

# BYLAWS OF THE COLUMBUS MENNONITE CHURCH

## ARTICLE I. LEADERSHIP TEAM

A. Members: Leadership Team Members at Large (3), Treasurer, Mission Coordinator, Secretary, Pastor

B. Duties of the entire Leadership Team:

1. Vision
  - a. Develop priorities and long-range strategies for the congregation.
  - b. Meet with Ministry Council once each year for visioning.
2. Policy
  - a. Make recommendations of policy to the congregation for review and approval.
3. Finances
  - a. Annually review the compensation of the Pastors and church staff and write and sign memos of understanding for the Pastors and church staff by the first day of the new fiscal year (currently January 1).
  - b. Prepare and recommend the annual budget to the congregation.
  - c. Initiate First Fruits Giving in August.
  - d. With the Treasurer, represent the corporation in all financial transactions.
  - e. Initiate preparation of the annual report and budget proposal.
  - f. Accept funding proposals and proposals from commissions.
  - g. Arrange for an annual audit of church financial statement (receipts, expenditures, and balances).
4. Personnel (volunteers, Pastors, church staff)
  - a. Approve a nomination slate for the annual election of officers for the commissions and other elected officers.
  - b. Support and consult with the Congregation Pastor.
  - c. Initiate congregational review of Congregation Pastor every 3 years as set forth in the constitution. (2017 ff.)
  - d. Plan for church leadership during pastor sabbaticals and during interim periods.
  - e. Oversee hiring of nonpastoral church staff.
  - f. Provide support to nonpastoral church staff.
5. Property
  - a. Coordinate use of church property with the Facilities Commission.
6. Safety
  - a. Oversee and administer child safety policy Keeping Columbus Mennonite Church Safe from Abuse (KCMCS).
7. Oversee the Safety Committee
8. Accessibility
  - a. Work with Shepherding Commission, Facilities and Disability Advocates to ensure that our building and programs are accessible to everyone.
9. Appoint the following positions:
  - a. Permanent and special committees (e.g. Gift Discernment, Keeping CMC Safe, Pastor-Congregation Relations, Pastor Search, and Safety Action Plan) as deemed necessary to carry out the policies and programs established by the congregation.

- b. A successor for any officer and other discerned positions that is unable to complete a term of office. Exception: Leadership Team member. If a Leadership Team member cannot complete a term, a replacement will be selected by the gift discernment process for the remainder of the uncompleted term. Leadership Team must approve replacements selected by the Gift Discernment Committee.
  - c. Delegates to our affiliated Mennonite church conferences.
  - d. A church librarian to promote the use of the library, publicize available resources, order new books, store periodicals for one year, and keep periodicals up-to-date.
10. Appoint a church historian (see Article XII).
11. Administrative
- a. Call with due procedure and preside at all Congregational Business Meetings.
  - b. Prepare an agenda for each Congregational Business Meeting and arrange for distribution of it at least one week prior to the meeting.
  - c. Initiate review of bylaws in alternate years, (2017-18 ff.).
  - d. Initiate review of resource manual and constitution in alternate years. (2018-19 ff.).
  - e. Initiate preparation of the annual report.

C. Duties of Members at Large:

- 1. Senior Member at Large serves as chair of Leadership Team and Congregational Chair.
  - a. Senior Member at Large prepares an agenda for each Leadership Team meeting and arranges for distribution of it on the Sunday prior to the meeting.
- 2. Chair-elect serves as coordinator for First Fruits with the Treasurer.
- 3. Chair-elect works with office administrator to plan and carry out the Spring Commission Workshop. The purposes of this workshop shall include:
  - a. Organize Commission members for the coming year.
  - b. Provide leadership and management skills training for the Commission members.
  - c. Set Commission goals for the coming year.

D. Duties of Secretary:

- 1. Take minutes of Leadership Team Meetings and Congregational Business Meetings. Minutes will be reviewed, edited and approved by Leadership Team attendees for general distribution to the congregation within one week.
- 2. As a member of Leadership Team, attend and participate in monthly meetings.

