



# **Church Constitution**

Mennoite Christian Assembly  
10664 Fryburg Road  
Fredericksburg, OH 44627

Revised January 2024



Church Constitution  
of  
Mennonite Christian Assembly  
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Fredericksburg, Ohio 44627

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Church Constitution  
of  
Mennonite Christian Assembly

10664 Fryburg Road  
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PREAMBLE

To better set forth our position before the world; to define our relationship one to another; to facilitate the orderly transaction of business; to conduct our various activities, and to promote harmony and cooperation between the congregation, official boards, and organizations, we the members of the MENNONITE CHRISTIAN ASSEMBLY adopt and accept the following articles to be the constitution and by-laws of the church.

ARTICLE I – NAME

The name of this organization shall be Mennonite Christian Assembly.

ARTICLE II – PURPOSE

Section 1:

A) The purpose of this organization shall be:

Our vision at MCA is to become a vibrant community of transformed people committed to sharing the life giving power of Jesus with the world. This vision will be carried out through discipleship, community outreach, corporate worship, community, children's ministry, service and cross-cultural missions.

Section 2: COVENANT

A) The covenant by which this church exists as a distinct body and which every member accepts, is as follows:

- Acknowledging Jesus Christ to be our Savior and Lord, and
- accepting the Holy Scriptures as our rule of faith and practice, and
- recognizing the privilege and duty of uniting ourselves for Christian fellowship,
- the enjoyment of Christian ordinances,
- the public worship of God, and
- the advancement of His church on earth, in the sight of God and invoking His blessing,
- solemnly covenant and agree with each other to associate ourselves as a church of the Lord Jesus Christ, as warranted by the Word of God.
- We agree to maintain the institutions of the Gospel,
- to submit ourselves to the orderly administration of the affairs of the church and
- to walk together in brotherly love.
- We depend upon the aid of our Heavenly Father, who "so loved the world that He gave His only begotten Son" for our salvation, and of Jesus Christ who hath redeemed us with His blood, and of the Holy Spirit, our Comforter and Guide.

Section 3: MOTTO

A) Our motto is thus stated, "The Bible, the Whole Bible, and Nothing But the Bible".

## ARTICLE III—RELATION TO THE LARGER BODY OF THE CHURCH

### Section 1.

This congregation is recognized as a member of the Conservative Mennonite Conference. We covet a close fellowship with our brothers and sisters in congregations of like faith.

### Section 2.

#### A) AUTHORITY

- 1) The primary authority by which this church exists as an ecclesiastical body is received from the Holy Scriptures and in all matters of faith and practice, acknowledges no other. It does, however, recognize and sustains the privileges of mutual counsel and cooperation.
- 2) The secondary authority is by the laws of the State of Ohio, under which it is incorporated.

#### B) CHURCH OVERSEER

- 1) In the event church council desires to have a church overseer, the council needs a simple majority vote to present the name for church approval.
- 2) A simple majority vote from the congregation is needed.

#### C) GOVERNMENT

- 1) Its government is congregational in form, vested in its members and is not subject to any other ecclesiastical body.

## ARTICLE IV—MEMBERSHIP

### Section 1. MEMBERSHIP

- A) Any person who has confessed that Jesus Christ is the Son of God and has accepted Him as Savior and Lord, and who has publicly accepted the Bible as the complete, final, and inspired revelation of the triune God to man, and who thus has consented to abide by the covenants and provisions of this constitution and by-laws, may be received into the fellowship of the congregation by baptism, upon confession of faith, or by church letter.

### Section 2. PRIVILEGES

- A) Every person who holds membership in Mennonite Christian Assembly is entitled to participate in all the activities of the church, and, if qualified, is eligible to hold offices in the church. All members 16 years of age or older have full voting privileges.
- B) Members are strongly encouraged to resolve disagreements prayerfully by following the principles of Matthew 18:15-17.
- C) Any member who feels he has an idea that would enhance the program of the church should feel free to bring this idea to the proper committee. If this person feels that this committee hasn't given proper consideration to their idea shall present it in writing to the church council. Church Council shall give a reply within forty-five days.
- D) Any member who feels compelled to express dissatisfaction with any procedure or aspect of the church will be required to set forth his/her dissatisfaction to the proper committee. If this committee does not resolve the issue, this committee or the member that has the dissatisfaction shall present it in writing to the church council. The church council shall resolve the dissatisfaction within forty-five days. There is no provision to recognize any further authority.

