

BYLAWS AND POLICIES OF THE MOUNT CLINTON MENNONITE CHURCH

ARTICLE I: PASTORAL TEAM MEMBER ROLES

A. Pastoral Team

1. Personnel
Pastors, four elders selected through open ballot, Overseer and Pastoral Trainee when there is one.
2. Responsibilities
 - a. To provide spiritual oversight and nurture for the congregation.
 - b. To plan worship themes and preaching schedules.
 - c. To organize special multi-session meetings, such as evangelistic meetings or other renewal meetings focused on a theme.
 - d. To coordinate other special programs, such as Sunday evening services and concerts.
 - e. To give leadership to the service and evangelism outreach of the congregation.

B. Lead Pastor Responsibilities

1. To provide spiritual leadership for the congregation.
2. To enable and equip the members of the congregation for ministry.
3. To chair the Pastoral Team.
4. To serve as Worship Advocate and thus be involved in the planning of worship services.
5. To provide for the instruction of new believers and other candidates for membership.
6. To be a member of Church Council.
7. To be a resource for the advocates as needed.

C. Associate Pastor Responsibilities

1. To provide spiritual leadership to youth and young adults.
2. To work closely with congregational volunteer sponsors of Jr. MYF and Sr. MYF in providing Bible teaching and activities.
3. To relate to post-high young adults and seek to facilitate their ongoing involvement in the life of the congregation.
4. To chair quarterly meetings of the Christian Education/Nurture Cluster.
5. To be a member of Church Council.

D. Elder Responsibilities

1. To provide spiritual support to the pastor.
2. To assist the pastor in carrying out the various forms of ministry as time and gifts permit.
3. To be additional links between the Pastoral Team and the congregation regarding ministry opportunities and practices.

E. Overseer Responsibilities

1. To assist in matters of theological discussion and current issues related to the congregation.
2. To be a spiritual advisor to the Pastoral Team.
3. To be a resource to the Church Council upon request.
4. To be active in the process of selection and evaluation of the members of the Pastoral Team.

F. Pastoral Trainee Responsibilities

Pastoral Trainees may participate in the ministry of the Pastoral Team as a way of exploring a sense of call to ministry and/or developing ministry gifts and skills. They will normally be under the supervision of a Pastoral Team member and will engage in ministry activities as agreed upon by that supervisor.

ARTICLE II: CHURCH COUNCIL ROLES

A. Church Council

1. Personnel

A chairperson and a secretary shall be selected by the Gift Discernment process. At least two members at large shall be selected by the Gift Discernment process. One or two Advocates for each cluster shall be appointed or selected as described in these Bylaws. An assistant chairperson shall be selected by the Church Council at the first meeting of each year. All Council members shall be members of the congregation.

2. Responsibilities

- a. To process evaluations and assignments of members of the Pastoral Team at the appropriate times.
- b. To give guidance to and evaluate the programs of the congregation.
- c. To coordinate the activities of the congregation to avoid competitiveness or overlapping activity.
- d. To keep the Constitution and Bylaws up to date.
- e. To review and approve major projects in the congregation.
- f. To review the annual budget proposed by the Finance Committee and recommend it to the congregation.
- g. To review the work of the Gift Discernment Committee and recommend it to the congregation.
- h. To choose a person outside the congregation to review the Bookkeeper's books each third year and when a new Bookkeeper is appointed.
- i. To receive and consider concerns from anyone in the congregation.
- j. To take major decisions to the congregation for discussion and action.

3. Chair Responsibilities

- a. To facilitate the administrative tasks of the church.
- b. To work closely with the Pastor(s) to coordinate administrative and pastoral programs of the church.

- c. To encourage Church Council and the Congregation to work together with courage and faith in Christ.
- d. To have a good understanding of and follow the Church Constitution and Bylaws while leading Church Council in fulfilling the responsibilities assigned to it in these documents.
- e. To chair Church Council meetings and make agendas for them.
- f. To chair church business meetings.
- g. To give orientation to the new Church Council Chair, Council Members and Committee Chairs each year.
- h. To encourage Church Council members to pray for one another.

B. Gift Discernment Committee

1. Personnel

Four persons shall be selected by the Gift Discernment process for two-year terms. No person shall serve more than two consecutive terms. The Lead Pastor shall serve on the committee. Church Council shall appoint the chairperson each year.

2. Responsibilities

- a. To help persons to discern their gifts and give opportunities for each person to exercise their gifts.
- b. To give opportunity for persons to volunteer for available positions and allow persons to recommend others for available positions.
- c. To recommend persons to Church Council for positions of responsibility in the congregation.
- d. To contact persons after Church Council approves a list of persons for various positions.
- e. To present a final slate to Church Council for recommendation to the congregation for affirmation.
- f. To remind outgoing committee chairs to inform incoming chairs of their responsibilities.

