

CONSTITUTION of GRACE MENNONITE CHURCH
REVISED 2014
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Preamble

Grace Mennonite Church adopts the following constitution and by-laws for the purpose of providing this Body of Christ with the necessary rules and regulations for the conduct of the congregation's affairs.

Article I: Name and Affiliation

The name of this congregation shall be the "Grace Mennonite Church, Inc. of Pandora, Ohio." Grace Mennonite Church shall be affiliated with Mennonite Church USA and the Central District Conference of Mennonite Church USA.

Article II: Vision and Mission Statements

A. Vision: Healing and Hope

Vision Statement:

God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy, and peace, so that God's healing and hope flow through us to the world.

Vision Priorities:

Priority #1:

To follow Jesus Christ more faithfully, we are called to

- enrich our prayer, worship, and study of the Scriptures.
- offer all that we are and have to God.

Priority #2:

To grow as communities of grace, joy, and peace we want to:

- call and nurture congregational leaders for ministry in a changing environment.
- practice love, forgiveness, and hospitality that affirm our diversity and heal our brokenness.

Priority #3:

To live as people of healing and hope we are committed to:

- invite others to faith in Jesus Christ.
- seek God's peace in our homes, work, neighborhood, and the world.

B. Grace Mennonite Purpose, Mission and Vision Statements:

Our Purpose (why we exist): We strive to follow Christ by loving each other, living the way of peace and serving the world around us.

Our Mission (what God is calling us to do): Grace Mennonite seeks to live out Christ's love in our community.

Our Vision (where we see ourselves in the future): Recognizing the transforming power of the Holy Spirit burning in us, Grace Mennonite Church strives to glorify God by growing in grace, joy and peace, enabling us to offer healing and hope to the world.

In order to fulfill our purpose, mission and vision we see our calling as:

1. Providing opportunities for the worship of God and Jesus Christ, under the inspiration and guidance of the Holy Spirit.

2. Providing for ministries of preaching and teaching the Word, where the truths about God, Jesus Christ, the Holy Spirit and the Church are made known and become part of the understanding and nurture of children, youth, and adults. We see this preaching/teaching ministry as including the basic Anabaptist-Mennonite beliefs:

- a. That Jesus Christ is Savior and Lord, the believers church is one of voluntary membership, and baptism is upon the confession of faith.

- b. That the Scriptures, especially the New Testament, provide the primary standards for faith and life.
- c. That the life of discipleship and stewardship includes the acceptance and practice of Christ's teachings on the way of love and peace in the home, in the church, in the community and the world; rejecting the ways of war and violence; seeking peace within the church and the world. All of life - heart, mind, possessions - are to reflect dedication to the service of the Lord.

3. Creating a loving, healing climate where individuals and families can find love, acceptance, comfort, guidance: a wholeness of spirit from Jesus Christ.

4. Encouraging a Christian witness in and to the world and inviting others to become part of our Christian fellowship and worship.

5. Providing opportunities for service in "the name of Christ", through support of and involvement in missions, MCC ministries, and Voluntary Service.

6. Seeking the guidance of the Holy Spirit in all things, and recognizing and encouraging the gifts of the Spirit with the life and fellowship of the church.

Article III: Confession of Faith

The following Confession of Faith is a summarized statement from the "Confession of Faith in a Mennonite Perspective", pages 93-98, published by Herald Press and adopted by the General Conference Mennonite Church and the Mennonite Church during the Wichita Conference, 1995.

1. We believe that **God** exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
2. We believe in **Jesus Christ**, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.
3. We believe in the **Holy Spirit**, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
4. We believe that all **Scripture** is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.

