

BYLAWS (OR CONSTITUTION) OF THE ENID MENNONITE BROTHERS CHURCH ENID, OKLAHOMA

January 2016

ARTICLE I. GENERAL.

SECTION 1. Name. The name of this corporation is Enid Mennonite Brethren Church of Enid, Oklahoma, incorporated under the laws of the State of Oklahoma December 7, 1954 as the City Mennonite Brethren Church, and which Articles of Incorporation were amended on May 25, 1960 and the current name given (hereinafter referred to as the Church).

SECTION 2. Purpose. In addition to those purposes outlined in the Articles of Incorporation, our purpose is to glorify God by making and maturing disciples of Jesus Christ.

SECTION 3. Confession of Faith. We are an evangelical congregation affiliated with the Mennonite Brethren Church USA, an association of like-minded churches throughout the United States. MB's find agreement on core points of doctrine (See MB Confession of Faith). The following seven (7) points concisely summarize what we believe at Enid MB Church.

- 1) The Trinity – One God, eternally established as three (3) unified, distinct, yet equal persons: Father, Son, and Holy Spirit.
- 2) The full deity and full humanity of Christ.
- 3) The spiritual lostness of the human race.
- 4) The substitutionary atonement and bodily resurrection of Christ.
- 5) Salvation by grace alone, through faith alone, in Christ alone.
- 6) The physical return of Christ.
- 7) The authority and inerrancy of Scripture.

SECTION 4. Policies and Procedures. The Board of Elders may, from time to time, establish Policies and Procedures setting forth, in more detail, guidelines concerning the church's operations and structures. Any such Policies and Procedures shall be subject to and in harmony with the Confession of Faith, these Bylaws and the Articles of Incorporation of the Church. Any changes or additions to the Policies and Procedures shall require a unanimous vote of the Board of Elders. Any such changes or additions will be reflected in the Elder minutes, inserted into the Policies and Procedures manual, and/or otherwise reported to the Church.

SECTION 5. Church Year. The Church year, for fiscal and other purposes, shall be the calendar year, namely, from January 1 to December 31.

SECTION 6. Affiliation. The Church is a member of the Southern District Conference of Mennonite Brethren Churches and the United States Conference of Mennonite Brethren Churches (or the successors to those Conferences), and shall give moral, prayerful, and material support to the projects and activities of the above-named Conferences. In addition to

these Bylaws, the Church is secondarily governed by the Bylaws of the above-named Conferences or their successors.

ARTICLE II. MEMBERSHIP.

The Church, through the Board of Elders, will establish policies (see Policies & Procedures) for the admission of new members by confession of faith, baptism, or transfer from another like-minded Church. Policies have been established for the release of members.

ARTICLE III. CHURCH BUSINESS MEETINGS.

SECTION 1. Regular Meetings. The Church shall schedule one or more meetings per year to transact any necessary business of the Church. The first Church meeting to be held in a given Church year shall constitute the annual meeting for that church year. The Church shall endeavor to schedule the annual meeting within the first thirty (30) days of the new fiscal year. The Church may hold regular quarterly business meetings as needed. All official business meetings shall be announced at least two consecutive Sundays in advance of the meeting. All elections to leadership positions will occur at the annual meeting unless a special meeting for this purpose is called.

SECTION 2. Special Meetings. When necessary, special meetings may be called by the Board of Elders. Except in the event of an emergency, notice as to time and place shall be provided not less than one (1) week before the meeting time.

SECTION 3. Attendance and Voting. Church meetings shall be open unless otherwise designated by the Chairman of the Board of Elders. Each member in good standing, that is, actively participating in the life and work of the Church, and having attained the age of sixteen (16), shall be entitled to participate in the meeting and cast votes on matters to be decided. If a member's status is questioned, the matter shall be referred to the Board of Elders for resolution.

SECTION 4. Quorum. The members present at a regularly scheduled meeting or a properly called meeting shall constitute a quorum.

SECTION 5. Meeting Procedure. Generally accepted rules of order shall be followed at Church meetings. Decisions shall be determined by a majority of all votes cast unless otherwise required by these Bylaws. Voting shall be by the members present; absentee balloting and voting by proxy will not be permitted.

