

**LOCUST GROVE MENNONITE CHURCH**  
**Belleville, PA 17004**  
**CONSTITUTION OF THE CHURCH**

**ARTICLE I**  
**NAME**

The name of this organization shall be LOCUST GROVE MENNONITE CHURCH, legally incorporated as a non-profit corporation on the 29th day of December, 1970, in compliance with the requirements of the "Non-Profit Corporation Law" approved May 5, 1933, P.L. 289 as amended. Hereinafter, the organization may be referred to as a corporation, church, congregation, or fellowship, being one and the same. The fiscal year of the corporation shall be January 1 to December 31. An annual business meeting shall be held no later than February.

**ARTICLE II**  
**PURPOSE**

**A. The purpose of the church shall be:**

1. to establish and strengthen the Christian life of each member of the congregation by providing opportunities for worship, instruction, nurture, fellowship, service, mutual aid, brotherly counsel, and evangelism.
2. to be a vital witness of the saving knowledge of Jesus Christ in our community so that the Gospel may be brought to the unsaved, leading them to faith in Christ through the new birth experience and to membership in the church.

**ARTICLE III**  
**STATEMENT OF MISSION**

A. We purpose to bring glory to God by extending Christ's kingdom in our lives as we worship, trust, and obey Him; and through our lives as we model and share our faith in Christ with people in our homes, church, communities, and world.

**ARTICLE IV**  
**STATEMENT OF FAITH**

- A. The church refers to and confesses agreement with the principles stated in the STATEMENT OF THEOLOGY as adopted by the Conservative Mennonite Conference.
- B. Clarification of these statements as they relate to the congregation are outlined under separate cover, entitled STATEMENT OF PRACTICE as adopted by the Conservative Mennonite Conference.

**ARTICLE V**  
**MEMBERSHIP**

**A. Definitions**

1. Active members: those who profess repentance from a life of sin, a personal faith in Jesus Christ for the forgiveness of their sin, submission to the Lordship of Christ, who have been baptized, who have been received into the membership of the church, and who participate in the church's work and worship services.
2. Provisional members: those who hold formal or no membership in another church or denomination; but

attend, support, and participate in the church's work and worship services.

3. Inactive members: those who do not participate actively in the church's work and services, or those who move to another community so that they can no longer participate in worship services of the church. Those persons shall be encouraged to become members of a church in the community where they are residing.

#### **B. Relation to Conference**

This congregation is a member of the Conservative Mennonite Conference and expresses its willingness to receive and give counsel, support the work of conference and its constituent organizations. In the event of an ordination, it shall be guided by article IV of the constitution of the Conservative Mennonite Conference.

## **ARTICLE VI OFFICERS**

#### **A. Directors**

1. This office shall consist of three (3) persons, one elected annually, to serve a three (3) year term. Term of office begins January 1.
2. Responsibilities:
  - a. appoint janitor and sound system manager, provide job descriptions, and make sure sufficient remuneration for extra services is provided.
  - b. protection, care, upkeep, and repair of all church property.
  - c. be alert to the need for expansion and improvement that will promote the Christian education of the church.
  - d. hold and manage all the personal and real property of the congregation.
  - e. have authority to authorize those expenditures included in the annual budget.
  - f. grant permission for the use of church property.
  - g. assist the chairman of the directors in coordinating a long-term plan for facility upgrade and maintenance.
  - h. receive and administer all bequests, trusts, and funds entrusted to them in conformity with the laws of the state.

#### **B. Chairman of the Directors**

1. This office shall consist of one (1) person, appointed by the elders to a five (5) year term. Term of office begins January 1.
2. Responsibilities:
  - a. give leadership, with the counsel of the directors, to the janitor, custodian, and sound system manager. This includes appointing persons to the positions, providing current job descriptions, providing annual performance reviews, and recommending salaries.
  - b. serve as chairman of the directors.
  - c. hold a key to the safety deposit box containing legal documents.
    - i. inventory contents of the box annually with the treasurer
    - i.i. a list of the contents shall be kept by the chairman of the directors, the treasurer, and a copy at the church office.
    - i.i.i. at the completion of their term, the outgoing director shall be responsible to turn over all keys to the new director.
  - d. be empowered by the majority vote of present membership to transact all legal business.
  - e. receive requests for use of church property and contact the janitor, custodian, and sound system manager at least two weeks in advance of special services needing their assistance.
  - f. coordinate, with the input of the directors, a long-term plan for facility upgrade and maintenance and communicate financial needs associated with those plans to the finance committee for inclusion in the budget.
  - g. provide church keys to all committee chairpersons and appointees whose roles necessitate regular

access to the church building.

- h. arrange for snow removal and consult with the pastor concerning cancellation of services during times of inclement weather.

### **C. Other Officers**

1. The church treasurer, by virtue of the office, and the four (4) directors, constitute the legal officers of the corporation. As such, the treasurer shall hold and affix the seal of the corporation as required.
2. Additional responsibilities of the treasurer are outlined herein under Article VIII, Sect. B.
3. At the completion of their term, the outgoing director shall be responsible to turn over all keys to the new director.

## **ARTICLE VII LEADERSHIP**

### **A. Overseer**

1. Qualifications:
  - a. a vibrant living faith in Jesus Christ.
  - b. a character and lifestyle that reflects the qualifications for church leaders in I Timothy 3:2-12 and Titus 1:6-9.
  - c. a willingness to communicate and relate effectively with pastor(s) and elders.
  - d. affirmation of the Conservative Mennonite Statement of Theology, the Conservative Mennonite Conference, and the Statement of Practice.
  - e. shall be an ordained and experienced minister within the Conservative Mennonite Conference.
2. Term, Appointment, and Relationships:
  - a. called by the pastor(s) and the elders. Recommended to the congregation for an approval vote.
  - b. appointed for a three year term.
  - c. relates to the pastor(s) and elders in a relationship of mutual respect.
3. Responsibilities:
  - a. assist the congregation in giving vision to its life and ministry.
  - b. serve as an advisor to the pastor(s), elders, and the congregation.
  - c. serve as a pastor to the pastor(s).
  - d. assist with ordinations and administering the ordinances as requested.
  - e. encourage the leadership and the congregation to work diligently to develop wholesome relationships within the congregation and with Conference.

