committee shall assist the Ministers in developing the Curriculum of the Sunday School classes. This Committee shall work closely with the Sunday School teachers and shall ensure that the teachers have teaching materials for the various levels of the Silliman University Church Sunday School classes.

This Committee shall serve as the steward of the CEN resources and the Lindholm Library. It shall care for and understand the inventory of learning materials at Silliman University Church and shall assist the Silliman University Church in knowing the available learning resources of the Church. The Committee shall determine and recommend new materials to the CEN Board based on the requests of the Silliman University Church Sunday School teachers.

Section 10. The Discipleship and Nurture Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives to be appointed by the Chairperson and approved by the Board of CEN. This Committee shall assist the Ministers in the programming of activities specifically designed for the faith formation and spiritual growth of SUC members.

The functions of this Committee are as follows:

- a. Facilitating and strengthening the bible study clusters of SUC.
- b. Discern ways to enhance the spiritual development of Silliman Church members through nurturing groups and individuals in the study of the bible and spirituality.
- c. Plan for Church retreats and other opportunities for spiritual renewal among the membership of SUC.
- d. Plan and implement activities for events such as Christmas, Easter and Thanksgiving.

Section 11: The Youth Ministry Committee shall be composed of thirteen (13) members. Silliman University Church through Chairperson of the CEN shall recommend three (3) with at least one the student representative, to be approved by the Board of CEN. Other members of the Youth Ministry Committee are President of Christian Young Adults Fellowship, President of College Christian Youth Fellowship, President of High School Christian Youth Fellowship, President of Pastors' Kids, President of Overseas Student Fellowship, a representative of SU Student Government, a representative of University Spiritual Council (USLC), an SBE Spiritual Formator, Dormitory Life Council Chairperson, and the Guidance Division Head.

The Committee shall be responsible for the Youth Ministry of the Church and the University. The Committee shall formulate and implement the Youth Ministry programs of the Church and shall work in coordination with the USLC in implementing and facilitating activities for the student body that reach out into the whole University. The specific duties of the Committee are as follows:

1. To ensure that the youth and student body of Silliman University and Silliman University Church are receiving opportunities for spiritual growth and nurture through church, campus, and dormitory religious activities.

2. To facilitate in the implementation of the University Christian Life Emphasis Week activities.
3. To facilitate the planning and implementation of student retreats and youth bible study clusters.
4. To assist in the implementation of dormitory religious activities.
5. To evaluate and examine the Youth Ministry program, facilities and equipment and recommend these changes and improvements as the need arises.
6. To study the budgetary needs of the Youth Ministry and recommend to the University, through the SU Church Council.

X. THE BOARD OF DEACONS

Section 1. There shall be a Board of Deacons which shall have general oversight of the Stewardship and Resource Development program of the Church.

Section 2. The Board shall be composed of thirteen (13) members. The Board shall be headed by the Financial Secretary as Chairperson. One member shall be the duly elected Treasurer of the CYF while the eleven (11) other members shall be elected by the governing members at large. They shall elect a Vice Chairperson from among themselves. They shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms.

Section 3. The members should be personally committed to a high degree of stewardship of money, time and talents. They should themselves be generous givers and should be interested in stewardship and its development in the Church. They must be members in good standing of Silliman University Church, respected members of the community where they reside, of good moral character, and have a working knowledge of finance, accounting and budget planning.

Section 4. The functions of this Board are as follows:

- a. To study the Biblical basis for Christian stewardship and to become acquainted with available stewardship literature.
- b. To work out a well-rounded program of stewardship education.
- c. To organize and lead the stewardship campaign for tithes, pledges, and donations in support of the annual budget of Silliman University Church.
- d. To act and serve as the financial planning arm of the Church, with the Financial Secretary as the Chairperson.
- e. To take charge of all Church funds following the worship services.
- f. To exercise general oversight over all records, equipment, property and assets of the Church.
- g. To facilitate the preparation of the annual budget and plan for its attainment through the Finance Committee.
- h. To assure that the assessment and other contributions due to wider church bodies are included in the annual budget.

- i. To find ways of stimulating active participation by the members in the Church's social concern programs.
- j. Exercise policy and program oversight over the three (3) Board Committees.
- k. To perform such other duties as may be assigned by the Church Council.

