

1 **BYLAWS OF THE**
2 **SPRINGS MENNONITE CHURCH**

3 **PREAMBLE**

4 We, the members of Springs Mennonite Church, being a fellowship of persons who
5 confess Jesus Christ as Savior and Lord and who by that confession are bound into a covenant
6 community in order to discover Spirit-given gifts and offer them in mutual response to God
7 and to people, declare and establish these Bylaws to preserve and secure the principles of our
8 faith.

9 **Article I. NAME**

10 This congregation, located at Springs, Pennsylvania, shall be known as the Springs
11 Mennonite Church.

12 **Article II. PURPOSE**

13 Our purpose is to know Jesus Christ and make him known by our words and deeds,
14 through the power of the Holy Spirit, in worship, nurture, fellowship, service, and outreach,
15 so that God is glorified by our lives.

16 **Article III. AUTHORITY**

17 Authority in all spiritual and business affairs is vested in the membership.

18 **Article IV. AFFILIATION**

19 Section 4.01 The prevailing Mennonite Confession of Faith adopted by the Mennonite
20 Church USA (MC USA) is accepted as our statement of faith.

21 Section 4.02 This congregation is a member of the Mennonite Church USA and participates
22 fully in its general and regional procedures and activities.

23 Section 4.03 This congregation is a member of the Allegheny Mennonite Conference and
24 participates fully in its procedures and activities. It expresses willingness to take counsel from,
25 and give counsel to, the Conference.

26 **Article V. MEMBERSHIP**

27 Any person who professes faith in Jesus Christ, expresses a commitment to follow Him,
28 and declares a willingness to participate in the life and work of this congregation shall be
29 eligible for membership. When recommended by the Board of Elders and accepted by the
30 congregation, such a person shall become a member by believers' baptism, presentation of a
31 qualified church letter, or by personal confession of faith in Jesus Christ.

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Article VI. ORGANIZATION

The members shall establish a Plan of Congregational Organization which shall be responsible for the various functions and duties to be carried out for and by the congregation. This Plan shall be reviewed periodically.

Article VII. DISSOLUTION PROVISIONS

Section 7.01 If for any reason the Springs Mennonite Church is dissolved, any remaining funds after all bills are paid shall be turned over to its successor or to any tax exempt organization(s) within the church with similar ideals and purposes. Such dissolution shall be completed under the laws for corporations in the Commonwealth of Pennsylvania.

Church Council and the Board of Elders should also be in contact with Allegheny Mennonite Conference and follow their guidelines for the “Dissolution of a Congregation” (Conference Bylaws, Article VI, Section D).

Article VIII. AMENDMENTS

Section 8.01 Amendments may be made to these Bylaws at any congregational meeting by an affirmative vote of two-thirds of the membership present, provided the amendments to be considered have been circulated in written form among the membership at least one month prior to the meeting.

Section 8.02 At the end of a five-year period after adoption of these Bylaws and every five-year period thereafter, a Bylaws Revision Committee selected by the Church Council and approved by the congregation shall review the Bylaws and suggest revisions if needed. Any revision process shall be governed by the same regulations regarding announcement and voting as for amendments.

Article IX. ENACTING CLAUSE

The Bylaws were acted upon and accepted by the members of the Springs Mennonite Church on October 29, 2013. The Bylaws supersede all previous Constitutions and Bylaws and such rules as are in conflict with them. All incumbent officers shall continue to serve under these Bylaws until the term for which they have been appointed is completed.

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VISION STATEMENT

We, the Springs congregation, have been changed by Jesus Christ. Saved by His love and forgiveness, we are empowered to carry forth His ministry, through obedience, teaching, service, and healing. Reaching out to all people, by faith we journey together praying, worshiping, and making disciples. By our living in the spirit, we reflect His love, joy, hope, and peace.

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**PLAN OF ORGANIZATION FOR THE
SPRINGS MENNONITE CHURCH**

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Article I. CONFERENCE/CONGREGATION RELATIONSHIP

(from Conference Bylaws not covered elsewhere in this document)

Section 1.01 “Congregational leadership teams are encouraged to participate with other Conference congregations in their region for mutual programming, counsel, and fellowship” (Article VI, Section A).

Section 1.02 The Conference Minister shall establish regular meetings with pastors by region. In the absence of a pastor, a congregation should designate a representative to attend these meetings” (Article VI, Section A).

Section 1.03 “Congregations, in cooperation with the Conference Minister, are encouraged to settle their own difficulties. If necessary the congregational leadership group or a minimum of five lay persons may call the Leadership Council to assist” (Article VI, Section C).

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Article II. DUTIES AND PRIVILEGES OF MEMBERSHIP

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Section 2.01 Members shall live a holy, separated and consecrated life unto God. Members are expected to attend the services of the church regularly and support the work of the church by their time, talents and means, up to or beyond the tithe, and share in witnessing to the unsaved. To the best of their abilities, they shall be willing to serve in any capacity to which the Lord, through the church, may call them.

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A) Each candidate for membership shall be interviewed prior to being accepted into membership using the following four questions:

- 1) What has been your faith pilgrimage?
- 2) Where have you experienced sin in your life?
- 3) How has God taught you in your walk?
- 4) How is your walk with Christ now?

91 The interview is to be conducted by the pastor on a one-to-one basis with the
92 potential member. (In the event that the membership candidate is a member of the
93 pastor’s family, the interview will be conducted by an elder.) The pastor or elder who
94 conducts the interview will then report back to the Board of Elders as to the nature of
95 the discussion.

96 Section 2.02 Members in this congregation are entitled to participate in all general activities
97 of the church and are eligible to hold any office (except that the Sexual Abuse Prevention
98 Policy takes precedence when an office involves working with children). They shall be eligible
99 to contribute to all decision-making brought before the congregation.

100 Section 2.03 Members of the congregation are pledged to give and receive counsel from
101 others in the church. Each member, group, and ministry of the congregation shall be
102 accountable to the members of the congregation. Please refer to “Agreeing and Disagreeing in
103 Love” as prepared by the Mennonite Church USA (Attachment 1).

104 Following the model set forth in Matthew 18:15-17 and Galatians 6:1, as suggested by
105 this document, if a concern or disagreement is not resolved after taking two or three witnesses,
106 the matter should be reported to the Board of Elders. Members may request elders to appoint a
107 mediation team or suggest an alternate solution. If the conflict cannot be resolved through this
108 process, the Conference Minister should be consulted.

109 A) Should a member become an offense to the church by reason of unchristian conduct
110 and/or flagrant moral violation which is not repented of, the pastor and the Board of
111 Elders may recommend to the congregation that his/her membership be terminated, but
112 only after faithful efforts have been made to bring the member to repentance and
113 confession.

114 B) Members of the congregation shall continue to show Christian love and maintain a
115 redemptive relationship with those whose membership is terminated.

116 Section 2.04 Withdrawal from membership

117 A) Any member who desires a letter of transfer and recommendation sent to any other
118 church is entitled to such after the written request is approved by the pastor, Board of
119 Elders, and the congregation. If a member moves to another community, such request
120 shall be made as soon as possible after the move is completed.

121 B) If members send written request to be released from their covenant obligations to this
122 church without requesting a letter of transfer and/or recommendation, the pastor and
123 Board of Elders, after patiently and kindly endeavoring to secure the member’s
124 continuance in its fellowship, may grant the member’s request with congregational
125 approval.

126 C) A member withdrawing by written request or in any other way losing membership in
127 the congregation thereby forfeits all rights and privileges to any and all properties
128 belonging to the congregation.

129 Article III. CONGREGATIONAL OFFICERS AND GIFTS DISCERNMENT

130 Section 3.01 CONGREGATIONAL OFFICERS

131 A) The officers of the congregation shall consist of a congregational chairperson, a
132 congregational secretary, and a congregational treasurer. A description of the scope of
133 ministry for each of these officers is found in Appendix A of this document.

134 B) The officers shall be selected by the congregation from the membership through the
135 Gifts Discernment Process for a term of three years, with length of the first term of
136 each being such that one officer will be selected each year. The officers may serve for
137 two full successive terms and may again serve in the same position after having been
138 out of office for one term.

139 C) The congregational chairperson shall preside at all meetings of the Church Council and
140 all annual meetings of the congregation.

141 Any person appointed to an office by the Gifts Discernment Committee who
142 wishes to resign from that post must contact the congregational chairperson either in
143 person or in writing.

144 If and when a vacancy occurs in a church position, the congregational chairperson
145 shall call a meeting with the chairperson of the Board of Elders, the chairperson of the
146 Gifts Discernment Committee, and the pastor. This group shall be responsible for
147 appointing someone to fill the unexpired term of office whether the vacancy appears
148 because of death, resignation, or extended absence from congregational life. The names
149 of persons who have been called to serve in a church position in this manner will be
150 presented to the members for affirmation. At its discretion, this ad hoc committee may
151 choose to refer the obligation to fill the position to the Gifts Discernment Committee.

152 D) The congregational secretary shall keep a record of all meetings of the Church Council
153 and the congregation, maintain all records and documents of the congregation, and
154 perform such other duties as requested by the pastor or chairperson of the
155 congregation.

156 E) The congregational treasurer shall receive, hold and disburse funds of the
157 congregation, keep an accurate record of all receipts and disbursements and assist the
158 Church Council in the preparation of the annual church budget. The treasurer shall
159 perform such other duties as requested by the pastor or congregational chairperson.

160 Section 3.02 GIFTS DISCERNMENT COMMITTEE

161 A) The purpose of the Gifts Discernment Committee shall be to provide active methods of
162 discerning and developing gifts among members and to encourage the use of those
163 talents and gifts. They shall be a resource to Church Council, the elders, Sunday school
164 superintendents, and other leaders and organizations in finding persons for various
165 assignments within the church.

166 B) The Committee shall consist of five members of the congregation, selected by the
167 Board of Elders, each with three-year terms. Members may serve for two full
168 successive terms and may again serve in the same position after having been out of
169 office for one term. Terms shall be alternated so that no more than two persons' terms
170 expire in any given year. The committee shall select its own officers from within as
171 needed.

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C) Procedure

- 1) The Gifts Discernment Committee shall develop an ongoing personnel file using a congregational gifts survey and suggested names from the congregation. The Committee shall forward such survey results as pertain to Church Council, the Board of Elders, Sunday school superintendents, and other leaders and organizations to aid them in appointing individuals.
 - a) The congregational gifts survey shall seek to learn from all members the activities in which they are interested in participating (not only those positions Gifts Discernment is responsible to fill), and where they feel their talents lie. For example, it could be helpful to the superintendents (and Bible School Committee) to have a list of persons interested in teaching. In addition, the committee may choose to ask the congregation for suggested names of persons they see as having talents or abilities to perform the various tasks within the congregation.
- 2) The Gifts Discernment Committee will use the steps below in calling persons to serve the congregation for the following designated positions and any other positions as called for by Church Council and/or the Board of Elders.
 - Elders
 - Congregational Chairperson
 - Congregational Secretary
 - Congregational Treasurer
 - Trustees
 - Adult Dept. Sunday School Superintendents
 - Junior Dept. Sunday School Superintendents
 - Ushers
 - Bible School Committee
 - Retreat Committee
 - HOPE Committee
 - At-large Council members
 - Music Committee
 - Visual Arts Committee
 - Librarians
 - Hospitality Committee
 - Conference Delegates
 - Outreach Committee
 - Cemetery Committee
 - a) Using the congregational gifts survey and, if applicable, the names suggested by the congregation, the committee shall develop a list of persons selected for service within the congregation.
 1. Anyone appointed by the Gifts Discernment Committee to a position on the Board of Elders must be a member of the congregation. Anyone appointed by the Gifts Discernment Committee to a position on Church Council or a position where they will eventually serve on Church Council must be a member of the congregation. The Gifts Discernment Committee and Conference Delegates shall be comprised of 100% members of the congregation. Any other committee or team of advisors must be comprised of at least 50% members of the congregation.