SECTION 6. Nominating Committee. The Board of Elders shall appoint a Nominating Committee consisting of some members of the Board of Elders and two (2) to three (3) members at large. This nominating committee is led by the Vice Chairman of the Board of Elders, and they are to, with input from the Church, interview and nominate to the church Deacons, Ministry Team Leaders and Financial Officers (Treasurer, Assistant Treasurer(s)). A discernment procedure may be outlined by the Elder Board for the selection of nominees whose names will be presented to the Church for election or affirmation.

SECTION 7. Interim Action. During the period between Church meetings, the Board of Elders

shall be empowered to take such action as is necessary to conduct the affairs of the Church. However, at no time shall the Elder Board be empowered to take actions reserved in Article III Section 8.

SECTION 8. Action Reserved to the Membership. Notwithstanding any other provision of these

Bylaws, the following actions may only be taken by the membership at a regular or special meeting:

A. Actions requiring a 75% majority vote to pass:

- 1) Extending a call for or terminating a permanent (as opposed to interim) pastoral staff position. Requires a 75% majority vote.
- 2) Prospective elders will be affirmed individually by the congregation at the annual meeting. A 75% affirmation is required for each elder.
- 3) Reclassification of the principal of a quasi-endowment fund to be used for a special project. Requires a 75% majority vote.
- 4) Final action on church discipline to remove a person from membership. Requires a 75% majority vote.
- 5) Any provision of these Bylaws may be suspended or waived by an affirmative vote of 75% of the members as provided for in Article VII of these Bylaws.
- 6) The Bylaws and Articles of Incorporation of the Church may be revised or amended by an affirmative vote of 75% of the members as provided for in Article VI of these Bylaws.
- 7) Dissolution of the Church Corporation as provided for in Article VIII of these Bylaws. Requires a 75% majority vote.

B. Actions requiring a majority vote to pass:

- 1) Approval of the annual budget.
- 2) Choosing those who serve in leadership roles: Deacons, Ministry Team Leaders, and Financial Officers.
- 3) A decision to incur long-term debt.
- 4) A decision to enter into a building project.
- 5) Creation or elimination of a ministry team.
- 6) Creation of a pastoral staff position.

ARTICLE IV. ORGANIZATION.

SECTION 1. Officers. The officers of the Church shall be the Chairman of the Board of Elders, Vice Chairman of the Board of Elders, and Treasurer.

- 1) Chairman of the Board of Elders. The Chairman shall be chosen from amongst the Board for a term of two (2) years. The Chairman shall preside at all business meetings of the Church and shall also preside over the meetings of the Board. The Lead Pastor is not to serve in the office of Chairman.
- 2) Vice Chairman of the Board of Elders. The Vice Chairman shall be chosen from amongst the board for a term of two (2) years, and shall, in the absence of the Chairman, preside at Church meetings and/or Elder meetings. In the event of a vacancy in the Chairman

position, he shall assume the role of Chairman. He shall also serve as a member of the Nominating Committee.

- 3) The Treasurer shall be elected for a term of two (2) years. He/she may be assisted by a first assistant treasurer, elected for a term of two (2) years, and a second assistant treasurer, elected for a term of one (1) year. The treasurer shall keep record of all receipts and disbursements, make necessary disbursements as authorized by the Finance and Facilities Team, and report such activity to the Finance and Facilities Team monthly and to the Church annually. The Treasurer shall by virtue of his/her position be a voting member of the Finance and Facility Team.

SECTION 2. Board of Elders.

1) Membership. In order to qualify to serve as an elder of Enid MB Church an individual must:

- i. Be a male member of Enid MB Church.
- ii. Be in full agreement with our core points of doctrine contained in these Bylaws.
- iii. Meet the Biblical qualifications in 1 Timothy 3:1-7 and Titus 1:5-9.
- iv. Have been known by the congregation and elders for a substantial time to demonstrate shepherding, teaching, and guarding qualities.
- v. Be appointed according to the selection process outlined in the Policies and Procedures.

2) Duties. The general duties of the Board of Elders shall include, but not be limited to the following:

- i. Teach God's Word to the congregation (John 21:15-17).
- ii. Guide and shepherd the people of the church and give oversight to its ministry (1 Timothy 4:16; 1 Peter 5:3; Hebrews 13:7).
- iii. Guard and protect the congregation from false teaching (Acts 20:27-29; 2 Timothy 4:3-4; Titus 1:9).
- iv. Model the Christian life as to be examples to the flock (1 Peter 5:3).
- v. Commit to praying for the church and its members (James 5:14; Acts 6:4).
- vi. Protect both themselves and the church through the wisdom of their plurality (Proverbs 11:14; 24:6).
- vii. Meet regularly as a way to faithfully accomplish the duties listed above.
- viii. Nominate and appoint ministry leaders from/to the congregation.
- ix. Serve as final counsel to church matters that are not reserved by the congregation.