- 1
2 5. We believe that God has **created the heavens and the earth** and all that is in
3 them, and that God preserves and renews what has been made. All creation has
4 its source outside itself and belongs to the Creator. The world has been created
5 good because God is good and provides all that is needed for life.
6
7 6. We believe that God has **created human beings** in the divine image. God formed
8 them from the dust of the earth and gave them a special dignity among all the
9 works of creation. Human beings have been made for relationship with God, to
10 live in peace with each other, and to take care of the rest of creation.
11
12 7. We confess that, beginning with Adam and Eve, humanity has disobeyed God,
13 given way to the tempter, and chosen to **sin**. All have fallen short of the Creator's
14 intent, marred the image of God in which they were created, disrupted order in
15 the world, and limited their love for others. Because of sin, humanity has be given
16 over to the enslaving powers of evil and death.
17
18 8. We believe that, through Jesus Christ, God offers **salvation** from sin and a new
19 way of life. We receive God's salvation when we repent and accept Jesus Christ as
20 Savior and Lord. In Christ, we are reconciled with God and brought into the
21 reconciling community. We place our faith in God that, by the same power that
22 raised Christ from the dead, we may be saved from sin to follow Christ and to
23 know the fullness of salvation.
24
25 9. We believe that the **church** is the assembly of those who have accepted God's
26 offer of salvation through faith in Jesus Christ. It is the new community of
27 disciples sent into the world to proclaim the reign of God and to provide a
28 foretaste of the church's glorious hope. It is the new society established and
29 sustained by the Holy Spirit.
30
31 10. We believe that the **mission** of the church is to proclaim and to be a sign of the
32 kingdom of God. Christ has commissioned the church to make disciples of all
33 nations, baptizing them and teaching them to observe all things he has
34 commanded.
35
36 11. We believe that the **baptism** of believers with water is a sign of their cleansing
37 from sin. Baptism is also a pledge before the church of their covenant with God to
38 walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are
39 baptized into Christ and his body by the Spirit, water, and blood.
40
41 12. We believe that the **Lord's Supper** is a sign by which the church thankfully
42 remembers the new covenant which Jesus established by his death. In this
43 communion meal, the church renews its covenant with God and with each other
44 and participates in the life and death of Jesus Christ, until he comes.
45
46 13. We believe that in **washing the feet** of his disciples, Jesus calls us to serve one
47 another in love as he did. Thus we acknowledge our frequent need of cleansing,

renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.

14. We practice **discipline** in the church as a sign of God's offer of transforming grace. Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.

15. We believe that **ministry** is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.

16. We believe that the church of Jesus Christ is **one body** with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.

17. We believe that Jesus Christ calls us to **discipleship**, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As we are faithful to his way, we become conformed to Christ and separated from the evil in the world

18. We believe that to be a disciple of Jesus is to know **life in the spirit**. As the life, death and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.

19. We believe that God intends human life to begin in **families** and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage.

20. We commit ourselves to tell the **truth**, to give a simple yes or no, and to avoid the swearing of oaths.

21. We believe that everything belongs to God, who calls the church to live in faithful **stewardship** of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.

22. We believe that **peace** is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance, even in the face of violence and warfare.

- 1
2 23. We believe that the church is God's holy nation, called to give full allegiance to
3 Christ its head and to witness to every **nation, government, and society** about
4 God's saving love.
5
6 24. We place our hope in the **reign of God** and its fulfillment in the day when Christ
7 will come again in glory to judge the living and the dead. He will gather his
8 church, which is already living under the reign of God. We await God's final
9 victory, the end of this present age of struggle, the resurrection of the dead, and a
10 new heaven and a new earth. There the people of God will reign with Christ in
11 justice, righteousness, and peace forever and ever.
12

13 **Article IV: Government of the Church**

14
15 The government of this Church shall be vested in the body of believers who comprise it.
16 It shall recognize and accept the obligations of mutual counsel and co-operation with
17 Mennonite Church USA and with the Central District Conference.
18

19 **Article V: Ceremonial Observances**

20 21 **A. Baptism:**

22 All persons who give evidence of repentance and faith, and so desire, shall be
23 baptized upon confession of faith, in the name of the Father, the Son, and the Holy Spirit.
24

25 **B. Holy Communion:**

26 The Lord's Supper shall be observed at least twice a year, and shall be preceded
27 by appropriate spiritual preparation. All members of the congregation, and visiting
28 Christians who are living at peace with God and one another, shall be invited to
29 participate.
30

31 **C. Marriage:**

32 The congregation believes that marriage is God's gift of companionship to
33 humankind, and, according to the New Testament, shall be performed "in the Lord."
34 Proposed marriages shall be previously announced in the presence of the congregation
35 and shall include a prayer asking the Lord's blessing for the couple. The congregation
36 provides pre-marital counseling to encourage the building of healthy marital
37 relationships.
38