### Section 3. DUTIES OF MEMBERS

- A) It shall be the duty and responsibility of each member to live a holy life, separate from the sins and evils of the world and consecrated unto God. Members shall seek to glorify God in their conduct and preserve the good name of the church. Members shall attend the services of the church as regularly as possible; support the work of the church by their time, talents, and money; and share in witnessing to the unsaved.

### Section 4. LOSS OF MEMBERSHIP

- A) Mennonite Christian Assembly, under the guidance of the board of elders and church council, may revoke the membership of any member who is found to be practicing a pattern of sin without repentance. If any member of the church be charged with:
  - 1) Active opposition to any of the Biblical doctrines in the MCA Statement of Faith or
  - 2) "Walking disorderly" (II Thessalonians 3:6). Such charge will be made in writing to the board of elders. The board of elders or church council shall not put revoking of membership into effect until after a process of appeal for repentance is carried out according to Biblical guidelines. Mennonite Christian Assembly may restore the person to full membership after they have shown evidence of repentance from their sin.
- B) Members who no longer have an active association or interest in the congregation are encouraged to have their membership transferred to the congregation of their choice. A member may secure a transfer of membership to another church by requesting a certificate of transfer. This certificate will be granted to any member in good standing. The member to whom the certificate of transfer is granted will be immediately released from the membership roll. Those not interested in church membership anywhere will have their names immediately released from the membership roll.

Section 5. REAL ESTATE RIGHTS

- A) Any member or members withdrawing from or in any other way losing their membership in the congregation thereby forfeit all rights and privileges to any and all property belonging to the congregation. In the event of a division in the congregation, the legal ownership of all property shall reside with the members who are recognized as the true members of Mennonite Christian Assembly.

## ARTICLE V—SENIOR PASTOR AND PASTORAL STAFF

### Section 1. QUALIFICATIONS OF SENIOR PASTOR AND PASTORAL STAFF

- A) They must meet the standards of overseer/elders/deacons which are outlined in I Timothy 3:1-7; Titus 1:6-9; and I Peter 5:1-3
- B) The senior pastor and pastoral staff must adhere to the MCA Statement of Faith.

### Section 2. NEW POSITION OR VACANCY

- A) When a position or vacancy occurs in any pastoral position the church council chairman shall make the position known to the gifts committee.
  - 1) The gifts committee then selects a pulpit search committee.
  - 2) The pulpit search committee presents the applicants names to the church council.
  - 3) The church council reviews the applicants, and any new applicant needs a 75% approval from the church council before presenting one name to the congregation for approval.
  - 4) The applicant will need an 85% or more approval from the congregation to be affirmed for his position.
  - 5) All pastors and pastoral staff shall receive an initial one-year contract.
  - 6) The vote of the congregation shall be by ballot only. The ballot must clearly state the position the applicant is to serve in.
- B) When the position of the pastors or pastoral staff reach the date of renewal the board of elders must submit the applicants name to the church council for review.
  - 1) The applicant needs a 75% approval from the church council before presenting the name to the congregation for approval.
  - 2) For the renewal of a contract 50% or more approval from the congregation is needed.
  - 3) Any subsequent contracts cannot be longer than five years.
  - 4) The vote of the congregation shall be by ballot only. The ballot must clearly state the position the applicant is to serve in.

### Section 3. DUTIES OF THE SENIOR PASTOR

- A) The Senior Pastor will be in charge of the spiritual welfare of the church. His basic responsibilities include:
  - 1) Shepherding and feeding the flock (I Peter 5:1-4);
  - 2) Preaching and teaching the Word of God (Acts 2:42; Ephesians 4:11; I Timothy 5:17);
  - 3) Providing spiritual guidance and direction for the church in conjunction with the board of elders (I Timothy 3:15; 5:17);
  - 4) Equipping believers for their work of ministering to one another so that the body might be edified (I Peter 4:10-11; Ephesians 4:11-16);
  - 5) Presiding at all church services unless other acceptable arrangements are made;
  - 6) Maintaining a record of the names of all members including the dates of admission, withdrawal, dismissal, baptism, marriage, death, and other important services.