- 219 2. Selections for the Board of Elders and Congregational Chairperson shall
220 precede selections for any other congregational positions.
- 221 3. In the case of the Board of Elders,
222 a. An elder will not continue to hold or assume any other position that
223 would result in being a member of Church Council.
224 b. The pastor will contact persons proposed for the Board of Elders.
- 225 b) When the Gifts Discernment Committee agrees and has achieved consensus, the
226 list of nominees shall be presented confidentially and individually to each
227 Church Council member for confirmation.
- 228 1. If any one Council member raises a question about the suitability or spiritual
229 qualification of a name proposed, this person's name will be returned to the
230 Gifts Discernment Committee.
- 231 2. If an objection, question, or concern is raised, the Gifts Discernment
232 Committee will convey this to the elders for handling before the proposed
233 person will be considered for any assignment.
- 234 3. The elders are responsible to follow through on reviewing the matter with
235 the objecting Council member and give counsel to the Gifts Discernment
236 Committee concerning the use of this person in a church assignment.
- 237 4. It shall be the purpose of the Gifts Discernment Committee and the elders to
238 seek to use all members to serve and share in some way in the life of the
239 congregation. It shall not be assumed that a person shall be set aside because
240 of certain problems or "growing needs" in their lives except that in
241 situations involving children or vulnerable adults, the Sexual Abuse
242 Prevention Policy takes precedence.
- 243 c) After an individual has been confirmed by Church Council, a member of the
244 Gifts Discernment Committee will contact the proposed person (personally, if at
245 all possible), explain the task, convey the call of the church to serve, and ask
246 for the individual's prayerful decision. Individuals who decline the proposed
247 assignment will be asked if they are interested in other areas of service. This
248 will be conveyed to the Committee and become part of the information pool or
249 personnel file.
- 250 1. Each person confirmed by the Council is advised that he or she must yet be
251 confirmed by the congregation.
- 252 d) When all positions of the congregation are filled through the above process, the
253 names will be presented to the congregation for two weeks of prayerful
254 reflection. Any questions shall be directed to the Gifts Discernment Committee
255 and resolutions of concerns will be sought prior to congregational approval.
- 256 1. Any concern raised by a member of the congregation will be clarified with
257 the person expressing the concern, and if it is determined that the cause is
258 just, the elders will resolve this with the proposed person before he or she is
259 affirmed by the congregation.
- 260 2. Ideally each person will serve with unanimous voice and support of the
261 entire congregation.

- 262 3) Ongoing Assessment of Gifts
263 a) The Gifts Discernment Committee shall advise the elders, Church Council, and
264 congregational members of needs in the congregation and prayerful suggestions
265 will be solicited.
266 b) The Gifts Discernment Committee is encouraged to visit with persons to
267 determine their interests, abilities, and availability before specific assignments
268 are proposed to them.

269 **Article IV. MEETINGS**

270 Section 4.01 The Church year shall be from September 1 through August 31. The annual
271 congregational meetings shall be held within two months after the end of the Church year. The
272 Church Council shall determine the exact date and place for the meeting.

273 Section 4.02 A special meeting of this congregation may be called by either Church Council
274 or the Board of Elders. A special meeting may be called by a written request signed by ten
275 members of the congregation and presented to either Church Council or the Board of Elders.

276 Section 4.03 Congregational meetings shall be presided over by either the congregational
277 chairperson or chairperson of the Board of Elders, depending on which group called the
278 meeting. The congregational secretary shall record the minutes of such meetings.

279 Section 4.04 The annual and special meetings shall be announced publicly at the regular
280 place of worship at least one week prior to such meetings. Announcement of special meetings
281 shall include a statement of the nature of the matters to be considered.

282 Section 4.05 The quorum for the annual and special meetings shall be the membership
283 present.

284 Section 4.06 Matters presented at all business meetings shall be considered as carried by a
285 simple majority vote except where otherwise stated, or by a decision of the Church Council or
286 the Board of Elders (depending upon who has called for the vote). It should be the goal of the
287 congregation to pray and seek the leading of the Holy Spirit to achieve as much unity as
288 possible in times of decision making.

289 **Article V. EXECUTIVE BOARDS**

290 **Section 5.01 CHURCH COUNCIL**

291 A) Church Council shall consist of the congregational chairperson, congregational
292 secretary, congregational treasurer, chairperson of the Board of Elders, pastor,
293 chairperson of the trustees, second-year Adult and Junior Department Sunday school
294 superintendents, a representative of the Daughters of Dorcas, an MYF representative,
295 and two (2) at-large Council members. Council shall be responsible to the congregation
296 and shall meet at least once a month.

297 1) The two at-large Council members shall be selected from the congregation using
298 the Gifts Discernment process for a term of three years, alternating also with the
299 congregational chairperson so that one person is selected each year. Whenever
300 possible, the at-large Council members should have business experience. In
301 addition, whenever possible, the at-large Council members should not continue to
302 hold or assume any other position that would result in being a member of Council.

303 At-large Council members may serve for two full successive terms and may again
304 serve in the same position after having been out of office for one term.

305 B) Council shall seek to

- 306 1) Unify the activities of the congregation;
- 307 2) Give to, and receive counsel from persons carrying responsibility in the Sunday
308 school, church, committees, or congregational programs;
- 309 3) Assume general responsibility for the preparation and administration of the budget
310 as approved by the congregation;
- 311 4) Arrange for special meetings of the congregation;
- 312 5) Determine and periodically review job descriptions for congregational positions and
313 council appointees;
- 314 6) Establish the policies and procedures of the congregation with congregational
315 approval.

316 C) Council may appoint individuals, a parliamentarian, or committees as they see fit to
317 assist them in their responsibilities and shall review the work of these individuals or
318 committees periodically. Council shall hire legal counsel when deemed necessary.

319 In the case of hiring a new pastor, the congregational chairperson, chairperson of
320 the Board of Elders, and the chairperson of the Gifts Discernment Committee, shall
321 appoint a Pastoral Search Committee for congregational approval. This Pastoral Search
322 Committee should include representation from Council, Board of Elders, and a cross-
323 section from the congregation at large. The Pastoral Search Committee should conduct
324 a pastoral search in cooperation with the Conference minister and then the Committee,
325 along with Council, shall finalize the covenant agreement and salary package to be
326 presented to the congregation for approval.

327 D) If a conflict develops and goes unresolved between Council and the pastor after
328 following the initial steps of “Agreeing and Disagreeing in Love” (Attachment 1), they
329 may request elders to appoint a mediation team or suggest an alternative solution. If
330 there is an unresolved conflict between elders and Council, the conference minister
331 should be requested to appoint a mediation team or suggest an alternative solution.

332 Section 5.02 BOARD OF ELDERS

333 A) The Board of Elders shall consist of five lay members of the congregation selected
334 through the Gifts Discernment Process. The Board shall be responsible to the
335 congregation.

336 The Elders shall be chosen by the congregation for three-year terms. These terms
337 shall be alternated so that no more than two Elders shall be selected in any one year.
338 An Elder may serve for two full successive terms, and may again serve in the same
339 position after having been out of office for one term. An Elder who completes a term
340 for another Elder is eligible for only one full term thereafter before being out of office
341 for one term. An Elder will not continue to hold or assume any other position that
342 would result in being a member of Church Council.

343 B) The Board of Elders shall select its own officers and shall meet at least once a month.

344 C) The members to be chosen as Elders shall be individuals of sound judgment who are
345 spiritually mature, exercise good leadership, and have congregational rapport. Elders

346 shall recognize the importance of confidentiality in many of the matters that are
347 brought before them. Therefore, the call to the Board of Elders shall be considered a
348 responsible calling, and members shall be installed by a congregational commissioning
349 service.

350 D) The Board of Elders and the pastor comprise the ministry team of the congregation,
351 providing leadership and care to the fellowship. This team shall seek to guide the
352 congregation in matters of doctrine, faith, and practice. The Board and the pastor shall
353 be mutually accountable in matters regarding ministerial tasks. The ethical standards
354 for the ministry team are outlined in *A Mennonite Polity for Ministerial Leadership* (©
355 1996.)

356 The ministry team shall be responsible in matters of discipline and/or
357 reconciliation of estranged members in the congregation. In the absence of the pastor,
358 the Elders shall provide pastoral leadership and care in the life of the congregation.

359 E) Midway through the pastor's term, the Board of Elders, with representation from
360 Church Council, shall form a committee that will work in consultation with the
361 conference minister to conduct a pastoral/congregational (two-way) review. A mid-
362 term review gives some time for the pastor and congregation to work at any
363 changes/improvements suggested by the review.

364 F) At least six months preceding the end of the pastor's term of service, the Board of
365 Elders, with input from Church Council, shall review his/her tenure of service and
366 make a recommendation to Church Council for congregational approval.

367 G) Elders, in consultation with Church Council, are encouraged to appoint a committee to
368 negotiate the renewal of the pastor's covenant agreement, including the salary package.
369 The package shall then be presented to the congregation for approval.

370 H) The Board of Elders may appoint individuals or committees as they see fit to assist
371 them in their responsibilities and shall review the work of these individuals or
372 committees periodically.

373 I) The Board of Elders shall select a Gifts Discernment Committee of five members of the
374 congregation. The Board of Elders shall first review the information gathered by a gifts
375 survey and also review names suggested by the congregation before making their
376 selection. When the Elders have achieved consensus, an Elder shall personally contact
377 the nominee and ask for his/her decision. When a nominee has been selected and has
378 expressed willingness to serve, his/her name will be submitted for congregational
379 approval.

380 J) If a conflict develops between Elders and the pastor and goes unresolved after they
381 have followed the initial steps of "Agreeing and Disagreeing in Love" (Attachment 1),
382 they may request Church Council to appoint a mediation team or suggest an alternative
383 solution. If there is an unresolved conflict between Elders and Church Council, the
384 conference minister should be requested to appoint a mediation team or suggest an
385 alternative solution.

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Article VI. PASTOR

387 Section 6.01 The Board of Elders shall oversee the licensing and/or ordination of the Pastor;
388 the “procedures for ordination, licensing, or ministerial changes shall be conducted in
389 cooperation with the Conference Minister and other persons as designated by the Leadership
390 Council” (Conference Bylaws: Article VI, Section A).

391 Section 6.02 The duties of the Pastor shall be as designated first by the Board of Elders and
392 then by Article VI, Section A, of the Conference Bylaws (2011).

393 Section 6.03 If additional ministerial help should be needed, it shall be recommended by the
394 Board of Elders for approval by the congregation.

395 Section 6.04 The Pastor shall serve as a non-voting member on the Board of Elders, Church
396 Council, and committees of the congregation.

397 Section 6.05 At least six months preceding the end of the Pastor’s term of service, the Board
398 of Elders, with input from Church Council, shall review his/her tenure of service and make a
399 recommendation to Church Council for congregational approval. The Pastor shall give the
400 congregation at least 90-days notice of his/her intention to leave the congregation.

401 Section 6.06 Just as members of the congregation are pledged to give and receive counsel
402 from others in the church, the Pastor shall be accountable to the congregation through the
403 Church Council. Please refer to “Agreeing and Disagreeing in Love” (Attachment 1).

404 A) Should a Pastor become an offense to the church by reason of unchristian conduct
405 and/or flagrant moral violation, the congregation is responsible, in cooperation with the
406 conference minister, to handle the matter. Church Council may take action, or the
407 Board of Elders may make a recommendation to Church Council that his/her covenant
408 be terminated. Final action shall be brought to the congregation for approval.

409 B) Members of the congregation shall continue to show Christian love and maintain a
410 redemptive relationship with a Pastor whose covenant is terminated.

411 C) If a conflict develops and goes unresolved between elders and the Pastor, or Church
412 Council and the Pastor, after following the initial steps of “Agreeing and Disagreeing
413 in Love” (Attachment 1), they may request Church Council or the Board of Elders,
414 respectively, to appoint a mediation team or suggest an alternative solution.

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Article VII. COMMITTEES

416 Section 7.01 DAUGHTERS OF DORCAS

417 A) The purpose of the Daughters of Dorcas shall be to foster the missionary spirit by
418 aiding foreign and home missions, charitable institutions, and needy within the area,
419 and to promote fellowship among its members. A description of the scope of ministry
420 for the Daughters of Dorcas is found in Appendix A of this document.