### **B. Senior Pastor**

1. Qualifications:
  - a. a vibrant living faith in Jesus Christ.
  - b. a character and lifestyle that reflects the qualifications for church leaders in I Timothy 3:2-12 and Titus 1:6-9.
  - c. an ability to communicate and relate effectively within the congregation.
  - d. affirmation of the Conservative Mennonite Conference Statement of Theology, the Conservative Mennonite Conference, and the Statement of Practice.
  - e. willingness to learn and grow in his ministry by reading, study, and continuing ed experiences.
2. Term, Appointment, & Relationships:
  - a. the call to the ministry is a sacred and high calling by God and confirmed by the church.
  - b. the search for a pastor's services is to be initiated by the elders. A candidate is called and recommended by the elders to the congregation for a vote.
  - c. initial term is three (3) years, with additional terms of three (3) to five (5) years, based upon evaluations by the elders and congregation.
  - d. responsible to the elders.
  - e. serves in a leadership role with the board of elders, and responds to counsel from the congregation and

elders in a relationship of mutual respect.

f. affirms the role and work of the Pastor of Care & Nurture, Assistant Pastor, and Youth Pastor.

3. Responsibilities:

- a. provide administrative leadership and coordination for the life and mission of the congregation.
- b. officiate the services of a minister under God's direction as recognized by the Commonwealth of Pennsylvania.
- c. as shepherd of the congregation, his specific responsibilities shall be to:
  - (1) direct, lead, or assist in planning public worship services.
  - (2) preach and teach the Word of God.
  - (3) evangelize, teach, prepare, and receive into fellowship those who confess faith in Jesus Christ, meet the qualifications for membership, and are approved for membership by the elders.
  - (4) assist in the administration of the elders.
  - (5) administer the ordinances as described in the Statement of Faith and Practice.
  - (6) extend encouragement and pastoral care to all members, and especially to those experiencing sickness, bereavement, confinement to their homes, or other kinds of crises.
  - (7) counsel with couples planning to be married, and assist them in planning a meaningful Christian wedding.
  - (8) contact and counsel those practicing sin to experience repentance, forgiveness, and restoration to the fellowship through words of concern and warning, or through exercising church discipline in counsel with the elders.
  - (9) serve as the contact person for the church.
  - (10) oversee the maintenance of current membership records and the reporting of information to the congregation and conference when requested.
  - (11) communicate information and encouragement to the various committees concerning needs, opportunities, and scheduled events within the church and community.

**C. Pastor of Care and Nurture**

1. General Description:

- a. this pastor is responsible to oversee the member care and nurture programs of the church family. The goal of this role is to oversee the growth and development of healthy Christ-centered relationships within our church family and to promote meaningful growth, care, and support within the body of Christ.
- b. may officiate the services of a minister under God's direction as recognized by the Commonwealth of Pennsylvania.

2. Qualifications:

- a. a vibrant living faith in Jesus Christ
- b. a character and lifestyle that reflects the qualifications for church leaders in I Timothy 3:2-12 and Titus 1:6-9
- c. an ability to communicate and relate effectively within the congregation.
- d. affirmation of the Conservative Mennonite Statement of Theology, the Conservative Mennonite Conference, and the Statement of Practice.
- e. willingness to learn and to grow in his ministry by reading and continuing educational experiences. A college degree and/or specific training in small group ministry is preferable.

3. Term, Appointment, and Relationships:

- a. called and recommended by the pastor and elders or a search committee and confirmed by the congregational membership.
- b. initially serves a five (5) year term with additional terms being five (5) years. Evaluations will be conducted periodically.
- c. responsible to the board of elders with direct accountability to the senior pastor.
- d. he shall serve as a participant with the board of elders, and responds to counsel from the congregation and elders in a relationship of mutual respect.

- e. supports the role and work of the senior pastor.
4. Responsibilities:
- a. Oversee the cell groups by maintaining regular contact with leaders, providing them with ongoing input, direction, support, and encouragement.
  - b. Work with the senior pastor to assure that new attendees to Locust Grove establish meaningful relationships with others in the church family as soon as possible.
  - c. Visit and encourage those with special needs for pastoral care in our church including those who are sick, confined to their homes, or experiencing other crises.
  - d. Serve as a mentor or coach to those involved in youth ministries and oversee activities for the college age and single young adults in our church family.
  - e. Meet weekly with the senior pastor and other staff for prayer, planning, and coordination.
  - f. maintain a healthy personal, spiritual, and family life with integrity and Christ-centered spirituality.
  - g. Preach an average of once a month and may, upon request, assume the duties of the pastor in his absence.

#### **D. Assistant Pastor**

1. Qualifications:
- a. vibrant living faith in Jesus Christ.
  - b. a character and lifestyle that reflects the qualifications for church leaders in I Timothy 3:2-12 and Titus 1:6-9.
  - c. ability to communicate and relate effectively with the senior pastor and elders.
  - d. affirmation of the Conservative Mennonite Conference Statement of Practice.
  - e. willingness to learn and grow in his ministry by reading, study, and continuing educational experiences.
  - f. willingness to support the role and work of the senior pastor.
2. Term, Appointment, & Relationships:
- a. called and recommended by the elders to the congregation for a vote.
  - b. initial term is three (3) years, with additional terms of three (3) to five (5) years based upon evaluations by elders and congregation.
  - c. responsible to the senior pastor.
  - d. serves with the board of elders and responds to counsel from the congregation and elders in a relationship of mutual respect.
3. Responsibilities:
- a. assist the senior pastor with visitation ministry and preaching.
  - b. assist with administering the ordinances as requested by the senior pastor or elders.
  - c. assist with the teaching ministry of the church in Bible Studies and Sunday School.
  - d. assume the responsibilities of the senior pastor in his absence.
  - e. an assistant pastor, by mutual agreement of the elders and senior pastor, may elect to be relieved of administrative responsibilities or participation in elders' meetings.

#### **E. Youth Pastor**

1. General Description:
- a. the youth pastor has the responsibility to serve as a pastor primarily to those in grades 7-12 in the congregation. It includes assisting advisors and others in planning and implementing activities, teaching times, and outreach programs that involve the youth.
2. Qualifications:
- a. a vibrant living faith in Jesus Christ
  - b. a character and lifestyle that reflects the qualifications for church leaders in I Timothy 3:2-12 and Titus 1:6-9
  - c. an ability to communicate effectively with youth and their parents, able to talk through difficult issues with them, and to model conflict resolution skills.
  - d. affirmation of the Conservative Mennonite Statement of Theology, the Conservative Mennonite

Conference, and the Statement of Practice.

