

# REGIONAL BYLAWS

as approved at Regional Conference 5/2/2025

## ARTICLE I - NAME AND PURPOSE

### Section 1:

#### **Name**

The name of this organization shall be MISSIONARY CHURCH, NORTH CENTRAL REGION, INC.

### Section 2:

#### **Purpose**

The Missionary Church, NORTH CENTRAL REGION, in obedience to Jesus Christ her Lord, is committed to being holy people of God in the world and to building His Church by worldwide evangelism, discipleship and multiplication of growing churches, all to the glory of God. As a family of churches that is biblically grounded, we exist to inspire, challenge, and resource one another in that task.

## ARTICLE II - CORPORATION

### Section 1:

#### **Corporation**

- A. Missionary Church, North Central Region, Inc., is an Indiana Corporation, and is registered as such in Michigan and Illinois.
- B. The geographical area of the Missionary Church, North Central Region, Inc., shall be generally northern Indiana and southern Michigan. Specifically, the boundary between the North Central Region and the Central Region in the State of Indiana shall be from east to west, U.S. Highway 6 from the Indiana/Ohio state line to Indiana S.R. 13; south to Indiana S.R. 14; west to Indiana S.R. 15; south to U.S. Highway 24; west to the Indiana/Illinois state line. The greater Chicago metropolitan area shall be shared by the North Central Region and the Central Region of the Missionary Church.
- C. The North Central Region shall include the portion of Indiana north of the boundary stated above, and a portion of southern Michigan. The eastern boundary in Michigan is U.S. Highway 23; the northern boundary is I-94 to the Berrien County line, and shall include Berrien County.
- D. The North Central Region may receive and include churches outside of the bounds of the stated geographical boundaries if the following requirements have been met:
  - 1) Permission has been granted from the Region in which the church is geographically located.
  - 2) The church has made application, and been accepted, as a member of the North Central Region by Regional Conference or the Governance Board.

### Section 2:

#### **Regional Office**

The Regional Office of the Corporation is located at 3301 Benham Ave., Elkhart, Indiana 46517-2247.

Section 3:  
**Conference Year**

The Conference Year shall be January 1 - December 31.

### **ARTICLE III - RELATIONSHIP**

**Relationship**

This organization is a subsidiary of the Missionary Church, Inc., with headquarters at 3811 Vanguard Drive, P.O. Box 9127, Fort Wayne, Indiana 46899, and as such is responsible for the promotion of the work and objectives of the parent organization within the borders known as the MISSIONARY CHURCH, NORTH CENTRAL REGION, INC. It shall be governed in all matters pertaining to doctrine, polity and practice by the Constitution and Bylaws of the parent organization.

### **ARTICLE IV - REGIONAL CONFERENCE**

Section 1:  
**Jurisdiction**

- A. The Missionary Church, North Central Region, Inc., shall be governed by a Regional Conference which shall function in accordance with the authority delegated to it by the Constitution and General Conference of the Missionary Church and by the Missionary Church, North Central Region's Bylaws.
- B. The Regional Conference shall include all churches and entities duly recognized as part of the Missionary Church, North Central Region. (A Regional entity is any entity controlled by the Region and used for Regional purposes.)

Section 2:  
**Composition**

The Regional Conference shall be constituted of only members in good standing of the Missionary Church. The Regional Conference shall be composed of: the Denominational President, member ex officio; all ordained and licensed ministers with credentials in the Region; the members of the Regional Governance Board, Camp Board, Devon Oasis Board, Bridge Fund Board, UMLI Board, Hubbard Hill Estates Board, and Management Team: President of Bethel University; Directors of Regional Ministries; one lay delegate for each 50 members or major fraction thereof from each member church according to the table in Appendix 2.

Section 3:  
**Time of Meeting**

The Regional Conference shall meet annually at the time and place decided by the Regional Conference. All Conferences shall be governed according to Robert's Rules of Order.

Section 4:

**Functions of the Regional Conference**

- A. The Regional Conference shall select by ballot its own officers and committees including the Regional Director, Vice Regional Director, Treasurer, Secretary, the additional members of the Governance Board and such other officers, boards and committees as may be deemed necessary. A majority of votes cast shall be required for election or ratification.
- B. It shall approve new churches for membership in the Missionary Church and request that a certificate of membership in the denomination be issued by the proper denominational officers.
- C. It shall license and ordain ministers in keeping with the provisions of the Constitution of the Missionary Church and shall certify such to the proper denominational officers.
- D. It shall conduct conferences, conventions and camps in the Region as practical and shall take steps as are necessary to implement and to promote the missionary programs of the denomination.
- E. It shall receive the reports of the Regional Director and other officers, pastors, other ministers, boards and committees; and submit to the General Conference such reports as may be required.
- F. It shall be the prerogative of the Regional Conference to make recommendations to the General Conference.

Section 5:

**Special Session of Regional Conference**

A special session of Regional Conference may be called by the Regional Governance Board. The membership of the special session of Regional Conference shall follow the guidelines outlined in Article IV, Section 2 of the Regional Bylaws. Churches shall report names of delegates to the Regional Office no later than 14 days prior to the special session of Regional Conference.

Section 6:

**Conference Leadership**

The Regional Director shall serve as the Chairman of the Regional Conference and any special session of Regional Conference, and Vice Chairman shall be the Vice Regional Director.

## **ARTICLE V - OFFICERS AND ELECTIONS**

Section 1:

**Executive Officers**

The Executive Officers of the Missionary Church, North Central Region, Inc., shall consist of a Regional Director, Vice Regional Director, Secretary, Treasurer and the Assistant to the Regional Director. All officers must be members in good standing of a chartered church in the Missionary Church, North Central Region.

Section 2:

**Regional Director**

- A. The Regional Director shall be elected for a four-year term by the Regional Conference from among the ordained ministers of the Missionary Church in a special session of Regional Conference in February preceding his taking office on July 1 of that year. In case of special need, the Regional Governance Board may request assistance from the General Oversight Council and the Ministry Leadership Council of the Missionary Church.
- B. In a situation where the sitting Regional Director is running unopposed, the vote shall become a referendum on whether the sitting Regional Director shall stay in office. After the first four-year term, a simple majority of votes is necessary for reelection of the sitting Regional Director. After two four-year terms have been served, a two-thirds majority of votes is necessary for reelection of the sitting Regional Director. Should the above thresholds not be reached, then the sitting Regional Director shall not be eligible to run in the following election. The Nominating Committee for the Regional Director shall then be reactivated and must again make every possible effort to submit at least two qualified nominees to the Governance Board. An election for the Regional Director will then be held at Regional Conference.
- C. In a situation where the sitting Regional Director does not complete a full term, the Governance Board shall establish a timeline for the mid-term election and transition process, including the start date and length of term.