39 **D. Dedication of Children:**

40 The congregation believes that children are a gift from God. It is the joy of
41 Christian parents to raise their children in the nurture and teaching of the Lord.
42 Therefore, parents are encouraged to dedicate their children to God before the
43 congregation, in recognition of this important calling and in gratitude to God for God's
44 gift of life. The congregation is privileged to support and nurture the children of the
45 congregation and their parents.
46

Article VI: Membership

A. Qualifications:

Any person desiring to become a member of this congregation shall meet the following qualifications, in addition to a letter of transfer, when applicable:

1. Confess their faith in Jesus Christ as Savior and Lord.
2. Be baptized according to Article V, Section A, when applicable.
3. Receive instruction or have basic knowledge on the history and beliefs of the Mennonite Church.
4. May meet with the Shepherding Team for dialogue and consultation.
5. Be presented to the congregation for affirmation.

B. Expectations of Members:

1. To grow in their relationship with Jesus Christ through prayer, worship, and study of the scriptures and to offer all that they are and have to God.
2. To practice love, forgiveness, and hospitality so that the church can become a community of grace, joy, and peace.
3. To become the presence of God's healing by inviting others to faith in Jesus Christ and by seeking God's peace in the world.
4. To resolve conflict between members according to the model Jesus outlined in Matthew 18. First, seek quietly to resolve the difference without involving others. Second, if the first approach fails, ask a member of the Shepherding Team or member of the pastoral staff to assist in resolving the conflict. Third, if both the first and second approach fail, then the church should be involved in an effort to bring peace.

C. Status:

1. Full Membership:

"Full Members" are those who participate in and support the life of the congregation. Persons who are unable to participate due to infirmity, attendance at school, or assignment with a service agency will continue to be counted as full members.

2. Wider Fellowship Membership:

"Wider Fellowship Members" identifies those who have special reasons for relationship to this congregation other than full membership. Such reasons might include the following:

- Those of temporary residence in our community.
- Those removed geographically from our community and who have joined other Christian congregations, but who desire to maintain their relationship to the Mennonite faith through this congregation.

- Those who desire to maintain a connection to their church of origin.
- Those who have other special circumstances and reasons to maintain affiliation with this congregation.

D. Privileges:

1. Full Membership Members:

“Full Members” are eligible to hold any position and may vote in the transactions of the congregation.

2. Wider Fellowship Members:

“Wider Fellowship” Members may participate in all areas of congregational life with the exception of being a member of Council, a member of the Shepherding team, a member of the PPRC, Congregational Chair, Treasurer, or Business Agent and may not vote in the transactions of the congregation.

E. Membership Roll:

The membership roll of the congregation will be maintained by the Shepherding Team, in conjunction with the Council. Proposed changes in the membership roll will be presented to the congregation for approval at the annual meeting.

F. Discipline and Restoration:

In the event that either a Full or Wider Fellowship Member’s actions are hurtful to themselves, their family, the church, and/or the Kingdom of God, faithful efforts shall be made by the Pastor and the Shepherding Team, or others designated by them, to bring such a person to repentance and restoration. If these efforts fail, the Shepherding Team may suspend such a member, and upon the presentation of the action taken by them, the congregation may, after due notice and hearing, terminate such a membership. Any person whose membership has been terminated may be restored again by meeting the qualifications for membership.

G. Removal:

1. Letter of Transfer:

Members wishing to transfer their membership to another congregation will be granted a letter of transfer by the Shepherding Team.

2. Action of the Congregation:

The membership of persons suspended for disciplinary reasons may be terminated by action of the congregation when appropriate repentance and reconciliation have not been witnessed.

3. Withdrawal:

Persons wishing to withdraw from their membership, may have their membership terminated at their request.

Article VII: Organization

A. Pastor:

1. Selection and Call:

The congregation shall be served by an ordained or licensed minister of the word, selected under the guidance of the Holy Spirit. When a vacancy occurs, the Council shall appoint a "search committee", which, working in cooperation with the appropriate Conference ministerial placement agencies, shall submit a qualified candidate to the congregation. Election shall be by ballot, with a two-thirds majority of eligible members present required to constitute a call.