- e. willingness to learn and to grow in his ministry by reading and continuing educational experiences. A college degree in youth ministry or a related field is preferable.
  - f. supports the role and work of the senior pastor.
3. Term, Appointment, and Relationships:
- a. called and recommended by the search committee, approved by the pastor and elders, and confirmed by the congregational membership.
  - b. initially serves a five (5) year term with additional terms being five (5) years. Evaluations will be conducted after the first year and periodically thereafter.
  - c. responsible to the board of elders with direct accountability to the Pastor of Care and Nurture.
  - d. he shall serve as a participant with the board of elders, and responds to counsel from the congregation and elders in a relationship of mutual respect.
4. Responsibilities:
- a. carry the major responsibility for administering, resourcing, and supervising programs for the junior high, and senior high youth, including times for spiritual input and learning, social interaction, and outreach.
  - b. discover, recommend, train, guide, and assist personnel from the congregation as youth advisors, Sunday School teachers, and other roles with the youth program.
  - c. seek opportunities for the youth to actively participate in the life of the church, including worship services, youth ministry experiences, and service projects.
  - d. spend time developing relationships with the youth as a friend, role model, mentor, and counselor in encouraging them to spiritual growth and Christ-likeness.
  - e. be available to teach the youth in Bible studies, retreats, and Sunday School and to coordinate the total teaching program for the youth in consultation with the Senior Pastor and other Sunday School teachers, Bible study leaders, and retreat speakers, for a balanced plan of spiritual nurture and instruction.
  - f. meet weekly with the senior pastor and other staff members for prayer, planning, and coordination.
  - g. communicate regularly with the parents of the youth and with the congregation regarding plans, goals, and any problems that may arise.
  - h. support, encourage, and expose the youth to conference, church-wide missions and service opportunities for the youth.
  - i. maintain a healthy personal, spiritual, and family life with integrity and Christ-centered spirituality.
  - j. depending upon spiritual gifts and availability, to assist the senior pastor with preaching occasionally, and may, upon request, assume the duties of the pastor in his absence.

## **F. Board of Elders**

1. The call to the board of elders shall be considered a very sacred and high calling in the church. Qualifications shall be as stated in I Tim 3:2-12; Titus 1:6-9; and Acts 6:3. Installation shall be at a special consecration service.
2. The board of elders shall consist of five (5) brethren who are members of the church. One (1) shall be elected annually by the membership to serve a five (5) year term. The church shall choose the nominees by open ballot. Elders are responsible to review the choices of the membership and present a final ballot for election.
3. The retiring elder shall not succeed himself for at least one (1) year.
4. An unexpired term shall be filled by appointment of the pastors and board of elders.
5. Term of office begins June 1.
6. Responsibilities:
  - a. provide counsel and reflect congregational concerns to the pastors.
  - b. assist the pastors in providing spiritual oversight, administrative guidance, and leadership in the congregation.
  - c. assist in developing the total congregational program.

- d. review and work with situations inconsistent with Christian life.
  - e. assist in the public worship service and in administering the ordinances under the direction of the pastor.
  - f. review all applications for church membership and requests for transfer of church letters.
  - g. render socioeconomic counsel to members as the needs may arise.
  - h. plan with the pastors for a supply minister if the pastor is not able to serve because of illness or other reasons.
  - i. work with the pastor in initiating a review of the pastor's term if strained relations should develop between such pastor and the congregation.
  - j. meet regularly each month and on special occasions at the request of pastors or chairman.
  - k. provide a slate of nominees for all elections of the congregation by one of the following methods:
    - (1) by providing the nominations themselves.
    - (2) by appointing a nominating committee.
    - (3) provide for an open ballot nomination by the congregation.
    - (4) or by such method as suggested by the pastors and the board of elders with congregational approval.
  - l. bring a report to the annual business meeting.
  - m. not to be elected to another church office while serving on the board of elders.
  - n. with approval of the congregation, be relieved from the office of elder should he become disqualified or incapable of performing the responsibilities of the office.
    - o. serve as a communication link between various officers, committees, or appointees of church activities as assigned annually.
7. Chairman of the Board of Elders:
- a. elected annually from within the board of elders.
  - b. the office of chairman of the board of elders is for the purpose of providing:
    - (1) leadership in the board of elders.
    - (2) point of contact between elders and the congregation.
  - c. the chairman of the elders is responsible to:
    - (1) call all regular and special meetings of elders and pastors.
    - (2) call for timely executive sessions.
      - (3) work with pastors and elders in preparing an agenda for elder's meetings.
      - (4) chair all meetings of elders and pastors.
    - (5) inform the pastor(s) of all meetings held in executive session.
    - (6) chair all public business meetings.
    - (7) represent the elders regarding any questions that may arise between regular meetings.
    - (8) work with pastors in providing assistance in public worship services.
    - (9) be available, with the pastors, for consultation with committees.

#### **G. Discernment of Gifts Committee**

1. This committee shall consist of three (3) elected members, one (1) elected annually to serve a three year term.
2. Chairmanship is determined on a rotating basis with the 3<sup>rd</sup> year person assuming responsibility.
3. The committee works with and is accountable to the elders.
4. Term of office begins January 1.
5. Responsibilities:
  - a. search for and encourage individuals to serve in the various offices of the church.
  - b. distribute during the month of May, the "Let Me Help Ballot" which is to be returned the last Sunday of May.
  - c. distribute the "Suggestion Ballot" the first Sunday of June, to be collected the following Sunday.
  - d. prepare a slate of officers annually from the above two sources with the assistance of the pastor and elders. Prior consent will be secured from each nominee.
  - e. include a "proposed slate" in the bulletin the first Sunday after the August elder's meeting. The vote for

approval or disapproval will be held the following Sunday. The slate is to have a yes \_\_ no \_\_ after each nominee.

- f. provide each newly elected person with a copy of their responsibilities as listed in the constitution.
- g. prepare a report for the annual business meeting.
- h. maintain a current file of all the responsibilities in the church, the names of individuals who have volunteered on the "Let Me Help Ballot" to serve in those duties, and the year in which they volunteered.

## **ARTICLE VIII STEWARDSHIP & FINANCE**

### **A. Finance Committee**

- 1. The committee shall consist of five (5) members, (4) elected, and the church treasurer appointed by the elders. One (1) member to be elected annually to serve a four (4) year term.
- 2. Term of office begins January 1.
- 3. The committee shall select from their members a chairman and a secretary at their first meeting following the annual election.
- 4. Responsibilities:
  - a. contact all congregational committees as to funding needs before developing the budget.
  - b. develop the church budget to be presented to the elders and annual church business meeting for discussion and adoption.
  - c. provide for segregation of duties in the receipt and disbursing of church funds so as to reasonably assure the integrity and accountability of the church's financial resources.
    - (1) appoint tellers; one (1) leader and three (3) rotating assistants, to count, credit, record, and prepare for bank deposit each week's receipts.
    - (2) appoint auditors to annually review and verify the records and reports of the treasurer.
  - d. work with the treasurer in the allocation of the various funds.
  - e. work with the directors in the distribution of bequests and trusts.
  - f. be cognizant of persons in the congregation or community having financial needs, and in consultation with the elders, seek to alleviate the need.
  - g. provide for the bonding of church officers and employees.
  - h. determine the remuneration of the executive secretary.

