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CONSTITUTION

AND

BY-LAWS

OF THE

Messiah Bible School

AND

Missionary Training Home

Harrisburg, Pa.

HARRISBURG, PA.

CENTRAL PRINTING AND PUBLISHING HOUSE

1909

CONSTITUTION OF THE MESSIAH BIBLE SCHOOL AND MISSION-ARY TRAINING HOME, HAR-RISBURG, PA.

Article I. Name.

This Institute shall be called the Messiah Bible School and Missionary Training Home.

Article 2. Object.

Sec. A. The object of this Institution is to educate men and women who contemplate to engage in Home and Foreign Mission or evangelistic work.

Sec. B. For the disseminating of Bible knowledge and Christian spiritual training.

Sec. C. For the purpose of men and women preparing themselves in secular studies for future occupation, especially for Bible work.

Sec. D.—There shall be three departments, The Secular, Ecclesiastical and The

Missionary Training Departments.

Article 3. Creed.

The Articles of Faith that constitute the Creed, shall be faith in an Almighty, Triune, Eternal, Self-Existing God, Father,

Son and Holy Spirit, The Immortality of the Soul, The Resurrection of the Body. The Second Coming of Christ, The Final Triumph of Christ Over Sin, and Death and Hell. Redemption through faith in Iesus Christ as the Son of God and the atoner for the sin and sins of the world. By repentance towards God. Confession of Sins to God and Man, by regeneration of the heart through the witness of the Holy Spirit, conducive to holy living. Gospel commandments, embracing baptism by triune immersion as a sequel to confession of faith in Father. Son and Holy Ghost and forgiveness of sins. The holy kiss as a type of love, unity and charity. Feetwashing as a type of humility. The Eucharist as an emblem of the broken body of Christ. The prayer covering for the woman as a type of power and subjection: separation from the world in deportment and in plainness of dress as a mark of separation from the world.

Development in Christian living, embracing Holy Ghost anointing for service. etc.. and non-affiliation with secret socie-

ties.

Article 4. Charter Members.

There shall be seven charter members.

Article 5. Officers.

Sec. A. There shall be a Board of Managers of not less than seven nor more than nine members.

Sec B. There shall be a Board of Trustees of seven members.

Sec. C. There shall be a Faculty composed of all the teachers and Superintendents.

Sec. D. There shall be a Superintendent

of the Missionary Training Department. Sec. E. There shall be a steward, a matron and a janitor.

Article 6 Funds

Sec. A. There shall be a General Fund. Sec. B. There shall be an Endowment or Special Fund.

Sec. C. There shall be a Missionary

Training Fund.

Sec. D. There shall be a Real Estate Fund

Article 7. Membership.

Sec. A. There shall be a common membership.

Sec. B. There shall be a missionary

membership. Sec. C. There shall be a life membership.

BY-LAWS OF THE MESSIAH BIBLE SCHOOL, AND MISSIONARY TRAINING HOME, HARRIS-BURG, PA.

OFFICIALS—How Elected or Appointed.

Article 1. Board of Managers.

Sec. A. There shall be a Board of Managers composed of not less than seven nor more than nine members, who shall be elected every year at General Conference of The Brethren in Christ by ballot for the term of one year. There shall be as many candidates voted for as members required. The members of Conference to be the elective body.

Trustees.

Sec. B. There shall be a Board of seven Trustees, who shall be elected for the term of one year by General Conference of The Brethren in Christ by ballot. Seven candidates to be voted for and the highest number of votes shall elect.

Faculty.

Sec. C. There shall be a Faculty composed of all the teachers in the School,

Superintendent.

Sec. D.—There shall be a Superintendent of The Missionary Training Department, who shall be elected or appointed by the Board of Managers for such period, conditions and salaries as may be stipulated by the Board of Managers.

Steward, Matron and Janitor.

Sec. E. There shall be a Steward, Matron and Janitor, who shall be elected or appointed by the Board of Managers for such period, condition and salaries as shall be stipulated by the Board of Managers.

Article 2. Qualifications of Officials, Etc.