Section 5: There shall be three (3) Board Committees of the Board of Deacons, each headed by a Chairperson to be chosen from among the members of the Board of Deacons exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 6. The Board Committees of the Board of Deacons shall be the following:

- i. Aesthetics & Furnishings Committee
- ii. Finance Committee
- iii. Maintenance & Property Committee

Section 7. The Aesthetics and Furnishings Committee shall be composed no less than five (5) members and no more than ten (10) members, and one (1) voting member representing Silliman University. The members shall be appointed by the Chairperson and approved by the Board of Deacons; the representative of SU shall be appointed by the SU President. The Committee is in charge of the internal and external beautification of the sanctuary and its surroundings, and shall from time to time consult with the Maintenance Committee and Silliman University Buildings and Grounds for the execution of its approved plans. The Committee oversees the use and disposition of the furnishing.

Section 8. The Finance Committee shall be composed of no less than five (5) members and no more than ten (10) members with the Financial Secretary and one (1) representative of Silliman University as a voting member. The members of the Committee shall be appointed by the Chairperson and approved by the Board of Deacons, the member representing Silliman University shall be appointed by the SU President.

The duties of the Committee are the following:

- a. Draw up a proposed annual budget in coordination with the Boards and Mandated Organizations of the Silliman University Church for recommendation to the Church Council
- b. Assume responsibility for having the Church books audited each year.
- c. Keep a complete updated record of all Church property; a list of inventory shall be submitted annually to the University Property Custodian.
- d. Act on requests for funding on certain programs and projects not included in the approved budget.

Section 9. The Maintenance and Property Committee shall be composed of no less than five (5) members and no more than ten (10) members with one of the members representing Silliman University as a voting member appointed by the SU President, other members shall be appointed by the Chairperson and approved by the Board of Deacons.

The duties of the Committee are to recommend the acquisition of new equipment and furnishings when necessary, and recommend and initiate Church building improvements approved by the Church Council.

XI. THE BOARD OF YOUTH MINISTRY AND CAMPUS CHAPLAINCY

Section 1. There shall be a Board of Youth Ministry and Campus Chaplaincy which will be responsible for the Youth Ministry and Chaplaincy programs of the Church as well as the Campus Chaplaincy.

Section 2. The Board shall be composed of nine (9) members, three of whom shall be students. The members of the Board shall be elected at the annual meeting of the congregation. The members of the Board shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms. At each annual election, as many adult members and student members as necessary shall be elected to replace the members whose terms shall expire at the end of the Ecclesiastical Year. The Board shall choose a Chairperson from its members. The Chairperson must have previously served as a member of the Board for a period of at least one year prior to his/her election as Chairperson.

Section 3. To ensure the integration of Youth Ministry and Campus Chaplaincy into the total life of the University and to fulfill its responsibility for the spiritual life of the University community, the Chairperson of the USLC is designated Co-Chairperson of the Board.

Section 4. The members of the Board shall have a strong interest in the spiritual well-being of the youth and the student constituency as a whole, preferably being engaged in the Youth Ministry and/or academic or non-academic youth programs, or having done so in the past.

Section 5. The Board of Youth Ministry and Campus Chaplaincy shall elect a Chairperson, and a Vice-Chairperson. The Chairperson presides during the meetings of the Board of YMCC; in his/her absence, the Co-Chairperson presides, and in the absence of Co-Chairpersons, then the Vice-Chairperson presides.

Section 6. The Board shall assist the Minister for Youth Ministry and Campus Chaplaincy to formulate and implement the Youth Ministry programs of the Church as well as the Campus Chaplaincy services for students (including UCLEM, Student retreats, Bible Study Clusters); guided by its ministry goals: to share the Good News; to shape Character; and to Serve others.

Section 7. The specific duties of the Board are as follows:

- a. Serve as models of spirituality, moral rectitude and faithfulness for the growth and development of persons.

- b. Give general oversight to the implementation of Youth programs of the Church and plan comprehensive Campus Chaplaincy programs, in coordination with the University Spiritual Life Council (USLC).
- c. To challenge the youth, to a calling in the varied ministry programs of the Church and Campus Chaplaincy.
- d. To examine regularly Youth Ministry and Campus Chaplaincy facilities and equipment and recommend changes and improvements as the need arises.
- e. To study budget needs and recommend to the University, through the SU Church Council.
- f. Exercise policy and program oversight over the following Board Committees: i. Youth Ministry, ii. Campus Chaplaincy

Section 8. There shall be two (2) Board Committees of the YMCC, each headed by a Chairperson to be chosen among the members of the Board of YMCC exercising oversight functions. The Chairperson of this Committee shall serve for a term of one (1) Ecclesiastical year.