Section 3:

**Vice Regional Director**

The Vice Regional Director shall be elected for a four-year term by the Regional Conference from among its ordained ministers.

Section 4:

**Assistant to the Regional Director**

The Assistant to the Regional Director shall be recommended by the Regional Director and approved by the Governance Board for a four-year term coinciding with that of the Regional Director.

Section 5:

**Secretary**

The Secretary of the Region shall be elected for a two-year term by the Regional Conference.

Section 6:

**Treasurer**

The Treasurer of the Region shall be elected for a three-year term by the Regional Conference.

Section 7:

**Term of Officers**

All elected and appointed officers and committee members, unless specified otherwise, shall take office at the close of the annual Regional Conference. Prairie Camp officers and board members shall take office within 30 days of the conclusion of Family Camp.

Section 8:  
**Vacancies**

Any vacancies occurring among executive officers, boards or committees not otherwise provided for shall be filled by appointment by the Regional Governance Board. Such appointees shall serve until the next Regional Conference.

## **ARTICLE VI - DUTIES OF OFFICERS**

Section 1:  
**Regional Director**

The Regional Director shall:

- A. Have supervision of all the churches and ministers within his jurisdiction;
- B. Uphold the Constitution of the Missionary Church;
- C. Arrange for conventions and conferences within the Region;
- D. Arrange for meetings in each church in the interests of denominational programs;
- E. Emphasize the duties of churches to their pastors and pastors to their churches;
- F. Take such steps as necessary in the change or transfer of ministers;
- G. Serve as the chief liaison officer between the Governance Board and pastors and congregations in all pastoral relations;
- H. Submit to the General Conference a full report of the work of his Region, including a summarized statistical report of the General Conference term;
- I. Maintain healthy relationships with the denomination and its entities;
- J. Accept such other assignments as may be outlined from time-to-time by the Regional Conference;
- K. Recommend an Assistant to the Regional Director to be approved by the Governance Board; and
- L. At his discretion appoint Vice Regional Director or Assistant to the Regional Director to serve as his representative at any board or committee meeting he is unable to attend.

Section 2:  
**Vice Regional Director**

The Vice Regional Director shall perform such duties as delegated by the Regional Director. In case of death, resignation or removal of the Regional Director, the Governance Board shall appoint the Vice Regional Director to serve as Regional Director until a special session of Regional Conference.

Section 3:  
**Assistant to the Regional Director**

The Assistant to the Regional Director shall be recommended by the Regional Director and approved by the Governance Board. His term of office shall coincide with that of the Regional Director who recommended him. His duties shall be those defined by the Regional Director. He is an advisory member of the Governance Board and its Executive Committee.

Section 4:  
**Secretary**

The Secretary shall record and keep the minutes of the Regional Conference and Regional Governance Board and perform such other functions as are outlined by the Conference or Governance Board.

Section 5:  
**Treasurer**

The Treasurer shall receive such monies as the Regional Conference shall determine and make payments in keeping with its policies and directives. The Treasurer shall submit such reports as the Regional Conference, Regional Governance Board and Regional Director shall require.

Section 6:  
**Signing Authority**

Any two officers of the Region may sign official papers on behalf of the Region.

## **ARTICLE VII - REGIONAL GOVERNANCE BOARD**

Section 1:  
**Role**

The affairs of the Corporation shall be administered by a Governance Board.

Section 2:  
**Composition**

The composition of the Governance Board shall be:

- A. The Governance Board shall be the highest decision-making body apart from Regional Conference.
- B. All members of the Governance Board shall be members in good standing at a Missionary Church in the North Central Region and shall affirm the Articles of Faith and Practice in the Missionary Church Constitution.
- C. The size of the Governance Board shall be a total of 13; with one advisory member and 12 voting members, of whom at least two and a maximum of four must be Lay Persons.
- D. The Governance Board shall consist of: Regional Director; Vice Regional Director; Assistant to the Regional Director (advisory member); Secretary; Treasurer; four elected members; and four appointed members.
- E. At each annual Regional Conference two members shall be elected for two year terms, and two members shall be ratified for two year terms. Of the four elected or ratified, at least two must be Lay Persons.
- F. Board Members appointed by the Governance Board shall be presented to Regional Conference for ratification by a simple majority vote.
- G. All terms shall begin following the adjournment of that Regional Conference.

- H. The Regional Director shall be Chairman of the Governance Board; the Vice Regional Director the Vice Chairman of the Board; the Regional Secretary the Secretary of the Board; and the Regional Treasurer the Treasurer of the Board.

Section 3:

**Term Limitation**

Non-salaried ratified or elected members of the Governance Board who have served for four consecutive years shall be ineligible for one year to be ratified or elected for another term.

Section 4:

**Executive Committee**

- A. The Executive Committee of the Governance Board shall be composed of the Regional Director, Vice Regional Director, Secretary, Treasurer, and one person annually elected from the Governance Board by the Governance Board. The Assistant to the Regional Director shall be an advisory member.
- B. Any four (4) members of the Executive Committee may call a meeting of the Executive Committee or Governance Board. In the event a member(s) of the Executive Committee is unable to attend a specific meeting, the Regional Director may appoint, from the Governance Board, a temporary member(s) to serve for that meeting.

Section 5:

**Duties**

- A. It shall be the responsibility of the Governance Board to conduct the necessary business of the Regional Conference in the intervals between Conferences; it shall deal with all emergency matters and shall call a special session of the Regional Conference when necessary. Its actions shall be subject to ratification by the next Regional Conference.
- B. The Governance Board has the authority to delegate some of its business to teams composed of a minimum of three Governance Board members and any other individuals appointed by the Governance Board. All teams shall report to the Governance Board.
- C. The Governance Board shall conduct a minimum of two meetings annually.

Section 6:

**Emergency Powers**

- A. When there are irreconcilable differences within a local church after counsel by the Regional Director and his representatives has been unsuccessful in resolving the issues affecting church health, and when at least two of the following conditions are met:
  - 1) The local church board supported by a majority vote request emergency assistance.
  - 2) The Senior Pastor requests emergency assistance.
  - 3) The Regional Executive Committee believes significant problems exist that warrant emergency assistance.
  - 4) The Regional Director believes significant problems exist that warrant emergency assistance.
- B. The following steps shall be taken:
  - 1) The Regional Executive Committee shall call a congregational meeting or a local church board meeting to gather information in order to understand the issues involved. The Regional Director shall chair the meeting.

- 2) The Regional Director shall give a report to the Regional Governance Board. The Regional Governance Board, by two-thirds majority vote, shall assume the temporary decision making authority in a local church, to make pastoral changes, exercise church discipline, suspend the local church bylaws or assume responsibility over the local church finances. These decisions will be made for the long-term benefit of the local church, the Region, the denomination and the Body of Christ.

