

another, the memberships of the pastor and such members of his family as accompany him and are members in good standing in the Missionary Church from which they move shall automatically transfer to the new church of which he becomes pastor.

ARTICLE VI – LOCAL CONFERENCE

- Membership The local conference shall be composed of voting members of the local church. Such members must be sixteen years of age or over.
- Fiscal Year The fiscal year shall be the calendar year.
- Business Meeting Local conference meetings shall be held at least once a year. Special meetings may be called by the regional/district director or the church board. The local church may decide upon the number of business meetings to be held each year. Public announcement of these meetings should be made well in advance of the meeting date. It is recommended that at least two weeks or two Sundays be considered as an appropriate time for advance notice. Special meetings may be called by giving at least one week's notice to all members.
- Quorum and Eligibility A quorum shall consist of all eligible voting members present at any business meeting properly announced. No provision shall be made for proxy voting
- Chairman and Secretary The chairman and secretary of the church shall act in their respective capacities at all business meetings. If the pastor is the chairman, the vice-chairman shall preside at all times when the congregation is considering pastoral relationships or the calling of a pastor.

ARTICLE VII – PASTOR

- Pastor In all cases the bylaws of the local church governing the call of a pastor shall conform to the bylaws provided by the respective Regional/District Conference.

ARTICLE VIII – OFFICERS

- Officers The officers of each local church may be pastors, deacons, elders, Sunday school superintendent or Christian educator director, trustees, chairman if other than pastor, secretary and/or treasurer and other officers as may be needed. These officers shall be members of the local church. It is recommended that a vice-chairman be elected and that the chairman and

vice-chairman hold these respective positions on the church board. In all cases where matters involving the pastor are under consideration and where the pastor is chairman, the vice-chairman shall preside.

ARTICLE IX – ELECTION OF OFFICERS

- | | |
|------------------------------|---|
| Nominating Committee | It is recommended that the services of a Nominating Committee shall be used in all elections with the understanding that opportunity is always given for nominations by the electing body and that nominations shall be formally closed in keeping with parliamentary procedure. |
| Eligibility | The officers named in Article VIII shall be members in good standing of the Missionary Church. Members of the church board shall also be members of the church. |
| Time of Election | As a general rule it is recommended that elections be held annually. The major officers of the church shall be elected during the annual local conference business meeting. Elections for such organizations as the Sunday school, etc., shall be held at such time as the local church may decide or as is recommended by the respective departmental constitutions. |
| Vacancies | All vacancies in an elective office shall be filled by the appointment of the church board and such appointees shall hold office until the next regular election is held. |
| Limitation of Term of Office | It is recommended that wherever feasible a limitation be placed upon the number of years or terms that one individual may serve in any office consecutively. This is especially desirable in larger churches, thus providing more involvement and training opportunities for future service. |

ARTICLE X – DUTIES OF OFFICERS

- | | |
|-------------------------|--|
| Duties of the Chairman | The chairman shall preside at all meetings of the local conference. The vice chairman shall act in his absence. |
| Duties of the Secretary | It shall be the duty of the secretary to keep a faithful record of all business proceedings of the church and the church board; to maintain a register of the membership; to issue by authorization of the church board transfers of membership; to take care of correspondence as authorized by the local conference or church board; to record the minutes of all business meetings; and to serve in any other secretarial capacity when authorized by the church board. |

Duties of the Treasurer It shall be the duty of the treasurer to receive and hold all monies of the church except that from organizations in the church which have their own treasurers; to issue receipts when necessary; to pay all obligations regularly as directed by the church board; and to give a report to each local conference meeting or the church board as required.

Duties of Elders The elders shall assist the pastor in the spiritual duties of the church, primarily in matters such as spiritual advice, leadership accountability, church discipline and making disciples.

Duties of Deacons The deacons shall assist the pastor in the spiritual duties of the church, provide the emblems for the Lord's Supper and administer the relief program of the church.

Duties of Trustees A chairman shall be elected in such manner as the local conference shall determine, and a secretary who shall keep an accurate record of all meetings. The trustees shall hold in trust the property and shall be responsible for its care and maintenance, unless other provisions are made for holding the property. They shall act for the church in connection with all legal matters. Where title to property is held by the local trustees they shall have the power to mortgage, encumber, sell and convey any real or personal property of the church and enter into all lawful contracts, in the name of and in behalf of the church when so directed and authorized by the local conference. It shall be their duty to see that all properties are kept in good repair. They shall make an annual report to the local conference.

ARTICLE XI – CHURCH BOARD

Membership The church board shall include the pastor and any of the following: chairman of the local conference, deacons or chairman of the board of deacons, elders or chairman of the board of elders, director of Christian education or the general Sunday school superintendent, chairman of the trustee board, church secretary, church treasurer and as many others as the local conference may decide. Members of the church board shall be members of the local church.

Officers of the Board It is recommended that the chairman and secretary of the local conference shall fill the same offices respectively on the church board.

Meetings The church board shall meet at least once each quarter. The pastor or the pastor and chairman (if the chairman is other than the pastor) shall in each

case carefully prepare an agenda. The church board shall concern itself with the total ministry of the church and should share with the pastor the burden of evangelism and outreach. Special meetings may be called by the chairman or at the request of three members of the board.

Duties of
the Church
Board

In addition to those duties outlined in the Constitution of the Missionary Church it shall be the duty of the church board to arrange for all regular and special meetings of the church; to engage necessary workers for the same; to arrange for the examination of candidates for baptism and church membership; to have supervision of the discipline in the church, it being understood that in cases of dissatisfaction such matters may be referred to the church; to revise the church membership roll periodically; to approve the church budget and arrange for the support of the pastor and such other workers as may be engaged by the board; to approve budgets of auxiliary organizations which would be of a continuing nature; to have prayerful and diligent oversight of the church and its various ministries; to make such recommendations to the church as may affect its general welfare; and to delegate as it may deem wise and necessary its authority to carry out any of the above outlined duties.

It shall be the future duty of the church board to appoint the Nominating Committee as may be provided for by the local conference. It shall appoint such sub-committees as may be needed to facilitate its functions such as Auditing Committee, Budget Committee, etc.

The church board, exclusive of the pastor, shall represent the church in negotiating for a pastor in keeping with the Constitution of the Missionary Church and the regional/district bylaws dealing with pastoral relations.

ARTICLE XII – AUXILIARY ORGANIZATIONS

Auxiliary
Organizations

Inasmuch as the Missionary Church through its departments and auxiliary organizations on the denominational level provides guidance to regions, districts and local churches for the organization of their counterparts on regional, district and local church levels, it is recommended that in all cases these Constitutions be used as a guide in formulating bylaws for local church units.

ARTICLE XIII – AMENDMENTS

Amendments These bylaws may be amended by a two-thirds majority vote at any regular or special meeting of the local conference, providing announcement has been made in advance of the proposed revision.

ARTICLE XIV – DISSOLUTION

Dissolution In the event of dissolution, the assets of _____ shall be distributed to the
_____ Region/District of the Missionary Church.

Constitution/
LocalBylawsSample
4/19/16