

RULES AND REGULATIONS
OF
SALEM CONGREGATION



Effective January 13, 2011

Revised January 23, 2017

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RULES AND REGULATIONS
OF
SALEM CONGREGATION

CHAPTER I
ORGANIZATION OF THE CORPORATION

Effective January 13, 2011

Revised January 12, 2012

CHAPTER I

ORGANIZATION

Article 1. Name

The name of this Corporation is SALEM CONGREGATION, such having been changed from “The Congregation of United Brethren of Salem and Its Vicinity” in 1981.

Article 2. Member Churches

The following Moravian churches are presently member churches of Salem Congregation: Ardmore, Bethesda, Calvary, Christ, Fairview, Fries Memorial, Home, Immanuel-New Eden, Konnoak Hills, Messiah, Pine Chapel, St. Philips and Trinity. Other Moravian churches desiring to be received as members of Salem Congregation may hereafter be accepted only upon two-thirds vote of each of the Central Boards of Elders and Trustees.

Whenever any member church of Salem Congregation shall desire to withdraw from Salem Congregation, it shall notify the Central Board of Elders and the Central Board of Trustees of its desire. If the Central Boards shall so direct by a two-thirds vote of each of those Boards, the Central Boards shall notify the Provincial Elders’ Conference that said church has been permitted to withdraw from Salem Congregation and the representation of such church on the Central Boards shall thereby terminate. Title to real property in the name of Salem Congregation shall not be affected unless the Central Boards so elect.

Article 3. Requisites for Admission to Member Church Status

The requisites for admission as a “member church” shall be a Moravian congregation located within the corporate limits of Winston-Salem, North Carolina, and is recognized by the Provincial Elders’ Conference as having full church status according to the Book of Order of the Moravian Church in America, Southern Province. Upon admission, it shall elect Central Board Elders and Trustees according to these Rules and Regulations.

Article 4. Governing Boards

A. The Governing Boards

The governing boards of this Corporation shall be the Central Board of Elders and the Central Board of Trustees. Each Board has its separate sphere of activity and is not to interfere with the other in the performance of its duties; however, each Board is encouraged to cooperate and communicate freely with the other where the manifest good of Salem Congregation may be enhanced.

B. Central Board of Elders

The Central Board of Elders shall be composed of representative members elected by congregation councils of the member churches and of at-large members elected by the Central Boards of Elders and Trustees in accordance with Article 6 under these Rules and Regulations. All duly called pastors of member churches shall be ex-officio members. The spiritual affairs of this Corporation shall be overseen by the Central Board of Elders.

C. Central Board of Trustees

The Central Board of Trustees shall be composed of representative members elected by congregation councils of the member churches and of at-large members elected by the Central Boards of Elders and Trustees in accordance with Article 6 under these Rules and Regulations. The business affairs of this Corporation shall be managed by the Central Board of Trustees.

Article 5. Officers of the Corporation

At its first meeting following the Annual Joint Meeting of the Central Boards (Article 6.I.), the Central Board of Trustees shall elect a President (who shall be Chair of the Central Board of Trustees), a Vice President, a Secretary, and a Treasurer. They shall be the officers of the Corporation. The President and Vice President shall be elected from members of the Central Board of Trustees. The Secretary and Treasurer may be one and the same person and need not be a member of said Board. Additional Vice Presidents, Assistant Secretaries, and Assistant Treasurers may be elected as said Board deems appropriate. Each officer shall serve at the

pleasure of said Board until the first meeting of the Trustees after the next Annual Joint Meeting or until his or her qualified successor shall be elected. Vacancies in any of said offices shall be filled by said Board. Only the Secretary and Treasurer may be compensated for services, and the amount thereof shall be established by said Board.

Article 6. Election of Central Boards, Organization Structure, Powers and Duties

A. Central Board of Elders

1. Ex-Officio Members

The duly called pastors of member churches shall be ex-officio members.