### Section 4. DUTIES OF PASTORAL STAFF

- A) Each member of the pastoral staff will be required to assist the senior pastor in all possible ways. His basic responsibilities include:
  - 1) Assisting in the duties described in Article V, Section 3A, Numbers 1-6;
  - 2) Working in areas assigned by the senior pastor and elected elders;
  - 3) Serving in consultation and in harmony with the approved ministers of the church.
- B) The Pastoral Staff will include the following positions. Other positions may be added as appropriate according to Section 5 of Article V.



- 1) Youth Pastor – For specific responsibilities of the Youth Pastor please refer to the Youth Pastor Job Description.
- 2) Administrator – For the specific responsibilities of the Administrator, please refer to the Administrator Job Description.

#### Section 5. CALL OF SENIOR PASTOR AND PASTORAL STAFF

- A) The church council shall be the organization that informs the gifts committee to begin the process of filling the position.

#### Section 6. AGREEMENTS FOR THE SENIOR PASTOR AND PASTORAL STAFF

- A) A written agreement between the senior pastor, each pastoral staff member, and the board of elders will be executed after election by the church. This agreement will include salary amounts, vacation time, benefits, term length, and other employment related matters.
- B) At the end of the first year and at least every five years there after a pastoral evaluation shall be conducted by the council chairman and elected elders. The elected elders can conduct a pastoral evaluation at any time within the term of a contract. The council chairman shall serve as chairman of this committee.
  - 1) The evaluation shall be of such nature that the church family has the opportunity to express themselves by answering a printed survey. The council chairman and elders shall submit a written report of this survey to the pastor within thirty days after end of survey. The congregation shall also receive a report.
- C) This same process will be followed for all pastors on the pastoral staff of Mennonite Christian Assembly.
- D) The pastor is directly accountable to the elected elders.

#### Section 7. DISPUTES AMONG THE PASTORAL STAFF

- A) The senior pastor and pastoral staff members are strongly encouraged to resolve disagreement prayerfully among themselves and with members of the church by following the principles of Matthew 18:15-17.
- B) If the dispute cannot be resolved among themselves, either one of the parties in disagreement should appeal to the chairman of the church council. The church council shall resolve the dispute within forty-five days.

#### Section 8. RESIGNATION OF SENIOR PASTOR OR PASTORAL STAFF

- A) If the senior pastor or a pastoral staff member desires to resign, he is required to give the church three months written notice or enter into some other arrangement acceptable to the board of elders.

#### Section 9. DISMISSAL OF SENIOR PASTOR OR PASTORAL STAFF

- A) As Initiated by the Church Council. The church council may request a simple majority vote for the resignation of the senior pastor or any other pastoral staff for unsatisfactory service to the church, for unbecoming conduct as a Christian or for teaching contrary to the MCA Statement of Faith. If the pastor does not resign, the church council will present its recommendation for congregational action at a business meeting.
- B) As Initiated by the Congregation. If at least 20% of the voting members of the church submit a written petition alleging unsatisfactory service, improper conduct, or teaching contrary to the MCA Statement of Faith, the church council will investigate the written petition. After due deliberation, should simple majority concur with the allegations, the church council will bring the petition calling for dismissal before the members of the church at a business meeting.

If a simple majority of the voting members of the church present at the business meeting vote for dismissal, the senior pastor or pastoral staff member will be notified in writing that his employment has been terminated. By a simple majority vote, the church council may place a pastor on leave of absence until the process is completed.

## ARTICLE VI – CHURCH COUNCIL COMMITTEES

### Section I. CHURCH COUNCIL

#### A) Statement of Purpose

- 1) The purpose of the MCA Church Council is to provide Godly leaders to the church family. Their goal is to lead the church family in such a manner that God would use the church in our community. To promote the development of programs and policy that are conducive to church growth. To promote the development of programs that would disciple members in exercising their gifts.
- 2) It is the church council's responsibility to oversee the development and promotion of evangelism/missions, education such as Sunday school seminars, music/worship, children's ministries, and youth programs.