Section 7:

**Regional Director Performance Review**

The Governance Board shall annually conduct a performance review for the Regional Director.

Section 8:

**Appointments**

The Governance Board shall appoint the Directors, Teams, and Committees necessary to conduct the business of the Regional Conference (see Appendix 1, Section 1)

Section 9:

**Regional Teams, Committees, and Boards**

The following entities shall operate under the authority of the Governance Board but shall act as decision making bodies. Each team, committee, and board is accountable to the Governance Board as outlined in the organizational structure of the Missionary Church, North Central Region.

A. Management Team

The Governance Board shall hold in trust any properties owned by the Regional Conference and have authority to receive and hold in trust monies, convey or exchange real estate held by the Regional Conference or other property such as stocks, bonds, mortgages and other securities; issue annuity agreements; and serve as the trustees for estates and gifts in conformity with civil laws in keeping with authority delegated by the Regional Conference. The Governance Board shall appoint a Management Team to serve as agents to carry out any of the foregoing authorizations.

B. Committee on Credentials

The Governance Board shall appoint a Committee on Credentials from the ordained ministers within the Region to recommend all ministerial candidates for credentials. The Governance Board shall certify to the proper denominational official annually a list of all ordained and licensed ministers under the jurisdiction of the Region.

C. Finance Committee

The Governance Board shall serve as, or may appoint, the Finance Committee.

D. Nominating Committee

- 1) The Governance Board shall appoint a Nominating Committee of seven members.
- 2) It shall submit nominations to the Conference for the following Regional officers, directors and committees: Vice Regional Director; Secretary; Treasurer; additional members of the Governance Board; and such others as may be delegated to them.
- 3) Whenever feasible, the slate of candidates for each standing committee shall include at least one more name than the number to be elected.

- 4) In each of these elections, additional nominations may be received from the floor with consent of the nominee.
- E. Nominating Committee for the Regional Director
- 1) The Governance Board shall appoint a Nominating Committee, for the Regional Director, of seven members. At least three of the seven members must be members of the Governance Board.
  - 2) This shall be a vetting committee to determine that candidates have the qualifications, skills, and gifts required to fill the position of Regional Director.
  - 3) The sitting Regional Director shall make his wishes regarding being on the ballot known to the Governance Board in writing by September fifteenth of the year prior to the election. If so indicated, his name shall appear on the ballot.
  - 4) Candidates for nomination must be submitted to the Nominating Committee for the Regional Director by October fifteenth of the year prior to the election to allow for the required vetting process.
  - 5) The Nominating Committee for the Regional Director shall make every possible effort to submit at least two qualified nominees to the Governance Board.
  - 6) The Governance Board shall have the authority to set the final ballot for the election of the Regional Director.

#### Section 10

#### **Quorum And Electronic Participation**

- A. A majority of the members of the Board shall constitute a quorum for the transaction of business provided due notice of the meeting has been given. While physical presence at all meetings is generally required, in special circumstances Board members may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously communicate with each other during the meeting.
- B. A Board action by electronic means is acceptable in situations where the vote is unanimous and a response has been received from each member of the Board. Electronic decisions shall be ratified at the next physical meeting of the Governance Board.

### **ARTICLE VIII - CAMP BOARD, HISTORIAN, AND WOMEN'S MINISTRIES**

#### Section 1:

#### **Camp Board**

- A. The Camp Board shall be composed of nine members who shall be ratified by Regional Conference for two-year staggered terms. Besides these, the Regional Director is a member by virtue of his office and shall be allowed to appoint a representative to attend in his absence. The Camp Board will annually elect its officers.
- B. It shall be in charge of maintenance of the entire camping ministry including maintenance of the campground and Family Camp. It shall be responsible to the Governance Board of the Missionary Church, North Central Region, Inc. for capital investments, including erection of buildings, purchase of property and major improvements.
- C. It shall appoint the Camp Director. The Camp Director shall oversee the camp ministry, appoint directors and assistant directors, and hire camp staff.

Section 2:

**Regional Historian**

- A. The Regional Historian shall be appointed by the Governance Board for a two-year term.
- B. It shall be the duty of the Regional Historian to submit an annual report to the Conference of the significant events of the year.

Section 3:

**Director of Women's Ministries**

The Director of Women's Ministries and other officers shall be elected by the members of the Women's Ministry at their annual meeting and shall fulfill the duties as stated in Article XIV, A. in the Constitution of the Missionary Church.

## **ARTICLE IX - PARTNER ORGANIZATIONS**

Section 1:

**United Missionary Loans and Investments, Inc.**

- A. United Missionary Loans and Investments, Inc., is a separate corporation from the Missionary Church, North Central Region, Inc. Membership in this corporation is on an annual basis and each year every person, who is a voting member of the Regional Conference of the Missionary Church, North Central Region, Inc., shall automatically, by virtue of this designation, become a member of this corporation and shall remain such until the next Regional Conference is convened. All annual meetings of the members shall be held at the same place and time as the Regional Conference of the Missionary Church, North Central Region, Inc.
- B. The number of Directors of this Corporation shall be nine (9). The Directors shall be apportioned into three classes, with the terms of the Directors in each class expiring at different times. All Directors, excepting cases of election to fill unexpired terms, shall be elected for a period of three years.
- C. The Directors shall be ratified at the annual meeting by a majority vote of the members of the Corporation. Membership on the UML&I Board shall be limited to those persons who are members of churches in the North Central Region.
- D. The Regional Director shall serve as an additional member by virtue of his office and shall be allowed to appoint a representative to attend in his absence.

Section 2:

**Hubbard Hill Estates, Inc.**

- A. Hubbard Hill Estates, Inc., is a separate corporation from the Missionary Church, North Central Region, Inc. The purposes for which the corporation exists are to provide elderly persons with housing facilities and services especially designed to meet their physical, social, emotional and spiritual needs; and to promote their health, security, happiness and usefulness in longer living.

- B. The Corporation is irrevocably dedicated to and operated exclusively for non-profit purposes; and no part of the income or assets of the Corporation shall be distributed to, nor inure to the benefit of, any individual.
- C. Members of the Hubbard Hill Estates Board of Directors shall be of one class with equal rights and privileges, and shall be limited to individuals who have the approval of the Governance Board of the Missionary Church, North Central Region, Inc. In the event that aforesaid approval is withdrawn, then and in that event, shall such constitute automatic resignation as a member and director of the Corporation.
- D. The initial Board of Directors is twenty-five. The exact number of Directors is not stated; the minimum number shall be twelve and the maximum shall be twenty-five, the exact number being prescribed in the Bylaws of the corporation. The Board of Directors shall be ratified by the Regional Conference of the Missionary Church, North Central Region, Inc., and shall serve for three years in staggered terms. The Regional Director of the Missionary Church, North Central Region, Inc., shall be a member of the Board of Directors by virtue of office and shall be allowed to appoint a representative to attend in his absence.