421 B) The Daughters of Dorcas organization shall include all persons who desire to
422 participate in the organization. The Daughters of Dorcas shall select its own officers,
423 including a member of the congregation as Council representative.

424 Section 7.02 SUNDAY SCHOOL

- 425 A) The Sunday School shall consist of an Adult Department and a Junior Department. The
426 Sunday School shall be a teaching program presenting Christ to people as Savior and
427 Lord, encouraging commitment to Him, and helping all to grow toward Christian
428 maturity.
- 429 B) There shall be two superintendents for each department who will be responsible to
430 oversee the department's program, call teachers to specific classes, and provide for any
431 opening services. A description of the scope of ministry for the Sunday School
432 Superintendents is found in Appendix A of this document.
- 433 C) The superintendents shall be chosen from the membership of the congregation through
434 the Gifts Discernment Process for alternating terms of two years for each department.
435 The second year superintendent shall be a member of Church Council.

436 Section 7.03 TRUSTEES

- 437 A) There shall be three Trustees, at least two of whom must be members of the
438 congregation; they will be selected by the congregation through the Gifts Discernment
439 Process for three-year terms. Those terms shall be staggered in such a way that the
440 term of one trustee will expire each year. Trustees may serve up to two full terms and
441 are eligible for another term of office after one year. Trustees are responsible to the
442 congregation through the Church Council.
- 443 B) The Trustees shall have full authority and responsibility for the management and
444 operation of real property on behalf of the congregation. A description of the scope of
445 ministry for Trustees is found in Appendix A of this document.
- 446 C) The chairperson of the Trustees may be appointed from within, but must be a member
447 of the congregation.
- 448 D) The chairperson of the Trustees shall have the power to execute all contracts,
449 agreements, leases, mortgages, notes, bonds, and deeds relating to and necessary to
450 encumber or convey real property of the congregation. All such legal documents and
451 instruments relating to real property shall be countersigned by the congregational
452 chairperson.
- 453 E) The Trustees may appoint individuals or committees as they see fit to assist them in
454 their responsibilities and shall review the work of these individuals or committees
455 periodically.

456 Section 7.04 BIBLE SCHOOL COMMITTEE

- 457 A) The purpose of the Bible School Committee shall be to plan, oversee, and coordinate
458 the summer Bible School program. The Bible School shall be a teaching program
459 presenting Christ to people as Savior and Lord, encouraging commitment to Him, and
460 helping all to grow toward Christian maturity. A description of the scope of ministry
461 for the Bible School Committee is found in Appendix A of this document.
- 462 B) The Committee shall be composed of three persons selected by the congregation using
463 the Gifts Discernment Process, each with three-year terms; terms will alternate so that
464 one member is chosen each year. Generally, the chair of the committee will be the

465 member serving the third year of his/her term, but the committee has the option of
466 appointing a different member as chair.

467 Section 7.05 CEMETERY COMMITTEE

468 A) The Cemetery Committee shall be composed of three members of the congregation
469 selected by the congregation through the Gifts Discernment Process for three-year
470 renewable terms. Those terms shall be staggered in such a way that the term of one
471 committee member will expire each year. The Cemetery Committee is responsible to
472 the congregation through the trustees.

473 B) The Cemetery Committee shall have the full authority and responsibility for the
474 management, maintenance, and operation of the cemetery property. A description of
475 the scope of ministry for the Cemetery Committee is found in Appendix A of this
476 document.

477 Section 7.06 DELEGATES TO CONFERENCE AND NATIONAL DELEGATE ASSEMBLY

478 A) Delegates, whether serving through election or by virtue of the congregational or
479 conference office they hold, shall represent the congregation according to the
480 appropriate Bylaws:

481 1) Delegates shall represent the congregation to the Conference in accordance with the
482 guidelines prescribed in the Bylaws of the Allegheny Mennonite Conference. A
483 description of the scope of ministry for the delegates is found in Appendix A of this
484 document.

485 2) Delegates shall represent the congregation to the National Delegate Assembly in
486 accordance with the Bylaws of the Mennonite Church USA.

487 B) The persons who represent the following congregational offices shall act as our
488 delegates to Allegheny Mennonite Conference:

489 1) Pastor

490 2) Congregational chairperson or another member of Church Council

491 3) Chairperson of the Board of Elders or another member of the Board of Elders

492 4) Congregational treasurer or another member of Church Council

493 a) If a delegate cannot be found among the Board of Elders or Church Council,
494 either of these groups may appoint a representative from the general
495 membership. In such a situation, whenever possible, the persons should serve a
496 one to two year term as delegates.

497 C) The congregation, using the Gifts Discernment Process, shall select three at-large
498 Conference delegates from the membership for four-year terms. These terms shall be
499 staggered so that one delegate will be selected for a four-year term in any one year.

500 D) Any member serving an elected position in Conference shall also serve as a Conference
501 delegate.

502 E) Delegates and alternates to the National Delegate Assembly shall be appointed by
503 Church Council in accordance with Mennonite Church USA guidelines and from the
504 following groups in descending order:

- 505 1) Pastor and at-large Conference delegates
- 506 2) Other Conference delegates
- 507 3) Church Council and Board of Elders
- 508 4) Congregational Membership

509 Section 7.07 HOSPITALITY COMMITTEE

510 A) The Hospitality Committee shall be responsible for preparing and serving meals for
511 such occasions as funerals, visiting groups, and others who may need their services.
512 The committee also gives oversight to the kitchen and kitchen supplies. A description
513 of the scope of ministry for the Hospitality Committee is found in Appendix A of this
514 document.

515 B) The Hospitality Committee shall be composed of three persons, each with renewable
516 three-year terms; terms will alternate so that one member is selected through the Gifts
517 Discernment Process each year. The committee shall select its own officers from
518 within as needed.

519 Section 7.08 LIBRARIANS

520 A) The librarians shall be responsible for the selection and management of media (both
521 print and non-print), as well as facilitating the use of the library for the congregation.

522 B) There shall be two librarians selected by the congregation using the Gifts Discernment
523 Process, each with renewable two-year terms; terms will alternate so that one member
524 is chosen each year.

525 A description of the scope of ministry for the librarians is found in Appendix A of
526 this document.

527 Section 7.09 HOPE COMMITTEE

528 A) The purpose of the HOPE Committee is to supplement Sunday school classes and
529 friends in meeting the needs—resulting from extenuating circumstances—of those who
530 regularly attend Springs Mennonite Church.

531 B) The HOPE Committee shall be composed of two coordinators selected by the Gifts
532 Discernment Process, with alternating two year renewable terms so that one member is
533 chosen each year and shall be responsible to the Board of Elders. The Committee will
534 re-organize annually from within. Coordinators need to be Christians with the ability to
535 discern how to handle each situation. A description of the scope of ministry for the
536 HOPE Committee is found in Appendix A of this document.

537 Section 7.10 JUNIOR YOUTH FELLOWSHIP (JYF)

538 A) The JYF shall promote strong faith interaction between young people and advisors as
539 well as between children and parents. They shall promote community outreach and help
540 young people deal with everyday issues facing them.

541 B) Membership shall be open to any young person, typically grades 5 – 8.

542 C) Adult supervision for the JYF shall be provided by the congregation. A description of
543 the scope of ministry for the JYF Advisors is found in Appendix A of this document.
544 Each year the Gifts Discernment Committee, working with the current team of JYF
545 advisors, shall prepare a list of proposed advisors for the coming year. This list shall
546 be presented to the Board of Elders prior to the beginning of the church year for their
547 approval and in order for personal contacts to be made.

548 D) There shall be a minimum of three advisors representing both genders (ideally, one
549 couple and one single), with alternating two-year renewable terms.

550 Section 7.11 JUST FOR KIDS (JFK) (Optional)

551 A) The JFK meetings shall be a time of fellowship, crafts, and activities that will serve to
552 introduce children to our church family.

553 B) Membership shall be open to any young person, typically grades 1 – 4. Kindergarten
554 students may or may not be included as the advisors see fit.

555 C) Adult supervision for the JFK shall be provided by the congregation. A description of
556 the scope of ministry for the JFK Advisors is found in Appendix A of this document.
557 Each year the Gifts Discernment Committee, working with the current team of JFK
558 advisors, shall prepare a list of proposed advisors for the coming year. This list shall
559 be presented to the Board of Elders prior to the beginning of the church year for their
560 approval and in order for personal contacts to be made.

561 D) There shall be two to four advisors with renewable terms of one year or more.

562 Section 7.12 MENNONITE YOUTH FELLOWSHIP (MYF)

563 A) The MYF shall promote a spiritual life and fellowship among its members so that they
564 may come to know Jesus Christ as Savior and Lord. They shall also promote local
565 youth ministry and service activities, Conference youth events, Mennonite Church
566 USA (MC USA) national youth convention and other functions in keeping with the
567 purpose of the organization.

568 B) Membership shall be open to any young person, typically upon entering the ninth
569 grade.

570 C) Adult supervision for the MYF shall be provided by the congregation. A description of
571 the scope of ministry for the MYF Advisors is found in Appendix A of this document.
572 Each year the Gifts Discernment Committee and MYF shall provide the Board of
573 Elders with a list of persons they would propose to be MYF advisors. The Board of
574 Elders shall review the lists and forward them to the MYF indicating their approval and
575 preferences regarding these persons. The MYF shall then return its list of preferred
576 candidates to the Elders in order for personal contacts to be made.

577 D) There shall be two sets of advisors representing both genders (ideally, two couples or
578 one couple and two singles), with alternating two-year renewable terms.

579 Section 7.13 MINISTERS OF VISITATION

580 A) The Ministers of Visitation shall assist the pastor with the visitation of the elderly and
581 shut-ins in the congregation and community. They shall meet regularly with the pastor
582 to determine who should be visited, and to coordinate visitation duties. A description of

583 the scope of ministry for the Ministers of Visitation is found in Appendix A of this
584 document.

585 B) The Ministers of Visitation will consist of 4 persons, each with 2-year renewable
586 terms, with two new members selected by the Elders each year.

587 Section 7.14 MUSIC COMMITTEE

588 A) The purpose of the Music Committee shall be to plan and coordinate Christian music
589 for regular worship services and for special services as needed. A description of the
590 scope of ministry for the Music Committee is found in Appendix A of this document.

591 B) The Music Committee shall be composed of three persons, each with three-year
592 renewable terms; terms will alternate so that one member is selected each year by the
593 congregation using the Gifts Discernment Process. The committee shall select its own
594 officers from within as needed.

595 Section 7.15 OUTREACH COMMITTEE

596 A) The purpose of the Outreach Committee shall be to plan, train, and oversee the ways
597 that the congregation can present the community with the Gospel message, the tenets of
598 our faith, and our openness to the community and visitors to join in our services,
599 fellowship, and ministries. A description of the scope of ministry for the Outreach
600 Committee is found in Appendix A of this document.

601 B) The Outreach Committee will be composed of three persons, each with three-year
602 renewable terms; terms will alternate so that one member is selected each year by the
603 congregation using the Gifts Discernment Process. The committee shall select its own
604 officers from within as needed.

605 Section 7.16 RETREAT COMMITTEE

606 A) Section 1. The purpose of the Retreat Committee shall be to plan, organize, and
607 oversee the annual church retreat. The church retreat is a weekend event to gather the
608 congregation in a weekend of informal worship, input, and interaction. A description
609 of the scope of ministry for the Retreat Committee is found in Appendix A of this
610 document.

611 B) Section 2. The Retreat Committee shall be composed of three persons, each with three-
612 year renewable terms; terms will alternate so that one member is selected each year by
613 the congregation using the Gifts Discernment Process. The committee shall select its
614 own officers from within as needed.

615 Section 7.17 WORSHIP COMMITTEE

616 A) The purpose of the Worship Committee shall be to plan and oversee the public worship
617 services of the congregation for Sunday mornings and other special occasions. They
618 shall provide coordination between persons involved in the worship services. The
619 worship committee is responsible to the Board of Elders. A description of the scope of
620 ministry for the Worship Committee is found in Appendix A of this document.