### **B. Treasurer**

- 1. The treasurer shall be appointed by the church elders.
- 2. Qualifications:
  - a. shall be a person supportive of the stewardship program and mission of the church.
  - b. shall be a person of integrity and responsible management of their personal business and lifestyle.
  - c. shall be knowledgeable in methods of accounting, budgeting, finance, and investments.
- 3. Term, appointment, and relationships:
  - a. treasurer shall be appointed by the elders for a multi-year term, subject to an annual performance review and reappointment.
  - b. term of office begins each fiscal year, being January 1.
  - c. the treasurer shall be accountable to the finance committee, seeking counsel regarding accounting and reporting procedures, investment of operating or capital reserves, and other church related finance matters.
- 4. Responsibilities:
  - a. receiving and depositing all church monies to designated bank depository.
  - b. for all disbursements according to the budget as approved at the annual business meeting.
  - c. set up monthly payment schedules to facilitate orderly and equal payments in all areas of budget whether operational or benevolent in nature.

- d. for prompt payment of honorariums, choral groups, guest speakers, etc.
- e. prepare a brief financial report quarterly, with a complete report at the end of each fiscal year.
- f. maintain as nearly as feasible, operating reserves equal to a minimum of 10% of the annual budget.
- g. promote Christian stewardship by precept and example within the brotherhood.
- h. to conduct the church's business with integrity, being aware of the church witness within the community.
- i. acknowledge all memorial honorariums.
- j. to be in possession of the corporate seal.
- k. hold a key to the safety deposit box for legal documents.
- l. provide, as requested, records and documentation needed for the auditor's annual review.
- m. provide necessary keys for the lead teller.
- n. delivers the deposit to the bank after the church service on Sunday.

### **C. Tellers**

The tellers are comprised of three (3) groups which consist of two (2) finance committee members and another member of the church who has been asked to serve. The groups take turns every third month.

#### 1. Responsibilities:

- a. work with the treasurer in being accountable to the church and finance committee in handling and accounting of all receipts and offerings.
- bc. during the Sunday school hour, the tellers count, record, receipt, and deposit the offering.
  - (1) count
    - (a) arrange and count separate totals for each source of income (e.g. Jr. SS, Adult SS, regular church offering, special offerings, etc.) for that particular deposit.
  - (2) record
    - (a) credit each donor's numbered envelope amount systematically each day.
    - (b) fill out tally sheet for each account (operating or capital), and give to treasurer as to source, amount, and disposition of designated gifts.
    - (c) make bulletin list of general offerings as they occur.
  - (3) file
    - (a) keep and file copy of bank stamped deposit slips.
    - (b) file copy of weekly tally sheet and provide a copy to the treasurer.
  - (4) deposit
    - (a) fill out appropriate deposit slips.

### **D. Executive Secretary**

#### 1. Qualifications:

- a. the secretary shall be a member of Locust Grove, and be supportive of the general program of the church.
- b. the secretary shall possess communication, office management, and interpersonal relationship skills.
- c. the secretary shall keep all proprietary information gained through secretarial responsibilities in strict confidence.

#### 2. Term, Appointment, & Relationships

- a. the board of elders shall have general oversight of the secretary and all secretarial functions. This board will select and review the secretary's position each year. Term begins January 1.
- b. the senior pastor shall have oversight of the secretary's daily workload, giving guidance as to work priorities.

#### 3. Responsibilities:

- a. prepare church bulletins weekly, no later than Saturday evening. Maintain current mailing lists for the bulletin and Connection, and oversee their distribution.
- b. maintain accurate and current records; including membership, baby dedications, baptisms, weddings, funerals, and an annual telephone and address directory.
- c. prepare all certificates for baptism, membership, and letters of transfer.

- d. in consultation with the directors, arrange for the service of the office equipment.
- e. coordinate and purchase office supplies as needed.
- f. prepare and send announcements to church periodicals of births, marriages, memberships, and deaths.
- g. prepare and distribute copies of the annual report for the annual business meeting.
- h. maintain a current master calendar of all upcoming church related events.
- i. receive and distribute all church mail.
- j. distribute periodicals, mission newsletters, etc., in the church mailboxes.
- k. assist the pastor(s) with correspondence.
- l. maintain the name labels for the church mailboxes.
- m. conduct scheduled office hours at least four mornings per week.
- n. prepare and distribute all minutes and agendas for the board of elders.
- o. prepare the church calendar listing birth dates and anniversaries for printing each year.
- p. supervise the envelope giving system by keeping a current, confidential list of names and numbers, issuing new numbers as needed, and keeping an adequate supply of envelopes available in the church foyer.
  - 1) issue a receipt for all envelope numbers annually.
  - 2) issue weekly a receipt for all contributions, cash or check, in the amount of \$250.00 or more.
  - 3) acknowledge all contributions from persons who do not regularly attend Locust Grove, noting amount and purpose.
- q. supply information to area newspapers and/or radio stations to publicize regular and special church activities.
- r. be responsible to prepare duplicate cd's of services for those who are unable to attend.
- s. maintain a current list of participants on the phone tree and facilitate a prompt sharing of prayer requests.

#### **E. Financial Counselors**

- 1. This position will consist of three (3) persons appointed by the church elders annually.
- 2. Responsibilities:
  - a. keep current on information relative to financial management.
  - b. be available to render counsel to church members upon their request regarding:
    - (1) short term or immediate financial hardship.
    - (2) ongoing personal finance management strategies.
    - (3) retirement planning.
    - (4) wills and estate planning.
  - c. make referrals to professionals when additional services are indicated.

## **ARTICLE IX CHRISTIAN EDUCATION & NURTURE**

#### **A. Christian Education Committee**

- 1. This committee shall consist of (6) members; one (1) pastor who shall serve as chairman, one (1) elder appointed by the board of elders to serve for a three (3) year term, adult department Sunday School superintendents to serve for their entire term of service as superintendents, children's department coordinator, and the adult department Sunday School secretary. Term of office begins September 1.
- 2. Responsibilities:
  - a. provide continuity in establishing and working towards long-term goals of the Sunday School program at Locust Grove.
  - b. determine priorities for the Sunday School program including elective classes and suggested topics of

emphasis.

- c. supervise teacher training and/or teacher enrichment experiences.
- d. guide teachers and classes in the selection of appropriate Sunday School materials which are consistent with the doctrine and practice of the Locust Grove Mennonite Church and which will aid in reaching the goals of the church.

