

Peace Mennonite Church, Incorporated
d/b/a Peace Christian Fellowship
By-laws
(Amended December 6, 2015)

Article I. Name: The name of this corporation shall be Peace Mennonite Church, Inc.

Article II. Purpose: The purpose of Peace Mennonite Church shall be to proclaim the kingdom of Jesus Christ within historic Mennonite principles of the faith, through worship, discipleship, service, fellowship, and evangelism.

- The membership shall function as a corporation and shall be operated exclusively for religious, educational, charitable, and benevolent purposes as defined under Section 501 (c) (3) of the Internal Revenue Service Code of 1954.
- All assets and earnings shall be used exclusively for the purposes hereunder set out, including the payment of expenses incidental to, and no pecuniary benefit shall ever be derived by any person from the development or operation of the corporation.
- Upon dissolution of the corporation, none of the assets remaining after the payment of costs and expenses of dissolution, shall be distributed to members, officers, or directors, but shall be distributed to the current mission organizations or missionaries we currently support, or any other charitable organizations which are otherwise deemed as tax exempt as defined under the Internal Revenue Code as amended from time to time.

Article III. Membership:

1. **Qualification of Members:** All persons who have made a confession of saving faith in Jesus Christ consistent with the principles of the Mennonite Church, and who have been baptized as believers, and who adopt the covenant of membership shall be members of Peace Mennonite Church with all the duties and privileges incumbent thereto. Membership shall consist of those who sign the covenant within the calendar year. Those failing to sign the covenant within the calendar year who wishes to renew their membership must meet with the pastoral team for renewal.

We acknowledge that God has been infinitely merciful to us, and in gratitude we seek to be merciful to our brothers and sisters (Matthew 18: 21-35). Yet we also recognize that when a member of the church is hardened in their sin, their continued membership may be spiritually destructive to the church and to them, contributing to their denial (1 Corinthians 5). We, therefore reserve the right to revoke or deny membership in such circumstances. The responsibility for making decisions regarding membership shall lie with the Pastoral Team. If, however, a Pastoral Team decision regarding membership is disputed, 10% of the membership may call for a vote to affirm or overturn the decision.

2. **Associate Membership:** Part-year residents meeting the above qualifications for membership but wishing to maintain concurrent membership in another congregation may become associate members, taking the duties and privileges of full membership while they are resident in the area.

3. **Duties of Members:** Members are expected to pray for the congregation and its leadership as it pursues its various ministries. Members are expected as God enables them to support the congregation through their giving (with the tithe

as a guideline), through their participation in the ministries of the congregation, and through their regular attendance in corporate worship. Members are expected to be at all officially announced business meetings of the membership.

4. **Privileges of Membership:**

- All members are eligible to hold office(s) in the life of the congregation.
- All members are eligible to vote in matters of congregational life except on items for which the Administrative Team may determine a minimum age for voting.
- All members may be eligible for other rights and privileges as may be assigned to themselves from time to time, so long as they do not conflict with Mennonite practice and thought, or the Articles of Incorporation or this Constitution.
- All members may avail themselves of all pastoral services at no cost, including, but not limited to: personal, family, marriage, and premarital counseling, ceremony of holy marriage, believer's baptism, special services such as funerals, anointing, etc...
- All members are entitled to approved use of facilities.

Article IV. Annual Meeting:

1. **Purpose:** There shall be an annual meeting of the membership to review and direct the progress of Peace Mennonite Church, Inc. in the pursuit of its purposes, and for the election of officers for the coming year. This meeting shall be held each year in the last quarter of the calendar year. There must be a quorum of no less than 33% of the active membership present for any official business to transpire.

2. **Voting:** Each member shall be entitled to vote upon each matter submitted to a vote at a members meeting. All votes cast are equally weighed and in no case shall a member cast more than one vote per occasion. A simple majority will be sufficient to pass an action except in instances when the congregation may choose to require otherwise. Written absentee ballots may be requested from the Administrative Team Secretary by those members whose responsibilities or health disallow them from attendance at the annual meeting. These ballots must be received prior to the annual meeting.

Article V. Administrative Team:

1. **Composition:** The Administrative Team (AT) shall be composed of the chairperson, treasurer, secretary, head trustee and pastor.

2. **Powers and Duties: (General)** The responsibilities of the AT shall include but are not limited to:

- The financial management of the church, including preparing an annual budget.
- The use and maintenance of church assets.
- The employment of competent personnel (as deemed necessary by the membership for advancing the purposes of the congregation), evaluation, and the negotiation of contractual agreements of employees.
- The calling of any other meetings of the membership that the AT deems necessary to promote the purpose of the church, with advance notification of at least two weeks.

3. **Powers and Duties: (Specific)** The following members of the AT shall also serve as Corporate Officers with the following specific duties assigned.

A. **Chairperson,** shall be responsible for:

- Presiding over all meetings of the AT and membership.
- The chairperson may sign with other designated corporate officers, any deeds, contracts, or other instruments which the AT and/or membership has authorized, except where expressly delegated by the AT or membership to another office or agent of the membership as may be prescribed from time to time.
- The performance of other duties incidental to the office as may be assigned from time to time.