621 B) The Worship Committee shall be composed of the pastor and four or five volunteers or
622 appointees approved by the Board of Elders, each with a term of one year or longer.
623 The committee shall select its own officers from within as needed.

624

Article VIII. AMENDMENTS

625 Section 8.01 Amendments may be made to the Plan of Organization at any congregational
626 meeting by an affirmative vote of the membership present, provided the amendments to be
627 considered have been circulated in written form among the membership at least one month
628 prior to the meeting.

629 Section 8.02 At the end of a five-year period after adoption of this Plan of Organization and
630 every five-year period thereafter, a Bylaws Revision Committee selected by the Church
631 Council and approved by the congregation shall review the Plan of Organization and suggest
632 revisions if needed. Any recommended revisions shall be circulated in written form among the
633 membership at least one month prior to the vote.

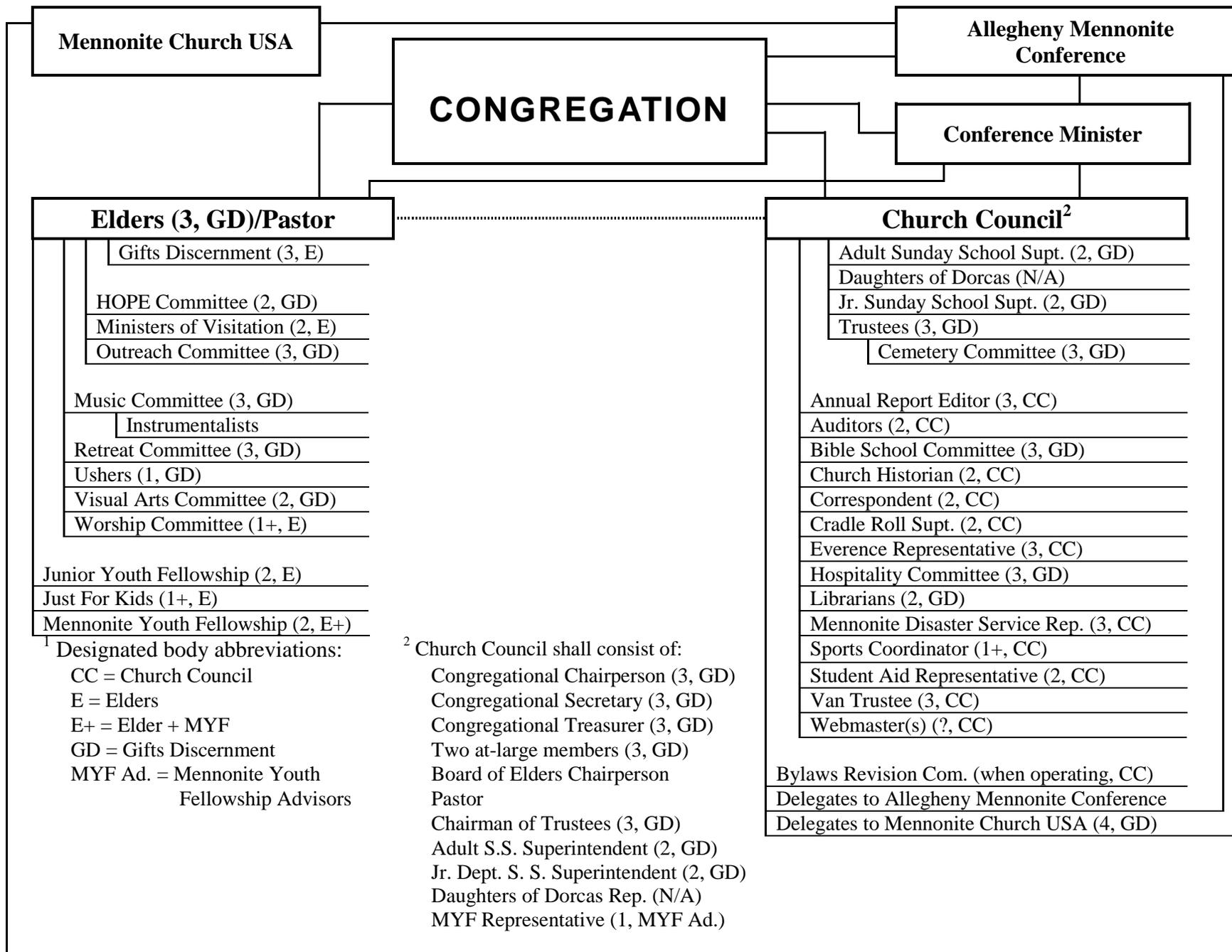
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Article IX. ENACTING CLAUSE

635 This Plan of Organization was acted upon and accepted by the members of the Springs
636 Mennonite Church on October 29, 2013. It supersedes all previous Constitutions and Plans of
637 Organization and such rules as are in conflict with them. All incumbent officers shall continue
638 to serve under this Plan of Organization until the term for which they have been appointed is
639 completed.

Lines of Accountability for the Springs Mennonite Church

Term length, in years, and the designated body¹ to nominate or appoint the position are indicated parenthetically



¹ Designated body abbreviations:
 CC = Church Council
 E = Elders
 E+ = Elder + MYF
 GD = Gifts Discernment
 MYF Ad. = Mennonite Youth Fellowship Advisors

² Church Council shall consist of:
 Congregational Chairperson (3, GD)
 Congregational Secretary (3, GD)
 Congregational Treasurer (3, GD)
 Two at-large members (3, GD)
 Board of Elders Chairperson
 Pastor
 Chairman of Trustees (3, GD)
 Adult S.S. Superintendent (2, GD)
 Jr. Dept. S. S. Superintendent (2, GD)
 Daughters of Dorcas Rep. (N/A)
 MYF Representative (1, MYF Ad.)

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APPENDIX A
SPRINGS MENNONITE CHURCH
AREAS OF MINISTRY

Date: October 2013

PREAMBLE

Following are descriptions of the various committees and ministries of our congregation in alphabetical order. The lists of duties are here to acquaint people with the tasks at hand but are not meant to be all-inclusive or restrictive. They are here to provide initial guidelines to the ministries to be accomplished.

Each group should see themselves as a ministry team —their tasks being the hands, feet, and voice of Christ in our world.

Lines of accountability are described in graphic form on page 19 to provide us with an idea of how all of these groups work together for the common good of the congregation.

Each committee or department is encouraged to use youth where possible, mentoring them for service in the church. Other ad hoc committee members or helpers may be used as needed.

ADULT DEPARTMENT SUNDAY SCHOOL SUPERINTENDENTS

The Adult Department Sunday School Superintendents shall serve alternating two-year terms and be responsible to Church Council. They shall

- A) Acquire at least two teachers for each class at the beginning of the church year (MYF teachers must meet the qualifications of the Sexual Abuse Prevention Policy);
- B) Furnish teaching materials for classes using uniform series and inform teachers of resources available;
- C) Provide substitute teachers when needed;
- D) Distribute and collect attendance record books;
- E) Submit a report for the annual report booklet;
- F) Note: The second year superintendent shall be a member of Church Council;
- G) Optional but encouraged: Hold an appreciation dinner, write thank-you notes (and/or provide small gift, etc.) for the teachers;
- H) Optional but encouraged: Provide some kind of teacher training or enrichment program if possible.
- I) Optional but encouraged: Visit classes at least once each church year.

ANNUAL REPORT BOOKLET EDITOR

The Annual Report Booklet Editor is appointed by Church Council for a renewable three-year term and shall be responsible to Council. The Editor shall

- A) Collect annual reports from all church officers, committee chairpersons, and organizational officers;
- B) Edit and compile those reports into printable format;

- 677 C) Be responsible for having the report booklets printed either by use of the church's
- 678 copier or a commercial printer;
- 679 D) Have the report booklets available by at least two Sundays prior to the October
- 680 members' meeting.
- 681 E) Distribute report booklets to church members via the church mailboxes, Internet,
- 682 and/or US Postal Service when necessary. Update membership list, addresses, etc.
- 683 annually.

684 AUDITORS

685 The auditors are appointed by Church Council for two-year renewable terms and
686 shall be responsible to Church Council. They shall

- 687 A) Examine the financial books and records of the Springs Mennonite Church at the close
- 688 of the fiscal year;
- 689 B) Submit a report to Church Council stating that the review and evaluation has been
- 690 done. A copy shall also be submitted for the annual report booklet.

691 BIBLE SCHOOL COMMITTEE

692 The Bible School Committee shall be responsible to Church Council. The Committee
693 members shall

- 694 A) Serve three-year terms as follows:
 - 695 1) Year one, do a lot of learning;
 - 696 2) Year two, become more involved in organizing and using notes from previous
 - 697 years;
 - 698 3) Year three, become chair of the committee (generally, but see Article VII. Section
 - 699 7.04);
- 700 B) Attend an organizational meeting, usually between January and March;
- 701 C) Choose curriculum and set Vacation Bible School dates;
- 702 D) Design schedule;
- 703 E) Meet again approximately 2 ½ months before Vacation Bible School starts to estimate
- 704 student attendance;
- 705 F) Order materials;
- 706 G) Obtain teachers and other personnel who meet the qualifications of the Sexual Abuse
- 707 Prevention Policy;
- 708 H) Choose an offering project and decide on a method to illustrate;
- 709 I) Publicize: postcards, posters, newspaper article(s), Web site;
- 710 J) Write a letter to staff; include schedule
- 711 K) If necessary, hold an informational meeting for all who will be participating in
- 712 leadership;
- 713 L) Make signs for classrooms/benches;
- 714 M) Duplicate forms for attendance, van registration, registration;
- 715 N) Hold a dedication for staff prior to Bible School;

- 716 O) Place a list of personnel helping with Bible School in the bulletin;
- 717 P) Organize van transportation
- 718 Q) Set up rooms prior to Bible School;
- 719 R) Be available the entire week of Vacation Bible School to oversee any areas of need;
- 720 S) After the week is ended, take inventory of any unused materials which can be returned;
- 721 T) Clean up;
- 722 U) Recognize/thank all teachers and Bible School helpers by listing them in the bulletin;
- 723 V) Share Bible School highlights, children's songs, etc., during the morning worship
- 724 service a week or two after Bible School;
- 725 W) Submit a summary of Vacation Bible School for the annual report booklet;
- 726 X) Pass on all notes to the next chairperson.