## **ARTICLE X - REGIONAL FINANCES**

### **Section 1:**

#### **Regional Finances**

- A. **FINANCIAL STATEMENT** - The Missionary Church, North Central Region, Inc. shall care for the funding of all its activities, ministries and programs and shall be self-supporting.
- B. **FISCAL YEAR** - The fiscal year shall be from January 1 to December 31.
- C. **FUNDING:**
  - 1) The Regional Governance Board shall serve as, or may appoint, a Finance Committee.
  - 2) The Regional Director and Regional Treasurer shall be members of the Finance Committee by virtue of their office and shall be voting members.
  - 3) The Finance Committee shall be composed of eight members - three layman and three pastors, the Regional Director and Regional Treasurer.
  - 4) The Finance Committee shall present the proposed budget for the next fiscal year to the Governance Board.
  - 5) The Governance Board shall annually set the assessment cap on any and all churches in the Region.
  - 6) The approved Regional budget for the next fiscal year shall be reported to Regional churches.
  - 7) Assessments shall be given by the individual churches using the standard percent of total church receipts.
  - 8) Total receipts shall include all monies which are eligible for tax-deductible receipt, except building/capital fund monies.
  - 9) The assessment from each church shall be proposed by the Finance Committee at the time the proposed budget is drafted.
  - 10) Exceptions to the percent rule shall be as follows:
    - a. Established churches which choose to become a part of the Missionary Church, North Central Region, Inc., and new church plants, shall be phased into a full assessment over a period of three years (year one, 1/3

share (33.3%) of full assessment, year two, 2/3 share (66.6%) of full assessment, year three, full assessment).

- b. Extenuating circumstances as noted by the Management Team.
- 11) Each church should forward its assessment in 12 equal payments beginning January 15<sup>th</sup> and continuing each month with a payment by the 15<sup>th</sup> to the Regional Office.
- 12) Appeal process shall include the following:
- a. A written statement of the reason why the assessment cannot be fulfilled and the amount in question. This statement shall be properly signed by any two officers of the local church board. This statement shall be sent to the Regional Director.
  - b. A copy of the minutes that record the decision of the local church board to exercise their right to appeal.
  - c. All financial records requested by the Regional Director.
  - d. The pastor and other persons from the church may be requested to be present when the appeal is discussed and may be asked for their input.
  - e. The final decision rests with the Governance Board.
  - f. A letter will be issued to the pastor and the local church board after a decision has been reached by the Governance Board.
- 13) It is imperative that the local church and Region understand that their ministries are the same and together each is working to build the greatest kingdom in the world. Everything should be done to encourage a cooperative spirit between the Region and local church.

**Section 2:**

**Regional Assessments**

The Region's operating budget shall be raised through an annual Conference Assessment. Assessments shall not exceed 3% of the total offerings of each local church.

## **ARTICLE XI - MINISTERS**

**Section 1:**

**Educational Requirements**

Candidates for the ministry shall be expected to fulfill the requirements stated in the "Constitution of the Missionary Church, Article XII".

**Section 2:**

**Procedure for Credentials**

People seeking ministerial standing in the Missionary Church should counsel with their pastor and Regional Director or with World Partners in the case of a missionary candidate. If the candidate's qualifications are acceptable, they may submit a final application, which shall be duly considered by the respective bodies authorized to approve candidates and confer ministerial credentials. Candidates who are approved for ministerial service shall be granted a license only upon being duly appointed to active service.

### Section 3:

#### **Credentialed Ministers**

- A. Candidates shall be approved by the Regional Conference or the Governance Board after satisfactorily passing an examination and being recommended for licensing by the Committee on Credentials.
- B. Any licensed ministers in the Region who are actively engaged in full-time Christian work, AND who have completed two consecutive years of satisfactory ministry, may be candidates for ordination. A request should be made to the Regional Director in writing at least six months in advance of the desired ordination date. Ministers shall then be interviewed by the Credentialing Committee as to doctrine, practices, and ministry. The Credentialing Committee may recommend the approval to the Governance Board.
- C. If ministers who have been credentialed by another denomination desire to join this Regional Conference, they shall make application to the Regional Director. The ministers shall give full particulars as to previous credentialing, reasons for withdrawal, intention to join the church, and acquaintance and agreement with the Constitution by an examination. This information shall be presented to the Regional Conference, which shall take one of the following actions:
  - 1) Recognize the previous credentialing and accept the candidate at once as a licensed or ordained minister of the church;
  - 2) Provisionally recognize the previous credentialing until such time as the Regional Conference can fully recognize the person as a licensed or ordained minister or advise a recredentialing;
  - 3) Delay action in view of further investigation; or
  - 4) Deny the application.

### Section 4:

#### **Evangelists**

- A. A Missionary Church minister duly credentialed by his Regional Conference, feeling the call to a full-time evangelistic ministry, may be certified as an approved Regional or Denominational Evangelist.
- B. Regional and Denominational Evangelists shall meet all the requirements and fulfill all the duties pertaining to the role as described in the Missionary Church Constitution Article XVI, E, Section 6.

### Section 5:

#### **Duties of Credentialed Ministers**

- A. Credentialed ministers are given the authority to administer communion and baptism, and to solemnize marriage.
- B. All ministers in the homeland shall submit an annual report to the respective Regional Director; all foreign missionaries shall submit their reports to World Partners.
- C. All active credentialed ministers shall meet the annual continuing education requirements as set forth in the Continuing Education Strategy.

Section 6:

**Discipline of Ministers**

Any minister against whom a charge is made for unwise or unbecoming conduct of ministers departing from any doctrine or practice of the Constitution of the Missionary Church, Inc., shall be admonished by the Regional Director; in the event no satisfactory adjustment is made, the Regional Director shall bring the matter to the attention of the Regional Governance Board for appropriate action. If the charge is of sufficient magnitude in the estimation of the Regional Director, he may temporarily suspend the minister. Final action shall be taken by the Governance Board.

Section 7:

**Inactive Ministers**

Ordained ministers who have discontinued active ministry shall be put on an inactive list. After three years of such inactivity in Christian service, the issuance of credentials shall be discontinued. Exception to this shall be those who retire after having served 25 years of approved ministry; those for whom valid circumstances have interrupted their ministry; and those whom the Regional Governance Board may recommend for continuing certification. Reinstatement to ordained status is possible if the minister resumes active service. He must make application to the Regional Governance Board who will appoint a committee to interview him. The Regional Governance Board will take final action upon the recommendation of this examining committee. Credentials will be restored if such action is favorable.