## **B. Sunday School Class Shepherds**

### 1. Purpose:

Each Sunday School class should appoint a shepherd to serve as liaison between the class and the superintendents. Term begins September 1.

### 2. Responsibilities:

- a. communicate with the superintendent about any need for a teacher or substitute, and initiate discussion with the present teacher and class before the beginning of a new Sunday School year.
- b. assist the teacher with the attendance sheet, offering, and prayer time as needed or requested.
- c. maintain a current list of all class members, including those who may not be attending regularly, those who may be teaching in the junior department, and those away from home.
- d. plan with the class regular out of class activities such as meals, social events, retreats, or work projects that will help class members learn to know each other better. Make sure each person on the list is adequately informed.
- e. make sure that each class member listed on the roll has the opportunity to sign up for an elective class when offered. This may involve contacting those who are not present on the Sundays when the sign up sheets are passed around in classes.
- f. contact class members who are sick, in the hospital, or who are going through some other difficult time, and share prayer requests with their permission with the entire class. Class shepherds can help the class care for those class members by sending flowers, arranging for meals, organizing visitation or a card shower, or by planning work projects to assist those members. In some situations it may be helpful to communicate with the pastor about how the entire church may be involved.
- g. invite and welcome visitors to the class.
- h. promote fellowship and caring and sharing through class projects or other activities.

## **C. Adult Sunday School Team Leader**

1. This office shall consist of one team leader appointed by the elders for a three (3) year term with a possibility of reappointment.

### 2. Responsibilities:

- a. provide and order appropriate Sunday School material to promote Christian growth.
- b. see that each class has a teacher, appropriate materials for each pupil, and needed teaching aids (e.g. visual aids, wipe boards, etc.), and that each pupil has Sunday School literature.
- c. rearrange classes as the need arises.
- d. work in conjunction with the Pastor of Care & Nurture to visit and invite non-active members and others in the community.
- e. serve on the Christian Education Team.
- f. encourage Sunday School classes to select a class shepherd as liaison to the Sunday School Team Leaders.

## **D. Children's Sunday School Team Leader**

1. The children's department coordinator shall be appointed by the church elders for a three (3) year term with a possibility of reappointment.

2. This person shall be accountable to the Christian Education team for the fulfillment of the following responsibilities:

- a. evaluate, order, and distribute appropriate Sunday School materials for the children's department classes; nursery through grade nine.
- b. provide a teacher and a substitute for each class; two year olds through grade six with the help of

- the Christian Education Team.
- c. assign classes to appropriate rooms.
- e. promote and organize an annual missionary offering project.
- e. promote, systematize, and supervise a Bible memory program available to all children's department pupils.
- f. plan for special programs, e.g., Easter, Christmas. This may involve appointing someone else to actually implement the program.
- g. plan for the bulletin boards in the children's department area to be maintained as attractive learning resources.
- h. serve as a member of the Christian Education Team.
- i. make recommendations regarding the selection of a children's assembly leader, the evaluation and revision of curriculum, and the planning of extensive teacher training workshops.
- j. provide, organize, and maintain a teaching resource area for teacher support and enrichment consisting of books, children's ministry magazines, puppets, workbooks, games, videos, tapes, etc.
- k. maintain regular contact with all teachers to determine any areas of difficulty, classroom needs, behavioral problems, etc.
- l. stock, organize, and maintain a supply and storage area so that teachers have the supplies they need when preparing for and teaching their classes.
- m. devise and maintain a children's department file for records of mission projects, Christmas programs, memory work, etc.
- n. notify and welcome all in-coming three year old students in March and September with a written letter and Bible storybook.
- p. keep in contact with the coordinator of the children's church program to deal with any needs or concerns.

#### **E. Youth Sunday School Team Leader**

1. The team leader shall be the youth pastor or other person appointed by the church elders for a three (3) year term with a possibility of reappointment.
2. Responsibilities:
  - a. oversee the Sunday school program for students in grade 7 through grade 12. This includes planning for appropriate class sizes, teachers, and curriculum.
  - b. recruit, oversee, and resource the teachers with the help of the Christian Education Team.
  - c. invite suggestions from and ongoing discussion with all youth work volunteers including advisors, teachers, and assistants regarding specific questions or opportunities to address specific needs within the context of the youth Sunday school format.
  - d. develop a plan for topics and class experiences in a revolving three year cycle so that each student will be exposed to a balanced variety of learning opportunities in both their junior and senior high school years.
  - e. award a Bible to all ninth grade pupils at the end of the Sunday school year.
  - f. serve as a member of the Christian Education Team.

#### **F. Sunday School Secretary - Adult Department**

1. Consists of two (2) persons, one (1) elected annually for a two (2) year term. Term of office begins September 1.
2. Responsibilities:
  - a. keep all Sunday School records accurate and current.
  - b. count Sunday School offerings and record the number of pupils and teachers weekly.
  - c. prepare a report for the annual business meeting.
  - d. give end of year record book to church historian for filing.
  - e. give weekly Sunday School attendance to church secretary for printing in following Sunday's bulletin.
  - f. serve as a member and recording secretary of the Christian education committee.
  - g. maintain a current listing in the narthex and foyer of all teachers and their classrooms.

h. assist the superintendent in determining the quantity of needed materials.

#### **G. Sunday School Secretary - Children's Department**

1. Consists of two (2) persons, one (1) elected annually for a two (2) year term. Term of office begins September 1.
2. Responsibilities:
  - a. keep all Sunday School records.
  - b. count Sunday School offerings and the number of pupils and teachers weekly.
  - c. distribute visitor attendance cards.
  - d. keep an attractive and current bulletin board.
  - e. give end of year records to church historian for filing.
  - f. assist in welcoming visiting children and escort them to the appropriate Sunday School classes.

#### **H. Children's Church**

1. Leadership of children's church shall be by annual election. Term of office shall begin September 1.
2. Responsibilities:
  - a. provide appropriate activities for children 3-5 years of age concurrent with the regular Sunday morning worship service.
  - b. engage the children in a meaningful worship experience.
  - c. relate with the children's department coordinator regarding needed resources or concerns.

#### **I. Worship Team Coordinator**

1. Appointed annually by the elders. Term begins January 1.
2. Responsibilities:
  - a. plan and implement worship services that provide for an atmosphere conducive to meaningful worship for the congregation.
  - b. be sensitive and considerate of the variety and styles of music represented within the congregation.
  - c. designate team leaders for the services led by the worship team.
  - d. schedule and plan quarterly worship team meetings for fellowship, information, and idea exchange.
  - e. provide schedule of leaders and practices to church secretary for the bulletin.
  - f. select, purchase, and introduce new songs and music material.
  - g. oversee the formation of occasional special singing groups.
  - h. coordinate prelude and song leaders as needed.