2. Duties:

The duties of the pastor shall be to preach and teach the Word of God and to administer the ordinances. Together with the Shepherding Team, the pastor shall provide pastoral care and spiritual guidance for the congregation. The pastor shall be available in an advisory capacity to the various ministry coordinators and organizations of the church, but shall relate directly to the Worship Coordinator. The pastor shall participate in the instruction of the history and beliefs of the Mennonite Church to all persons desiring to become members of this congregation.

Additional responsibilities, including the pastor's personal and family concerns, will be negotiated between the Shepherding Team and the Pastor as contained in the Pastor's Memo of Understanding and Job Description.

3. Term:

The pastor shall be called for a three-year term. The call may be extended for additional three-year terms by a simple majority of eligible members present.

4. Termination of Service:

Unless otherwise agreed, a six-month notice shall be given by either the pastor or the congregation in order to terminate this relationship.

B. Associate Ministerial Staff:

1. Selection and Call:

The congregation may be further served by associate ministerial staff. When such a need is discerned, it shall be brought before the Council for discussion and action. If the Council approves the request, Council shall arrange for the development of a Job Description and bring the same to the congregation for study and action. A simple majority will be required to approve a new position. If the position is approved, Council shall appoint a committee to search for a qualified candidate. Election shall be by ballot with a two-thirds majority of eligible members present to constitute a call.

2. Term:

Unless otherwise agreed, the term of service shall be three years. One year prior to the end of the term, the Pastoral and Personnel Relations Committee (PPRC) shall initiate a process of review. The process will begin first with a review of the position. The focus of said review will be to discern if the present nature and direction of the position is adequately serving the needs of the congregation. Any recommended changes

1 in the nature and direction of the position will then be discussed with the additional
2 ministerial staff person.

3 Upon reviewing the nature and direction of the position, the PPRC will facilitate a
4 congregationally centered process of evaluation and review. Based on information
5 gathered from the congregation through the evaluation and review process, the PPRC
6 shall bring a recommendation to Council who shall or shall not recommend continued
7 service. If necessary, a vote may be called.

8 9 **3. Termination of Service:**

10 Unless otherwise agreed, a six-month notice shall be given by either the person in
11 the position or the congregation in order to terminate this relationship.

12 13 **C. The Shepherding Team:**

14 **1. Composition:**

15 Four congregational members (preferably two men and two women) along with the
16 pastor(s) make up the Shepherding Team. One member will serve on Council.

17 Each member of the Shepherding Team will serve a two-year term and be encouraged
18 to renew for a second two-year term. At the end of the second term, the member needs to be
19 off the Shepherding Team for at least a year. One man and one woman will join (or re-join)
20 the Shepherding Team each year.

21 22 **2. Nomination and Affirmation:**

- 23 a. Each year the congregation will be invited to nominate people they believe are
24 gifted to be on the Shepherding Team.
25 b. The current Shepherding Team will review these names and discern
26 appointments as described above.

27 28 **3. Responsibilities:**

29 The Shepherding Team forms the core spiritual leadership for the congregation,
30 discerning spiritual direction.

31 The Shepherding Team is responsible for discerning the job description for the
32 pastor(s).

33 34 **D. Pastoral and Personnel Relations Committee (PPRC)**

35 **1. Composition:**

36 The PPRC shall include three members secured by the Shepherding Team, serving
37 three-year terms, with staggered beginning dates to enable continuity within the committee.
38 One member will serve on Council.

39 40 **2. Responsibilities:**

41 The PPRC will negotiate the employment contracts and prepare the annual Memo of
42 Understanding for the pastor(s). The PPRC will coordinate the formal pastoral review prior to
43 the end of a contract term.

44 The PPRC shall be responsible to interview non-pastoral paid staff (although
45 pastors should have significant input in hiring of the church secretary) and negotiate
46 compensation with said staff and prepare contracts and job descriptions for said staff. The
47 PPRC will present any non-pastoral staff hiring recommendations to Council for approval. All
48 paid church staff will report to the PPRC which will conduct an annual review for each staff

person. Any concerns about inappropriate behavior of paid staff will be addressed by the PPRC.