Section 8:

**Women Ministers**

- A. Women who feel called of God to a Christian ministry and who desire ministerial standing shall follow the same procedure as men.
- B. See Missionary Church Constitution (Article XVII "Local Church," Section D. "Officers," 1. "Pastor," a.) and also the position paper, "The Role of Women in Ministry."

Section 9:

**Calling a Pastor**

- A. The Regional Director shall make available to each church desiring a change of pastor, a list of all approved ministers.
- B. A local church seeking a new pastor shall work through the Regional Director. Under no circumstances may candidates be summoned without his prior approval.
- C. From the list of approved and available Missionary Church pastors and workers, the church may, through the Regional Director, make preliminary contact with the desired prospect.
- D. The Church Board or the Pastoral Search Committee, exclusive of the pastor, shall bring to the Local Conference the name of a candidate which it considers advisable.

Section 10:

**Tenure and Votes of Confidence**

- A. When a pastor is called by a church, the call shall require at least a two-thirds majority vote of the Local Conference. They are committing to one another for the foreseeable future. This shall be considered an indefinite call; the relationship is not to be entered into on a trial basis.

- B. An indefinite call shall be understood to mean that so long as relationships are good and the work of the church is progressing well, no pastoral vote of confidence will be called.
- C. Annually, between October 1 and December 31, the relationships between pastor and church shall be assessed by conducting a pastoral and church board review. Both the pastor and the church board shall submit copies of the reviews to the Regional Director within 10 days of the reviews being completed.
- D. On or before February 15 of each year, each minister shall express to the Regional Director, via the Annual Ministerial Report, his desire regarding his field of service for the next Conference term. If the pastor thinks that a change of pastors is advisable, he shall inform his Church Board.
- E. Should relationships break down or the progress of the church be questioned, either pastor or board may request a vote of confidence from the church board. The vote of the board shall be taken not later than January 31.
  - 1) If an incumbent pastor receives less than a majority of the votes cast by the church board, consultation with the Regional Director is required.
  - 2) After consultation with the Regional Director, either pastor or board may call for a pastoral vote of confidence by the Local Conference. A vote shall be taken not later than February 28.
  - 3) A pastoral vote of confidence shall be announced at least two Sundays prior to the vote. Absentee ballots are not permitted.
  - 4) If an incumbent pastor receives less than a two-thirds majority of the votes cast, the advisability of the pastor remaining at the church shall be determined by the Regional Director, pastor and the Church Board in consultation. The final determination shall rest with the Regional Director.
  - 5) The Regional Director shall be informed of the result of the vote within 48 hours by either the church secretary or the Board Chairman.

#### Section 11:

##### **Pastoral Changes**

- A. Pastors, candidates, and/or churches shall consult with the Regional Director regarding all matters of pastoral transition such as timing, compensation, and process.
- B. Whenever a minister resigns his pastorate, that pastor shall not be eligible for a period of one year to candidate in the same church from which he resigned.
- C. Whenever a minister is candidating in a church, the current pastor and his immediate family shall not be present. Further, any additional credentialed ministry staff should consider, under the guidance of the Regional Director, the advisability of being present.
- D. Whenever a church is without a pastor, the Regional Director may at his discretion and in consultation with the local congregation appoint an interim pastor until the new pastor arrives.

#### Section 12:

##### **Pastor's Compensation Review**

Each year when preparing the budget for the coming year, the Church Board shall review the pastor's salary and benefits. The Regional Director shall be available for consultation with the church board in establishing a fair compensation package.

Section 13:

**Vacation of Credentialed Ministers**

All credentialed ministers including Pastors, Regional Director, and Assistant to the Regional Director shall be granted vacation according to the following schedule:

- 6 mos.-1 year = 1 week
- 1-5 years = 2 weeks
- 6-12 years = 3 weeks
- 13-19 years = 4 weeks
- 20+ years = 5 weeks

These years of service shall be interpreted as meaning years served in full-time ministry while credentialed. A week is defined as seven to nine days, including one Sunday and at least one Wednesday. This will be exclusive of Denominational and Regional Conferences, Camps, Pastors' Retreat, etc. Pastors shall be responsible for arranging the time of vacation and the selection of the pulpit replacement for the Sundays, subject to the approval of the Church Board. The honorariums for the guest speakers shall be cared for by the church treasury unless otherwise agreed upon. This schedule is a minimum and a church may grant additional vacation if it so desires.

Section 14:

**Ministry Staff**

- A. All ministry staff members must be approved by the Regional Director prior to being hired by a local church.
- B. A minister who has been credentialed by another denomination must have approval of the transfer of credentials before being hired.
- C. Ministry Staff are selected by the Senior Pastor with the approval of the Church Board and are not subject to congregational vote.
- D. At the installation of a new Senior Pastor all ministry staff members, as a matter of protocol, shall offer their resignation in writing to the incoming Senior Pastor.
- E. In the absence of a Senior Pastor, the Church Board shall consult with the Regional Director before implementing any changes in Ministry Staff.

**ARTICLE XII - DISSOLUTION CLAUSE**

In the event it becomes necessary to dissolve or terminate the Missionary Church, North Central Region, Inc.; by unanimous vote of the North Central Regional Governance Board, all assets, if any, after all expenses and debts have been paid, shall be transferred to The Missionary Church, Inc., which qualifies under Section 501 (c) (3) of the Internal Revenue Code of 1984 or amendments thereto.

**ARTICLE XIII - AMENDMENTS**

Amendments to the Bylaws may be adopted at any session of the Regional Conference by a two-thirds majority vote of the Conference, provided they do not conflict with the Constitution of the Missionary Church.

## Appendix 1

### Standing Rules North Central Region, Inc.

#### **SECTION 1 - APPOINTMENTS BY THE GOVERNANCE BOARD:**

##### A. Directors

Church Multiplication  
Church Health  
Hispanic Ministries  
Student Ministries  
Teen Quizzing  
Children's Ministries  
Children's Quizzing  
Historian

##### B. Teams and Committees

Bylaws and Standing Rules Committee  
Committee to Certify Accurate Copies of Journal  
Committee on Credentials  
Finance Committee  
Management Team  
Memorials Committee  
Nominating Committee  
Parliamentarian Team  
Pastor's Salary and Benefits Committee  
Registration Committee  
Resolutions Committee  
Teller Committee

#### **SECTION II - BOARDS ELECTED/RATIFIED BY THE CONFERENCE:**

Governance Board  
Camp Board  
Devon Oasis Board  
Bridge Fund Board  
Hubbard Hill Board  
United Missionary Loans and Investments, Inc. Board

#### **SECTION III - STANDING RESOLUTIONS:**

##### **PART 1 - FINANCES**

1. All treasurers who report to Regional Conference; namely, Regional Treasurer, Prairie Camp, Women's Ministries, and any other treasurers shall close their books as of December 31 each year, and shall submit the same to an auditor.