E. Duties of Mission Coordinator:

- 1. Work cooperatively for justice and peace, locally and globally.
- 2. Oversee the outreach ministries:
  - a. Annually review and update the list of ministries, determining whether changes should be made given CMC's mission and the level of interest in an existing or proposed ministry.
  - b. Appoint one or more congregational representatives to each ministry.
    - i. Meet with and communicate regularly with the representative(s) to encourage, learn about unmet needs, and to celebrate successes.
  - c. Oversee fundraising activities of each ministry.
  - d. Connect people with volunteer opportunities in the ministries.

- e. Assist the ministries in appropriate ways.
- 3. Organize periodic mission-related events for the congregation to raise awareness of needs and opportunities in mission.
- 4. Encourage people to volunteer for short-term and long-term periods of service with church-related mission and service organizations.
- 5. Sponsor and promote activities to make people of the community aware of the nature and mission of CMC.
- 6. Prepare recommendations each year for the Mission/Outreach section of the congregation's budget.
- 7. Administer the various ministry-related savings funds together with the representative or the Church Treasurer and in accordance with guidelines for the funds.
- 8. As member of Leadership Team, attend and participant in monthly meetings.
- 9. Represent church missions with the quarterly Ministry Council meetings.

F. Duties of the Church Treasurer:

- 1. Be responsible for all financial transactions of the church.
- 2. Provide a monthly report of receipts, expenditures and balances for Leadership Team.
- 3. Oversee preparation of a report of receipts, expenditures and balances for the Annual Church Business Meeting.
- 4. Provide a draft budget for review by the Leadership Team.
- 5. Provide financial status reports to the congregation at least semi-annually.
- 6. With the Chairperson of the Congregation, represent the corporation in all financial transactions.
- 7. Keep all the legal records for the corporation.
- 8. Provide year-end income/expense statement and balance sheet.
- 9. Maintain records of contributions to the church and prepare written receipts for distribution to donors as required by IRS regulations.
- 10. Keep the bank signature cards and resolutions current.
- 11. Administer all savings accounts in coordination with relevant commission chairs.
- 12. As a member of Leadership Team, attend and participate in monthly meetings.

## **ARTICLE II. MINISTRY COUNCIL**

- A. Members: Pastor, Associate Pastor, Chairs of Commissions, Missions Coordinator, Office Administrator and Office Assistant
- B. Meets quarterly to discuss ministry goals and challenges, coordinate activities across commissions, and determine collaborative projects.
- C. Chaired by Pastor.

## **ARTICLE III. PASTORS**

- A. Duties of the Pastors (The Pastors will work closely with the Leadership Team in identifying the priorities of these pastoral tasks.)
  - 1. Leadership and Administration duties of Congregation Pastor
    - a. Provide leadership and visionary input to Ministry Council, Leadership Team, and the congregation in shaping and carrying out the visions and future directions of the church. Accept

- church planning responsibilities in a climate of shared leadership with lay members. Serve as a consultant to other leaders in the congregation.
- b. Attend Ministry Council and Leadership Team meetings.
  - c. Lead Ministry Council meetings, providing agendas and assisting in organizing and planning activities.
  - d. Serve as an ex officio member of the Gift Discernment Committee.
  - e. Work actively to develop, support, and encourage effective lay leadership. Seek to equip members to release their spiritual gifts in lay ministries within and beyond the congregation.
  - f. Oversee the work of the church office staff.
2. Preaching and Worship duties of Congregation Pastor
    - a. Preach, teach, and lead worship. Demonstrate practical theology resulting from being well taught in traditional and contemporary theological concepts.
    - b. Preach regularly in Sunday morning worship services or arrange for other speakers from inside or outside the congregation. Choose texts and topics for sermons or series of sermons, while accepting suggestions from Worship Commission. Be involved as needed in worship services on Sundays when not preaching.
    - c. Attend all Worship Commission meetings and provide guidance to the Worship Commission in planning for special services such as communion, Christmas Eve, Ash Wednesday, and Maundy Thursday.
    - d. Work cooperatively with worship leaders, song leaders, musicians, worship table arrangers and children's storytellers to design worship services that glorify God and deepen faith.
  3. Spiritual Growth within the Congregation by Congregation Pastor and Pastor of Christian Formation
    - a. Model and teach disciplines of spirituality and prayer. Assist congregational participants in experiencing their faith and in growing spiritually.
    - b. Work with Shepherding Team in its task to envision and to care for the spiritual life of the congregation.
    - c. Strive to maintain spiritual unity within the congregation while appreciating and affirming the diversity of the community.
    - d. Recognize, nurture, and call out individuals' spiritual gifts and lay leadership.
    - e. On behalf of the congregation, invite seekers into Christian discipleship.
    - f. Articulate a holistic Gospel identifying core Mennonite beliefs to the congregation. These core beliefs will include personal faith in God and Christ, grounding in the biblical story, voluntary adult baptism, Christian community, welcoming and making new disciples, and justice and peacemaking as integral to faith.
  4. Outreach duties of Congregation Pastor and Pastor of Christian Formation
    - a. Work with the congregation at goals and actions to bring people to faith, including youth/young adults. Encourage growth of the congregation. Welcome new members into the congregation.
    - b. Be well informed about current social and political issues so that the good news of Christ can address them. Plan with the congregation for appropriate strategies for witness and action and to promote justice, peacemaking, and social well-being. Share the voice of the congregation to the Columbus community and to the larger church and world where appropriate.
    - c. Foster good relationships with the Clintonville community.
  5. Pastoral Care duties of Congregation Pastor and Pastor of Christian Formation