3) Process for Appointing Elders.

- i. The Board of Elders will take nominations from the Church Body to fill any upcoming vacancies on the Board itself. The Board will seek out those nominated by the Church Body, screening their interest, qualifications, and calling to the office of elder.
- ii. After potential new elders are screened and settled upon by the Board of Elders their names will be disclosed to the church a month in advance of the annual meeting. This gives the members a chance to provide any biblical reason why a certain nominee should not serve as an elder. If there are no biblical objections from the body, the nominated elder will appear on the ballot at the annual meeting.

- iii. Prospective elders will be affirmed individually by the congregation at the annual meeting. A 75% affirmation is required for each elder.

4) Resignation, Removal, and Vacancies.

- i. Any elder may resign at any time by giving written notice of his resignation to the Chairman of the Board or the /Lead Pastor. Any such resignation shall take effect at the specified time therein, or if not specified, upon receipt of notice.
- ii. An elder will be removed from office during his time of service if:
 - a) He is judged guilty of serious sin by the other elders (1 Timothy 5:19-21).
 - b) He is found to be scripturally unqualified (1 Timothy 3:1-7).
 - c) He disagrees with any aspect of the doctrinal statement set forth in these Bylaws.
 - d) He consistently neglects his duties as an elder.
- iii. A vacancy shall be deemed to exist in case of death, resignation, or removal of any elder. The remaining elders shall determine whether the vacancy must be filled immediately.

5) Number and Tenure. Enid MB Church should strive to have at least five (5) elders and each elder will serve a term of three (3) years. After a one (1) year break from service an elder is eligible to serve another term. An exception to this rule is the /Lead Pastor who does not rotate off the Board of Elders as long as he is employed by the church. When needed to balance the elder rotation an elder may serve a one (1) to two (2) year term, or have his term extended to achieve the balance needed.

6) Decision Making. All decisions by the Board of Elders must be made by unanimous consent.

7) Recording Secretary. The elders shall appoint themselves a secretary from the church at large. The Secretary shall record all proceedings of the church business meetings and shall serve as secretary to the Board of Elders. The Secretary shall be responsible for the keeping of records of the Church membership, including records of deaths, births, marriages, baptisms, etc. These duties may be assigned to the church office secretary. The Recording Secretary will not be serving as an elder.

SECTION 3. Deacons. The Team may be composed of ten (10) to twelve (12) persons, and may consist of couples or individuals elected by the Church for a term of two (2) years with terms staggered. The Team's primary mission is to be alert and respond, as needed and appropriate, to the needs of any persons within the church family, be the need physical, material, or spiritual.

1) Additional Duties. These may include but are not limited to:

- i. Develop a plan whereby those not involved in a small group or those confined to their homes, or a care facility, receive care if and when a need occurs.
- ii. Serve as the benevolence agency of the Church in responding to material and physical needs and authorize appropriate expenditures related to such needs.
- iii. Assist the pastoral staff in preparing and serving of The Lord's Supper.

SECTION 4. Ministry Teams. The Board of Elders may recommend to the Church the creation of Ministry Teams as deemed necessary. These Teams shall take initiative in planning, leading, organizing, and monitoring activities in their respective areas of ministry. Membership and duties

are outlined in the Policies and Procedures Manual. These Ministry Teams include but are not limited to the following:

- 1) Finance and Facilities Team will manage the Church's accounting, the budget, accounts receivable and payable, and the maintenance of all Church facilities, furnishings, properties, and equipment. This team represents the Church in legal and business transactions.
- 2) Discipleship Team will provide specific ministry to and provide support for all educational opportunities for the Church family, from nursery through adult education on Sunday morning, as well as AWANA, and youth ministries during the week, as well as provide for special opportunities for conferences and special events for all members.
- 3) Worship Arts & Media Team will provide meaningful corporate worship production and leadership, supervise the management and use of audio/video equipment, work with the Pastor in charge of the worship experiences on Sundays and at special services, and monitor the worship environment.
- 4) Outreach Team will encourage, equip, and provide opportunities in local missions, global missions, and short term mission trips. The Outreach Team is the Church's formal point of contact for our missionaries on the field.