Section 9. The Committee on Youth Ministry shall be composed of not less than 5 and no more than ten (10) members; with at least two (2) student representatives, to be appointed by the Chairperson and approved by the Board of YMCC. Other committee members are:

- a. President of Christian Young Adults Fellowship or his/her designate
- b. President of College Christian Youth Fellowship or his/her designate
- c. President of High School Christian Youth Fellowship or his/her designate
- d. President of Pastors' Kids or his/her designate
- e. President of Overseas Student Fellowship or his/her designate

Section 10. The Committee on Campus Chaplaincy shall be composed of no less than five (5) members and no more than ten (10) members; two (2) are presidents or their representatives, of SU Student Government and the Council of Religious Student Organizations (CORSO); and USLC and SBE Representatives.

Other committee members are Dormitory Life Council Chairperson or his/her designate, Guidance Division Head or his/her designate, Council of Student Organization Chairperson or his/her designate.

XII. COMMON PROVISIONS TO THE BOARDS

Section 1. The following provisions shall have common application to the Boards:

- a. The Boards shall function within the scope of their authority and, whenever necessary, in coordination with each other. Their actions shall not become final and executory until affirmed by the Church Council or confirmed by the governing members.
- b. The Church Council shall recommend for approval by the Administration of Silliman University all, programs that affect the whole University and or pertain to matters of budget

and infrastructure, except those in matters of liturgical and prophetic proclamation of the Gospel.

- c. The Church Council may affirm, modify or alter the action of one Board which may be in conflict with the action of another Board, or when there is clear error, injustice, or deviation from existing policy. It shall also act on appeals brought to it by any of the Boards.
- d. The regular meetings of the Boards shall be held every month on such date as may be determined by the Board in consultation with the other Boards and the Church Council. Special meetings may be called by the Chairperson, or upon written request of the Senior Minister, or of at least two Board members. The purpose of the special meeting shall be stated in the notice.
- e. The Senior and Associate Ministers and the Chairperson of the Church Council are ex-officio members of the Boards, without vote.
- f. In case of vacancy in the membership of any Board, the same shall be filled by the candidate who garnered the next highest number of votes in the immediately preceding election for the Board or, in default thereof, in any other manner as may be determined by the Church Council.
- g. Except when expressly given permission in writing by the Church Council, no Board member shall have financial interest, directly or indirectly, in any contract or transaction of the Church. No Board member shall participate in the Church Council or Board deliberations on such contract or transaction where he/she may have financial interest or on matters affecting the employment of his/her spouse, parents, children or other relatives by consanguinity or affinity within the fourth civil degree.
- h. In the event that a Board member is absent from three consecutive regular meetings of the Board of which he/she is a member, the Chairperson shall write the concerned member if he/she wishes to continue as a member of the Board.
- i. Elected members should finish their term before transferring to another Board.

XIII. CHURCH WORKERS

Section 1. Church Workers are those whose calls by the SU Church through the University have been duly and regularly approved by pertinent UCCP bodies.

Section 2. The Senior Minister is the spiritual leader, shepherd and executive officer of Silliman University Church. The Senior Minister is the representative of the Church and the congregation to Silliman University, as well as the representative of the congregation to the other bodies of the UCCP and the larger society. The Senior Minister is also concurrently the Chaplain of Silliman University. He/She may delegate Chaplaincy services to the Associate Ministers. In addition to his/her regular duties as a minister of the United Church of Christ in the Philippines and as the spiritual leader and executive officer of the Church, the Senior Minister shall be an ex-officio member of all the Boards of the Church.

Section 3. The Church shall call Associate Ministers and other Church Workers to handle the various ministries of Silliman University Church in Christian Education and Nurture, Christian

Witness and Service, and in Youth and Campus Ministry. They shall assist the Senior Minister as a team in the total ministry of the Church, in the community, and particularly for Silliman University.

The Team Ministry shall be responsible for such pastoral duties as will be assigned to them upon the recommendation of the Senior Minister and the approval of the Church Council. In the temporary absence of the Senior Minister, one of the Associate Ministers shall be designated by the Senior Minister to perform the duties of the Senior Minister.

Section 4. The Team Ministry shall have responsibility for the ministries of the Silliman University Church which shall include: the Christian Education and Nurture Program of the Church, working with the Board of Christian Education and Nurture to formulate and implement such programs, the Youth Ministry programs of the Church, as well as the Campus Chaplaincy services for students, faculty and staff of Silliman University, and shall work with the youth groups and ministries of the Church, and the Student Government, Council of Student Organizations, Council of Religious Organizations, Student Personnel Office, Dormitory Religious Life Council, and University Spiritual Life Council of Silliman University; the Campus Chaplaincy services for faculty, staff and administrators of Silliman University; and the Christian Witness and Service programs, the Evangelism, Mission and Outreach programs of the Church. It shall also work with the Board Committees and Church groups involved in ministries on campus and the Human Resource Development Office, the Extension Service Program, the Marina Mission Clinic of Silliman University, and the SUMC Foundation, Inc.