727 BOARD OF ELDERS

728 The Board of Elders shall be composed of five lay members of the congregation with
 729 alternating three-year terms. They shall be responsible to the congregation and shall work
 730 in consultation with Church Council as needed. They shall

- 731 A) Meet at least once a month;
- 732 B) Guide the congregation in matters of doctrine, faith, and practice;
- 733 C) Counsel the pastor regarding his ministerial tasks;
- 734 D) Form a committee midway through the pastor's term, with representation from Church
- 735 Council, that will work in consultation with the conference minister to conduct a
- 736 pastoral/congregational (two-way) review. A mid-term review gives some time for the
- 737 pastor and congregation to work at any changes/improvements suggested by the
- 738 review.
- 739 E) Review the pastor's tenure of service, with input from Church Council, and make a
- 740 recommendation to Church Council for congregational approval at least six months
- 741 preceding the end of the pastor's term of service;
- 742 F) Appoint a committee (in consultation with Church Council) to negotiate the renewal of
- 743 the pastor's covenant agreement, including the salary package. The package shall then
- 744 be presented to the congregation for approval;
- 745 G) Discipline and/or encourage estranged members in the congregation to reconcile,
- 746 utilizing "Agreeing/Disagreeing in Love" (Attachment 1) as appropriate;
- 747 H) Substitute for the pastor as needed during the pastor's absence;
- 748 I) In the event of a pastor's resignation, consult with the conference minister in regard to
- 749 transition arrangements, including, but not limited to, hiring an interim pastor;
- 750 J) Appoint individuals or committees to assist them with their responsibilities and review
- 751 the work of these individuals and committees periodically. (Currently, elders meet with
- 752 the following committees once each year (but are not limited to these): Outreach,
- 753 Worship, Retreat, Ministers of Visitation, and Gifts Discernment;
- 754 K) Select people to serve on the Gifts Discernment Committee and the Worship
- 755 Committee, as well as Ministers of Visitation and JFK, JYF, and MYF advisors. (They

- 756 need to be affirmed by the congregation.) Ministers of Visitation and advisors must
757 qualify under the SMC Sexual Abuse Prevention Policy;
- 758 L) Pray for the congregation;
- 759 M) Be sensitive to the needs of the pastor and his/her family;
- 760 N) Plan for communion (including details such as purchasing juice and bread, setting up,
761 and cleaning up after communion), and renewal and/or other meetings for enrichment;
- 762 O) Pass on a schedule of events and/or a list of annual duties to newly elected elders.
763 Note: The chair of the Board of Elders is automatically on Church Council. The chair
764 or another member of the Board of Elders shall be a delegate to Allegheny Mennonite
765 Conference. If the delegate elder cannot attend, and no other elder is available to
766 attend, elders can either appoint an alternate or ask Church Council to do so.
767 Conference meetings generally are the first weekend in August, first Saturday in
768 November, and the first Saturday in March.
- 769 P) The chair of the Board of Elders is responsible for input during inclement weather or
770 other extraordinary situations to help determine whether conditions require the
771 cancellation or postponement of services or events.
- 772 Q) The chair of the Board of Elders shall prepare a report for the Annual Report Booklet.
773 The secretary of the Board of Elders shall submit a copy of the significant items for the
774 year to be printed in the annual report booklet.
- 775 R) If a conflict develops between elders and the pastor and goes unresolved after they have
776 followed the initial steps of “Agreeing and Disagreeing in Love” (Attachment 1), they
777 may request Church Council to appoint a mediation team or suggest an alternative
778 solution. If there is an unresolved conflict between elders and Church Council, the
779 conference minister should be requested to appoint a mediation team or suggest an
780 alternative solution.

781 CEMETERY COMMITTEE

782 The Cemetery Committee shall be composed of three members of the congregation
783 with alternating three-year terms and be responsible to the trustees. The Committee shall

- 784 A) Be responsible for the maintenance of cemetery grounds and the purchase and
785 maintenance of equipment;
- 786 B) Show and sell lots.
- 787 C) Order and place cornerstones;
- 788 D) Stake off graves for digging.

789 CHURCH COUNCIL

790 The Church Council is responsible to the congregation and shall work in consultation with
791 the Board of Elders as needed. Council shall

- 792 A) Unify the activities of the congregation;
- 793 B) Give to and receive counsel from persons carrying responsibility in the Sunday school
794 and/or any church-related committees or programs;
- 795 C) Assume general responsibility for the preparation and administration of the budget as
796 approved by the congregation;

- 797 D) Arrange for special meetings of the congregation;
798 E) Determine and periodically review job descriptions for congregational positions and
799 council appointees;
800 F) Establish the policies and procedures (including those related to the physical facility)
801 with congregational approval;
802 G) Appoint persons to the following positions:
803 ▪ Mennonite Disaster Service Representative
804 ▪ Annual Report Booklet Editors
805 ▪ Cradle Roll Superintendent
806 ▪ Auditors
807 ▪ Correspondent
808 ▪ Everence Representative
809 ▪ Student Aid Representative
810 ▪ Church Historian
811 ▪ Van Trustee
812 ▪ Sports Coordinators
813 ▪ Webmaster
814 (They need to be affirmed by the congregation.)
815 H) Appoint one of the elected church delegates to be the liaison and coordinator for the
816 group of delegates;
817 I) Appoint an alternate MC USA delegate if an elected delegate cannot attend Convention
818 J) Appoint, at the end of each five-year period after adoption of the Bylaws, a Bylaws
819 Revision Committee to be approved by the Congregation
820 K) Appoint other individuals, a parliamentarian, or committees as they see fit to assist
821 them in their responsibilities and review the work of these individuals or committees
822 periodically. Church Council shall hire legal counsel when deemed necessary.
823 L) In the case of hiring a new pastor, the congregational chairperson, chairperson of the
824 Board of Elders, and the chairperson of the Gifts Discernment Committee, shall
825 appoint a Pastoral Search Committee for congregational approval. This Pastoral Search
826 Committee should include representation from Church Council, Board of Elders, and a
827 cross-section from the congregation at large. The Pastoral Search Committee shall
828 conduct a pastoral search, in cooperation with the conference minister, and then the
829 committee, along with Church Council, shall finalize the covenant agreement and
830 salary package to be presented to the congregation for approval.
831 M) If a conflict develops between Church Council and the pastor and goes unresolved after
832 the initial steps of “Agreeing and Disagreeing in Love” have been followed
833 (Attachment 1), they may request elders to appoint a mediation team or suggest an
834 alternative solution. If there is an unresolved conflict between elders and Church
835 Council, the conference minister should be requested to appoint a mediation team or
836 suggest an alternative solution.

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CHURCH HISTORIAN

The Church Historian is appointed by Church Council for a two-year renewable term and shall be responsible to Council. The Historian shall

- A) Research the Church’s roots, or past, in order to understand who we are today;
- B) Conduct primary and secondary research, collect oral history, and study artifacts;
- C) Preserve the information in an archive-safe environment for current and future generations;
- D) Interpret the history through public speaking and/or writing;
- E) Submit a report for the annual report booklet.

CONGREGATIONAL CHAIRPERSON

The Congregational Chairperson shall serve a three-year term and be responsible to Church Council. The Chairperson shall

- A) Preside at all meetings of the Church Council;
- B) Preside at congregational meetings called by Church Council;
- C) Serve as a congregational delegate to Allegheny Mennonite Conference (If occasionally unable to attend, have Council secure an alternate);
- D) Initiate the process to fill church positions that are vacated mid-term as outlined in Article III. Section 3.01, C) of the *Plan of Organization*.
- E) Answer questions regarding the use of church property or equipment (facility resources) by those outside the congregation.
- F) Submit a report highlighting activities of Church Council for the annual report booklet.

CONGREGATIONAL SECRETARY

The Congregational Secretary shall serve a three-year term and be responsible to Church Council. The Secretary shall

- A) Attend all meetings of the Church Council as well as all congregational meetings;
- B) Take notes at those meetings in order to prepare written notes of those meetings;
- C) Present minutes to Church Council for approval;
- D) Preserve minutes for permanent church records;
- E) Submit a monthly copy of Church Council’s Significant Items for the church bulletin and an annual copy (twelve months’ worth of significant items) for the annual report booklet.

CONGREGATIONAL TREASURER

The Congregational Treasurer shall serve a three-year term and be responsible to Church Council. The Treasurer shall

- A) Collect Church offerings;
- B) Have a second person verify cash before offerings are taken from the building to insure an audit trail;
- C) Make necessary deposits for money collected;

- 875 D) Write checks for bills and those on payroll;
- 876 E) Do necessary posting in ledger for receipts and disbursements;
- 877 F) Administer Cemetery Funds and other designated funds;
- 878 G) Provide offering amounts to the administrative assistant for bulletins;
- 879 H) Prepare monthly and quarterly reports for Church Council (brief overview);
- 880 I) Prepare end-of-year reports;
- 881 J) Prepare the annual budget with the help of Church Council;
- 882 K) Attend monthly Church Council meetings;
- 883 L) Serve as a congregational delegate to Allegheny Conference (If occasionally unable to
- 884 attend, have Council secure an alternate);
- 885 M) Be available for possible consultation regarding the pastor's salary/benefit package;
- 886 N) Provide copies of the end-of-year reports and the proposed budget to be printed in the
- 887 annual report booklet.

CORRESPONDENT

888
889 The Correspondent is appointed by Church Council for a renewable two-year term
890 and shall be responsible to Council. The Correspondent shall

- 891 A) Send church news to *Mennonite World Review*.
- 892 B) Send church news to *Allegheny Conference News*.

CRADLE ROLL SUPERINTENDENT

893
894 The Cradle Roll Superintendent is appointed by Church Council for a renewable two-
895 year term and shall be responsible to Council. The Superintendent shall

- 896 A) Maintain a record of newborns in the church and promote them to a Sunday School
- 897 class at two years of age;
- 898 B) Give gifts to these children. This can be done at birth or every Christmas or both.
- 899 C) Submit a report for the annual report booklet.

DAUGHTERS OF DORCAS

900
901 The Daughters of Dorcas shall be responsible to Church Council and will have a
902 representative on Council.

- 903 A) Daughters of Dorcas shall organize itself to conduct business in a Christian manner to
- 904 provide requested items as needed for MCC, provide work projects for weekly
- 905 gatherings, and work together for the good of all;
- 906 B) The President shall act as the project coordinator;
- 907 C) The Vice-President shall oversee/coordinate devotions;
- 908 D) The Secretary/Treasurer shall be responsible to maintain financial records and submit a
- 909 report for the annual report booklet.

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DELEGATE LIAISON

The Delegate Liaison shall be appointed from within the elected delegates by Church Council for a renewable one-year term and is responsible to Church Council. The Liaison shall

- A) Confirm in advance which delegates will be able to attend a given delegate session. If a regular delegate cannot attend, the Liaison shall consult with Church Council about appointing an alternate delegate unless Church Council has pre-approved two or three alternate delegates that the Liaison can automatically contact if needed;
 - 1) For the spring and fall delegate sessions (the first Saturday in March and November, respectively), the Liaison shall check four to six weeks ahead of the event.
 - 2) For the summer delegate session, the Liaison shall check at least two to three months in advance to be sure delegates register in a timely manner.
 - 3) For the Mennonite Church USA delegate session the Liaison shall check with the delegates at least seven to eight months in advance (by November of the previous year), and shall also coordinate the registration process to be sure everyone is registered properly;
- B) Decide on transportation and make any needed arrangements (Is the church van warranted or is some other means of transportation more appropriate?);
- C) When a report is warranted, coordinate with the pastor a mutually agreeable time for a written or oral report to be given to the congregation (preferably within one month of the event). The Liaison may give the report or delegate the responsibility to another delegate;
- D) Meet with Church Council as appropriate to receive or give feedback. Other delegates could be invited if desired. One time this might be helpful is before Conference adopts the budget in the spring of the year;
- E) Convene a meeting of the delegates for consultation as needed or desired;
- F) Submit a report for the annual report booklet (or ask another delegate to do so).

DELEGATES TO CONFERENCE AND NATIONAL DELEGATE ASSEMBLY

The Delegates shall serve alternating four-year terms and be responsible to Church Council. Delegates shall

- A) Attend Conference meetings or request Council to appoint an alternate;
- B) Represent and report the views of the congregation;
- C) Keep informed of congregational, Conference, and denominational matters;
- D) Assist in defining the Conference and denominational goals and objectives;
- E) Participate in Conference and denominational elections;
- F) Relate to matters and commissions in their respective interest areas;
- G) Report Conference and National Delegate Assembly decisions to Church Council and the congregation;
- H) Submit a report for the annual report booklet.
- I) The delegate liaison should meet with Church Council before the March delegates' meeting so delegates can vote knowledgeably on the conference budget.

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EVERENCE REPRESENTATIVE

The Everence Representative is appointed for a renewable three-year term by Church Council and shall be responsible to Council. The Representative shall

- A) Provide a link between Everence and the local congregation;
- B) Connect local needs with Everence programs and services;
- C) Contact people who qualify for Everence grants and complete grant application forms when appropriate;
- D) Complete quarterly and annual reports for Everence as needed so it can qualify as a Fraternal organization;
- E) Regularly place announcements in bulletin and make announcements in church as needed;
- F) Perform various duties such as handing out educational materials and staying in touch with our local Everence Advisor in order for our congregation to qualify for Sharing Fund grants;
- G) Be proactive in informing the congregation of grants available and in searching for and meeting needs;
- H) Attend training sessions offered by Everence;
- I) Coordinate with the HOPE Committee as an additional resource;
- J) Submit a report for the annual report booklet.

