

Statement of Church Structure (Goals & Guidelines part 3)

I) ORGANIZATION

A) Officers and Duties:

1) Bishops and Pastor

(a) He shall be selected by the Congregation with the executive committee of the Conservative Conference. His duties shall be those which are designated by the Rules and Disciplines of the Conference.

2) Minister

(a) The minister of the congregation shall be chosen by the congregation in consultation with the bishop. His duties shall be those which are designated by the Rules and Disciplines of the Conference.

3) Elders

(a) **PURPOSE:**

- To provide leadership in becoming a team with the pastors and bishop in “overseeing” the mission and ministry of the Hicksville Mennonite Church.

(b) **PRIMARY FUNCTION**

(i) To provide support and counsel to the pastors and bishop in the leadership of the church.

(ii) There are to be three elders, each serving a three year term.

(iii) Elders are to be chosen by the voice of the congregation.

(iv) Elders may succeed themselves in terms of office.

(v) Elders are to function with the pastors and bishop in a close bond of accountability.

(c) **RESPONSIBILITIES:**

(i) To give counsel to the pastors and bishop.

(ii) To assist the pastors in the work of the church.

(iii) To provide leadership during the absence of a pastor.

(d) The congregation shall elect one elder each year at a time set by the leadership, to assume responsibilities as of January the First. Each member shall serve three years. The third year member shall serve as the chairman and moderate the annual business meeting, The second year elder shall serve as secretary, being responsible for the minutes of the monthly meetings, and new business at the annual business meeting. The first year member shall read the minutes of our last business meeting at the annual business meeting.

4) The Church Treasure

- (a) The church treasure shall be elected at the annual business meeting of the congregation for a period of three years or until his successor is elected.
 - (b) He shall have charge of all church operating funds of the congregation and shall deposit the same for safe keeping. He shall pay all bills, counseling with Trustee, or others responsible on non-routine items. He shall keep an accurate record of all money received and dispersed, and shall make a written report to the business meeting and quarterly reports to the church.
- 5) Sunday School Officers:
- (a) Primary & adult superintendents shall be elected at the Sunday School reorganization. One elected each year to serve a term of two years. The superintendents serving the second year shall be accepted as the general superintendent.
 - (b) The general superintendent shall appoint the Primary Sunday School teachers in consultation with the other the superintendents., and with the pastor. Youth and &Adult classes shall elect their own teachers.
 - (i) He shall have general supervision of the Sunday School School and shall work in cooperation with the other superintendents, teachers, and pastor
- 6) Church Chorister and Sunday School Chorister shall be elected by the congregation at Sunday School reorganization. They shall serve for a period of one year or until their successors are elected.
- 7) Church Chorister shall serve as director of church music. It shall be his duty to serve as chorister or provide for the same , at all morning worship services and special meetings of the congregation. He shall arrange for special music as needed.
- 8) Librarian shall be elected at Sunday School reorganization. One each year to serve a period of two years.

B) COMMITTEES:

- 1) Trustees
 - (a) The congregation shall elect one trustee each year at the annual Sunday School reorganization. For a term of three years.
 - (b) They shall be responsible for the finances of the church, and for financial help for the need in or out of the congregation.
 - (c) They shall be custodians for all church properties, and responsible for arrangement for all janitor work.
 - (d) They shall be responsible for maintenance and improvements of the physical plant subject to approval of the congregation. They shall

perform any other duties which the congregation may assign them. They shall not expend more than \$250.00 for any single item without the approval of the congregation.

2) Mission Board

(a) PURPOSE:

(i) To give leadership to the evangelistic, and out reach vision of the church. Establishing objectives relating to the call to missions and evangelism.

(b) PRIMARY FUNCTION

(i) To coordinate the gifts and services of persons, training them to effectively communicate the gospel to a broken community and world.

(c) RESPONSIBILITIES:

(i) To stimulate awareness and involvement in local missions.

(ii) To provide awareness of missions internationally

(iii) To promote support and awareness of the ministry of RMM

(iv) Advise in the dispersment of mission funds.

(v) To assist in church planting efforts as well as local out reach.

- The congregation shall elect one mission board member each year at our annual Sunday School reorganization. Each member to serve for a period of three years. The member serving the third year will become the chairman of the mission board.

3) Bible School

(a) The two adult superintendents in consultation with the pastor shall be responsible for the yearly Summer Bible School. The Second year superintendent will be the Bible School superintendent.

4) Ushers

(a) There will be (6) ushers elected at the Sunday School reorganization, the two serving the 3rd year will be the head ushers. They shall be responsible to lift offerings, be on the lookout for and to welcome visitors at all meetings, cooperate with janitor in the matter of ventilation & endeavor to discharge their responsibility so as to create a spirit of reverence in the House of the Lord.

C) Business Meeting

1) There shall be a business meeting of the congregation each year for the purpose of hearing reports, electing officers, and planning the work of the congregation. This meeting shall be held prior to Jan. 15th at a time set by the elders. Announcement of the meeting shall be made at least two

Sundays preceding the meeting. A quorum for the annual business meeting and for special meetings shall be the members present.

II) **ADOPTIONS AND AMENDMENTS**

A) Adoption

- 1) This constitution may be adopted by a 2/3 vote of members present at a special meeting, provided public announcement of this constitution has been made at least two weeks prior to this meeting.

B) Section 2. Constitution Amended

- 1) This constitution may be amended by a 2/3 vote of those present at the business meeting when the amendment is being considered, provided that a public announcement of said amendment has been made at least two weeks prior to the time of meeting.