C. Pastor-Congregation Relations Committee

1. Personnel

- a. The chair of Church Council (who will not serve as chair of the committee).
- b. Two other persons selected by Church Council with staggered two-year terms. Church Council will appoint one of these as chair of the committee.

2. Responsibilities

- a. To serve as a listening group for the pastor(s) and the congregation so as to foster an open relationship between the congregation and the pastor(s).
- b. To be responsible to Church Council, bringing to Council any recommendations regarding the pastor(s) or their role.
- c. To meet with each pastor individually three times a year or as needed; the chair shall involve the Overseer as appropriate.

ARTICLE III: ORGANIZATION OF CLUSTERS

A. Advocates

Each cluster shall have one or two advocates.

1. Responsibilities

- a. To serve as a link between Church Council and the committees and representatives in their cluster.
- b. To solicit from their cluster any issues or reports and present the information to Church Council.
- c. To be available to give counsel and guidance to their cluster as requested.

B. Worship Cluster

1. Objectives

- a. To provide overall leadership for corporate worship experiences.
- b. To plan for Sunday morning worship and additional opportunities for worship.
- c. To establish goals for worship.
- d. To evaluate the worship experiences.

2. Advocate

The Pastor shall be the Worship Advocate.

3. Sunday Morning Worship Committee

a. Personnel

- i. The Worship Advocate, who will chair this committee.
- ii. Four persons selected by the Gift Discernment process for staggered two-year terms.

b. Responsibilities

- i. To oversee the planning of the Sunday morning worship services.
- ii. To evaluate the services to determine that they are effective in leading the congregation in worship.
- iii. To provide the congregation with a variety of worship experiences.

4. Worship Visuals Coordinator

a. Personnel

One or more persons shall be selected by the Gift Discernment process for one-year terms.

b. Responsibility

To coordinate the provision of appropriate visuals for the front of the sanctuary for Sunday worship and other designated times.

C. Mutual Care Cluster

1. Objectives

- a. To provide overall leadership for mutual care in the congregation.
- b. To coordinate organized activities that foster mutual care.

- c. To provide opportunities for persons in the congregation to develop gifts and training in mutual care.
- d. To reach outside the congregation with expressions of care.

2. Advocate

An elder shall be selected by the Pastoral Team each year as advocate.

3. Care and Share Committee

a. Personnel

- i. The Mutual Care Advocate shall be a member of, but not chairperson of, this committee.
- ii. Five persons shall be selected through the Gift Discernment process for two-year terms. Three persons shall be selected the year the Everence representative is to be selected and two the alternate year. Church Council shall appoint the chair of this committee.

b. Responsibilities

- i. To see that holistic care is provided to all members of the congregation.
- ii. To review the financial needs of members experiencing a crisis and to organize the congregational response.
- iii. To listen and respond to requests outside the congregation.
- iv. To set guidelines for responding to community requests.
- v. The chair shall serve as our congregational delegate to the annual meeting of People Helping People.

4. Small Group Coordinator

a. Personnel

One person shall be selected each year by the Pastoral Team to be the Small Group Coordinator.

b. Responsibilities

- i. To organize small groups for those in the congregation desiring to participate.
- ii. To assist in providing a leader for each group.
- iii. To provide guidance for the leaders of small groups.
- iv. To monitor the need for changes in small groups.

5. Everence Representative

a. Personnel

One person shall be selected by the Gift Discernment process for a two-year term.

b. Responsibilities

- i. To be a liaison between the congregation and Everence.
- ii. To perform the tasks described in the Everence Congregational Representative Job Description.
- iii. To serve as a member of the Care and Share Committee.

6. Health and Wellness Promoter

a. Personnel

One person shall be selected through the Gift Discernment process for a two-year term.

b. Responsibilities

- i. To provide health information that promotes health and wellness and emphasizes the connection between life styles, faith and well being
- ii. To counsel on health concerns as requested by individuals or leaders in the congregation.
- iii. To link individuals and families with resources in the church and community.

7. Hospitality Committee

a. Personnel

Two persons shall be selected through the Gift Discernment process for two-year terms.

b. Responsibilities

- i. To facilitate the organizing of wedding and baby showers.
- ii. To arrange for flowers or other expressions of caring for those in the hospital or in other long-term incapacitation.
- iii. To plan for meals to be brought to new mothers and their families and to others who would benefit from this form of caring by the congregation, such as families with a hospitalized person.
- iv. To expedite the availability of persons who can assist others who are moving.