#### **J. Worship Team**

1. Worship team consists of interested volunteers from which participants are selected by the elders and worship team coordinator.
2. Term begins January 1, and continues for an indeterminate period subject to review.
3. Shall lead worship on the Sundays designated by the worship team coordinator in consultation with the pastor(s) and/or elders
  - a. may be requested to participate in an occasional special service.

#### **K. Library Committee**

1. The committee shall consist of the librarian and four (4) other persons, two (2) elected annually for a two (2) year term, beginning January 1.
2. The librarian shall be appointed by the elders annually with the term beginning January 1.
3. Responsibilities:
  - a. provide stimulating reading and audio resources relevant to all ages.
  - b. inform the congregation of new resources as they become available.
  - c. be thoroughly familiar with the library procedure manual and operate accordingly.

#### **L. Summer Bible School Committee**

1. This committee shall consist of three (3) members, one (1) elected annually to serve for three (3) years. Term of office begins January 1.
2. Leadership responsibility shall be assumed by the 3<sup>rd</sup> year person on a rotating basis.
3. Responsibilities:

- a. evaluate, choose, and order curriculum materials for Summer Bible School.
- b. determine schedule, missionary projects, or related aspects of program.
- c. recruit teachers from within the congregation.
- d. promote the Bible School in the church and community by announcing dates, classes, and teachers.

**M. Prayer Coordinating Team**

- 1. The team consists of at least two (2) persons appointed annually by the elders. Term of office begins January 1.
- 2. Responsibilities:
  - a. oversee the entire prayer ministry of the church, coordinating and scheduling specific times and formats of prayer initiatives,
  - b. work with people from other churches in planning community prayer opportunities,
  - c. oversee the resources and function of the prayer chapel.

**ARTICLE X  
MISSIONS**

**A. Mission Board**

- 1. The committee shall consist of six (6) members, one (1) chairman to be appointed by the elders for a five (5) year term, four (4) members, one member elected annually for a four (4) year term, and one (1) elder. Term of office begins January 1.
- 2. Responsibilities:
  - a. be alert to and keep the congregation informed of mission service and evangelistic needs in our community.
  - b. to oversee the entire mission program of the church, proposing and initiating new activities, in consultation with the pastors, elders, and finance committees, as the opportunities arise.

**B. Sewing Circle**

- 1. This committee consists of two (2) sisters of the congregation, one (1) elected every six (6) months to serve for one (1) year; (6) six months as vice president and six (6) months as president.
- 2. Officers are elected by members of the group in the following manner: Three (3) names are selected by the president and vice president. The person receiving the highest vote serves as vice president for six months, then automatically becomes president at the next election.
- 3. Responsibilities:
  - a. schedule a monthly meeting, usually the first Tuesday of each month, for the sisters to get together to sew, make quilts and comforts for distribution to worthy causes or organizations such as MCC, etc.
  - b. provide material for the work project and arrange for distribution.
- 4. Vice president is responsible to assist the president with preparation for each meeting.

**C. Relief Committee**

- 1. The committee consists of two (2) persons, one (1) elected annually to serve for two (2) years. Term of office begins January 1.
- 2. Responsibilities:
  - a. represent Locust Grove in planning community relief projects.
  - b. be alert to local relief needs.
  - c. be in touch with MCC for projects.
  - d. plan for periodic relief projects for Locust Grove.

**D. Mennonite Disaster Service (MDS)**

- 1. The committee shall consist of two (2) persons, one (1) elected every two (2) years, for a four (4) year term. Term of office begins January 1.
- 2. Responsibilities:
  - a. serve as a member of the Mifflin County Mennonite Disaster Service according to its constitution.

b. inform the congregation of any disaster needs, local or national.

**E. Coordinator for Meals on Wheels**

1. Appointment is made by the pastor(s) and elders annually. Term of office begins January 1.
2. Responsibilities:
  - a. represent Locust Grove on the community planning committee
  - b. collect all the ingredients to make the assigned menu
  - c. coordinate volunteers to cook, pack, and deliver assigned meals
  - d. maintain contact with meal recipients
  - e. receive a designated amount per meal to cover costs as Locust Grove's donation to the project
  - f. encourage congregational members to donate food items

**ARTICLE XI  
SERVICES**

**A. Ushers**

Ushers should be mindful of the importance of their office since they set the tone for the worship service by their friendly enthusiastic welcome and their readiness to serve. Ushers need to be identified and properly attired.

1. Twelve (12) ushers shall be elected to serve a two (2) year term. Six (6) will be elected annually. These are divided into two (2) groups of six (6) persons which will serve alternating months. Term of office begins September 1. A head usher and two (2) group leaders are chosen from within the group.
2. Responsibilities:
  - a. greet visitors as they enter the foyer, welcome them, and assist them in any need.
  - b. provide a welcoming atmosphere and assist orderly entrance to the auditorium during services.
  - c. distribute bulletins and programs as people enter the auditorium.
  - d. assist in seating people at all services, special meetings, funerals, etc.
  - e. receive the church offerings.
  - f. assist in preparation for communion services.
  - g. arrange for greeters at the Sunday morning services.
  - h. monitor and provide supervision of any activity in the auditorium during fellowship meals.
  - i. terminate the Sunday School period by ringing the bell.

**B. Custodian**

1. Custodians are selected by the directors to serve a one (1) year term beginning January 1.
2. Responsibilities:
  - a. clean church building weekly.
  - b. clean windows, screens, and light fixtures bi-monthly.
  - c. shampoo basement, auditorium, and foyer carpet annually.
  - d. clean and rearrange furniture after fellowship meals, weddings, funerals, etc.
  - e. maintain foyer table literature in an orderly manner.
  - f. clean restrooms and maintain supplies.
  - g. clean blackboards and marker boards and have supplies available.
  - h. keep plants trimmed and watered.
  - i. clean benches and chairs, vacuum monthly.
  - j. meet with directors annually to review job responsibilities and performance.
  - k. purchase janitorial supplies.

**C. Janitor**

1. Janitor is selected by the directors to serve a one (1) year term beginning January 1.
2. Responsibilities:

- a. be certain the church is open and ready for services.
- b. control ventilation and heating before and during services.
- c. closing the building and turn off lights, etc., after services.
- d. maintain lights inside and outside.
- e. maintain clocks.
- f. monitor electronic heating timers on switch panels.
- g. remove ice and snow from entrances.
- h. check restrooms after each service and monitor water pump operations.
- i. meet with directors annually to review job responsibilities and performance.
- j. have main doors open at 8:00 a.m. and closed at 8:30 p.m.
- k. check the facility for any problems at least twice a week.
- l. check calendar schedule in Secretary's office for scheduled events.