2. The Governance Board and the Regional Director shall secure proper information from local church officials concerning an annual statement of assets and liabilities for the Region. This information shall be compiled with the assistance of a public accountant, if necessary, and a report presented to each Regional Conference.
3. Local churches shall close their fiscal periods on December 31 of each year and reports of officers and treasurers shall be reported as of these periods.
4. It is recommended that each church select a competent general treasurer from its membership, by election, at the local Conference or by appointment of the local Church Board, to care for the funds of the church. Other treasurers of various departments shall be elected from competent and reliable members of the church.
5. Each church wishing to engage in new building or remodeling shall submit to the Management Team for approval in accordance with Appendix 5.
6. All local church treasurers' books shall be audited by a public accountant, if possible, or by a committee appointed by the chairman or the Church Board.
7. All churches shall report the pastor's salary for the coming fiscal year to the Regional Office by February 15<sup>th</sup> of each year.
8. Any church seeking to purchase or sell real estate must obtain prior approval from the Management Team.

## **PART II - MINISTERS**

1. Pastors shall encourage a system of giving and generosity among their members.
2. When a minister is stationed on a new field, his membership and that of his wife and minor children (if they are members of the church) shall follow them.
3. No speaker, except a candidating minister, shall be engaged by any person, group or auxiliary in the ministries of the local church without the approval of the Senior Pastor.
4. We recommend that no pastor shall arrange to leave his church for evangelistic work until satisfactory arrangements are made with his church; and that he see that the supply in his church be properly remunerated for his service.
5. The pastoral vacation is a privilege granted to the pastor by the Region and recognized by the local church based upon the length of ministry. Since the privilege is based upon length of ministry, the pastor may utilize vacation time without being bound to a year of service at a local church before the vacation is granted.
6. No minister, besides the pastor, shall be permitted to be a member of the Board of the local church, except those elected to an office where they would be members of the Board by virtue of their offices.
7. All ministers in charge of a Missionary Church or Affiliate Church shall be responsible to have the minutes of their Annual Business Meeting and Annual Statistical Report filed in the Regional Office by February 15<sup>th</sup> of each year.
8. We recommend that the local church or its designate, exclusive of any paid ministerial staff, shall represent the church in negotiating for a pastor.

## **PART III - MISCELLANEOUS**

1. The local church office shall maintain the records and historical documents of the local church and the pastor shall be held responsible for the same.
2. Organizations having secret meetings with oath bound or password obligations are hereby classed as secret societies and members joining them shall become subject to the "Constitution of the Missionary Church" on the subject of secret societies.

3. When a member is suspended or expelled from any local church for any cause, no pastor or any of our churches shall receive him/her into membership until he has made satisfactory adjustment to the difficulty with the church having suspended or expelled him/her.
4. To assure greatest representation at Regional Conference, local congregations are advised not to elect as their delegate to Conference the wife of a minister or any layman who by virtue of office already is a member of Conference.
5. Each church is asked to send any recommendations that it has for the coming Regional Conference directly to the Regional Office.
6. The Committee to Certify Accurate Copies of the Journal shall be appointed a year in advance so that their work may be completed by the coming Conference.
7. The list of nominees presented to the Conference must be distributed to the delegates prior to or at Conference, with a brief statement concerning each of the nominees.
8. Our Regional Director may be the delegate to the national conventions of the National Association of Evangelicals and the Christian Holiness Partnership.
9. Annually, before the Governance Board meets to prepare the ballot for election of officers, Regional churches shall be contacted to invite them to submit names for consideration.
10. No published Conference reports are to be read publicly unless requested by a Conference member.
11. All members of Regional Committees and Boards shall be members of the Missionary Church in good standing.

#### **PART IV - RULES OF ORDER**

- Rule 1. RESOLVED, That the chairman of the Conference designate the area constituting the Conference Bar.
- Rule 2. RESOLVED, That the Conference members retain their respective places with regard to the established Conference Bar throughout the Conference, except by consent of the Chairman.
- Rule 3. RESOLVED, That each member desiring to address the Conference shall rise, address the Chairman and speak no longer than five minutes, except by consent of the Conference.
- Rule 4. RESOLVED, That no member shall speak more than twice on the same subject except by consent of the Conference.
- Rule 5. RESOLVED, That all ministers from other Regions and ministers from other denominations, be admitted as advisory members and they be invited to sit in the first two rows of seats back of the Bar.
- Rule 6. RESOLVED, That throughout the Conference when there is a majority of votes for one person on the first ballot, such a ballot shall be considered an electoral ballot.
- Rule 7. RESOLVED, That a committee of not more than four be appointed to read and compare the minutes of the Conference.

## Appendix 2

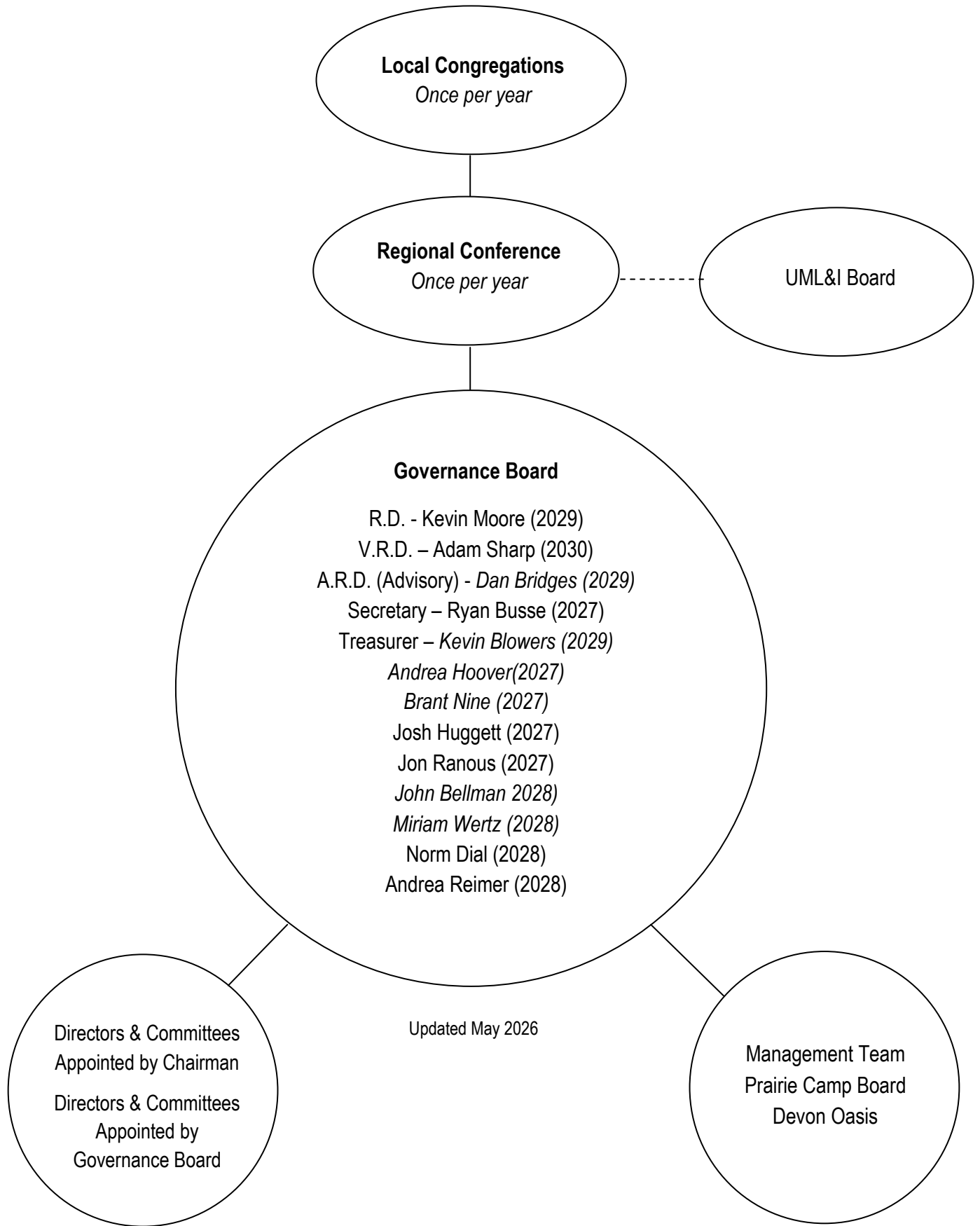
### Regional Conference Composition Worksheet