2. Representative Members

Each member church shall be entitled to one representative member on the Central Board of Elders. Members referred to herein are communicant members who have paid their pledges or made contributions for the last fiscal year. If applicable, to be entitled to representation on the Central Board of Elders, a member church must have paid to the Central Board of Trustees for the preceding year of the applicable election its full part of the expenses of Salem Congregation as apportioned by the Central Board of Trustees.

3. At-Large Members

The Central Board of Elders shall at all times consist of three at-large members in addition to the ex-officio and representative members. Such at-large members shall be elected so as to maintain the system of rotation currently in practice. At-large members shall be elected by the Central Board of Elders and Trustees in their Annual Joint Meeting from a list of nominees proposed by a nominating committee appointed by the Chairs of the two Boards. At-large member nominees should be chosen on the basis of their experience in, or knowledge of, the work of Salem Congregation and their personal fitness for Elder's service. Such

nominees shall be communicant members of a member church and not members of the Central Board of Trustees.

4. Officers and Committees

The Central Board of Elders, at its first meeting after each Annual Joint Meeting, shall elect a Chair (who shall be an ordained minister), a Vice Chair (who shall be an ordained minister), a Secretary, and such other officers as it deems appropriate. It may also elect an Executive Committee and such other committees as it deems appropriate. All such officers and committees shall serve at the pleasure of the Central Board of Elders.

5. Powers and Duties

The Central Board of Elders shall:

- a. Watch over the spiritual and moral wellbeing of Salem Congregation, its member churches and their individual members, and offer counsel and advice to those who seek help.
- b. Assist in maintaining the proper exercises of church discipline in keeping with all applicable rules and regulations of the Moravian Church in America, Southern Province.
- c. In appropriate ways assist in carrying out customs and practices of the Moravian Church and of Salem Congregation; and in an affirmative way initiate, foster, aid, and participate in programs, services, and other things that will further the causes of Christ Jesus in member churches and in the communities surrounding them.
- d. In consultation with the Central Board of Trustees, determine program use of Salem Square, God's Acre and any other properties designated for worship.

B. Central Board of Trustees

1. Representative Members

Each member church shall be entitled to membership on the Central Board of Trustees according to the following schedule:

- a. Each church is entitled to one representative.
- b. A church with 550 communicant members is entitled to two representatives.
- c. A church with 950 communicant members is entitled to three representatives.
- d. A church with 1850 communicant members is entitled to four representatives.
- e. Additional representatives are permitted on the basis of one for each 400 additional communicant members.

Members referred to herein are communicant members who have paid their pledges or made contributions for the last fiscal year. If applicable, to be entitled to representation on the Central Board of Trustees, a member church must have paid to the Central Board of Trustees, for the preceding year of the applicable election, its full part of the expenses of Salem Congregation as apportioned by the Central Board of Trustees. The Central Board of Trustees shall review annually the number of representative members to which each member church is entitled and shall make such adjustments as may be necessary to comply with these Rules and Regulations. The number of representative members that each member church is entitled to shall be determined on or before July 1 of each year to be effective as of January 1 of the following year and such determination shall be based on the official communicant membership as reported to the Provincial Elders' Conference as of December 31 of the preceding year. Notice of any change in the number of representative members to which each

member church is entitled shall be made by the Secretary of the Central Board of Trustees.

2. At-Large Members

The Central Board of Trustees shall at all times consist of not less than two, nor more than four, at-large members in addition to the representative members. Such at-large members shall be elected so as to maintain the system of rotation currently in practice. At-large members shall be elected by the Central Board of Elders and Trustees in their Annual Joint Meeting from a list of nominees proposed by a nominating committee appointed by the Chairs of the two Boards. At-large member nominees should be chosen on the basis of their experience in, or knowledge of, the work of Salem Congregation and their personal fitness for Trustee's service. Such nominees shall be communicant members of a member church and not members of the Central Board of Elders.

3. Officers and Committees

The Central Board of Trustees, at its first meeting after each Annual Joint Meeting, shall elect officers as provided in Article 5 of this Chapter I. It may also elect an Executive Committee and such other committees as it deems appropriate. All such officers and committees shall serve at the pleasure of the Central Board of Trustees.