- a. Attend meetings and work cooperatively with Shepherding Commission in its multiple tasks of caring for the congregation.
  - b. Work with Shepherding Commission to discern the most effective plan possible for providing overall pastoral care to the congregation.
  - c. Work with Shepherding Commission in creating effective small group programs, including the equipping of group leaders.
  - d. Provide pre-marital counseling and officiate at weddings.
  - e. Plan and lead, as appropriate, important worship/ritual services of the congregation, including healing and anointing services, funerals and memorial services, baptisms, footwashing and communion, coming of age celebrations.
  - f. Provide crises/high-need visitation and pastoral care as requested by people in the congregation and be prepared to make referrals to professionals.
  - g. Take initiative in contacting, visiting, listening, and praying with people as needs arise.
  - h. Maintain confidentiality according to good pastoral practices.
6. Christian Education duties of Pastor of Christian Formation
- a. Attend meetings and work cooperatively with the Christian Education Commission to fulfill its duties.
  - b. Oversee the mentoring program.
  - c. Oversee and work closely with sponsors to plan and lead MYF and Jr MYF activities.
  - d. Support Keeping CMC Safe guidelines.
  - e. Teach membership/Inquirers classes as needed, generally for a full quarter, providing sound instruction to people seeking baptism and to people seeking membership by letter transfer or reaffirmation of faith.
  - f. Teach either the junior high or senior high class and challenge them to faith.
  - g. Teach a quarter-long adult class about every two years.
7. Conference Relationships of Congregation Pastor and Pastor of Christian Formation
- a. Participate in an appropriate peer group within the Mennonite Church.
  - b. Represent CMC at Mennonite Church USA conventions and Central District Conference meetings.
8. Professional Growth of Congregation Pastor and Pastor of Christian Formation
- a. Plan for personal spiritual development and growth which insures good self-care; this plan is to be shared with Leadership Team.
  - b. Attend special workshops, seminars, lectures, or classes that may benefit the pastor or the congregation, with approval of Leadership Team.
  - c. Maintain a disciplined reading and study regimen that includes religious periodicals and books on Biblical studies, theology, ethics, spiritual direction, church history, etc.
  - d. Maintain a regular habit of prayer.

## **ARTICLE IV. COMMISSIONS**

### **A. Duties of the Christian Education Commission**

To direct the educational activities of the church, including implementation of the Keeping Columbus Mennonite Church Safe from Abuse (KCMCS) policy, in all the following:

1. For Sunday school:
  - a. Choose curriculum and order all supplies needed for Sunday school.

- b. Obtain teachers, substitutes and rooms for children's classes; divide children into appropriate classes in size and age, according to enrollment each year.
  - c. Find teachers and topics for adult classes.
  - d. Plan teacher in-service workshops as needed or desired.
  - e. Plan for Vacation Bible School in summer.
  - f. Encourage other educational activities (e.g., children's singing time, Christmas program, mission giving).
2. For the nursery and preschoolers' time:
    - a. Work with and support office staff who create a schedule for the staffing of the nursery and preschoolers' time each Sunday.
    - b. Appoint someone to make sure that the equipment, toys and sheets are cleaned and maintained, and that diapers and other supplies are provided.
    - c. Post guidelines and responsibilities in the nursery and preschoolers' rooms.
  3. For the youth program:
    - a. Work with Pastor of Christian Formation to coordinate the mentor program.
    - b. Establish consistent communication with junior and senior youth sponsors.
    - c. Inform youth about the scholarship money for students who attend Mennonite colleges, to acquaint them with the various Mennonite colleges, and encourage their attendance at them.
    - d. Inform families about Mennonite church camps and colleges.
    - e. Set aside funds for 7-year-olds through high school to attend Mennonite church camps. Inform the families of the available funds.
    - f. Set aside funds for senior youth to attend both the biennial Mennonite Church USA Convention and service projects.
  4. Duties of the Christian Education Commission Chair:
    - a. Call for and preside at the meetings of the Commission.
    - b. Represent the Commission on Ministry Council, unless another member of the commission has been designated by Gift Discernment Committee.
    - c. Maintain open communications with Leadership Team and other commission chairpersons, so that church goals are addressed in union, not in isolation.

#### **B. Duties of the Community Life Commission**

1. Provide occasions and activities for persons attending this church to learn to know one another.
2. Choose site and appoint the annual Fall Retreat Committee.
3. Supply and maintain the church kitchen.
4. Coordinate funeral meals.
5. Coordinate baby showers for the first child of couples who attend regularly.
6. Assist other commissions with special celebrations.
7. Promote community outreach.
8. Support and promote the church softball league.
9. Duties of Community Life Commission Chair
  - a. Call for and preside at the meetings of the Commission.
  - b. Represent the Commission on Ministry Council, unless another member of the commission has been designated by Gift Discernment Committee.

- c. Maintain open communications with Leadership Team and other commission chairpersons, so that church goals are addressed in union, not in isolation.

### C. Duties of the Facilities Commission

1. Recommend corporate transactions over \$1,000 to the Leadership Team for consideration and action.
2. Recommend to Leadership Team the employment of church custodial staff.
3. Participate in purchase of buildings and land.
4. The following duties have been assigned to the building manager. The building manager will communicate with facilities commission and facilities commission will provide support in completing tasks as needed. In the absence of the building manager, facilities commission will be responsible for the duties listed below.
  - a. Design and Construction, participate in:
    - i. Architectural, landscape, interior and graphic design, in its various phases and components.
    - ii. Request for proposals: solicitation and review of bids.
    - iii. General contracting and construction management.
    - iv. Project management.
    - v. Code compliance.
  - b. Building Operation, oversee:
    - i. Operation of building operating systems.
    - ii. Building maintenance and repairs.
    - iii. Engineering (furnaces, air-conditioners, plumbing, etc.).
    - iv. Carpentry and minor renovation.
    - v. Cleaning and housekeeping.
    - vi. Security (lock up schedules, exterior lighting, etc.).
    - vii. Life safety systems.
    - viii. ADA and other code compliance.
    - ix. Termite and pest control.
  - c. Facility Planning, Furniture and Furnishings, oversee:
    - i. Building Standards and use policy.
    - ii. Use policy for outsiders.
    - iii. Programming needs.
    - iv. Specification and purchasing.
    - v. Repair and storage.
  - d. Landscaping maintenance and coordination.
  - e. Telecommunications planning and control.
  - f. Cost control and reports (items 3-8).
5. Duties of the Facilities Commission Chair:
  - a. Call for and preside at the meetings of the Commission.
  - b. Represent the Commission on Ministry Council, unless another member of the commission has been designated by Gift Discernment Committee.
  - c. Maintain open communications with Leadership Team and other commission chairpersons, so that church goals are addressed in union, not in isolation
6. Duties of Facilities Aesthetics Coordinator:

One member of Facilities Commission shall be designated as Aesthetics Coordinator.

- a. Coordinate color selection of paint/carpet as needed.
- b. Assure the Aesthetics manual is updated and followed.
- c. Look to others for assistance or consultation as necessary.
- d. For major projects, the Coordinator will be a member of the Ad Hoc Aesthetics Committee.