According to North Central Regional Bylaws, Article IV Regional Conference, Section 2: Composition:

Membership	Delegates
15-75	1
76-125	2
126-175	3
176-225	4
226-275	5
276-325	6
326-375	7
376-425	8
426-475	9
476-525	10
526-575	11

**Appendix 3**

**North Central Region Organizational Chart**



## Appendix 4

### Process and Checklist for Purchasing Property

1. \_\_\_\_ Notify Regional Office of intent to purchase property.\*
2. \_\_\_\_ Church board approves pursuing potential purchase.
3. \_\_\_\_ Church leadership shares concept of purchase with congregation.
4. \_\_\_\_ Management Team tours potential purchase to approve or disapprove moving forward.
5. \_\_\_\_ Items 6-11 must be completed before a purchase agreement can be signed.
6. \_\_\_\_ Projected total costs of purchase submitted for Regional approval.\*
7. \_\_\_\_ Copy of minutes of church board approval of purchase.\*
8. \_\_\_\_ Regional approval of debt ceiling.\*
9. \_\_\_\_ Notify the Regional Office of any loan applications.\*
10. \_\_\_\_ Regional approval of loan(s).\*
11. \_\_\_\_ Copy of minutes of congregational approval of purchase.\*
12. \_\_\_\_ Purchase agreement may be signed.
13. \_\_\_\_ Coordinate with Regional Office to schedule two officers to sign for the purchase of property.
14. \_\_\_\_ Church arranges for insurance for property after closing.
15. \_\_\_\_ Property is titled in the Region's name unless granted waiver by Management Team.
16. \_\_\_\_ Two Regional Officers sign for purchase at closing.
17. \_\_\_\_ Deed is filed at county court house.
18. \_\_\_\_ Regional Office applies for exemption of real estate taxes.

\* Items must be submitted to the Management Team as they are incurred.

## Appendix 5

### Process and Checklist for Building/Remodeling

1. \_\_\_ Notify Regional Office of intent to build or remodel prior to requesting any quotations.\*
2. \_\_\_ If looking at estimates in the planning stages remember that estimates are not binding quotes.
3. \_\_\_ Minimum 2 written quotations (not estimates) for all work to be done.\*
4. \_\_\_ References from contractor.\*
5. \_\_\_ Proof of contractor's worker's compensation insurance.\*
6. \_\_\_ Proof of contractor's liability insurance.\*
7. \_\_\_ Copy of minutes of congregational approval.\*
8. \_\_\_ Notify the Regional Office of any loan applications.\*
9. \_\_\_ Building plans for Regional approval.\*
10. \_\_\_ Projected total costs for Regional approval.\*
11. \_\_\_ Regional approval of debt ceiling.\*
12. \_\_\_ Regional approval of loan(s).\*
13. \_\_\_ Accepted quotations (signed contracts) must be signed by both parties and a copy sent to the Regional Office.\*
14. \_\_\_ Ensure necessary permits have been pulled.
15. \_\_\_ Any extra work outside of quote (change orders) must be authorized and signed before work is commenced.

\* Items must be submitted to the Management Team as they are incurred.

The checklist for \* items to be completed is on page 2 of this document.

**Appendix 5 cont. Items to Be Submitted To or Approved By Management Team**

Church Name: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Item	Date Completed	Notes
Region Notified of Project		
Two Quotes (not estimates)		
Contractor References		
Proof of Contractor's Worker's Comp Insurance		
Proof of Contractor's Liability Insurance		
Copy of Minutes of Congregational Approval		
Regional Office Notified of Loan Applications		
Regional Approval of Building Plans		
Regional Approval of Total Cost of Project		
Regional Approval of Debt Ceiling		
Regional Approval of Loan		
Copy of Signed Contract(s)		

## Appendix 6

### Recommended Sabbatical Leave Guidelines for the Local Church

A sabbatical leave provides an ordained minister an opportunity to reflect on his call to ministry and relationship with God and God's people. It is expected to be beneficial both to the pastor and the church he serves. The following are guidelines for sabbaticals:

There are various kinds of sabbatical leaves:

- 1) Study Leave...
- 2) Rest and Spiritual Renewal Leave...
- 3) Service Leaves...
- 4) Special Assignment...
- 5) Pastoral Exchange...

Length: One month of sabbatical time is granted for each completed year of ministry.

- 1) Sabbatical benefits begin to accumulate during the first year of ministry but can only be activated following the third year of service.
- 2) Sabbaticals should be granted at regular intervals, preferably within four to seven year cycles, instead of after extended periods greater than seven years.
- 3) Vacation time shall not be considered as part of the sabbatical benefit, however, vacation time could be added to a sabbatical agreement.
- 4) Participation in short seminars or conferences throughout the year shall not be considered a part of the sabbatical time.

Specific Agreements: Persons interested in a sabbatical should make application to the church board to which they are accountable at least six months prior to the planned absence from ministry. This application should include a statement of goals for the intended sabbatical, an outline of proposed activities, and a rationale as to how these activities will help them reach their goals.

Remuneration: During any agreed upon sabbatical time, monthly salary, housing and benefits will continue at the usual rate. Grant monies received from other sources for salary, housing and benefits shall be forwarded to the church.