Sec. A. Board of Managers.—The Board of Managers shall be composed of brethren of unquestioned standing of the Church of The Brethren in Christ, as outlined under Article 13, with the exception of Sec. 2, Minutes of Incorporating Board, which reads as follows:

"Whose religious belief shall not be tainted with denying the authenticity of the Bible as the inspired Word of God and the Book of Truth, Infidelity, Atheism, Skepticism, Higher Criticism, The Evolution Theory, The Soul-Sleeping Doctrine, No

Future Punishment, No Immortality of the Soul, or other kindred doctrines."

Sec. B. Trustees.—The qualifications for the Trustees shall be the same as for

the Board of Managers.

Sec. C. Faculty.—Members Faculty must be members of The Brethren in Christ Church, either male or female. in good standing, of unquestionable moral character, sound in faith and in the established doctrine and tenets of the Church. and whose qualifications shall be equal to a normal education

Sec. D. Whose religious belief shall not be tainted with the denying of the authenticity of the Bible as the inspired Word of God and The Book of Truth, Ifidelity, Atheism, Skepticism, Higher Criticism. The Evolution Theory, The Theory of the Soul-Sleeping Doctrine or No Future Punishment, No Immortality of The Soul or other kindred doctrines.

Sec. E. Should there not be any members of The Brethren in Christ Church available as outlined in Sec. C, Article 2 of these By-Laws, then the Board of Managers shall have the privilege to substitute from other sources, teachers of good moral character, who are favorable to the doctrine as believed in and taught by the Church of the Brethren in Christ.

Sec. F. Superintendent.—The Superintendent of the Missionary Training Department shall be either a Brother or Sister in good standing, of unquestionable moral

character, sound in faith and in the established doctrine and tenets of the Church of the Brethren in Christ, and who shall have a thorough Bible knowledge and practical Christian experience obtained by missionary work as outlined under Article 17. Sec. 1. of Manual adopted by Incorporating Board at Buffalo, June 18-20, 1907.

Sec. G. Steward. Matron and Janitor. Qualifications for Steward, Matron or Janitor or other employes, shall be determined by the Board of Managers.

Article 3. Organization of Officials.

Sec. A. Board of Managers.—The Board of Managers shall organize every year within thirty days after their election by General Conference of The Brethren in Christ, by electing a President and Assistant, a Secretary and Assistant and a Treasurer

Sec. B. Board of Trustees.—The Board of Trustees shall organize every year within thirty days after their election by General Conference of The Brethren in Christ, by electing a President and Assistant, a Secretary and Assistant and a Treasurer.

C. The Faculty.—The Faculty shall organize every year immediately after the organization of the Board of Managers. and all shall meet with the Board of Managers by electing a President and Assistant, a Secretary and Assistant and a Treasurer, who must be a member of the Board of Managers.

Article 4. Duties of Officials.

Sec. A. Board of Managers.—It shall be the duty of the Board of Managers to hold monthly meetings at such time as may be most suitable and consider all matters referring to making financial arrangements, purchasing of supplies, paying of bills, consulting about improvements, for management outside of the Faculty duties, about methods of obtaining money, making collections, soliciting for students, etc., and to co-operate with the Faculty in case of misconduct, etc., of any of the students.

It shall be the duty of the Board of Managers, through its Secretary, to present a yearly itemized report of the general work done at the School during Conference year, including number of students admitted for the different studies, what kind of branches taught, number of students for each branch, number of graduates, if any, average attendance, amount of money received from students, sale of books, etc., donations for contributions or for endowments, except money received for sale of real estate, number of teachers employed, salaries paid, etc., including all the different departments of the School and Home, and present such report to the Permanent General Conference Secretary not later than the first Monday of May.

The Board of Managers shall meet with the Board of Trustees each year within thirty days after General Conference of The Brethren in Christ, or as often as necessary, to confer about matters pertaining to real estate, improvements, buildings, etc. The President of the Board of Managers shall preside at such meetings and shall have no vote except in case of a tie, he shall cast the deciding vote. The Secretaries of both Boards shall keep separate records of such meetings.

The Board of Managers shall meet with the Faculty immediately after the organization of the Faculty, to consider any changes in the courses of studies or admitting new studies, and keep a record of the same. At such joint meetings, the President of the Board of Managers shall preside. The Board of Managers shall be the highest tribunal, outside of General Conference, for the Messiah · Bible School and Missionary Training Home, except in matters pertaining to buying or selling of real estate or erecting or changing of buildings, where the Board must meet in a joint session with the Board of Trustees as outlined under Article 5. Section A.