GIFTS DISCERNMENT COMMITTEE

The Gifts Discernment Committee shall be composed of five members of the congregation with alternating three-year terms and be responsible to the Board of Elders. The Committee shall

- A) Meet regularly (typically beginning in January) and continue meeting until all persons slated to serve for the upcoming year have been confirmed by the congregation; (Note: When creating the slate, the Committee is responsible to see that all persons serving in the Jr. Department and on the Bible School Committee meet the qualifications of the Sexual Abuse Prevention Policy.)
- B) Provide information to the congregation as outlined in the Plan of Organization.
- C) Be on “call” for discernment in new organizations;
- D) Submit a report for the annual report booklet.
- E) The Gifts Discernment Chairperson shall serve on the ad hoc committee described in Article III. Section 3.01, C) of the *Plan of Organization*, designed to fill church positions that are vacated mid-term.

HOPE COMMITTEE

The HOPE committee members shall be responsible to the Board of Elders and be composed of two persons with alternating two-year renewable terms so that one member is chosen each year. The Committee may be asked to do the following:

- A) Establish appropriate guidelines to determine whether persons should receive help from the church or be referred to a government agency;

- 991 B) Provide food for those unable to prepare their own food or get out to buy food;
 992 C) Develop a medical equipment program. This can include having a list of people in the
 993 congregation who have equipment available to loan and/or outside sources where the
 994 equipment can be borrowed or purchased;
 995 D) Implement a way for the congregation to help those in need (e.g., Sunday school
 996 classes or individual volunteers);
 997 E) Meet as necessary to review, evaluate and plan for the future.
 998 F) Notify the pastor in the event both committee members plan to be away from the
 999 community;
 1000 G) If committee members feel that a situation does not clearly come under HOPE's stated
 1001 guidelines ask for their decision to be reviewed by the Pastor or Elders;
 1002 H) Be responsible to contact people or groups (e.g., Sunday school classes) to help out as
 1003 needed;
 1004 I) Be aware of services available through organizations other than the church and seek the
 1005 help of these organizations as appropriate. These may be used to meet the needs of
 1006 persons in the congregation, particularly when long- term care is necessitated. The
 1007 coordinators will be responsible to have either the congregation or one of the
 1008 community agencies meet the above needs.
 1009 J) Report financial needs to the Board of Elders and the Everence Advocate
 1010 K) Submit a report for the annual report booklet.

1011 HOSPITALITY COMMITTEE

1012 The Hospitality Committee shall be composed of three persons with renewable three-
 1013 year terms and be responsible to Church Council. The Committee shall

- 1014 A) Prepare and serve meals for occasions such as funerals, visiting groups, congregational
 1015 fellowship gatherings, the community Thanksgiving dinner, and others who may need
 1016 their services;
 1017 B) Oversee use of the kitchen and maintain kitchen supplies;
 1018 C) Seek approval from Church Council before any church property is removed from the
 1019 premises.
 1020 D) Submit a report for the annual report booklet.

1021 INSTRUMENTALISTS (ORGANIST, PIANIST, OR OTHER)

1022 The instrumentalists (organist, pianist, or other) shall be responsible to the Music
 1023 Committee. They shall

- 1024 A) Play appropriate music for Sunday morning services and also for any other special
 1025 services as requested;
 1026 B) Arrange scheduling among themselves, with each person responsible for securing a
 1027 substitute if unable to be present on his/her designated Sunday.

1028 **JUNIOR DEPARTMENT SUNDAY SCHOOL SUPERINTENDENTS**

1029 The Junior Department Sunday School Superintendents shall serve alternating two-
1030 year terms and be responsible to Church Council. They shall

- 1031 A) Secure teachers who meet the qualifications of the Sexual Abuse Prevention Policy;
- 1032 B) Conduct an opening with the children prior to their Sunday school time: sing songs,
1033 etc. (about 10 minutes);
- 1034 C) Order necessary materials and supplies;
- 1035 D) Plan and organize the Christmas program.
- 1036 E) Support teachers in areas of discipline, curriculum, and instruction.
- 1037 F) Distribute and collect attendance record books.
- 1038 G) Collect and send camp registrations.
- 1039 H) Provide teacher training when necessary.
- 1040 I) Submit a report for the annual report booklet;
- 1041 J) Note: The second year superintendent shall be a member of Church Council.
- 1042 K) Optional but encouraged: Hold an appreciation dinner, write thank-you notes (and/or
1043 provide small gift, etc.) for the teachers;
- 1044 L) Optional but encouraged: Provide some kind of teacher training or enrichment program
1045 if possible.
- 1046 M) Optional but encouraged: Visit classes at least once each church year.

1047 **JUNIOR YOUTH FELLOWSHIP (JYF) ADVISORS**

1048 The JYF Advisors shall serve alternating two-year terms and be responsible to the
1049 Board of Elders. Advisors shall

- 1050 A) Share Christ with kids in fun and serious ways throughout the year for grades 5
1051 (typically) through 8.
- 1052 B) Plan yearly activities and Bible studies, and work with the children of the church and
1053 community;
- 1054 C) Provide examples of Christian living and faith to the children by the various activities
1055 and projects;
- 1056 D) Oversee fundraisers, such as a booth at the Springs Folk Festival;
- 1057 E) Attend Allegheny Conference Jr. High Winter Retreat;
- 1058 F) Report and pay taxes as needed;
- 1059 G) Submit a report for the annual report booklet.

1060 **JUST FOR KIDS (JFK) ADVISORS (Optional)**

1061 The JFK Advisors shall serve alternating one-year (or longer) renewable terms and
1062 be responsible to the Board of Elders. Advisors shall

- 1063 A) Share Christ with kids in fun and serious ways throughout the year for the
1064 Kindergarten through Grade 4 age group;

- 1065 B) Plan yearly activities, Bible studies, and work with the children of the church and
 1066 community;
 1067 C) Provide examples of Christian living and faith to the children by the various activities
 1068 and projects.
 1069 D) Attend Allegheny Conference Camporee.
 1070 E) Submit a report for the annual report booklet.

1071 LIBRARIANS

1072 The Librarians shall serve alternating renewable two-year terms and be responsible to
 1073 Church Council. The Librarians shall

- 1074 A) Have a desire to share the treasures found in books and other media, and to help others
 1075 find these treasures, too, using proper judgment in selection of media for the library;
 1076 B) Card and catalog media and maintain records of purchased and donated titles;
 1077 C) Tidy shelves when necessary;
 1078 D) Submit a report for the annual report booklet.

1079 MENNONITE DISASTER SERVICE REPRESENTATIVE

1080 The Mennonite Disaster Service Representative is appointed by Church Council for a
 1081 renewable three-year term and shall be responsible to Council. The Representative shall

- 1082 A) Inform the congregation of MDS needs;
 1083 B) Work with the local MDS representative in coordinating volunteers for work projects;
 1084 C) Facilitate planning for out-of-town MDS trips;
 1085 D) Submit a report for the annual report booklet.

1086 MENNONITE YOUTH FELLOWSHIP (MYF) ADVISORS

1087 The MYF Advisors shall serve alternating two-year terms and be responsible to the
 1088 Board of Elders. Advisors shall

- 1089 A) Combine good times with leadership and guidance for the youth of the church and
 1090 community, generally grades 9 through 12;
 1091 B) Be leaders and also listeners;
 1092 C) Minister to the youth the Word of God through Bible studies and also relate God's
 1093 Word to everyday life;
 1094 D) Encourage the youth to be open about their feelings;
 1095 E) Grow with them in order to get to know them and for them to know advisors;
 1096 F) Attend various outings such as youth conventions, retreats, and SnoKamp;
 1097 G) Oversee fundraisers such as a booth at the Springs Folk Festival, church dinners, etc.;
 1098 H) Hold regular council meetings, Bible studies, and monthly meetings;
 1099 I) Encourage/appoint an MYFer to serve on Church Council;
 1100 J) Encourage MYFers to apply to serve on Conference Youth Cabinet;

- 1101 K) Report and pay taxes as needed;
1102 L) Appoint an MYFer to submit a report for the annual report booklet.

1103 **MINISTERS OF VISITATION**

- 1104 The Ministers of Visitation shall be composed of four persons with alternating two-
1105 year renewable terms and be responsible to the Board of Elders. They shall
- 1106 A) Meet regularly with the elder liaison or the pastor to determine who needs to be visited
1107 and which people each Minister of Visitation will contact;
 - 1108 B) Visit regularly with the elderly/shut-ins who have been assigned to them individually;
 - 1109 C) Notify the pastor of elderly/shut-ins who wish to have communion.

1110 **MUSIC COMMITTEE**

- 1111 The Music Committee shall be composed of three persons with alternating three-year
1112 renewable terms and be responsible to the Board of Elders. The Committee shall
- 1113 A) Arrange for song leaders for Sunday morning worship services;
 - 1114 B) Arrange for instrumentalists (organist, pianist, or other) for worship services;
 - 1115 C) Arrange for song leaders for renewal services;
 - 1116 D) Arrange for special music for renewal services;
 - 1117 E) Work with the Worship Committee for special music for Sunday morning services;
 - 1118 F) Arrange for a director and music for Christmas, Easter, and other special services, as
1119 needed;
 - 1120 G) Provide ongoing evaluation of suitability and quality of music and lyrics for worship;
 - 1121 H) Submit a report for the annual report booklet;
 - 1122 D) Encouraged: provide training for the congregation in styles of music, old and new;
 - 1123 J) Encouraged: provide training for music leader development;
 - 1124 K) Encouraged: provide education for understanding music as a part of worship.

1125 **OUTREACH COMMITTEE**

- 1126 The Outreach Committee shall be composed of three persons with alternating three-
1127 year terms and be responsible to the Board of Elders. The Committee shall lead and
1128 involve the congregation to do the following:
- 1129 A) Make a special effort to invite and welcome visitors into our congregation;
 - 1130 B) Share our faith in a caring and considerate way;
 - 1131 C) After someone has visited, try to keep in contact with that person/those persons to
1132 witness and encourage them to attend on a regular basis;
 - 1133 D) With the help of the congregation, support anyone coming into the congregation with
1134 the spirit of acceptance and Christian love;
 - 1135 E) Plan activities which involve and witness to our congregation;
 - 1136 F) Plan the annual community picnic;
 - 1137 G) Reach out to the lonely and elderly in our community;
 - 1138 H) Submit a report for the annual report booklet.

PASTOR

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1140 For the pastor's area of ministry, or job description, please see a copy of the covenant
1141 agreement. A copy may be obtained from the church office.

RETREAT COMMITTEE

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1143 The Retreat Committee shall be composed of three persons with alternating three-
1144 year renewable terms and be responsible to the Board of Elders. The Committee shall

- 1145 A) Select the resource person or leaders for the retreat.
- 1146 B) Plan and organize the activities, site, and dates for the annual retreat.
- 1147 C) Promote the retreat to the congregation.
- 1148 D) Oversee or give management to the activities of the weekend.
- 1149 E) Submit a report for the annual report booklet.

SPORTS COORDINATOR

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1151 The Sports Coordinator may serve an open-ended term and shall be responsible to
1152 Church Council. The Coordinator shall

- 1153 A) Attend league meetings;
- 1154 B) Initiate a sign-up sheet in late winter and advocate for the team through bulletin and
1155 church announcements;
- 1156 C) Submit a roster, no-play dates, and deposit for the team;
- 1157 D) Attend games and create the line-up;
- 1158 E) Turn in a monthly church-attendance record to the league;
- 1159 F) Lead or appoint someone else to lead prayer before or after each game;
- 1160 G) Communicate with players regularly regarding reminders and schedule changes or
1161 designate a contact person to do so;
- 1162 H) Find officials as requested/required by the league;
- 1163 I) Submit a report for the annual report booklet;
- 1164 J) Note: A new Coordinator may be solicited by an outgoing Coordinator with the
1165 approval of Church Council.