#### **D. Duties of the Shepherding Commission**

1. To envision, nurture, and give guidance to spiritual, emotional and physical health within the congregation. Shepherding Commission will be mindful that this envisioning will reflect and enhance the outreach and mission activity of the congregation.
2. Minister to the personal needs of individual congregation members, conduct member visitations, and be available to listen to and pray with people.
3. Provide a routine sounding board to the pastors and congregation to facilitate a mutual vision of the work of the pastors.
4. Provide a welcoming experience for newcomers to CMC. This may be implemented through a welcoming committee which would maintain regular communication with the Shepherding Commission. The welcoming process will include:
  - a. Welcome local visitors.
  - b. Help newcomers connect with the fellowship.
5. Coordinate and facilitate the formation of small groups, including equipping leaders and assisting newcomers in finding a small group.
6. Assume pastoral care responsibilities when there is no pastor serving the congregation.
7. Administer the Compassion Fund.
8. Maintain strict confidentiality when dealing with information of a personal or sensitive nature.
9. The chair of Shepherding Commission will represent the commission on Ministry Council unless another member of the commission has been designated by Gift Discernment.
10. Approve requests for membership.
11. Maintain list of active and inactive members.
12. Plan for a Winter Seminar as desired.
13. Appoint the following:
  - a. Welcoming Committee as desired.
  - b. Hospitality Coordinator to coordinate meals for any person(s) in the congregation needing assistance.
  - c. Memorial Wall/Table Coordinator.
  - d. Individual to provide a rose to celebrate the new arrival of a child in the congregation.
  - e. Select and train people for Reconciliation Team to respond to conflict and promote reconciliation within the congregation.
  - f. Appoint a Disability Advocate Team to promote understanding and advocate for the concerns of persons with disabilities.

#### **E. Duties of Worship Commission**

1. Plan for regular and special worship services of the congregation.
2. Provide for the regular observance of communion.
3. Arrange for the collection of the offering.



4. Provide for regular involvement of children in the worship service, including children's time.
5. Select and give guidance to the worship leader, who coordinates the details of the worship service with the Pastor.
6. Select song leader and coordinate the musical participants for worship.
7. Plan for outside speakers and observance of special worship occasions.
8. Arrange for maintenance of musical instruments in the sanctuary.
9. Provide for preparation, display, and storage of banners.
10. Arrange for flowers and other decorative aspects of the sanctuary.
11. Arrange for sound system operators, sound system maintenance, recording of services, distribution and storage of recordings, and assistive hearing device maintenance.
12. Select, train, and schedule greeters and ushers.
13. Maintain and make readily available information about upcoming worship services, including the participants and their roles, the scriptures to be read, the sermon topic, and any special events.
14. Maintain records showing what hymns have been sung in the services.
15. Provide training opportunities for those involved in leading worship, including worship leaders, music leaders, children's storytellers, and those working with visuals and drama.
16. Duties of Worship Commission Chair
  - a. Call for and preside at the meetings of the Commission.
  - b. Represent the Commission on Ministry Council, unless another member of the Commission has been designated by Gift Discernment Committee.
  - c. Maintain open communications with Leadership Team and other commission chairpersons, so that church goals are addressed in union, not in isolation.
  - d. Ensure that worship needs are coordinated with the Pastor, Leadership Team, other commissions and church members as necessary.
17. Duties of the Pastor on the Worship Commission:
  - a. Provide leadership and insight.
  - b. Arrange special services when appropriate. Keep the Commission apprised of plans.

## **ARTICLE V. CHURCH HISTORIAN**

### **A. Duties of Church Historian**

1. Collect and preserve materials related to the life of the congregation and its people.
2. Keep a continuous record of the events of major importance for each week of the year.
3. Keep materials in a specific place, preferably a metal filing cabinet marked "Historical Files," including a booklet with a listing of the historical records.
4. Instruct the Office Administrator to submit archival materials to the Mennonite Church USA Archives in Goshen and the Central District Conference Archives in Bluffton based on their individual guidelines for submissions.

Approved by Leadership Team, April 2018  
*Approved by the Congregation on April 22, 2018*