E. The Council:

1. Composition:

The Council will consist of the Council Chair, six ministry coordinators, one member each from the Shepherding Team and the PPRC, as well as the Pastor(s) and the Treasurer as ex-officio. The Council Chair will appoint an ex-officio Council Secretary to take notes and prepare minutes of each meeting.

The Council Chair will serve as the contact person for administrative questions. The Council Chair will serve a two-year term. The new Council Chair will be appointed to the position two months before his or her term officially begins to enable attendance at Council meetings and to receive training from the outgoing Chair.

2. Responsibilities:

The Council forms the core administrative leadership for the congregation. It shall approve disbursement of special funds under their jurisdiction. It shall be designated as the legal representative or trustee of the congregation, and shall hold title to real estate and other property. The Council shall receive gifts and bequests.

The Council will normally convene monthly and will include in the agenda short reports from each of the coordinators, to foster cooperation and communication among the members of Council. The Council may also act on other agenda items brought before them. Ad hoc committees may be appointed to investigate larger questions and bring recommendations back to the Council.

F. Ministry Coordinators:

Ministry coordinators will serve as a central sounding board for ideas in their area, as well as be responsible for coordinating ministries in their particular area. At times, they will suggest activities to the congregation and invite volunteers to assist. Likewise, any congregational member may suggest an idea to the appropriate coordinator and take leadership with the planning and implementation of a project.

Terms:

Coordinators serve a two-year term and may renew for an additional consecutive term. Each term begins on January 1. The terms of the six coordinators' terms shall be staggered, to provide some continuity on Council.

- The Facilities and Christian Education Coordinators' term will have a two-part structure-Lead and Assistant Coordinators. The Lead Coordinator will serve on Council. The Assistant Coordinator will move to the Lead position in the second year of the term while the incumbent Lead will move to the Assistant position or retire from the role. The roles are limited to a total of four consecutive years.
- The other coordinators (Community Connections; Finance; Mission, Peace & Service and Worship) are encouraged to find someone to assist them as needed. Near the end of their term, these coordinators will overlap for a minimum of three months with new coordinators for orientation and training.

Responsibilities for all coordinators:

- Attend monthly Council meetings as a voting member.

- Authorize the Treasurer to pay bills from their budgeted line items as well as the funds and accounts under their jurisdiction.

Responsibilities for each coordinator:

1. Christian Education Coordinator:

- a. Works with the Assistant Coordinator and the pastor to make decisions about staffing and other routine details involving Christian Education.
- b. Secures Sunday School teachers, Sunday School secretary/treasurer, MYF sponsors and curriculum for children/youth.
- c. Provides training for the Assistant Christian Education Coordinator.

2. Community Connections Coordinator:

- a. Provides an environment to offer a warm welcome to visitors and regular attendees each Sunday.
- b. Promotes fellowship and supports the building of relationships among our church community.
- c. Organizes a meal for bereaved families following a funeral or burial or memorial service.
- d. Participates with local community programs in order to connect our church with the community.
- e. Helps the congregation envision and explore ways to build relationships between our church community and the wider community.

3. Finance Coordinator:

- a. Works together with the Treasurer and Ministry Coordinators to prepare the annual budget to present to the congregation.
- b. Works together with the Treasurer and others as needed to determine college scholarship recipients.

Note: The Treasurer serves as staff person to work with the Finance Coordinator on budget issues; routine decisions can be decided between these two people.

4. Facilities Coordinator:

- a. Coordinates the routine maintenance and repairs to the building and grounds.
- b. Assesses the condition of building and grounds and makes recommendations to Council for major repairs, upgrades, and renovations.
- c. Provides training for the Assistant Facilities Coordinator.

5. Mission, Peace, and Service Coordinator :

- a. Promotes congregational education opportunities and involvement in local, national, and international levels of mission and service work.
- b. Promotes peace education and training.
- c. Encourages, along with others, periodic “action” by the congregation.

6. Worship Coordinator:

- a. Provides leadership in planning of worship services with the pastor and a worship planning team.
- b. Secures and schedules participants for worship services.

G. Other congregational positions:

1. Congregational Chair

The chair will preside at annual meetings and other business sessions of the congregation.

2. Secretary of the Congregation

The secretary shall record all official acts of the congregation by preparing minutes of all business sessions of the congregation.