The Team Ministry shall participate in processes to evaluate the performance of the staff members of Silliman University Church.

Section 5. The Senior and Associate Ministers, who should be ordained ministers or licentiates of the UCCP, must:

- a. Uphold and abide by the Statement of Faith and Manual of Silliman University Church and derive guidance from the UCCP Magna Carta of Church Workers.
- b. Exercise pastoral leadership.

Section 6. The term of the Ministers shall be for no less than two (2) years but not to exceed four (4) years. They may be called for more than one (1) term, but not to exceed three (3) consecutive terms.

Section 7. The call of Ministers and other Church Workers shall be as follows:

- a. In June of the final year of the term of a Minister or Church Worker, a Call Committee for Ministers shall be constituted composed by the Chairpersons of the three (3) Boards; one (1) representative from the University to be appointed by the President; one (1) representative each from the various sectors of the church to be appointed by the Church Council, United Church Men, Christian Women's Association, Young Adult Fellowship, and Christian Youth Fellowship; and one (1) member at large elected by the governing members. The Committee shall elect from among themselves a Chairperson, Vice-Chairperson and Secretary.

- b. The first task of the Call Committee for Ministers is to undertake a thorough and professional evaluation of the incumbent Ministers based on a criteria set by the Call Committee for Ministers and approved by the Church Council.
- c. The Call Committee for Ministers shall notify the Settlement Committee of the Negros District Conference NDC-UCCP informing them of the end of term.
- d. The Call Committee for Ministers shall likewise announce to the Congregation that a search process has been initiated and shall request for nominations to ensure that the needs and interests of the Congregation have been included in the process.
- e. After the Call Committee for Ministers has collated the list of nominees, it shall write the nominees, specifically inquiring if they are willing to be considered for a possible call to SU Church and requesting for their resumé.
- f. The Call Committee for Ministers shall evaluate, nominees based on the listed mentioned criteria, who respond positively to the letter, and prepare a short list of nominees who shall be invited to preach at SU Church and meet with the Church Council.
- g. On or before the second Sunday of January, the Call Committee for Ministers shall endorse its final two (2) recommendees to the NDC for accreditation and to the Church Council for approval.
- h. If the Church Council does not approve the recommendees of the Call Committee, the Church Council shall return the names to the Call Committee for Ministers. If approved by the Church Council and properly accredited by the NDC-UCCP, the names of the two (2) recommendees shall be submitted to the President of Silliman University.
- i. The President shall refer to the USLC the recommendees for Associate Ministers, and to both the USLC and the Board of Trustees in the case of nominees for Senior Minister. In case the President would not endorse the recommendees, the names will be returned to the Church Council for further deliberation.
- j. Upon favorable recommendation by the University, the Church Council submits the names to the governing members for selection of one nominee not later than the second Sunday of February.
- k. After the selection by the governing members, the Church Council shall communicate formally to the Office of the President who shall, on behalf of the Church, inform the NDC-UCCP of action of the governing members.
- l. The President shall make the formal call to the NDC and notify the nominee about the call.
- m. The installation of the newly called minister shall be held in consultation and coordination with the Negros District Conference UCCP.

XIV. DUTIES OF OTHER CHURCH OFFICERS

Section 1. The Church Treasurer shall be elected by and from among the governing members of the Church during the meeting in May, and hold office for two (2) years. The Church Treasurer may be reelected for another term but not to exceed three (3) consecutive terms.

The Church Treasurer shall have charge and custody of and be responsible for all funds and securities of the Church. The Treasurer shall:

- a. Receive all monies and funds paid to the Church;
- b. Deposit at the Uzzurum Business and Finance Center to the credit of the Church all its monies and funds;
- c. Pay out and disburse in the general course of business or as authorized by the Church Council;
- d. Sign all receipts and vouchers; and
- e. In general, perform all such other duties as are incident to the office of the Treasurer and as may be assigned by the Church Council.

The Treasurer's books and accounts shall be open at all times for inspection by any governing member of the Church during regular office hours and shall be audited at least once a year.

Section 2. The elected Financial Secretary shall:

- a. Act and serve as the Chairperson of the Board of Deacons;
- b. Implement such stewardship practice, as may have been formulated, designed and adopted by the Board of Deacons;
- c. Ensure that the records and books of account of the Silliman University Church are regularly updated;
- d. Ensure that the financial report is prepared and in order for every Council meeting; and
- e. Render the Financial Report to the Church Council meeting.