It shall be the duty of the President of the Board of Managers to preside at all meetings, countersign all vouchers given in payment for salaries or supplies, etc., and to see that the rules and regulations as or shall hereafter be adopted by General Conference are strictly observed. The President is authorized to call special meetings of the Board of Managers to consider such matters that arise between the regular monthly meetings and need imme-

diate attention. The President shall have no vote except in the case of a tie, when he shall cast the deciding vote.

Sec. B. Vice President.—It shall be the duty of the Vice President to officiate in the absence of the President.

Sec. C. Secretary.—It shall be the duty of the Secretary to keep a record of all the meetings of the Board, of all the receipts, earnings and expenses and keep a condensed record of the yearly report of the attendance of students, etc., as shall be presented by the Faculty. It shall be the duty of the Secretary to preserve all receipts for moneys paid, instruments of writing, not including deeds for real estate. It shall be the duty of the Secretary to issue vouchers for the payment of salaries and all supplies not including purchasing of real estate or buildings. It shall be the duty of the Secretary to meet at the yearly joint meeting with the Board of Trustees and keep a record of such meetings. It shall be the duty of the Secretary to enter on his records any changes in courses of study, which must first be approved by the Board of Managers before becoming effective. It shall be the duty of the Secretary to present an itemized report of the general condition of the school, etc., as outlined under duties of Board of Managers.

Sec. D. Treasurer.—The Treasurer shall be the custodian of all moneys belonging to the different funds, with the exception

of the Real Estate Fund, including, General, Endowment or Special and Missionary Training Fund. It shall be the duty of the Treasurer to receive all moneys secured from all sources outside of what may be realized from selling of real estate and to pay all vouchers, if money is in the treasury, that shall be issued by the Secretary and countersigned by the President.

The Treasurer shall also be the custodian of moneys received from the sale of books, students' fees, etc., as shall be reported by the Faculty. It shall be the duty of the Treasurer to furnish a bond to the Board of Managers for whatever amount that the Board of Managers may require. The Treasurer shall make a yearly report to the Secretary of the Board of Managers to be used in report to General Conference of the Brethren in Christ.

Article 5. Trustees.

Sec. A. It shall be the duty of the Board of Trustees to be the custodians of the real estate, including buildings, etc., to see that the real estate, including buildings, is kept in repair and whatever is necessary to be done to the real estate, whether it is improving or enlarging buildings, or developing the ground, if any, as the Board may consider proper to do. It shall be the duty of the Board of Trustees to meet every year immediately after organization, and consider the condition of real estate, and improvements, etc., if any are neces-

sary. It shall be the duty of the Board of Trustees to present their yearly report to the Secretary of the Board of Managers to be included in General Conference report, in which report shall be given a detailed account of the condition of the buildings, grounds, etc., and advise or recommend any changes that would be necessary for the good of the School. The Board of Trustees shall meet with the Board of Managers each year within thirty days after General Conference of The Brethren in Christ, or as often as necessary, to confer, pertaining to purchasing or selling of real estate, or buildings, or any improvements or changes on real estate or buildings. The two Boards when meeting on such occassions, shall be presided over by the President of the Board of Managers, who shall have no vote except in case of a tie, he shall cast the deciding vote. The Secretaries of both Boards shall keep separate records of such meetings.

Sec. B. President.—It shall be the duty of the President of the Board of Trustees to preside at the yearly or other meetings, except the joint meetings, to call special meetings when necessary, and see that the rules, regulations and ordinances as shall be prescribed by General Conference are observed. Countersign all vouchers issued by the Secretary in payment of real estate, improvements, buildings, or other obligations. The President shall not have a vote except in the case of a tie, he shall cast

the deciding vote.

Sec. C. Vice President.—It shall be the duty of the Vice President to preside and transact business in the absence of the President, with the exception that he is not authorized to sign deeds or mortgages or any other papers given as obligations unless authorized by General Conference or the General Executive Board of the Church of The Brethren in Christ.

Sec. D. Secretary.—It shall be the duty of the Secretary to keep a record of all the proceedings of the Board, including Minutes of the meetings, buying, selling or improving real estate and buildings, issuing vouchers in payment of real estate, improvements, buildings or other obligations and keep a record of the same and present a yearly statement to the General Conference Permanent Secretary no later than the first Monday of May.