STUDENT AID REPRESENTATIVE

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1167 The Student Aid Representative is appointed by Church Council for a two-year
1168 renewable term and shall be responsible to Council. The Representative shall

- 1169 A) Make contact with prospective college students and parents in January. Explain the
1170 purpose of Student Aid Funds;
- 1171 B) Provide proper forms for obtaining student aid to prospective students and parents in
1172 January or February; Involve the Board of Elders or Church Council as necessary.
- 1173 C) Note: For more information, see the Student Aid Guidelines (Attachment 2).

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TRUSTEES

The trustees shall serve alternating three-year terms and be responsible to Church Council. They shall

- A) Oversee persons employed in the operation or management of real property, i.e. janitors, control room personnel, Cemetery Committee, contractors, etc.;
- B) Be responsible for maintenance of church property, including heating system, screens, storm windows, lighting, ventilation, water softener, water system, cleaning of the facility with the help of congregants, and other.
- C) Be responsible for outdoor work, including mowing, snow removal, weeding, trimming of shrubs, and other tasks as needed;
- D) Give oversight to all legal matters regarding real property;
- E) Submit a report for the annual report booklet.

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USHERS

The ushers shall be composed of a group of four or more persons, each serving a one-year renewable term, and be responsible to the Board of Elders. They shall

- A) Organize themselves to determine who will be head usher each month.
- B) Make everyone who comes into our church feel WELCOME and glad they came.
- C) Be at the church by 9:00 AM to light candles and be ready to greet people. Stay at the door until 9:30 AM.
- D) Be back at the door by 10:15 to 10:20 AM to greet early arrivals for church. Find a replacement when they are head usher for that day and can't be there – not just assume someone will take over!
- E) Be dedicated individuals who care about working as a team and fulfill their responsibilities faithfully every Sunday (except for illness or vacation time).
- F) Help seat people, if needed.
- G) Circulate microphones during the worship service as needed.
- H) Collect offerings.
- I) For communion: Place basins and towels for foot washing. Remove and clean up basins and towels.

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VAN TRUSTEE

The Van Trustee is appointed by Church Council for a three-year renewable term and shall be responsible to Council. The Trustee shall

- A) Schedule regular oil changes and any other general maintenance of the van needed with a local automobile dealer or auto mechanic;
- B) Check tire pressure and judge when tires need to be changed or rotated and arrange that it be done at a repair shop;
- C) Seek Council's approval before proceeding if needed repairs are estimated to be over \$500;
- D) Turn in all bills related to repairs to the congregational treasurer in a timely manner;

- 1213 E) Be responsible for his/her own set of keys which is not to be given to anyone else;
- 1214 F) Be responsible for evaluating and determining if a repair request made by a driver is
- 1215 valid and if so, carry it out;
- 1216 G) Coordinate maintenance and scheduled usage with the administrative assistant;
- 1217 H) Regularly wash the outside of the van and vacuum the inside of the van (Volunteer help
- 1218 from groups that regularly use the van may be solicited);
- 1219 I) Keep the van locked when not in use;
- 1220 J) Make sure the van policy, van insurance information and registration, and driver logs
- 1221 are in the van in a conspicuous place along with the church's phone number, the church
- 1222 *Informational Directory*, and the van trustee's phone number.

1223 VISUAL ARTS COMMITTEE

1224 The Visual Arts Committee shall be composed of two persons with alternating two-

1225 year terms and be responsible to the Board of Elders. The Committee shall

- 1226 A) Provide flowers or other visual aids for each Sunday worship service as well as special
- 1227 times such as Renewal Services;
- 1228 B) Coordinate with the Worship Committee and Music Committee on use of flowers,
- 1229 candles, etc., at special times such as Christmas, Easter, Mother's Day, and Father's
- 1230 Day. This also needs to be coordinated with the Sunday School Department;
- 1231 C) Check church for flowers after funerals and take care of them.
- 1232 D) Seek approval from Church Council before any church property is removed from the
- 1233 premises.
- 1234 E) Submit a report for the annual report booklet.
- 1235 F) Note: Anyone wishing to provide flowers for a particular service should contact a
- 1236 member of the Visual Arts Committee.

1237 WEBMASTER

1238 The Webmaster shall serve an indefinite term and be responsible to Church Council. The

1239 Webmaster shall

- 1240 A) Be aware of previous policy guidelines established for the church web site (ask church
- 1241 Council to update them as needed);
- 1242 B) Provide suggestions to Church Council for enhancing the web site as new ideas and
- 1243 technologies warrant;
- 1244 C) Add, delete, or update web pages as requested by Church Council;
- 1245 D) Provide training for the pastor and administrative assistant as needed; at a minimum,
- 1246 1) the pastor should know how to log on the church web site and hide a page, show a
- 1247 page, or do some basic editing;
- 1248 2) the administrative assistant should know the above and, in addition, be able to make
- 1249 regular updates to the church calendar, post bulletins, post audio of scripture
- 1250 readings and sermons, and post Church Council agendas;

- 1251 E) Make regular updates to the Sunday School page, activities pages, and post information
1252 about special events (the administrative assistant may do some of this if interested and
1253 able);
1254 F) Submit a report for the annual report booklet and post the annual report booklet online
1255 when completed.

1256 WORSHIP COMMITTEE

1257 The Worship Committee shall be composed of the pastor and four or five volunteers,
1258 each with a term of one year or longer, and be responsible to the Board of Elders. The
1259 Committee shall

- 1260 A) Plan and oversee the worship setting of the congregation on Sunday mornings for the
1261 worship service except for communion, renewal meetings, and a speaker when the
1262 pastor is absent, which will be taken care of by the elders;
1263 B) Provide coordination between the persons involved in the worship service (such as the
1264 song leader, organist, worship leader, person in the sound room, ushers, etc.);
1265 C) Choose a worship leader and prepare the order of service weekly. Coordinate other
1266 worship experiences including drama, children's story, special music, puppets, etc. as
1267 needed;
1268 D) Be responsible for props, platform arrangement, microphones, etc.;
1269 E) Offer suggestions to the elders for possible speakers on the pastor's Sunday off;
1270 F) Plan for Christmas evening or Christmas morning, Advent, and Lenten Services if
1271 possible.
1272 G) Meet with the elders once or twice a year for long-term planning (The Worship
1273 Committee may be called on by the elders for other special services);
1274 H) Submit a report for the annual report booklet;
1275 I) Note: Special requests to perform/present by outside groups shall be approved by the
1276 elders in consultation with the Worship Committee.

1277 **Agreeing and Disagreeing in Love**

Attachment 1

1278 Commitments for Mennonites in Times of Disagreement

1279 “Making every effort to maintain the unity of the Spirit in the bond of peace” (Eph. 4:3)
1280 as both individual members and the body of Christ, we pledge that we shall:

In Thought

- Accept conflict 1. Acknowledge together that conflict is a normal part of our life in the church. (Rom. 14:1-8,10-12,17-19; 15:1-7)
- Affirm hope 2. Affirm that as God walks with us in conflict we can work through to growth. (Eph. 4:15-16)
- Commit to prayer 3. Admit our needs and commit ourselves to pray for a mutually satisfactory solution (no prayers for my success or for the other to change but to find a joint way). (James 5:16)

In Action

- Go to the other 4. Go directly to those with whom we disagree; avoid behind-the-back criticism.* (Matt. 5:23-24; 18:15-20)
- In the spirit of humility 5. Go in gentleness, patience, and humility. Place the problem between us at neither doorstep and own our part in the conflict instead of pointing out the others'. (Gal. 6:1-5)
- Be quick to listen 6. Listen carefully, summarize, and check out what is heard before responding. Seek as much to understand as to be understood. (James 1:19; Prov. 18:13)
- Be slow to judge 7. Suspend judgments, avoid labeling, end name calling, discard threats, and act in a non-defensive, non-reactive way. (Rom. 2:14; Gal. 5:22-26)
- Be willing to negotiate 8. Work through the disagreements constructively. (Acts 15; Phil. I -11)
- Identify issues, interests, and needs of both (rather than take positions).
 - Generate a variety of options for meeting both parties' needs (rather than defending one's own way).
 - Evaluate options by how they meet the needs and satisfy the interests of all sides (not one side's values).
 - Collaborate in working out a joint solution (so both sides gain, both grow and win).
 - Cooperate with the emerging agreement (accept the possible, not demand your ideal).
 - Reward each other for each step forward, toward agreement (celebrate mutuality).

In Life

- Be steadfast in love 9. Be firm in our commitment to seek a mutual solution; be stubborn in holding to our common foundation in Christ; be steadfast in love. (Col. 3:12-15)
- Be open to mediation 10. Be open to accept skilled help. If we cannot reach agreement among ourselves, we will use those with gifts and training in mediation in the larger church. (Phil. 4:1-3)
- Trust the community 11. We will trust the community and if we cannot reach agreement or experience reconciliation, we will turn the decision over to others in the congregation or from the broader church. (Acts 15)
- In one-to-one or small group disputes, this may mean allowing others to arbitrate.
 - In congregational, conference district or denominational disputes, this may mean allowing others to arbitrate or implementing constitutional decision-making processes, insuring that they are done in the spirit of these guidelines, and abiding by whatever decision is made.
- Be the Body of Christ 12. Believe in and rely on the solidarity of the Body of Christ and its commitment to peace and justice, rather than resort to the courts of law. (I Cor. 6:1-6)

1281 *Go directly if you are European-North American; in other cultures disagreements are
1282 often addressed through a trusted go-between.

1283 Christians are not immune to conflict. We face it in our homes and churches, in our
1284 neighborhoods and work places. Wherever we interact with other people, we experience
1285 conflict.

1286 Too often conflict becomes destructive, because we try to avoid it, or because we don't
1287 know how to face it well. But we can make it an opportunity to grow, to become more faithful
1288 to Jesus, to model Christ-like love for one another.

1289 To work constructively with conflict, we need skills. "Agreeing and Disagreeing in Love"
1290 outlines approaches to conflict that will help us live out our calling to be Christian
1291 peacemakers.

1292 **Biblical Foundation**

1293 The Bible guides us to seek reconciliation when we disagree. Scripture teaches us that
1294 conflict can be an arena for God's revelation.

1295 ● Reconciliation is at the heart of the gospel. Through Christ we are reconciled to God, who
1296 gives us the ministry of reconciliation.

1297 *Romans 5:1-11; 2 Corinthians 5:17-20*

1298 ● Reconciliation with others in the church is a prelude to genuine worship. *Matthew 5:23-24*

1299 ● Jesus describes a process for addressing conflict and restoring relationships in the church.
1300 *Matthew 18:15-22*

1301 ● Groups in the early church came together to talk about their differences, to seek the Spirit's
1302 leading as they worked for consensus.

- 1303 *Acts 6:1-6; Acts 15:1-3*
- 1304 ● The church needs each person’s gifts and perspectives; no one has a corner on truth. *1*
- 1305 *Corinthians 12-14*
- 1306 ● God’s chosen ones are to bear with one another, to forgive each other and to clothe
- 1307 themselves “with love, which binds everything together in perfect harmony.” *Colossians 3:12-*
- 1308 *17*
- 1309 ● We are to grow in unity and maturity by speaking the truth in love. *Ephesians 4:1-16*
- 1310 ● God calls us to act and speak with respect for each other despite differences of culture or
- 1311 conviction. *Romans 14:1-7; James 1:19;*
- 1312 *John 7:51; Ephesians 4:25-32; Matthew 7:1-5; 1 Peter 3: 8, 16*
- 1313 ● God’s people do not seek the absence of conflict but the presence of shalom, a peace based
- 1314 on justice. *Amos 5:21-24; Micah 6:6-8;*
- 1315 *Isaiah 58; Matthew 23:23-24; Luke 4:18-19*

1316 **Adopting the Guidelines**

1317 We encourage congregations, area conferences, church boards and agencies to adopt the

1318 guidelines for agreeing and disagreeing in love, and to use them. The process you use to consider

1319 adopting the guidelines can itself be a model for working through differences together.