B. Secretary, shall be responsible for:

- The keeping of the official minutes of all AT and membership meetings.
- Keeping custody of all corporate documents.
- The annual preparation of the corporate report as required by the State of Florida.
- The performance of all duties incidental to the office as may be assigned from time to time.
- Prepare ballots for the annual meeting.
- Submit a quarterly membership report to the administrative team.
- Submit an annual membership report to the congregation.

C. Treasurer, shall be responsible for:

- Serving as the principle financial officer of the AT and membership, with the responsibility for all funds and securities of the membership, and the power to delegate fiscal responsibility as deemed necessary from time to time.
- The proper disposition of all offerings and gifts to the Church.
- The preparation of quarterly written reports to the AT on the status of all corporate accounts.
- The preparation of an annual financial report for the membership at the annual meeting.
- The preparation of an annual budget with the assistance of other members of the AT for the approval of membership.
- The performance of all duties incidental to the office as may be assigned from time to time.

4. Election and Terms: With the exception of the pastor, the members of the AT shall be elected to their respective positions by the congregation at the annual meeting from the list presented by the Gifts Discernment Committee. The congregational chair, treasurer, and secretary shall each hold office for a three-year term, in staggered terms. The Head Trustee shall hold office for a two-year term.

5. Meetings: The AT shall meet at least quarterly to conduct business. Additional meetings may be called by the chairperson or by any three other members of the team. A quorum shall consist of four members of the AT. Members shall strive for mutual understanding and consensus in decision making with an approval of more than 50% needed to effect an action when voting is necessary. In the event that a quorum is not met due to a vacant position, the AT may conduct business with three members; however, under these circumstances, all decisions made must have the unanimous support of all three members. In the absence of the chairperson, members present may agree on another member to guide the meeting for that particular time.

Article VI. Pastoral Team

1. Composition: The Pastoral Team shall be composed of the pastor and at least two other elders. In keeping with the Scriptures as best we understand them, the elders shall be men of Christian maturity whose shepherding abilities and godly character are already evident in their lives. (see Titus 1:5-9) They shall be men who desire to serve the

congregation in the spirit of Jesus' words in Mark 10:42-45. Divorce, though a concern, shall not disqualify a person. We do ask that they be very honest and open with the Gifts Discernment committee concerning the divorce.

2. Powers and Duties: The Pastoral Team shall attend to the congregation's need for spiritual direction, nurture, and outreach. The Pastor Team shall care for personal needs of individuals in the congregation through counseling or other appropriate means.

3. Elder Selection and Terms: First, the members will be asked to submit names of those they see as potential elders. Next, the Gifts Discernment Committee will work from those names. They will present the list to the pastor for revision and approval. The Gift Discernment Committee will contact the revised list of persons and determine who is willing to serve. Next, the willing individuals are interviewed by the pastoral team, where the list is finalized. The final list of person is presented to the congregation. Finally, the congregation will, at a membership meeting, elect or approve elders from that list. Elders shall serve 2 year staggered terms, which can be renewed if the congregation chooses so.

4. Meetings: The Pastoral Team shall meet monthly. The pastor shall chair the meetings.

5. Relationship to Administrative Team: The pastor shall serve as a liaison between the Pastoral Team and the AT, helping task groups and individuals to know where concerns should be addressed.

Article VII, Task Groups and Assignments of the Congregation.

1. Gifts Discernment Committee: The Gifts Discernment Committee shall consist of an elder and two members. The Gifts Discernment Committee shall seek to discern the gifts of each member; they shall prepare and present a list of members to serve for each position requiring an election (normally for the annual meeting, but also for vacancies in the interim). The Gifts Discernment Committee shall obtain approval from all persons listed before the submission of the list to the congregation. Each member shall serve a two-year term in staggered terms. They shall be elected by the congregation through the gifts discernment process.

2. Trustees: The trustees shall carry responsibility for the maintenance and upkeep of congregational facilities and properties. In addition, they shall represent the congregation in legal matters concerning use or status of church property. The head trustee shall chair the group and serve on the AT. The head trustee shall be elected to a two-year term; the other trustees shall be elected to one-year terms.

3. Compassion Fund Committee: A compassion fund committee shall govern the disbursement of compassion fund monies to persons with particular financial needs. The committee shall consist of an elder, who shall chair the group, and two others who shall be elected to a two-year term in staggered terms.

4. Connections Coordinator: A connections coordinator has the role of creating a welcoming atmosphere. This includes recruiting and training parking detail, greeters, and concierges for the connections desk. The coordinator will ensure the connections desk is stocked with current information for all newcomers and members. The connections coordinator, placing an emphasis on newcomers, will ensure they are escorted to or informed of all relevant areas of the church. Connections will provide newcomers with any variation of a "welcome packet." This leader will administer their budget appropriately including the use of the reimbursement forms. The connections coordinator shall serve a two-year term and will communicate and work with the Pastoral Team.