D. Christian Education/Nurture Cluster

1. Objectives

- a. To provide creative leadership in the spiritual education of the congregation.
- b. To provide opportunities for members to be challenged in their faith commitment.
- c. To make the congregation aware of opportunities for spiritual education.

2. Advocates

One person from the Adult Sunday School Committee appointed by Church Council and the Sunday School Superintendent for the children shall serve as co-advocates of this cluster.

3. Sunday School Leadership

a. Personnel

- i. The Adult Sunday School Committee consisting of three or four members selected each year by the Gift Discernment process.
- ii. The Children's Sunday School Superintendent and the Children's Assistant Superintendent.

b. Responsibilities

To coordinate the Sunday School ministry of the congregation, including curriculum, space needs, the vision for holistic Christian education for all age groups, and related issues.

4. Summer Children's Ministry Superintendents

a. Personnel

Two persons shall be selected by the Gift Discernment process for one-year terms.

b. Responsibilities

To organize and conduct a Summer Children's Ministry program.

5. Senior Mennonite Youth Fellowship

a. Personnel

Two persons shall be selected each year through the Gift Discernment process for two-year terms. There shall be both male and female leaders.

b. Responsibilities

i. To provide a Christian nurture program for the youth from ninth grade and up.

ii. To provide settings and activities for wholesome interaction among youth.

iii. To help the youth organize and provide some of their own leadership.

6. Junior Mennonite Youth Fellowship

a. Personnel

Two persons shall be selected each year through the Gift Discernment process for two-year terms. There shall be both male and female leaders.

b. Responsibilities

To provide wholesome activities and Christian nurture for youth from sixth through eighth grades.

7. Girls' Club

a. Personnel

Two women shall be selected as sponsors each year through the Gift Discernment process.

b. Responsibilities

To provide wholesome activities and Christian nurture for girls from third through fifth grades.

8. Boys' Club

a. Personnel

Two men shall be selected as sponsors each year through the Gift Discernment process.

b. Responsibilities

To provide wholesome activities and Christian nurture for boys from third through fifth grades.

9. Historian

a. Personnel

One person shall be selected by the Gift Discernment process for a three-year term.

b. Responsibilities

i. To collect materials that have historical value and store them in a safe place with appropriate materials being placed in the conference archives.

ii. To make an effort to preserve old church records, pictures, etc.

10. Library Committee

a. Personnel

Three persons shall serve on this committee for three-year terms. One person shall be selected by the Gift Discernment process each year. The historian shall be an ex officio member. Church Council shall appoint the chair of this committee.

b. Responsibilities

- i. To review and purchase books for the library.
- ii. To prepare books for circulation.
- iii. To set up library policies.
- iv. To publicize the books in the library.
- v. To coordinate the use of the library materials with the congregational program.
- vi. To staff the library after the Sunday morning service for the selection of books.

11. Education Assistance Committee

a. Personnel

Three persons shall serve on the committee. One person shall be selected by the Gift Discernment process each year for a three-year term. Church Council shall appoint the chair of this committee.

b. Responsibilities

- i. To administer the Education Assistance Plan of the congregation.
- ii. To work with exceptions to the plan and make recommendations to the Church Council.
- iii. To serve as a liaison between the congregation and the educational and mission organizations which qualify for participation in the plan.

12. Missions Communicator

a. Personnel

One person shall be selected by the Gift Discernment process each year.

b. Responsibilities

- i. To communicate mission ideas and activities as outlined by both Virginia Mennonite Missions and Mennonite Mission Network.
- ii. To give monthly reports to the congregation on Sunday morning on some aspect of missions.
- iii. To provide information for bulletin boards, Sunday bulletins, etc. on missions.

E. Stewardship Cluster

1. Objectives

- a. To provide an awareness of and a teaching ministry on the broad aspects of stewardship.
- b. To give guidance in the way offerings given by the congregation are disbursed.

2. Advocate

The Finance Officer of the congregation shall serve as Stewardship Advocate.

3. Finance Officer

a. Personnel

One person shall be selected by the Gift Discernment process for a three-year term.

b. Responsibilities

- i. To serve as Stewardship Advocate.
- ii. To serve as chairperson of the Finance and Stewardship Committee.
- iii. To work closely with the Bookkeeper in order to stay informed of the current financial status of the congregation.
- iv. To sell stocks, bonds and other investments as directed by the Church Council.
- v. To keep the congregation informed of receipts and expenditures through periodic reports to Church Council and an annual report to the congregation.