4. Powers and Duties

The Central Board of Trustees shall have power and duty to:

- a. Manage and direct all secular and financial and business affairs of Salem Congregation and of the various funds and properties entrusted to its care.
- b. Buy, sell, lease, mortgage, encumber, improve, and otherwise manage all real and personal property belonging to Salem Congregation or held in its care.

- c. Sue, defend and do (and authorize others to do) all other things that directors of business corporations might lawfully do or authorize others to do in the operation and management of the business affairs of this Corporation, including the adoption of by-laws for carrying out the affairs of this Corporation for which said Board is responsible (and not inconsistent with these Rules and Regulations), provided that nothing may be done that will cause this Corporation to lose its status as a Charitable Corporation for Federal and State income, estate, inheritance, and gift tax purposes.
- d. Whenever necessary or desirable, in the sole opinion of the Central Board of Trustees in carrying out its duties and financial responsibilities, make assessments against the member churches on a fair and equitable basis so as to enable said Board and this corporation to meet their financial commitments.
- e. Pay, or cause to be paid, the expenses necessarily incurred by the Central Board of Elders in the discharge of its legitimate sphere of duty. Apply income (and principal if by it deemed necessary) from funds and properties of Salem Congregation (and from assessments when by it deemed necessary) to build, improve, maintain, and repair properties belonging to Salem Congregation and to pay general expenses of the Corporation; and when by it deemed appropriate, to assist in defraying expenses and costs incurred by the Moravian Church in America, Southern Province, in carrying out its responsibilities, make contributions to appropriate mission and other worthy charitable causes, and to establish and to add to appropriate reserve funds.

C. Notice of Meetings

Due notice of all meetings shall be given.

D. Quorum

A majority of the members of each of the Central Boards present at any joint or separate meeting shall constitute a quorum.

E. Terms of Membership

All terms of representative members on the Central Board of Elders and Trustees shall be for four years, except when a person is serving an unexpired term or a lesser period such as may be required under Article 6.F. “Rotation of Membership”. Such four-year terms shall begin on January 1. The appointment of a representative member in the event of a vacancy (see Article 6.H. “Vacancies on Boards”) to a term of two years or less shall not render such representative member ineligible at the end of such short term to election for a full term of four years.

F. Rotation of Membership

So that the membership on the Central Boards may rotate and change in a gradual manner, the terms of office for the members of each Board shall be staggered so that approximately the same number of terms of office shall expire each year. Each of the Central Boards shall have the power and authority to make such adjustments in length of each member’s term as may be necessary from time to time to effectuate this plan of rotation.

G. Removing of a Board Member

Each of the Central Boards shall have the power and authority to request the resignation (and to remove a member if such requested resignation is not given) of a Board member who for any reason does not attend meetings of such Board for a period of six months. In the event a member resigns or is removed, a vacancy is deemed to exist.

H. Vacancies on Boards

Each of the Central Boards has the power to fill any vacancy among at-large members on such Board for the unexpired term. In the event of a vacancy among

representative members, the Central Board on which the vacancy exists shall ask the appropriate board of the member church to elect a new member to fill said vacancy for the unexpired term.

I. Annual Joint Meeting of Central Boards

An Annual Joint Meeting of the Central Boards shall be held on the second Thursday of January.

J. Joint Meeting of Central Boards

The Chair of the Central Board of Elders shall preside at all joint meetings of the Central Boards. In his or her absence, the Chair of the Central Board of Trustees shall preside. The secretaries of the two Boards shall be responsible for sending appropriate notices of all joint meetings to their respective Boards. A joint meeting, other than the Annual Joint Meeting, shall be held at the request of either Board.