The Financial Secretary shall be elected by and from among the governing members of the Church during the annual elections in May and hold office for two (2) years. The Financial Secretary may be reelected for another term but not to exceed three (3) consecutive terms.

Section 3. The Church Auditor shall be responsible for the pre-audit and/or post-audit of all Church community support receipts and fund disbursement transactions. The Church Auditor shall report in writing directly to the Church Council findings of exceptions with accompanying recommendations regarding internal control for the transactions reviewed within five (5) working days upon completion of the internal audit procedure and perform such other duties as may be assigned by the Church Council.

The Church Auditor shall be elected by and from among the governing members of the Church during the annual elections in May and hold office for two (2) years. The Church Auditor may be reelected for another term but not to exceed three (3) consecutive terms.

XV. GENERAL PROVISIONS

Section 1. The governing members shall convene at least twice each Ecclesiastical Year at a time and date set by the Church Council. The first meeting shall be for the purpose of approving the annual budget. It shall be held on the third Sunday of June. The second meeting is for the consideration of the annual report, and the election of Church officers, including the delegates to the annual District Conference. The date of this meeting is the third Sunday of May. Special meetings may be called by the majority vote of the Church Council.

All governing members' meetings must be announced at all regular morning services two Sundays prior to the meeting.

Section 2. The Ecclesiastical Year shall begin on June 1 of each year. Newly elected officers shall be installed on the 4th Sunday of May and begin serving their terms on June 1.

Section 3. The official Signatories of financial documents of Silliman University Church shall be any two of either the Church Council Chairperson or Senior Minister, and Church Treasurer or in his/her absence, the Church Financial Secretary.

Section 4. All representatives of Silliman University to the Board Committees of Silliman University Church shall be governing members of the Silliman University Church, who are active in the life and works of the Church.

XVI. ADMINISTRATION OF PROPERTIES AND FUNDS

Section 1. All infrastructure and real estate properties of Silliman University Church are owned solely by Silliman University. Consistent with BOT Actions 2010-63 and 1958-36, such infrastructure and real estate shall be dedicated for the use of Silliman University Church.

Section 2. Silliman University shall be the repository of all Silliman University Church funds to be held in trust as designated funds for Silliman University Church.

Section 3. Silliman University Church shall observe a budgetary framework that shall spell out its budgetary commitments for: Administration, Mission, Evangelism, Christian Education and Nurture, Christian Witness and Service, Chaplaincy, Commitment to the Larger Institutional Judicatories of the UCCP, and such other programs and undertakings of the Church duly approved by the Council and/or the Congregation. The budget shall spell out revenue sources from tithes, offerings, trusts, gifts and donations, and supplements from the University and other sources.

Section 4. Silliman University Church shall prepare an annual balance budget incorporating reserve sources and budgetary commitment as herein provided.

Section 5. Silliman University Church shall submit to Silliman University its budgetary requirements, and Silliman University shall *assist* Silliman University Church in meeting its budgetary requirements.

XVII. REPEALING CLAUSE

All provisions of the Silliman University Church By-Laws dated June 2009 which are inconsistent with this manual are hereby deemed repealed and superseded.

XVIII. TRANSITORY PROVISIONS

Section 1. The Church Electoral Committee shall, subject to the approval of the Church Council, undertake the appropriate measures and steps to synchronize the terms of the Boards, the membership of which have been reduced or increased hereunder, to ensure that said Board will have the full complement of membership at all times.

Section 2. During the transitory period (June 1, 2010 – May 31, 2012), the present set-up of Ministers — having co-equal rank — shall be maintained. The Church Council shall oversee all matters pertaining to the Church.

Section 3. During the transitory period, current Ministers shall be deemed full time contractual and temporary supervisory personnel of Silliman University with benefits and privileges as prescribed by existing University policies and standards. Non-ministerial current staff of the church shall be laterally absorbed as full time temporary staff of the University with benefits and privileges as likewise prescribed by current University policies and standards. They shall continue with their present assignments in the Church.

The same non-ministerial staff of the Church may be later considered for regular appointment in the University provided that after at least six (6) months in the transitory period, they shall have been subjected to evaluation by the Personnel Committee of the Church (as described in the Manual) using existing University instruments and standards, and so recommended by the Church Council.

XIX. REVIEW AND REVISION

To ensure that this Manual will evolve into what would be eventually fitting and appropriate for Silliman University Church, Silliman University, and the UCCP through the NDC and its judicatories, this Manual shall be reviewed for possible revisions every year for the next five (5) years, and every three (3) years thereafter. All revisions shall require the governing members' endorsement and Board of Trustees' approval.

XX. EFFECTIVITY DATE

This Manual shall take effect upon approval by the Board of Trustees of Silliman University