4. Bookkeeper

a. Personnel

One person shall be selected by the Church Council.

b. Responsibilities

- i. To handle all church funds, excluding those of specific organizations within the congregation that have their own treasurers. This includes weekly entry of receipts, weekly deposits, month and year close, taxes, and payroll.
- ii. To work closely with the Finance officer to keep him or her informed of the current financial status of the congregation.
- iii. To provide information to, and meet with the Finance and Stewardship Committee as needed.
- iv. To submit the financial books to the Finance Committee annually for review.

5. Finance and Stewardship Committee

a. Personnel

- i. The committee shall consist of two persons selected through the Gift Discernment process with the Finance Officer serving as chairperson.
- ii. One person shall be selected each year for a two-year term.

b. Responsibilities

- i. To assist the Finance Officer in keeping the congregation aware of stewardship concerns.
- ii. To assist the Finance Officer, Pastor and Church Council Chair in preparing the annual spending plan in accordance with the congregational vision. To give the Finance Officer guidance on any issue that the Finance Officer brings to the committee.
- iii. To review the Bookkeeper's books at the end of each fiscal year.
- iv. To report to Church Council on the status of the Bookkeeper's books.
- v. To have one Finance Committee member and the Usher Coordinator count the offering following worship services.

c. Bookkeeping Review

Church Council shall select a person outside the congregation to carefully review the Bookkeeper's books each third year.

F. Activities Cluster

1. Objectives

- a. To facilitate meeting the needs of various groups within the congregation.
- b. To respond to organizations outside the congregation who request representatives.

2. Advocate

A person shall be selected by Church Council from one of the groups listed in this cluster.

3. Mennonite Women

This organization shall be affiliated with the Virginia Mennonite Conference Mennonite Women and shall function according to its guidelines.

4. Fellowship Committee

a. Personnel

The Fellowship Committee may function as a single unit or operate as sub-committees focused on preparation and cleanup of fellowship meals. Five or six persons shall serve on each committee for two-year terms. Several committee members shall be selected through the Gift Discernment process each year. Church Council shall appoint the chair of this committee.

b. Responsibilities

- i. To plan for fellowship activities in the congregation.
- ii. To see that the kitchen is supplied with the items necessary for meals at the church.
- iii. To see that the kitchen is kept clean.
- iv. To cooperate with other committees when asked to help with food at events such as campout and funerals.

5. Campout Coordinators

a. Personnel

At least three people shall be selected through the Gift Discernment process for two-year terms.

b. Responsibilities

- i. To promote the annual church campout.
- ii. To be the liaison with the organization hosting the location of the camp-out.
- iii. To otherwise facilitate planning for the weekend. The Worship Committee will plan for the Sunday morning worship experience.

6. Virginia Mennonite Retirement Community Auxiliary Representative

a. Personnel

One person shall be selected through the Gift Discernment process for a two-year term.

b. Responsibilities

To perform the tasks described in the guidelines of the VMRC Auxiliary.

7. Mennonite Central Committee Relief Sale Representative(s)
 - a. Personnel
One or two persons shall be selected through the Gift Discernment process for two-year terms.
 - b. Responsibilities
 - i. To serve on the Virginia Mennonite Relief Sale Committee.
 - ii. To keep the congregation informed about the Virginia Mennonite Relief Sale.
8. Virginia Mennonite Conference Assembly Lay Delegates
 - a. Personnel
One or more persons, as prescribed by the Virginia Mennonite Conference constitution, shall be selected through the Gift Discernment process for three-year terms.
 - b. Responsibilities
 - i. To attend Central District Council meetings and participate in its business.
 - ii. To attend the Virginia Mennonite Conference Assembly and participate in the business sessions.
 - iii. To inform the congregation of any issues that will be discussed at Assembly.
 - iv. To solicit responses from the congregation on the issues to be discussed.
 - v. To give a report to the congregation following the Assembly
9. Mennonite Disaster Service Representative
 - a. Personnel
One person shall be selected through the Gift Discernment process for a three-year term.
 - b. Responsibilities
 - i. To be a congregational contact person for MDS.
 - ii. To make the congregation aware of the needs of MDS.
 - iii. To coordinate congregational participation in MDS activities in times of disasters.
10. Gift & Thrift Store Representative
 - a. Personnel
One person shall be selected through the Gift Discernment process for a three-year term.
 - b. Responsibility
To serve as a member of the Gift & Thrift Board of Directors, representing the congregation to the Harrisonburg Gift & Thrift, and Gift & Thrift to the congregation.
11. Valley Mennonite Church League Representative
 - a. Personnel
One person shall be selected through the Gift Discernment process for a two-year term.
 - b. Responsibilities
To perform the tasks described in the guidelines of the Valley Mennonite Church League.