RULES AND REGULATIONS

OF

SALEM CONGREGATION

CHAPTER II

BURIAL SERVICES AND
GRAVEYARD REGULATIONS

Effective January 13, 2011

Revised January 23, 2017

CHAPTER II
BURIAL SERVICES AND
GRAVEYARD REGULATIONS

Article 1. Burial Services

Since it is the unique prerogative of the Moravian Church to minister to her bereaved members and to bury her dead, sanction shall not be given to the holding of burial services in God's Acre, our Salem Moravian Graveyard, by other than our own ministers or according to any other ritual than that prescribed by the Synods of the Moravian Church in America, Southern Province. However, this is not to be construed as prohibiting ministers of other denominations from participating in the service.

Each member church of Salem Congregation, under direction of its Board of Elders, is responsible for the participation of its church band in the funeral services of its members.

In order to carry out effectively the burial service of our Church, members are urged to participate in the hymns and responses of the Moravian Church liturgy.

When requested by the Pastor or the family of the deceased, the chief sexton or head usher of each member church shall select suitable members to assist in carrying the mortal remains of the deceased member to the church and the Graveyard. When necessary, the chief sexton or head usher of each member church shall provide ushers in sufficient number to assist access of the congregation into the Graveyard, to the burial site, and provide for the conduct of burial services without interruption by strangers.

The Facilities Manager of Salem Congregation functions as the Superintendent of the Graveyard unless a Superintendent of the Graveyard is appointed by the Board of Trustees in consultation with the Chair and Vice Chair of the Board of Elders.

Article 2. Other Services

- A. A service of worship celebrating the resurrection of Christ shall be held in God's Acre each year at Easter.

- B. The conducting of commemorative services in the Graveyard under the sponsorship of institutions or agencies of the Moravian Church or by Moravian congregations shall be coordinated through the office of the Superintendent of the Graveyard.

Article 3. Graveyard Regulations

A. Permission For Burial

1. Interment in the Graveyard may be made only on permission issued by the Superintendent of the Graveyard upon the express statement from the Treasurer or the Pastor of the member church to which the deceased belonged, recorded on the Certificate of Membership In Good Standing.
2. Arrangements for interment [opening and closing of a grave, or other graveyard preparation] shall commence with the completion of forms provided by Salem Congregation, namely:
 - a. A Burial Permission Request properly executed by the responsible party on behalf of the deceased and submitted by the funeral director to the Treasurer or Pastor of the member church; and,
 - b. A Certificate of Membership in Good Standing, properly executed by the Treasurer or Pastor of the member church, shall be submitted to the Salem Congregation Superintendent of the Graveyard, along with the burial fee in the appropriate amount.
3. A Burial Permission Request originates with the funeral director or the Superintendent of the Graveyard, who enables this request to be signed by the party acting on behalf of the deceased. The person signing does so accepting obligations found in Chapter 2 of the Rules and Regulations and remits the burial fee in the appropriate amount. A copy of these rules shall be provided to the family.
4. A funeral director issuing a request, resulting in the opening of a grave before permission has been granted

by the Superintendent of the Graveyard, may be held responsible for all contributions which have not been fully paid or provided for, remittance of the burial fee, the cost of a gravestone, and any damage that may be caused by failure to comply with these Rules and Regulations.

B. Requisites for Interment

1. Interment in God's Acre is a privilege of membership in a congregation of Salem Congregation of the Moravian Church. Membership in the following categories and any categories instituted by local congregations, in conformance to the Book of Order of the Moravian Church in America, Southern Province, Part VI, Chapter 1, Paragraph 1305, shall confer burial privileges. The member church Treasurer or Pastor shall confirm Membership in Good Standing of the deceased, in light of the provisions of the Book of Order, to the Superintendent of the Graveyard to invoke burial privileges. The following membership categories and provisions are currently applicable:
 - a. **Communicant Members** of member churches of Salem Congregation.
 - b. **Non-Communicant Members**, who have not reached their twenty-first birthday, of member churches of Salem Congregation.
 - c. **Children of Communicant Members**, the child having not reached its twenty-first birthday, of member churches of Salem Congregation who have not joined another Christian or non-Christian religious organization or church.
 - d. **Associate Members** of member churches.
 - e. **Moravian Pastors**, regardless of residence, who hold **Associate Memberships** in member churches of Salem Congregation.
 - f. **Moravian Pastors of the Southern Province not holding membership in a Salem Congregation church**, who are in active service sanctioned by

the Provincial Elder's Conference, or who have retired from active service of the Moravian Church.

g. **Former Members** of member churches of Salem Congregation who have **transferred** their membership **to another Moravian congregation** provided that such transfer occurred **prior to January 1, 1985**.