Implementation: This sabbatical policy shall normally become part of the salary and benefits package negotiated at the time the ministering person is engaged. The maximum number of years that can be credited toward the sabbatical program retroactively at the point at which the program is adopted is six years.

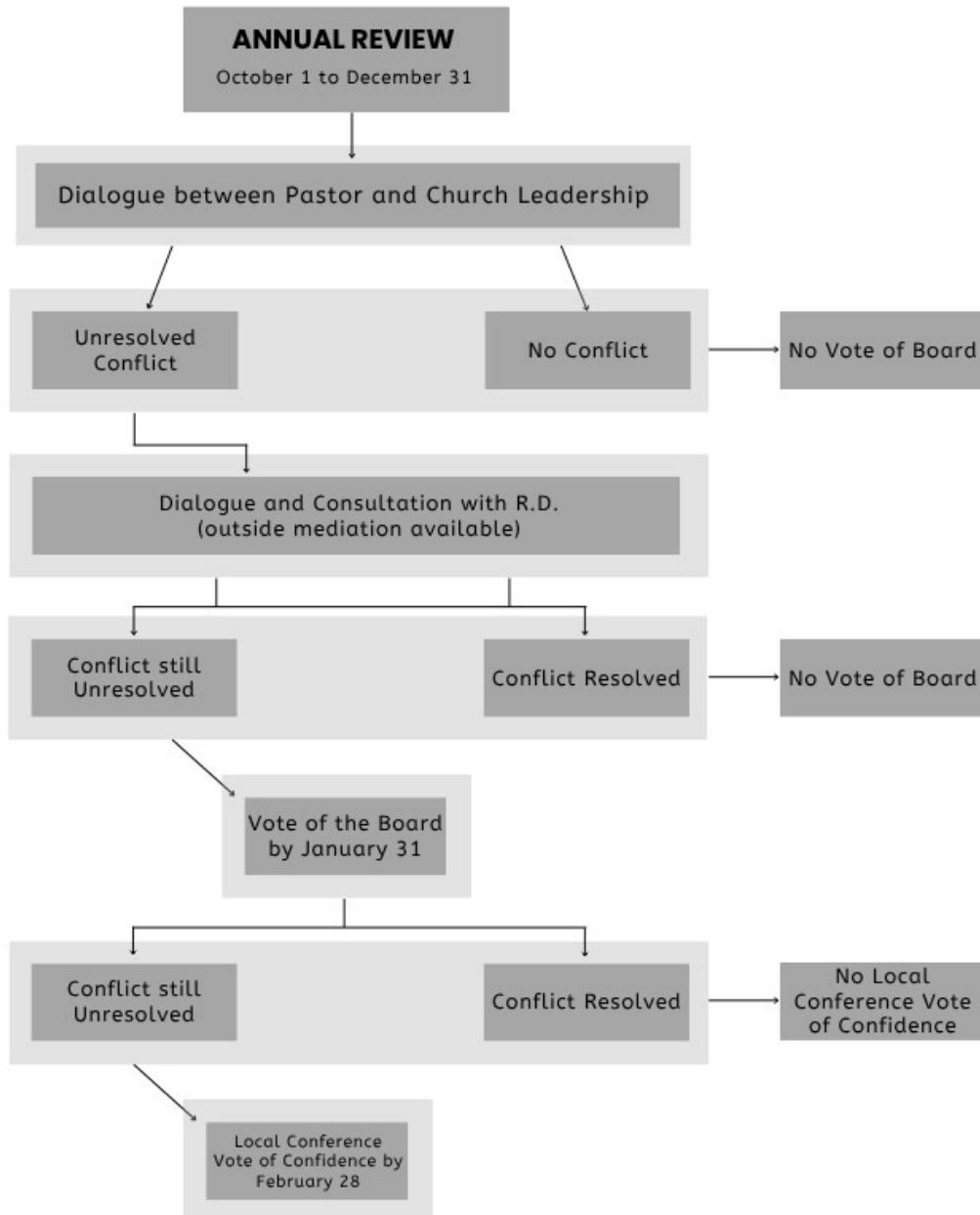
## Appendix 7

### **Guidelines for Treasurers, Bookkeepers, Money Counters and Depositors**

The following are guidelines that all churches in the North Central Region should strongly consider adopting and monitoring.

1. Church Board shall make provision to purchase bond insurance equal to one month's total regular financial gifts on all persons who handle the offerings. Note: All churches that currently insure through Brotherhood Mutual already have bond insurance.
2. Church Board shall designate three people that shall sign checks.
3. Church Board shall require double-signature checks.
4. Church Board shall designate as many people as necessary to count the offerings.
5. Church Board shall designate at least two people to count the offerings and record the aggregate amount. The offerings shall be placed in an appropriate bank bag and given to the person responsible to deposit the money.
6. Church Board shall designate two persons to deposit offerings.
7. Church Board shall require that the day's offerings shall be deposited following the morning service(s) or the offerings placed in the church safe until after the Sunday evening offerings have been received. The person responsible to deposit monies shall absolutely not take the money home with them so as to be deposited at a more convenient time or at a later date.
8. Church Board shall require that the Financial Secretary records the individual gifts and keeps an accurate record. Quarterly reports shall be distributed to the donors throughout the year.
9. Church Board shall require that the Treasurer record the breakdown of the offerings into the various accounts in the finance record.
10. Church Board shall require that the Treasurer provide a monthly finance report to the pastor and board.
11. Church Board shall require that the Treasurer provide a monthly check-register report to the pastor and board.
12. Church Board shall require that an annual audit be performed on all financial records by an in-house or an independent organization.

## Appendix 8 PROCESS OF A VOTE OF CONFIDENCE



## Appendix 9

### Suggested Procedure and Timeline for the Nominating Committee for the Regional Director

August	Nominating Committee for the Regional Director is formed (Art VII, Sec 13, A)
September 15	The sitting Regional Director declares his intention to run, in writing, to the Governance Board (Art VII, Sec 13, C)
September 16	A letter goes out to Missionary Church, North Central Region churches that communicates the decision of the sitting Regional Director and solicits nominations
October 15	Nominations close (Art VII, Sec 13, D)
November 15	The Nominating Committee for the Regional Director confers with the President of the Missionary Church, Inc. and submits a list of vetted, qualified candidates to the Governance Board (Art VII, Sec 13, D)
Nov/Dec	Governance Board sets the ballot for the election of the Regional Director
Dec/Jan	Confer with the President of the Missionary Church, Inc. on the determination of nominees. Nominees ratified by the Ministry Leadership Council and General Oversight Council of the Missionary Church, Inc. (MCI Constitution Art XV, C, 1, b)
February	Special Conference for the election of the Regional Director