5. Prayer and Correspondence Coordinator: A prayer and correspondence coordinator (prayer coordinator) is responsible for updating and distributing a prayer/praise list. The prayer coordinator receives from the Head Usher or connections coordinator any prayer requests handed in during the service as well as monitoring any prayer request submissions through the website or other electronic means. Correspondence to encourage, celebrate, or sympathize can be sent in the form of cards, calls, e-mails, flowers, meals etc. The prayer coordinator will also be available to lead prayer meetings as well as be available for prayer following a service. The prayer coordinator shall serve a one-year term. This leader will administer their budget appropriately including the use of reimbursement forms. The prayer coordinator is encouraged to recruit a team to help reach these goals as well as communicate and work with the Pastoral Team.

6. Kitchen Committee: The kitchen committee shall oversee the use of the kitchen and dining area in cooperation with the corresponding committee that is directing the event. The committee members shall be elected for a one-year term and may choose their own chairperson. This leader will administer their budget appropriately including the use of reimbursement forms. At least three committee members shall be elected for a one-year term and will communicate and work with the Pastoral Team.

7. Head Usher: The head usher is the “link” between connections and worship. The head usher may escort newcomers to their seats providing any information they request or may be deemed relevant. The Head Usher arranges for the collection of any offerings, the serving of the Lord’s Supper, and the attendance record. Following the service, the head usher ensures visitor information cards are placed in the church office. This leader will administer their budget appropriately including the use of reimbursement forms. The Head Usher shall serve a one-year term and communicate and work with the Pastoral Team.

8. Media & Sound Coordinator: The media and sound coordinator is responsible for all electronic visuals including slides (e.g. lyrics, announcements, sermon slides) and the operation of the sound system during worship and other relevant events. The media and sound coordinator recruits, trains, and schedules volunteers to assist in this ministry. This leader will administer their budget appropriately including the use of reimbursement forms. The media and sound coordinator shall serve a one-year term and will communicate and work with the worship leader and the Pastoral Team.

9. Other: Other committees or assignments may be prescribed by the administrative team from time to time to perform specific functions not already assigned elsewhere in order to ensure the effective functioning of the congregation.

Article VIII, Ministry Team Leaders

1. Why they exist: To help our congregation stay focused on the real reasons we exist.

2. Qualifications for the ministry team leaders:

- a. Be "born again" devoted followers of Jesus Christ.
- b. Be committed members of Peace Christian Fellowship.
- c. Demonstrate a teachable spirit.
- d. Have a sense of God’s call to the task. (If married this should be affirmed by their spouse).
- e. Have a willingness to be accountable to the leadership of the elder team.
- f. Be a team player. The ability to work with and for others is important.
- g. Be available, the coordinators will need time to devote to the task.
- h. Experience in the area concerned will be helpful, but if the above qualifications are met, experience will come.

3. **Terms:** Ministry Team Leaders shall serve a two-year term.

4. **Job Descriptions for the Ministry Team Leaders:**

- A. **Children Ministry Leader:** The children ministry leader directs the church's ministries that encourage the spiritual growth of the children of newcomers and members that are of ages birth to 5th Grade. This leader oversees the weekly Kid's Church (e.g. curriculum, use of space, volunteers, equipment). This leader will designate and manage a nursery coordinator and a vacation Bible school coordinator. The children's ministry leader is also responsible for all portions of church-wide in-reach or out-reach events that are relevant to the children's ministry (e.g. providing childcare for events, organizing specific activities during festivals/seasonal events). This leader will also oversee appropriate follow-up to children of newcomers. This leader will administer their budget appropriately including the use of reimbursement forms. The children's ministry leader shall serve a two-year term and will communicate and work with the pastoral team.
- B. **Student Ministry Leader:** The student ministry leader directs the church's ministries that encourage the spiritual growth of the students of newcomers and members. This Leader oversees regular Bible studies and group activities (e.g. curriculum, use of space, volunteers, equipment). The student ministry leader is also responsible for all portions of church-wide in-reach or out-reach events that are relevant to the student ministry (e.g. providing specific activities targeted to students). This leader will also oversee appropriate follow-up to students of newcomers. This leader will administer their budget appropriately including the use of reimbursement forms. The student minister shall serve a two-year term and will communicate and work with the Pastoral Team.
- C. **Adult Ministry Leader:** The adult ministry leader directs the church's ministries that encourage the spiritual growth of adult newcomers and members. This leader oversees regular Bible studies and group activities (e.g. men's breakfast). The adult ministry leader is also responsible for all portions of church-wide in-reach or out-reach events that are relevant to the adult ministry (e.g. women's conference). This leader will also oversee appropriate follow-up to adult newcomers. This leader will administer their budget appropriately including the use of reimbursement forms. The adult ministry leader shall serve a two-year term, and will communicate and work with the Pastoral Team.

Article IX, Amendments: These By-laws may be amended, altered, or repealed and new By-laws adopted by the members at any official members meeting in a two-thirds vote, so long as there is a quorum present.

Amended: February 22, 1998

Amended: April 5, 1998

Amended: June 1, 2000

Amended: February 20, 2011

Amended: December 4, 2011

Amended: March 18, 2012

Amended: December 7, 2014

Amended: December 6, 2015