3. Church Historian

The historian shall collect, file, and protect items or materials of historical interest and value to the congregation.

4. Church Librarian

The librarian will maintain smooth operation of the library and should call on others as needed for assistance.

5. Auditing (2 people)

Two persons shall be appointed by the Council to audit the church financial records at the end of each fiscal year.

6. Treasurer:

The Council shall annually appoint a treasurer to serve the congregation. The Treasurer shall receive, hold, and disburse all funds of the church; keep a record of all financial transactions and contributions; provide regular reports on financial activity and offer financial counsel at the annual meeting and Council meetings.

7. Business Agent:

The Council shall annually appoint a Business Agent. The business agent shall be the statutory agent for the Grace Mennonite Church, Inc. The statutory agent is the individual upon whom any process, notice or demand required or permitted by statute shall be served on behalf of the Grace Mennonite Church, Inc. The business agent shall be responsible for preparing any and all forms required by the governmental entities to maintain the Grace Mennonite Church, Inc. as a corporation in good standing with those governmental entities.

The business agent shall maintain the safe deposit box of the corporation, lock box or lock boxes of Grace Mennonite Church, Inc. at such bank or banks where safe deposit boxes are maintained. The business agent shall sign any receipt or voucher required by fiduciaries receipting for any gifts or bequests from estates or trusts on behalf of Grace Mennonite Church, Inc.

Article VIII: Congregational Meetings

A. Annual Meeting:

The annual congregational meeting shall be held in January each year, the actual date to be set by the Council.

1
2 **B. Special Meetings:**

3 Special congregational meetings may be called by the Council, the Shepherding Team, or
4 by petition of 20 members; the actual date to be set by the Council.
5

6 **C. Announcement of Meetings:**

7 All congregational meetings, and the purpose thereof, shall be announced publicly two
8 Sundays in advance.
9

10 **Article IX: Amendments**

11
12 This constitution may be amended by a two-thirds majority of voting members present
13 at any regular or special meeting of the congregation. The proposed amendments or
14 revisions shall be announced in two preceding public meetings.
15

16 **Article X: Bylaws**

17 **A. Quorum:**

18 The presence of 30% of "Full Members" at a congregational meeting shall constitute a
19 quorum and official business may be transacted. At least 50% of the membership of the
20 Shepherding Team, Council, or a committee shall constitute a quorum and permit the
21 transaction of official business.
22

23 **B. Voting:**

24 Each "Full Member" of the congregation has the privilege of voting. In order to vote, a
25 person must be present at a duly called business meeting. Issues will be decided by a
26 simple majority.
27

28 **C. Vacancies:**

29 In case of a vacancy in any of the coordinator positions, the Council shall make an
30 appointment to fill the unexpired term. In the event of a vacancy on the Shepherding
31 Team or the PPRC, if the unexpired term is a year or more, the existing members of the
32 team shall seek to fill the vacancy with a qualified congregational member.
33

34 **D. Legal Documents:**

35 Legal documents shall become effective on signatures of both the chairperson of Council
36 and the church Business Agent, upon authorization of the congregation.
37

38 **E. Special Committees:**

39 Special committees may be appointed by the Council for specific purposes. The term of
40 office shall be one year unless the work is completed earlier or requires more time.
41

42 **F. Limitation of Office:**

43 No person can serve in more than one coordinator position at the same time. A
44 coordinator cannot serve on the Shepherding Team or on the PPRC simultaneously.

1 Likewise a Shepherding team member or a PPRC member cannot be a coordinator
2 simultaneously.

3
4 **G. Annual Written Reports:**

5 All ministry coordinators, officers, committees, staff members, and organizations shall
6 provide written reports for the annual report book.

7
8 **H. Financial Activity:**

9 Ministry coordinators shall annually submit budgetary recommendations for the coming
10 year to the Finance coordinator. Items which have been approved by the congregation,
11 need no further approval from the Council. If a coordinator anticipates overspending its
12 budget, or wishes to purchase something for which funds have not been budgeted, such
13 must be approved in advance by the Council.

14
15 The church fiscal year shall begin January 1, and end December 31. All accounts, other
16 than the congregation's, shall be closed by December 20 and submitted to the church
17 Treasurer.