Sec. E. Treasurer.—The Treasurer of the Board of Trustees shall be the custodian of the Real Estate Fund, and of all moneys received from sale of land or donations for purpose of buildings or improvements, and shall only pay out such money on vouchers issued by the Secretary and countersigned by the President, and make a financial report every year and present the same with the Secretary's report to the General Conference Permanent Secretary of the Brethren in Christ Church no later than the first Monday of May of each year. The Treasurer of the Board of Trustees shall and is hereby au-

thorized to enter satisfaction on any records in this Commonwealth for moneys or other obligations owing to the Messiah Bible School and Missionary Training Home.

Article 6. The Faculty.

Sec. A. The Faculty shall have the general oversight of conducting the School and Training Home.

Sec. B. President.—It shall be the duty of the President of the Faculty to see that all rules and regulations pertaining to courses of studies, branches taught, periods of recitations, general conduct of students, etc., is observed. It shall be the duty of the President of the Faculty to call a meeting of the Faculty to call a meeting of the Faculty to consider any matter pertaining to the school as far as it is within the jurisdiction of the Faculty. He shall have authority to vote if he so desires and in case of a tie vote, the matter shall be decided by the President of the Board of Managers.

Sec. C. Vice President.—The Vice President shall act only in the absence of

the President or by his request.

Sec. D. Secretary.—The Secretary shall keep the records of all the students, including names, ages, date of entrance, conduct, recitations, studies, etc., and shall present a statement for all moneys due by students to the Treasurer, who shall be the same person as the Treasurer of the Board of Managers. He shall submit a condensed

report of the number of students in attendance in the different courses, number of students taking different branches, average percentage of all the graduates, total amount of money received from tuition, sale of books, and other sources, to the Secretary of the Board of Managers.

Sec. E. Treasurer.—The Treasurer shall be the same as the Treasurer of the Board

of Managers.

Article 7. Superintendent.

Sec. A. It shall be the duty of the Superintendent of the Missionary Training Home to see that the rules and regulations governing the Missionary Training Department shall be enforced, and to whom all the Mission Workers in this Department shall render a daily report of their work, whether engaged in actual mission work, or in the course of their studies, a record of which must be kept on the annals of the Training Department, who shall be morally responsible for the conduct of the Mission Workers, with the provision that if any of the Mission Workers wilfully violate any of the rules or regulations, as adopted by the Board of Managers, he or she shall be dealt with according to the conditions as provided in Art. 15. Sec. 8, manual adopted by Incorporating Board at Buffalo, June 18-20, 1907.

Article 8. Steward, Matron and Janitor.

The Steward, Matron and Janitor are altogether under the supervision of the

Board of Managers. Any misconduct or misdemeanor of either the Steward, Matron or Janitor, shall be reported to the Secretary of the Board of Managers, who shall make a record of the same and inform the Board.

Article 9. Students.

Sec. A. Qualifications.—Applicants for admittance to the School may be admitted irrespective of race, color, sex, creed or faith, who believe in the diety of Christ under the following conditions:

Who are not members of secret or oathbound societies, excepting they promise to relinquish their affiliation with the same.

Who do not make use of vulgar or profane language, and who are not addicted to the use of intoxicants, opium products, tobacco in any form, excepting they for themselves, or their parents, or guardians, will sign a pledge to abstain from the use of all these as long as they are members of the School.

Article 10. Classification.

Sec. A. Students shall be classified as secular, ecclesiastical, or missionary. All classes of students shall be under the supervision of the Faculty and subject to all rules and regulations that shall be adopted by the Faculty and Board of Managers in a joint meeting, in which the President of the Board of Managers shall preside.

Sec. B. The Secular Classification shall

embody all studies not pertaining to Bible Study or Home or Foreign Mission Work.

Sec. C. The Ecclesiastical Class shall embody all Bible Studies or its subsidiaries.

Sec. D. The Missionary Training Class shall embody all studies and exercises, including visiting of the sick, conducting open-air Gospel Meetings and Home Mission Work in its various phases.

Sec. E. The Secular and Ecclesiastical Class shall be under the supervision of the Faculty. The Missionary Training Class shall be under the supervision of the Missionary Training Department, who in case of emergencies, pertaining to deportment or any arrangements, shall confer with the Faculty.