(i) This shall not include any other members of the family.

(ii) This provision shall not apply for anyone transferring membership from a member church of Salem Congregation after January 1, 1985.

(iii) A security deposit covering the cost of a gravestone may be required for interments under this section.

h. **Exceptional Cases** may be decided by the Central Board of Trustees or its Executive Committee, upon recommendation of the Graveyard Committee.

2. It is required in all cases that a suitable guarantee be given that a gravestone shall be placed within six months. If deemed necessary in the judgment of the Central Board of Trustees or its Executive Committee, a security deposit covering the cost of a gravestone may be required. Failure to gain a suitable guarantee or a security deposit shall make it mandatory upon the Central Board of Trustees to place a gravestone at the expense of the church to which the deceased member belonged.

C. Grounds of Refusal

In all cases, interment in the Graveyard must be refused where:

1. The deceased member had left the member church of Salem Congregation [except where provided in Article

- 3.B of this chapter; or
2. The member had been removed from the membership roll or had been classified as inactive by the member church; or
3. There has not been given a suitable guarantee that a gravestone will be laid, or other requirements met.

D. The Pattern and Methods of Interment

1. Burials in the Moravian Graveyard conform to the Congregational Choir System established in Salem in 1771.
2. Interment in the Graveyard may be done by any of three methods:
 - a. Interment of the body in a suitable coffin in a metal or concrete vault; or
 - b. Interment of the ashes of a cremation in a suitable container; or
 - c. Interment by scattering the ashes of a cremation.
3. For each method, interment shall be done in the choir area designated for that method, following the burial traditions of the Moravian Church.

E. Reinterments, Disinterments and Removals

1. Consent for reinterment and disinterment must be obtained from the Central Board of Trustees or its Executive Committee.
2. Remains of members or former members of member churches of Salem Congregation, removed from other burial locations for reinterment into the Salem Moravian Graveyard, shall be accompanied by the proper papers as prescribed by law, together with the appropriate burial fee and proper provision for a gravestone as required under these Rules and Regulations upon approval by the Central Board of Trustees.

3. Permission for disinterment or removal of remains shall only be allowed:
 - a. Pursuant to request and with the assent in writing from and of the surviving spouse or next of kin of the person whose remains are to be disinterred or removed.
 - b. The disinterment or removal of the remains shall only be done as prescribed by the laws of the County of Forsyth and State of North Carolina.
4. After a removal, the vacant grave must be reclosed to its original contour and the proper size gravestone placed, with the word "vacant" engraved thereon, indicating that the remains have been removed.
5. Changes of location of interments in the Graveyard shall not be permitted.
6. In no case shall the burial fee previously paid be refunded.
7. The Central Board of Trustees shall not assume any expense or responsibility in connection with reinterments, disinterments or removals. The parties responsible for the reinterments, disinterments, or removals shall bear all expenses.

F. Charges for Burial Privileges

Fees for burial shall be established by the Central Board of Trustees, may be altered by it from time to time, and may be waived in specific instances. Burial fees shall be used to support the annual operations of the Graveyard in the year they are received.

G. Requisites for Gravestones

1. All gravestones shall be of white marble and shall be recumbent, placed so that the inscription is readable from the east.