#### B) Composition of Church Council

- 1) The Church Council shall consist of persons who must be members of Mennonite Christian Assembly.
  - a) Council Chairman - (Previous year's Vice-Chairman)
  - b) Council Vice-Chairman
  - c) Pastor
  - d) Pastoral staff (as determined by Church Council)
  - e) Elected Elders
  - f) Board of Trustees
  - g) Mission Board
  - h) Director of Music
  - i) Director of Evangelism and Local Outreach
  - j) Director of Children's Ministries
  - k) Director of Education
  - l) WM Chairman and Vice-Chairman
  - m) Director of Gifts Committee

#### C) Qualifications of Church Council

- 1) As stated in the constitution for the committees that have a seat on church council.

#### D) Duties of Church Council

- 1) The council is responsible to oversee the development and promotion of the programs of the congregation as authorized by the congregation.
- 2) No director, committee, or any group can second their own recommendations.
- 3) The council receives reports and recommendations from committees. The council makes decisions on behalf of the congregation and refers major items to the congregation for their approval. If there is a question of what is "major", the church council shall vote among themselves; and if 50% or more decide it is "major", the issue shall be given to the congregation for their vote.
- 4) The council acts on the proposed budget before presenting it to the congregation.
- 5) The council approves the slates for all elections.
- 6) Any member is welcome to attend council meetings but has no voice until they have complied with Article IV, Section 2.
- 7) The council has the right to go into executive session for personnel matters only.
- 8) The council shall refer concerns to the proper committee.
- 9) The council will meet monthly or as often as necessary to complete its work.
  - a) The council provides an agenda in the church bulletin the Sunday before council meeting.

- b) The council may not pass any legislative (the way we do business) item on first reading except as stated in item c). There must be at least seven days between readings.
- c) The council cannot vote on more than three emergency items on first reading in any calendar year. Any item passed on first reading must be designated as an emergency item.

- 10) The council chairman serves as church chairman. He calls congregational business meetings as advised by church council. He takes charge of all church business meetings.
- 11) The council appoints a secretary to keep an accurate record of the proceedings of all business meetings and elections.
- 12) The council is responsible to the congregation and reports at the annual business meeting.
- 13) The council reports to the congregation by placing a printed copy of each monthly meeting in the mailboxes and extra copies at the bulletin board. These reports shall include everything except confidential matters. These reports shall be made public within two Sundays after the council meeting.
- 14) The council makes appointments that are necessary to provide adequate personnel for the church program where congregational elections do not do so and shall make appointments where vacancies occur between elections. These appointments shall be made from a list of names supplied by the gifts committee.
- 15) If at sometime it becomes desirable by 50% or more of the church council to meet without certain members of the council, the church council chairman will notify that member or members.

E) Manner of Election

- 1) As stated in the constitution for the committee that have a seat on church council.

F) Manner of Dismissal

- 1) Any council member (excluding Pastor and Pastoral Staff) may be dismissed by one of two ways:
  - a) if 75% of church council vote to dismiss
  - b) if at least 35 % of the voting members of the church submit a written petition detailing the alleged unsatisfactory service, improper conduct, or teaching contrary to the MCA Statement of Faith, that member or members must consider themselves dismissed from church council.
- 2) Dismissal from church council also means losing their seat on their respective committee.

## Section 2. COUNCIL CHAIRMAN & VICE-CHAIRMAN

### A) Statement of Purpose

- 1) Council chairman and vice-chairman are to lead and moderate all church council and business meetings.
- 2) Council chairman and vice-chairman serve as the persons that make sure each committee on the church council has all the information needed pertaining to the church.
- 3) Council chairman and vice-chairman are responsible to have all church council information, except personal, made public for the congregation.
- 4) Council chairman and vice-chairman serve as the MCA church chairman and vice-chairman but shall not formulate their church vision as MCA agenda.