SECTION 5. Support Teams. Whose mission is to support the various ministries of the Church, may be appointed by the Board of Elders. The Teams may recruit workers as needed. Such Teams could include, but would not be limited to the following: Food Services Team, Ushers/Greeters Team, Decorating Team, Wedding and Shower Coordinator(s), etc. Specific guidelines will be outlined in the Policies and Procedures Manual.

SECTION 6. Integrated Auxiliary Ministries Teams. Whose mission is to represent the Church and involve the Church in ministry opportunities, may be appointed by the Elder Board. Such Teams may include but are not limited to organizations such as the Mennonite Disaster Service, Forgotten Ministries, and Mennonite Central Committee.

ARTICLE V. STAFF.

SECTION 1. Lead Pastor.

- 1) Duties. The Lead Pastor shall be a permanent member of the Church's Board of Elders. His role and gifting should give priority to communicating the Gospel, equipping the pastoral staff, and promoting a local and global vision for ministry. The Lead Pastor also has responsibility, in cooperation with the Elder Board, for administrative and organizational functions within the Church. The Elders will formulate a job description setting forth the Lead Pastor's responsibilities in more detail.
- 2) Call. When it is necessary to call a Lead Pastor, a search team appointed by the Board of Elders shall be responsible for the selection process in consultation with Mennonite

Brethren Conference leadership. A call shall require an affirmative vote of 75% of members present and voting at a regular or special church meeting.

- 3) Accountability. The Lead Pastor is accountable to the Church through the Board of Elders.

SECTION 2. Other Pastoral Staff.

- 1) Classification. The Board of Elders shall determine which staff members shall be classified as pastoral staff.
- 2) Duties. These shall be determined by Board of Elders. Such pastoral staff may be assigned to one or more Ministry Teams to provide pastoral leadership. The Elders will formulate a job description setting forth the pastor's responsibilities in more detail.
- 3) Call. The roles of and need for pastoral staff members shall be determined by the Church upon recommendation of the Board of Elders, and called through the process set forth in Section 1.2 of this Article.
- 4) Accountability. Pastoral staff members are accountable to the Lead Pastor, and the Board of Elders.

SECTION 3. Pastoral Staff Evaluation.

- 1) The Board of Elders shall give guidance to the evaluation process of the Lead Pastor. The Lead Pastor, with the elders shall give guidance to the evaluation process for other pastoral staff and support staff. Evaluations should be made on at least an annual basis and may be made at any time by the Elders and staff person being evaluated.
- 2) Should it be necessary to terminate the ministry of any of the pastoral staff, or should any of the pastoral staff choose to seek ministry opportunities elsewhere, either party shall be requested to give a sixty (60) day notice or determine a mutually agreeable period of transition.
- 3) Termination of the pastoral staff is a right of the congregation, though efforts would be made to make such a vote a last resort. Such a vote requires an affirmative vote of 75% of members present and voting at a regular or special church meeting.

SECTION 4. Support Staff. Employment of support staff will be managed by the board of elders. Support staff may be recommended for employment to the board of elders by Ministry Teams and Support Teams. Support staff are accountable to the Lead Pastor, or the Lead Pastor's designee. The Board of Elders will work together with the Finance and Facility Team in determining the financial packages for employees of the church.

ARTICLE VI. AMENDMENTS

The Bylaws and Articles of Incorporation of the Church may be revised or amended by an affirmative vote of 75% of the members present and voting at a regular or special church meeting. The church shall be notified thirty (30) days in advance of any proposed amendment.

ARTICLE VII. SUSPENSION OR WAIVER OF BYLAWS PROVISIONS.

Any provision of these Bylaws may be suspended or waived by an affirmative vote of 75% of the members present and voting at a regular or special Church meeting. The Church should be notified thirty (30) days in advance of any such proposed action.

ARTICLE VIII. DISSOLUTION OF CORPORATION.

This corporation is organized and operated exclusively for the religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The following statements are consistent with that meaning:

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise intending to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

The property of this corporation is irrevocably dedicated to religious purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private person. Upon the dissolution of this corporation, its assets remaining after the payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed to the Southern District Conference of Mennonite Brethren Churches, a Kansas not-for-profit corporation, and if not in existence, to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for religious purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.