2. The stone shall be so placed that the longest dimension of the stone shall be lengthwise with the grave.
3. All inscriptions shall be in plain characters, and may include in addition to the name, dates of birth and death, a verse of scripture or couplet of poetry. Lettering shall read horizontally, across the short dimension of the stone.
4. The Moravian Seal or other symbols approved by the Central Board of Elders may be engraved upon the face of the gravestone.
5. Raised lettering or secular emblems or other ornamentation of any kind, or anything objectionable, shall not be permitted.
6. Sizes of stones shall be as follows:
 - a. For four-foot graves: 12x14x3 inches.
 - b. For six-foot graves: 20x24x4 inches.
 - c. For cremation graves: 12x12x3 inches.

7. Gravestone Repair or Replacement:

Salem Congregation acknowledges ownership of and responsibility for gravestones once the initial obligation of placement has been fulfilled.

- a. Should a gravestone be deemed objectionable, the Superintendent of the Graveyard may take the matter up with the person or family member responsible for its procurement and require a replacement at the expense of the family involved.
- b. Should the gravestone appear to be defective, the Superintendent of the Graveyard will assist the purchaser in reaching a satisfactory resolution with the supplier or monument company.
- c. Should the gravestone be damaged by accident of maintenance, storm damage or other cause, the Superintendent of the Graveyard shall resolve any complaints to the satisfaction of the purchaser or

family of the deceased, or will address the matter in the best interest of Salem Congregation.

8. The determination of full compliance with regulations having to do with gravestones shall rest solely with the Central Boards of Salem Congregation.

H. Burial Records

1. It shall also be the duty of the Superintendent of the Graveyard to see that an accurate record is kept of all interments, reinterments, disinterments and removals.
2. The Superintendent of the Graveyard shall respond to inquiries from those who have loved ones or ancestors buried in God's Acre, providing them with information and direction for the locating of gravesites.

I. General Regulations and Care of the Grounds

1. The Central Board of Trustees reserves all rights and responsibilities for maintenance of the Graveyard.
2. The Superintendent of the Graveyard shall be responsible to the Central Board of Trustees for the carrying out of these regulations.
3. Individuals or firms digging graves or placing gravestones or engaged in maintenance work shall be held responsible for any damage they cause to trees, shrubbery, walkways, driveways, gateworks, fences and walls, irrigation hydrants, or gravestones, and any such damage shall be repaired at the expense of such individuals or firms.
4. Vehicles shall be permitted within the grounds only if necessary to provide access for the infirmed in attendance at a burial service or to do other necessary work. The maximum rate of speed shall be eight miles per hour. The owner of such vehicles shall be held responsible for any damage done by them.
5. No responsibility for injuries to persons or accidents by such vehicles shall be assumed by Salem Congregation.

6. After interment, grass replacement and the placement of a concrete slab will be the responsibility of Salem Congregation personnel.
7. All work in the Graveyard and in the care of the graves must be under the supervision of the Superintendent of the Graveyard.
8. No one shall be permitted to repair or alter any grave or gravestone without the express permission of the Superintendent.
9. No one shall be permitted to enter the Graveyard to prohibit or obstruct the performance of work authorized by the Central Board of Trustees and the Superintendent.
10. Wording for signage shall be chosen in consultation with the Central Board of Elders.

J. Floral Arrangements and Appearance of the Graveyard

The normal appearance of the Graveyard is to be that of serene simplicity of gravestones against the grass, in quiet witness to the teachings of the Moravian Church.

Therefore:

1. Cut flowers and live potted floral arrangements are encouraged as being in keeping with the practice of the Moravian Church regarding the nature and duration of life, and to temporarily enhance the natural beauty of the Graveyard. Artificial floral arrangements, whether of plastic, silk or other material, are discouraged.
2. Decorations and anything deemed inappropriate or unsightly by the Superintendent of the Graveyard, the Graveyard Committee and/or the Central Board of Trustees shall be prohibited.
3. In order to facilitate maintenance of the Graveyard and the return of it to its normal attractive appearance, the Superintendent of the Graveyard is authorized to remove floral arrangements or other decorations and

their containers following reasonable time lapses or when they become wilted or unsightly.

