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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.*

# PLAN OF ORGANIZATION FOR THE SPRINGS MENNONITE CHURCH

## 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).

## Article II. DUTIES AND PRIVILEGES OF MEMBERSHIP

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.

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.

386

## 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.

415

## 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.

634

## 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.