Article II. Discipline.

Sec. A. All students, including inmates of the Training Home, are under the supervision of the Faculty, and any misconduct of whatever nature it may be, shall be reported to the Secretary of the Faculty, who shall make a record of the same and an action shall be taken by the Faculty, a record of which shall be kept by the Secretary, and if the decision of the Faculty does not meet the requirements, an appeal can be taken by the students or the Faculty to the Board of Managers, who shall be considered the highest tribunal, and whose decision shall be final.

Sec. B. All members of the School or Training Home shall strictly observe the rules and regulations while on the school

premises.

Sec. C. Males and females shall not be allowed to associate with each other more than school duties require while on school premises or under the supervision of the

Faculty.

Sec. D. Any member of either the Board of Trustees, Faculty, or Superintendent of the Training Home or other workers, who shall be reported guilty of misconduct or misdemeanor, shall be subject to an investigation by the Board of Managers and abide with their decision for the Conference year in which reports are investigated, but if such decision is not satisfactory, an appeal can be taken to General Conference.

Sec. E. If a member of the Board of Managers is reported guilty of misconduct or misdemeanor, a charge shall be preferred, signed by not less than three members of either the Board of Managers or the Faculty and presented to General

Conference for investigation.

Article 12. Worship.

All members of the School or Training Home, shall, at the beginning and close of every day's exercises, attend worship as may be outlined by the Board of Managers.

Article 13. Societies.

The Board of Managers shall construct rules and regulations prohibiting the or-

ganizations of societies, among the members of the School or Missionary Training Department, having in them the features of secrecy, levity or personal abuse, either for themselves or others, including games of whatever nature they may be, however, not prohibiting the organization of literary societies when properly organized according to stipulations herein before named.

Article 14. Admission Fees.

Sec. A. Students contemplating taking a preparatory course or any other course outside of the Missionary Training Department, shall pay a certain stipulated fee for tuition, board, use of books, light, heat, and special furnishings for rooms as may be adopted by the Board of Managers.

Sec. B. All persons contemplating the General Bible or Bible Teachers' Course. shall be subject to the same conditions as outlined for the other courses, outside of the Missionary Training Department, except providing such applicants shall be recommended by either the Home or Foreign Mission Boards of the Church of the Brethren in Christ for admission to the Missionary Training Department, they shall be beneficiaries to the same privileges as the missionary training students, according to the manual prescribed by the Incorporating Board and adopted by General Conference of The Brethren in Christ, May 19-22, 1908.

Sec. C. All applicants, who come rec-

ommended by either the Home or Foreign Mission Boards of the Church of the Brethren in Christ, as outlined in Article 14, Section B, shall pay a certain stipulated fee for Board and use of books, but no fee is to be charged for tuition for the Preparatory and Bible Course.

Article 15. Examination.

Sec. A. All applicants for the Missionary Training Department, shall undergo an examination equal to that which has been adopted by the Home and Foreign Mission Boards, and approved by General Conference of The Brethren in Christ of 1907 under report of Foreign Mission Board, as embodied in Article 40, last clause of the general report, page 48, and as embodied in the Home Mission report, page 23, Conference Minutes 1907, in Article 31, Section 3, with the provision that that part of the question bearing on doctrinal points is to be withheld for the final examination.

Sec. B. All such applicants, either for Home or Foreign Mission Work, shall be examined by the respective Boards according to the schedule of questions approved by General Conference of The Brethren in Christ of 1907, as outlined under Article 18, Section 1.

Sec. C. All applicants shall be examined by the respective Mission Boards, under which he or she contemplates to labor, concerning their qualifications as outlined in Article 18, Section 1 to 6, as adopted by the Incorproating Board in their Manual at Buffalo, N. Y., June 18-20, 1907.

Article 16. Certificates for Missionary Training Department.

Sec. A. No Certificates of Membership to the Missionary Training Department shall be issued, except the applicants have passed a satisfactory examination of all the questions adopted by the Home and Foreign Mission Boards and the condition outlined in Article 15, Section D.

Sec. B. All persons admitted to the Missionary Training Department shall undergo an examination by the Faculty of the Bible School, pertaining to the preparatory courses, and if found qualified to meet the conditions required as prescribed in the preparatory course, he or she shall be admitted as a post-graduate in the preparatory course.