4. **No responsibility for the care of floral arrangements, decorations, or containers is assumed by Salem Congregation at any time.**

Note: Policy information regarding floral arrangements, grave decorations and military rites may be found in the office of the Superintendent of the Graveyard.

K. Additional Requirements and Procedures

The Central Board of Trustees shall have the right at all times to enact any additional requirements and procedures deemed advisable for the further protection and best interest of the Graveyard, provided that any such additional requirements and procedures shall not affect the spirit or intent of any of these Rules and Regulations. Any instance of lack of performance of any provision herein does not invalidate the provision, or any other provision, of these Rules and Regulations.

L. Visitors

1. Visitors may be allowed access to the Graveyard at all times, but must observe all rules which may be adopted for its regulation. Visitors shall remain on avenues and walkways except when tending the graves of their loved ones.
2. Visitors may be asked by Graveyard Staff or Church Ushers to delay visitation to the Graveyard during certain times, such as burial services, or other celebrative or commemorative worship services. Visitors are not to approach a grave during a funeral.
3. Vehicular access in the burial areas is by the Superintendent's permission only, and is generally limited to vehicles necessary to interment services or maintenance of the grounds.
4. Food, drink and firearms shall not be permitted in the Graveyard.

5. Jogging, bicycle riding, sledding, coasting, roller skating, skate boarding or similar activities shall not be permitted on the walkways, driveways, or within the grounds of the Graveyard.
6. Pets, other than service animals, shall not be permitted in the Graveyard burial areas, walkways, driveways, planting borders, meadow, or on Cedar Avenue, whether leashed or otherwise.
7. Loitering, boisterous or unseemly conduct of any kind or behavior that may cause damage to the Graveyard or injury to persons shall not be permitted.
8. Anything unlawful under civil or criminal statute and is inconsistent with the teachings of the Church shall not be given sanction nor sanctuary in the Graveyard.

M. Graveyard Financial Support

1. All funds received under the provisions of Chapter II, Article 3, paragraph F shall be used to support the annual operations of the Graveyard in the year they are received.
2. All bequests and gifts for general Graveyard upkeep shall be used to support the annual operations of the Graveyard in the year they are received. Bequests and gifts designated to the Graveyard Endowment Fund will be added to that fund principal.
3. Collections received from the annual solicitation for maintenance of the Graveyard shall be credited by the Trustees to the Graveyard Maintenance Operations budget.
4. Designated payments in amounts approved by the Central Board of Trustees will be directed to the Gravestone Cleaning and Flower Placement Fund to endow the care of specified graves. [Details are located in the office of the Superintendent.] Investment draws from the flower fund will be designated for Graveyard Maintenance Operations to cover the cost of the

cleaning of the graves and flowers placed on the graves at Easter and to offset expenses of Graveyard Maintenance Operations.

5. Financial surpluses or deficits of the Graveyard Maintenance Operations at the end of a fiscal year will be added to a Board designated fund established in 2017 by the Trustees for the purpose of providing funds for capital expenditures. The Graveyard Endowment Fund is not to be used for acquisition of new graveyard locations. The fund is strictly for the income produced, at the draw rate determined by the Trustees, for the maintenance of the existing and future graveyards.

N. Graveyard Office

The office of the Superintendent of the Moravian Graveyard in Salem is located at:

Salem Congregation [Vorsteher's House]
501 South Main Street
Winston-Salem, North Carolina 27101

Telephone: [336] 722-6504
Facsimile: [336] 725-2514
Email: facilitiesmgr@mosp.org

RULES AND REGULATIONS
OF
SALEM CONGREGATION

CHAPTER III
SALEM SQUARE

Effective January 13, 2011

CHAPTER III

SALEM SQUARE

Salem Square is a very important part of the Moravian Community and of the City of Winston-Salem. Salem Square is owned by Salem Congregation, a corporate collegial organization of thirteen Moravian churches located within the city. Its location is the heart of the original Wachovia town of Salem, established in 1772 by the Congregation of United Brethren of Salem and Its Vicinity. A part of the town lot of Salem, which encompasses Salem Square, was designated the Historic District of Old Salem in 1948.