#### **D. Audio Visual Manager**

1. Chosen by the directors for a two (2) year term beginning January 1.
2. Responsibilities:
  - a. schedule persons to operate audio visual system for Sunday morning and evening services, and request those persons to check all microphones before each service to be sure they are in working order.
  - b. assign operator for special services or events such as weddings and funerals.
  - c. maintenance and repair of audio visual systems to include reporting problems or service needs, ordering bulbs when needed, and cleaning the dust screen off projector.
  - d. keep supply of batteries on hand for the wireless system.
  - e. keeping recording tapes on hand to record services.
  - f. training of new audio visual operators.
  - g. meet with directors annually to review job responsibilities and performance.

#### **E. Kitchen Team**

1. Consists of six (6) people, two (2) elected annually for a three (3) year term beginning January 1.
2. Responsibilities:
  - a. organize and make arrangements for fellowship meals, funeral lunches, or other special occasions.
  - b. assist with arranging lodging for speakers and groups hosted by the church.
  - c. keep kitchen supplied with salt, pepper, and sugar packets.
  - d. keep kitchen appliances and cupboards clean.
  - e. do an annual house cleaning in the kitchen.
  - f. remove food left in the refrigerator and freezer that isn't marked every other week.
  - g. disperse unclaimed food containers.
  - h. purchase kitchen supplies.

#### **F. Carry In Meals Coordinators**

1. This committee shall consist of two (2) sisters in the congregation, one (1) elected annually to serve a two (2) year term. Term of office begins January 1.
2. The purpose of this committee is to arrange for volunteers to provide meals for individuals unable to provide their own, due to illness, births, recent hospitalization, etc.

#### **G. Congregational Nurse**

1. Purpose:
  - a. provide a nurse(s) to serve in an advisory role as part of the congregational program in order to promote the holistic ministry of healing.
  - b. recognize the concept of preventive care by ministering to the whole person; spirit, body, mind, emotions, and relationships facilitating the building of God's kingdom.
  - c. foster a supportive care system within the congregation.
2. Appointment:
  - a. appointed annually by the pastor(s) and elders. Term of office begins January 1.
  - b. responsible to the congregation and the local health care network.

3. Qualifications:
  - a. a vision of the position as it functions within the congregation and community.
  - b. a love for people, and a Christ-like attitude.
  - c. availability of a car and current Pennsylvania Professional Nurses license.
4. Responsibilities:
  - a. promote and encourage the development of healthy lifestyles through wellness programs and personal health counseling.
  - b. assist in locating resources available within the community to meet specific needs.
  - c. provide supportive care to persons caring for homebound family members.
  - d. be available to discuss health problems, check blood pressures, and lend a listening ear.
  - e. coordinate a network of volunteers.
  - f. make home and hospital visits as needed, requested, and/or assigned.
  - g. assist persons in coping with difficult medical diagnoses, medical terminology, and the need for medical referrals and consultation.
  - h. enhance, rather than duplicate, community services already available.
  - i. function as a patient's advocate within the health care system.
  - j. meet regularly with a group of parish nurses from local churches known as the Inter Church Health Committee.

#### **H. Hospital Equipment Committee**

1. This committee shall consist of three (3) persons appointed annually by the elders. Term of office begins January 1.
2. Responsibilities:
  - a. keep a record of all equipment available for loan to all persons in need of durable medical equipment.
  - b. keep a record of persons using equipment, date received and date returned.
3. Work with the directors for purchase of needed equipment.

#### **I. Church Historian**

1. Appointment is made by the pastor(s) and elders annually. Term of office begins January 1.
2. Responsibilities:
  - a. maintain a current record of organization and activities of the church.
  - b. be alert for historical materials in relation to the church, church members, and mission activities.
  - c. arrange the records in the files provided for that purpose.
  - d. arrange for collecting and displaying of historical items.

#### **J. Nursery Directors**

1. Purpose:
  - a. to build strong church-parent relationships and assist parents in guiding their children's spiritual development. (Deut. 6:5-7)
2. The directors shall consist of two (2) persons, one (1) elected annually to serve two (2) years, the first year as assistant and as director the second year.
3. Responsibilities:
  - a. minister to the congregation by providing good care to infants 0-3 years of age during the worship service, enabling parents to actively participate in the worship service.
  - b. minister to the children's physical needs so they will feel secure at church and to encourage healthy development of social skills such as sharing, kindness, and love.
  - c. to provide a weekly schedule of nursery helpers to assist in meeting its objectives.

#### **K. Church Florist**

1. Purpose:
  - a. provide and deliver a fresh cut or silk floral arrangement to place on the altar for the regular Sunday

worship service or special occasions.

2. Appointments:

Providers of this service are appointed by the elders. Term begins January 1. This service is currently alternating every other month between two individual providers.

3. Responsibilities:

- a. provide an appropriate arrangement of the florist's choice within the prescribed price range.
- b. provide memorial or honorary arrangements whenever requested as prescribed by a sponsor.
- c. after the service, deliver the fresh cut florist provided arrangement to a beneficiary selected from within the congregation or community.
- d. whenever silk arrangements are used, they remain the property of the providing florist.

**L. MMA Advocate**

1. Appointment shall be for a five (5) year term by the elders and pastor with an annual review.

Term of office begins January 1.

2. Responsibilities:

- a. seek ways to benefit the congregation and persons in the congregation and community by using MMA fraternal ministry resources including...
  - 1) educational resources,
  - 2) sharing fund grants,
  - 3) consultants,
  - 4) workshop and seminars.
- b. participate in MMA's resourcing and training opportunities.
- c. connect people in the congregation to MMA's financial services, programs, and resources.
- d. share information about MMA with the congregation.
- e. complete quarterly reports of activities for MMA and for the Locust Grove elders, pastors, and finance committee.

**ARTICLE XII  
YOUTH MINISTRIES**

**A. Mennonite Youth Fellowship (MYF)**

1. Purpose:

- a. unite the young people in a program of the church in Christian growth and service.
- b. emphasize the necessity of having Jesus Christ as Savior and Lord of their lives.
- c. develop their relationship with Christ as Lord within the fellowship.

2. The fellowship functions within the guidance of the Youth Pastor and advisors.

**B. MYF Advisors**

1. This office shall consist of four (4) or more persons appointed by the pastors and elders annually to serve a three (3) year term. Term of office shall begin on September 1.