Article 17. Final Examinations and Diplomas.

All students completing the course of study as prescribed for the course, not included in the Bible Course, shall be examined by a committee of examiners composed of seven members, who shall be appointed by the Board of Managers, the President and Secretary of the Faculty to be members of the Examining Committee, with the further provision that professional men from other educational institutions

may be appointed, representing the various branches of study as prescribed in the school curriculum, and if found worthy of proper credentials, a diploma, countersigned by the President and Secretary of the Faculty, and of the Board of Managers, shall be issued to the person thus graduated in the aforesaid course.

Article 18.

All persons completing the course of study as prescribed in the Manual adopted by the Incorporating Board, and approved by General Conference of The Brethren in Christ, May 19-22, 1908, for the General or Teachers' Bible Course, shall be examined by a Committee composed of seven members, who shall be appointed by the Board of Managers, one to be a member of the Examining Committee as authorized under Article 10, Section 1, May 18-20, 1904, Constitution and By-Laws as adopted by The Brethren in Christ, May 18-20, 1904, and one of each of the Home and Foreign Mission Boards of the Church of the Brethren in Christ, also including the President and Secretary of the Faculty, and two to be selected either from the Board of Managers or from other educational institutions, who, after having examined such students, and found them worthy of recognition and competent in knowledge, as prescribed in the course, shall receive a diploma, setting forth their credentials, countersigned by the Examining Committee as herein before stated.

Article 19.

All persons completing the prescribed Teachers' Bible Course, having an unquestioned record in the Missionary Training Department, shall be recommended by the Superintendent of the Department to the respective Mission Boards, who, in connection with the Examining Committee, as appointed by General Conference of The Brethren in Christ Church for the same year shall make final disposition.

Article 20. Funds.

Sec. A. There shall be a General Fund, out of which all general expenses shall be paid, such as teachers' salaries, and all incidentals necessary for the sustaining of the School, unless a special fund has been appropriated by some person for special use.

Sec. B. Endowment or Special Fund.— There shall be an Endowment or Special Fund and all money contributed by any person for the Endowment or Special Fund, of which the interest only is to be used, shall be invested in good, interest-bearing securities or investments according as may be stipulated by the donor.

Sec. C. Missionary Training Fund.— There shall be a Missionary Training Fund. This fund shall be used only for defraying expenses of students who contemplate to prepare for the Home or Foreign Mission field. No money shall be used from the General Fund for the support of the Missionary Fund unless especially so ordered by the contributor.

Sec. D. Real Estate Fund.—The Real Estate Fund shall consist of money received from the sale of real estate, or any other proceeds realized from real estate or money donated for the use of purchasing or improving real estate or for the erection of buildings.

Sec. E. The General, Endowment or Special and Missionary Funds shall be in the hands of the Treasurer of the Board of Managers and shall only be used on vouchers issued by the Secretary as prescribed in Article 4, Section D.

Article 21. Membership.

Sec. A. A common membership includes only the preparatory course in either department and has no review privileges.

Sec. B. A Missionary membership includes those who were admitted to the Missionary Training Department, and admits of a review of any studies formerly taken, with the condition that review only includes tuition.

Sec. C. A life membership includes those who graduated in any department and shall have the privilege of reviewing any part of the courses at such times when it shall not conflict with any other work of the School, with the condition that the review only includes tuition.

Article 22. Amendments.

The Constitution and By-Laws of the Messiah Bible School and Missionary Training Home can be amended from time to time only by consent of General Conference of The Brethren in Christ and according to legal process.

Article 23. Summary.

Any rules or regulations not described in detail in these By-Laws shall be subject to the Manual as prescribed by the Incorporating Board and adopted by General Conference of The Brethren in Christ, May 19-22, 1908.

D. V. Heise, Prest.
S. R. Smith, Secy. and Treas.
Eli M. Engle, Asst. Secy.
B. F. Hoover.
A. M. Engle.

The above Constitution and By-Laws were incorporated as a part of the charter of the Messiah Bible School and Missionary Training Home, granted this 18th day of May, A. D. one thousand nine hundred and nine (1909).

S. R. Smith, Secy. and Treas.