Nothing in the remainder of this Chapter III may be construed to compromise or relinquish any prerogatives or rights associated with it being private property.

The purpose of the following statements and provisions is to address and clarify certain issues and concerns having to do with the governance, use, and availability of Salem Square.

A. Modern Use

Modern use of Salem Square is of primary importance to the Moravian Church. Such use is addressed and provided for hereinafter, and is further acknowledged in a separate four-party agreement between Salem Congregation, Salem Academy and College, Home Moravian Church, and Old Salem Museums and Gardens.

B. Square Administration

The administration of Salem Square rests with the governing boards of Salem Congregation. Requests for use will be considered for decision by a committee consisting of the Facilities Manager, representing the interest of the Central Board of Trustees, and the Chair and Vice Chair of the Central Board of Elders. This committee may consult either or both Boards if broader discernment is desired. Applications and a policy statement for usage will be disseminated through the office of the Facilities Manager.

Salem Congregation
501 South Main Street
Winston-Salem, North Carolina 27101

Inquiries may be made during business hours to:

Phone: [336] 722-6504
Fax: [336] 725-2514
Email: facilitiesmgr@mccsp.org

C. Principle Uses and Operational Support

Principal uses and operational support of Salem Square are shared and governed by Salem Congregation, Home Moravian Church, Salem Academy and College, and Old Salem Museums and Gardens. These entities have the privilege of reserving dates and times for events which they wish to host or sponsor, prior to the granting of requests for use to others.

D. Availability of the Square

1. Groups, Organizations and/or Individuals

The Square, throughout its history, has also been available for use by the Moravian Church, Southern Province, its congregations and agencies, as well as groups, organizations, and individuals, upon approval of the purpose, date, and time schedule for events and occasions generally compatible with the religious and civic traditions conveying the spirit of the Salem community. The primary matter of compatibility extends at least to the customs and practices of the Moravian Church as expressed in “The Ground of the Unity,” and the “Moravian Covenant for Christian Living.”

2. Old Salem Museums and Gardens

When not in use by reservation, Salem Square is available for use by Old Salem Museums and Gardens to engage in interpretive, educational, and recreational activity in keeping with its corporate mission.

3. Public Use

When Salem Square is not in use by reservation, it is available for casual use by the public.

E. Policy Statement

A policy statement governing the use of Salem Square is on file in the office of the Facilities Manager. This statement may be amended by a committee composed of the officers of the Central Boards of Elders and Trustees.

RULES AND REGULATIONS
OF
SALEM CONGREGATION

CHAPTER IV
OFFICIAL BOARDS AND UNION

Effective January 13, 2011

CHAPTER IV
OFFICIAL BOARDS AND UNION

Article 1. Official Boards of Member Churches

All matters pertaining to the election, composition, term of office, duties, and authority of the boards of elders and trustees of member churches of Salem Congregation shall be as provided in the Book of Order of the Moravian Church in America, Southern Province. Representative members of the Central Boards of Elders and Trustees shall be ex-officio members of their respective member church's boards of elders and trustees as appropriate.

Article 2. Cooperation Among Member Churches

Member churches, their official boards and the Central Boards will cooperate in shared worship services such as the New Year's Eve Watchnight Service, Great Sabbath Service and Easter Sunrise Service. This spirit of cooperation will also be shared through special ministries within the city deemed appropriate by the Central Boards of Elders and Trustees.

RULES AND REGULATIONS
OF
SALEM CONGREGATION

CHAPTER V
AMENDMENTS

Effective January 13, 2011

CHAPTER V

AMENDMENTS

These Rules and Regulations may be altered, added to or revoked at any time in a Joint Meeting of the Central Boards of Elders and Trustees after due written notice of such meeting is given, including a draft of the proposed changes. Each Board will vote separately on the proposed changes. All amendments must be approved by a majority vote of each Board. Agreement by both Boards is required to change or amend Rules and Regulations.

