

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
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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
reconciliation through Jesus Christ, calling all persons to repentance and discipleship, and to declare
His kingdom which has no end.

III. STATEMENT OF FAITH*

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

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

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

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
- b. 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 stri

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.

- 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.
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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

- 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
 - 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,

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

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- i. To find ways of stimulating active pa
concern programs.
- j. Exercise policy and program oversight over the three (3) Board Committees.
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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 (9) members, five (5) of whom shall be student members. 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 year.

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- 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.

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,

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

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.

- 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.

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.

Sundays prior to the meeting.

XVIII. TRANSITORY PROVISIONS