1320 Design a process to study the guidelines and decide whether to adopt them. Your written

1321 process design could include these pieces:

- 1322 A) Define the issue: Should our group adopt these guidelines?
- 1323 B) Identify goals: To enhance our commitment and ability to deal constructively with
- 1324 conflict. (Add your goals.)
- 1325 C) Clarify steps and timeline:
- 1326 1) Approve the process design. The appropriate decision-making body acts to do this.
- 1327 2) Study the guidelines and the biblical foundations.
- 1328 a) Offer a Sunday school class on conflict resolution skills for congregations.
- 1329 b) Invite an outside resource person to present a Saturday workshop on the topic.
- 1330 c) Encourage committees and small groups to study the guidelines.
- 1331 3) Talk together about using the guidelines.
- 1332 a) Discuss ways to use the guidelines in your context.
- 1333 b) Integrate the guidelines into constitutions, bylaws, personnel policies.
- 1334 c) Note concerns that arise and work to resolve them.
- 1335 4) Implement the decision rule (see below).
- 1336 D) State the decision rule: Identify who will make the decision, and how it will be made

1337 **Using the Guidelines**

1338 After your group has adopted the guidelines, you can:

- 1339 • Display the “Agreeing and Disagreeing in Love” poster in rooms where committees meet.
- 1340 • Include training on the guidelines in new member classes or orientation sessions.
- 1341 • Use reconciliation and conflict resolution as a focus for worship from time to time.
- 1342 • Include articles in your newsletter about the guidelines and your experience with them.
- 1343 • Appoint a process observer for your meetings, to monitor your group’s use of the guidelines.
- 1344 • Every year evaluate how your group is working with conflict.

1345 **Several Cautions**

1346 The guidelines should not be used as a substitute for the proper exercise of authority. When
1347 laws have been broken or people abused, mediation would only be appropriate at later stages,
1348 when offenders have taken responsibility for their actions and victims are requesting face-to-face
1349 meetings as a step toward their own healing.

1350 The guidelines may inform disciplinary or grievance procedures, but they are not intended to
1351 be a substitute for such procedures. In cross-cultural settings, the guidelines should be adapted to
1352 fit the context.

1353 The guidelines were primarily adopted to help parties in conflict, not as instructions for
1354 groups pursuing God's will in matters of church practice or theology. For such purposes, it is
1355 recommended that groups seek additional guidance in processes of Biblical/communal
1356 discernment.

1357 **Some Basic Principles**

1358 In interpersonal and group conflicts, people can take many of the steps identified in the
1359 guidelines without the help of an impartial third party. But when conflict escalates and the
1360 principal parties cannot resolve it by negotiating together, they should seek outside help.

1361 In mediation, disputing parties come to their own agreement with the assistance of an
1362 objective third party. Those serving as mediators should be trained; attempting to mediate a
1363 dispute without having the necessary skills can make matters worse. Trained mediators can help
1364 people come to agreement on issues and also aid in healing broken relationships.

1365 If mediation fails to resolve a dispute, arbitration could be sought. The disputing parties
1366 would agree in advance to abide by whatever decision the arbitrators make. The arbitrators listen
1367 to each party's case, consult with each other, and agree on a win-win decision that attempts to
1368 address the interests of all the parties.

1369 **Information**

1370 **For more information, contact:**

1371 **Mennonite Church USA**—Peace Advocate; Peace@MennoniteUSA.org;

1372 Toll-free 866-866-2872; www.MennoniteUSA.org/peace

1373 **Lombard Mennonite Peace Center**—101 W. 22nd Street, Suite 206, Lombard, IL 60148; 630-
1374 627-0507; Admin@LMPeaceCenter.org

1375 www.LMPeaceCenter.org

1376 **Mennonite Conciliation Service**—21 South 12th St., PO Box 500, Akron, PA 17501-0500;

1377 717-859-3889; mcs@mccus.org;

1378 www.mcc.org/us/peaceandjustice/mcs.html

1379 **To order additional copies, contact:**

1380 **Mennonite Media**—1251 Virginia Avenue, Harrisonburg, VA 22802-2497;

1381 LoisH@MennoMedia.org; 1-800-999-3534

1382 **To see additional resources:** www.MennoniteUSA.org/peace

1383

1384 *From the General Conference Mennonite*
1385 *Church and Mennonite Church General Boards*
1386 *March-April 1995, updated July 2013.*

1387 **Student Aid Committee Guidelines**

Attachment 2

1388 STUDENT AID GUIDELINES

1389 The Student Aid Program is based on the premise that one of the functions of the
1390 congregation is to provide adequate opportunity for the education of its members, both in
1391 preparation for a vocation and for fullest participation in the life of the church. This, we
1392 believe, is especially important for the training of youth, for leadership training in the church,
1393 and in fact for training in the exercise of all the gifts of the Spirit in the church. We, therefore,
1394 believe that a Mennonite college education should be available to any regular attendee of the
1395 congregation who feels called upon to improve his/her skills and to deepen his/her
1396 understanding of the Christian walk.

1397 It is the purpose of the Student Aid plan:

- 1398 ■ To affirm our belief in the distinct values of Christian education in the Anabaptist-
1399 Mennonite tradition;
- 1400 ■ To give our young people further opportunity to learn about and appreciate the
1401 Anabaptist-Mennonite vision;
- 1402 ■ To promote a spirit of brotherhood sharing and servanthood in our congregation;
- 1403 ■ To ease the financial burden which may prevent an individual from enrolling at one
1404 of the Mennonite colleges or seminaries. Some of the most gifted young people do
1405 not consider a church college because of the financial burden placed upon them and
1406 their families;
- 1407 ■ To encourage our members to pursue Christian education at our own church schools.

1408 Therefore, the Springs Mennonite Church offers to support its students at Mennonite
1409 Church USA institutions with a pledge of \$500.00 per semester as a scholarship grant to any
1410 bachelor's degree student who:

- 1411 1. Attended services regularly, for the period of one (1) year prior to entering higher
1412 education at a Mennonite Church USA institution.
- 1413 2. Attended services regularly, for the period of one (1) year prior to (or while) attending
1414 another educational institution, and then transferring to a Mennonite Church USA
1415 institution.
- 1416 3. Attended services regularly, for the period of one (1) year prior to serving in a Christian
1417 mission or relief program, and then entering higher education at a Mennonite Church
1418 USA institution.

1420

1421 **Springs Mennonite Statement Regarding Abuse:**

1422 Springs Mennonite recognizes the seriousness and sinfulness of sexual and physical abuse.
1423 This type of mistreatment violates the very image of God. It causes serious damage to the mind,
1424 body and spirit of the one abused. It also causes harm to the mind and soul of the abuser.

1425 Through our policies and guidelines, we seek to make our church environment a safe place
1426 for all who worship and fellowship with us. We attempt to prevent abuse by adopting worker
1427 supervision and certification policies and will address charges of abuse seriously. Where abuse
1428 does occur, we will seek and support healing measures for the abused and abuser.

1429 We seek to follow the above in the manner of our Lord who addressed evil clearly with the
1430 ultimate goal of bringing wholeness and healing to all.

1431 **What constitutes sexual abuse?** Any sexual contact or interaction (touch or non-touch) with
1432 a child is abusive. Force, threats, bribery, and misrepresenting right and wrong are some of the
1433 ways this abuse is perpetrated. Even if a child out of ignorance or fear does not resist, it is still
1434 abuse.

1435 **What constitutes physical abuse?** Serious physical or mental injury which is not accidental,
1436 or serious physical neglect of children under age 18 caused by the acts or omissions of a
1437 perpetrator.

1438 **Worker Certification Policy:** For the protection of the children and youth in our care, we
1439 have established the following guidelines for a Acertification process@ for all adults (eighteen and
1440 older) who desire to work with children and youth. Youth (seventeen and younger) may serve
1441 under the supervision of a certified adult.

- 1442 • All workers should be a Christian for at least one year, and an attendee of Springs
1443 Mennonite Church for at least six months before volunteering in children and youth
1444 ministry. Volunteers or employees who have attended less than 6 months may be
1445 considered on an individual basis after personal references and clearances have been
1446 checked.
- 1447 • Each worker will be asked to complete a SMC Application for Children and Youth
1448 Ministry form (including references as indicated on the application), complete a PA Child
1449 Abuse History Clearance form, and a State Criminal Record Check form. All costs of
1450 obtaining clearances will be paid by SMC.
- 1451 • If the worker relocated from another state, they will still be asked to complete the PA
1452 clearances. In addition, we will get at least two personal references from the church this
1453 individual previously attended while living in that state. If they had clearances done in that
1454 state, we will ask for copies for our files.
- 1455 • If the worker already completed the Child Abuse History and Criminal Record check
1456 within the last ten years, and has lived in the same community since obtaining the
1457 clearance, there is no need for another one. A copy of the clearance or supporting
1458 documentation will be required from the holder of the clearance to verify state responses.
- 1459 • The applications and clearances will be reviewed by the Director & Assistant Director of
1460 Christian Education who will refer any questions to the pastor for final decisions.

- 1461 • Any person with a history of physical or sexual abuse of children or youth will not be
- 1462 approved as a child or youth worker
- 1463 • Each worker must attend a Springs Mennonite Church Abuse Protection/Worker
- 1464 Certification Training Class.

1465 **Worker Supervision Policies:** For the safety of our children and youth we ask all workers to
 1466 follow these guidelines. The Christian Education Director and Assistant Director will work with
 1467 all leaders of children and youth ministries to insure that all workers go through the worker
 1468 certification process.

- 1469 • Two certified adults should be present during any church activity involving children and
- 1470 youth. Exceptions to the above guideline are granted when:
 - 1471 1. The event is large enough to have ongoing oversight by supervising adults at the
 - 1472 ministry location. Examples of this are: Sunday School, VBS, etc...
 - 1473 2. A certified supervising adult is overseeing a youth over 13. Examples could include
 - 1474 Sunday School, Nursery and VBS.
- 1475 • Nursery children will be photographed with their parent(s) or guardian so nursery workers
- 1476 can easily identify parents when they come to pick up their child.
- 1477 • When there are no windows, doors should be left open so that persons passing by can
- 1478 observe inside.
- 1479 • Small group leaders are responsible to provide a safe environment for any children present
- 1480 at their meetings.
- 1481 • Sunday School teachers should be present in the class before the children arrive, and
- 1482 remain until they are released or picked up by their parents.
- 1483 • In the event that only one child comes to Sunday School, that child should be taken to
- 1484 another class. Teachers should leave the door open until two or more children arrive for
- 1485 class.
- 1486 • A certified adult leader of each sex represented should be present at all youth activities.
- 1487 Exceptions can be made when the event is large enough to have ongoing oversight by
- 1488 supervising adults on location.
- 1489 • Adult chaperones (advisors, parents and helpers) must be certified before accompanying
- 1490 youth on an overnight activity.
- 1491 • Youth advisors should get written parental permission before providing transportation for a
- 1492 youth alone in their car.
- 1493 • Youth advisors meeting with a youth alone for mentoring should meet in public places and
- 1494 have written parental permission.

1495 **Guidelines for Reporting Suspected Abuse:** All children and youth workers have a personal
 1496 responsibility and moral obligation to report any suspected abuse to the Pastor or Elder
 1497 Chairperson.

- 1498 • The person making the observation or receiving disclosure of a suspected sexual/physical
- 1499 abuse should contact the Pastor or Elder Chairperson immediately.
- 1500 • The Pastor or Elder Chairperson will make sure Children's Services and/or the police are
- 1501 notified as well as our liability insurance company and the Alleghany Mennonite

1502 Conference office. An attorney will be retained for legal counsel. A detailed response plan
1503 that was adopted by the Elders in the summer of 2002 will be followed.

- 1504 • If the Pastor is suspected of abuse, the District Overseer should be notified immediately,
1505 and he along with the Elder Chairperson will report as stated above.
- 1506 • A “Suspicion of Abuse Form” and “Log of Observations” form will be completed by the
1507 Pastor or Elder Chairperson and kept in a confidential file.

1508 The suspected incident should not be discussed with anyone else. The state authorities will do the
1509 investigation and take appropriate action.

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