12. Pleasant View, Inc. Representative

a. Personnel

One person shall be selected through the Gift Discernment process for a two-year term.

b. Responsibilities

To perform the tasks as described in the guidelines of Pleasant View, Inc.

13. West Rockingham Food Pantry (WRFP) Representatives

a. Personnel

One person shall be selected each year through the Gift Discernment process for a two-year term.

b. Responsibilities

i. To serve on the WRFP Board (one vote per member congregation).

ii. To keep the congregation informed about the WRFP.

iii. To encourage participation in the WRFP, including attendance at Board meetings for those interested, food and financial donations, and occasional assistance with food distribution.

14. Weekday Religious Education Representative

a. Personnel

One person shall be selected by the Gift Discernment process each year.

b. Responsibilities

i. To inform the congregation about activities and needs of WRE as appropriate.

ii. To coordinate congregational volunteers who will assist with walking WRE students to and from WRE classes at Mountain View Elementary School.

G. Buildings and Grounds Cluster

1. Objectives

a. To care for the physical facilities of the congregation.

b. To provide for the physical comfort of the congregation prior to and during meetings.

2. Advocate

The chairperson of the Trustees shall serve as the Buildings and Grounds Advocate.

3. Trustees

a. Personnel

Four persons shall serve as trustees. One person shall be selected each year through the Gift Discernment process for a four-year term. Church Council shall appoint the chair of this committee.

b. Responsibilities

i. To see that the church building receives custodial care.

ii. To be responsible for the buildings and grounds.

iii. To make purchases of equipment and materials necessary for the operation and repair of the church building.

- iv. To suggest guidelines for the use of the building and grounds to Church Council.
- v. To provide proper heating or cooling during public meetings.

4. Title Trustees

a. Personnel

- i. Three persons shall be selected by Church Council when vacancies arise.
- ii. Each Title Trustee shall be properly registered at the Circuit Court in Harrisonburg.

b. Responsibilities

- i. To be caretaker of the funds designated to the Title Trustees.
- ii. To invest Title Trustee funds in conjunction with the guidelines of Church Council.
- iii. To be the legal tenants of the church property, securities, and bequests.

5. Cemetery Trustees

a. Personnel

Three persons shall be selected by the Gift Discernment process for five-year terms. Church Council shall appoint the chair of this committee.

b. Responsibilities

- i. To sell cemetery plots and maintain records of the transactions.
- ii. To identify gravesites when needed for a funeral.
- iii. To maintain a record of income and expenses relating to the operation of the cemetery and give an annual report to the congregation.
- iv. To supervise the care and improvements needed to maintain the cemetery grounds.

6. Usher Coordinator

a. Personnel

One person shall be selected by the Gift Discernment process for a one-year term. Other persons may be recruited by the coordinator to serve as ushers as needed.

b. Responsibilities

- i. To assist persons in locating a seat, large print hymnal or hearing device.
- ii. To facilitate the collection of the offering.
- iii. To count the offering with the help of a Finance Committee member following worship services.

7. Greeters

a. Personnel

Scheduling of greeters shall be coordinated by the Church's Administrative Assistant.

b. Responsibilities

- i. To provide a friendly greeting to persons entering worship.
- ii. To help visitors become familiar with the facility and the services.
- iii. To hand out bulletins when available.

8. Nursery Caretaker

a. Personnel

One person shall be selected by the Gift Discernment process each year.

- b. Responsibilities
 - i. To see that the nursery is equipped with needed items.
 - ii. To see that toys are disinfected as needed and bedding is washed periodically.

9. Sound System Coordinator

- a. Personnel

One person shall be selected by the Gift Discernment process for a one-year term. Other operators may be recruited and scheduled by the coordinator.
- b. Responsibilities
 - i. To provide audio services for public worship services.
 - ii. To oversee audio services for weddings and funeral services.
 - iii. To be responsible for the maintenance of the audio system
 - iv. To record public worship services as requested.

10. Vehicle Parking Coordinators.

- a. Personnel

One or two persons shall be selected through the Gift Discernment process for one-year terms.
- b. Responsibilities

To oversee orderly vehicle parking as needed at all church gatherings, particularly during special events attracting more guests than normal.

ARTICLE IV: CHANGES TO THE BYLAWS

Church Council may authorize changes to the Bylaws upon the changes being presented in two regularly-called meetings of the Council and after the congregation has been notified of the specific changes at least two weeks prior to the vote. A two-thirds majority vote of all Council members present is required for the changes to become effective. Alternately, the changes may be voted upon by congregational members and affirmed by a simple majority vote of all members voting.

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