2. Responsibilities:

- a. serve as Christian role models for the youth in their life, service, and conduct by actively demonstrating a genuine Christian life, faith, and commitment.
- b. be committed to see the lives of the MYF members challenged toward Christian growth and service.
- c. be accountable to the pastor and/or elder contact and to the parents of MYF members.
- d. actively initiate building long-term relationships with the youth by taking an interest in their lives and by being an encouragement to them by listening and by being available to talk about problems youth face.
- e. provide general guidance in planning MYF activities, which provide a balanced program of Bible study, service projects, socialization, and wholesome forms of recreation and entertainment.
- f. communicate regularly with MYF parents through an annual meeting and periodic updates concerning

planned activities.

- g. assist the youth pastor with supervision of all MYF activities; discern when immoral, dangerous, or unchristian behavior has occurred; confront the youth members in love; and report improper behavior to the parents of the youth involved when necessary.

### **C. Jr. High - The groUP**

1. Purpose:
  - a. provide for the spiritual, emotional, and social needs of young people in the church in grades 7-9.
  - b. provide challenges and opportunities for growth in their relationship with God, their parents, and their peers.
2. Appointments:
  - a. leadership of the group is coordinated by the Youth Pastor and two (2) or more persons appointed by the pastors and elders. Two (2) appointed annually to serve a three (3) year term. Term of office shall begin September 1<sup>st</sup>.
3. Responsibilities:
  - a. serve as a positive Christian role model for adolescent youth by actively demonstrating a genuine Christian life, faith, and care for individual group members.
  - b. be accountable to the pastor and/or elder contact and to the parents of group members.
  - c. coordinate both long and short term planning conducted by the group and provide positive direction for Bible studies and other events planned in the best interest of the group.

### **D. Clubs**

1. Purpose:
  - a. the purpose of the boys' and girls' clubs is to provide for the social needs of young people in the church in grades 4-6.
2. Leadership:
  - a. leadership will be provided by two (2) people for each club who will be elected annually to serve a two (2) year term. At least one (1) leader in each club should be a member parent. The term office shall begin September 1.
3. Responsibilities:
  - a. serve as a positive Christian role model for adolescent youth by actively demonstrating a genuine Christian life, faith, and care for individual group members.
  - b. be accountable to the pastor and/or elder contact, and to the parents of group members

### **E. Youth Ministry Assistant**

1. Purpose:
  - a. to establish a meaningful relationship with each MYF age girl that attends Locust Grove, and to serve as a listening ear, a voice of guidance, and a friend with Christ's love who they can rely on and freely approach.
  - b. to facilitate and encourage positive group dynamics and friendships among all the MYF girls.
2. Appointment:
  - a. This role is an appointment by the pastors and elders for a three (3) year term. Term of office begins on September 1. The appointee is responsible to the board of elders, with direct accountability to the Pastor of Care and Nurture.
3. Responsibilities:
  - a. attend MYF functions and be available to interact with the girls throughout those activities,
  - b. spend time with the girls individually to build friendships and confidence,
  - c. spend time with smaller groups of girls to understand their friendship patterns and help girls on the perimeter of the MYF build connections with other girls in a less intimidating environment
  - d. plan and implement girls-only activities that build friendships among the girls and help them to feel welcomed and to develop a sense of belonging

- e. attend special events in the girls' lives to demonstrate a caring presence and support for their endeavors
- f. learn more about youth ministry, specifically ministry to teenage girls, and be equipped to assist them in facing the situations they encounter.

### **ARTICLE XIII AMENDMENTS**

- A. The membership shall have the power to make, alter, amend, or repeal any section in this Constitution by affirmative vote of a two-thirds majority of the members PRESENT at any annual or special meeting, provided that the proposed action is included in the notice of such meeting.
- B. Amendments or modifications may be made without prior notice if there is no dissenting vote **OR** if the proposed change has been presented to each member of the congregation thirty (30) days prior to the time of action.

### **ARTICLE XIV DISSOLUTION**

This corporation is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Specifically, any assets remaining after dissolution of the corporation shall be turned over to the individual congregations of the Conservative Mennonite Conference or to the Rosedale Mennonite Mission Board or to such other charitable organization which the Board of Directors of the corporation shall designate, provided that the individual congregations of the Conservative Mennonite Conference or the Rosedale Mennonite Board Missions Board or any other organization is exempt under IRS 501 (c)(3) at the time of the dissolution. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

All members of the congregation shall be deemed to have expressly consented and agreed that in the event of dissolution of the congregation, whether voluntary or involuntary, the assets of the corporation then remaining in the hands of the officers, after all debts have been satisfied, shall be distributed, transferred,

conveyed, delivered and paid over, in such amounts as determined by the governing body or as may be determined by a court of competent jurisdiction upon application by the corporate officers exclusive to charitable, religious, or educational organizations which would qualify under the provisions of Section 501(C) (3) of the Internal Revenue Code and the Regulations as they may now exist or may hereafter be amended.

## **ARTICLE XV REVIEW**

- A. This Constitution shall be reviewed at least every five (5) years.
- B. Adopted on: November 7, 1993 and revised February, 1995, November 2000, February 2004, January 2009, and January 2013.

**LOCUST GROVE MENNONITE CHURCH**  
**Constitution**  
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Children’s Sunday School Team Leader .....	12
Christian Ed Committee.....	11
Church Florist .....	18
Church Historian.....	18
Clubs .....	19
Congregational Nurse .....	17
Coordinator for Meals on Wheels.....	15
Custodian .....	16
Directors.....	2
Discernment of Gifts Committee .....	7
Executive Secretary .....	9
Finance Committee .....	8
Financial Counselors.....	10
Hospital Equipment Committee.....	17
Janitor.....	16
Junior High - The groUP.....	19
Kitchen Team.....	16
Library Committee.....	14
Mennonite Disaster Service .....	15
Mennonite Youth Fellowship (MYF) .....	19
Mission Board.....	14
MMA Advocate .....	18
MYF Advisors .....	19
Nursery Directors.....	18
Overseer .....	3
Pastor of Care & Nurture .....	4
Prayer Coordinating Team.....	14
Relief Committee .....	15
Senior Pastor .....	3
Sewing Circle.....	14
Summer Bible School Committee.....	14
S.S. Class Shepherds.....	11
S.S. Secretary Adult Department .....	13
S.S. Secretary Children’s Department .....	13
Tellers .....	9
Treasurer .....	8
Ushers .....	15
Worship Team.....	13
Worship Team Coordinator .....	13
Youth Ministry Assistant .....	20
Youth Pastor.....	5
Youth Sunday School Team Leader .....	12



*Constitution  
Of  
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By-Laws & Job Descriptions  
2013*