### B) Composition of Council Chairman & Vice-Chairman

- 1) Chairman
- 2) Vice-chairman
- 3) Each member shall serve a term of two years with one member elected each year.
- 4) Each member is eligible to serve two terms consecutively. After two terms he is not eligible for one year.
- 5) He serves the first year as vice-chairman and the second year as chairman.

### C) Qualifications of Council Chairman & Vice-Chairman

- 1) They shall be men who have professed faith in Christ and have given evidence of a new birth experience.
- 2) The council chairman and vice-chairman must adhere to the MCA Statement of Faith.
- 3) The council chairman and vice-chairman must be members in good standing of MCA for at least four years.
- 4) The council chairman and vice-chairman are directly accountable to the church council.

### D) Duties of Council Chairman & Vice-Chairman

- 1) To call and moderate all of the church council meetings.
- 2) To call and moderate all church business meetings as directed by church council.
- 3) The chairman is responsible to have each council committee fulfill its duties in church council.
- 4) The chairman is responsible to move each item along in a timely manner for church council vote.
- 5) The chairman votes only in case of a tie in church council and business meetings.
  - a) The vice-chairman may always vote, unless he is serving as the chairman.
- 6) If at anytime it becomes desirable for any committee or church council to meet without certain members the council chairman is to notify that individual.
- 7) The chairman and administrator are responsible to set the agenda for the church council and church business meetings.
- 8) The chairman and administrator are responsible to get the announcements to the secretary.

### E) Manner of Election

- 1) The gifts committee receives names from the church council, gifts committee, and the congregation. Persons on different committees can only submit one name and can only submit the name once.
- 2) The gifts committee shall submit the names of the candidates for approval to the church council.
- 3) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

### Section 3. BOARD OF ELDERS

#### A) Statement of Purpose

- 1) The board of elders are responsible for the spiritual well being of the church.
- 2) The board of elders are to provide ongoing programs of teaching, discipling, and training.
- 3) The board of elders are to maintain an atmosphere of love and warmth in the congregation.

#### B) Composition of Board of Elders

- 1) The board of elders is composed of the pastor, pastoral staff, and the four elected men.
- 2) The board organizes itself annually by choosing a chairman from the elected elders.

#### C) Qualifications of Board of Elders

- 1) Must meet the biblical standards of an overseer/elder as set forth in I Timothy 3:1-7; Titus 1:6-9; and I Peter 5:1-3.
- 2) The board of elders must adhere to the MCA Statement of Faith.
- 3) The board of elders is directly accountable to the church council.

#### D) Duties of Board of Elders

- 1) The board of elders provides leadership for the ongoing spiritual life of the congregation, is aware of the physical needs of its members, and supplies a wide base of support for the pastor and pastoral staff.
- 2) The board of elders provides leadership for corporate worship settings.
- 3) The board of elders is available to share counsel regarding the teachers and the teaching program of the church.
- 4) The board of elders refers administrative matters to the church council.
- 5) The board of elders acts on all applications for baptism, membership, and transfer.
- 6) The board of elders may be represented on other committees as necessary.
- 7) The board of elders meets monthly or as often as necessary to complete their work.
- 8) The board of elders issues a report at the annual business meeting.
- 9) If at sometime it becomes desirable by 50% or more of the board to meet without certain members of the board, the church council chairman will notify that member or members.
- 10) The board of elders are responsible for the day-to-day spiritual administration of the church.
- 11) The board does not make policy for the church, but rather recommends policy or policy changes to the church council.

## Section 4. ELECTED ELDERS

### E) Statement of Purpose

- 1) The elected elders are responsible for the spiritual well being of the church.
- 2) To provide ongoing programs of teaching, discipling, and training.
- 3) To maintain an atmosphere of love and warmth in the congregation.

### F) Composition of Elected Elders

- 1) Four men shall be elected by the congregation at large for a term of four years. One elder is elected every year.
- 2) Each member is eligible to serve two terms consecutively. After two terms he is not eligible for one year.

### G) Qualifications of Elected Elders

- 1) Must meet the biblical standards of an overseer/elder as set forth in I Timothy 3:1-7; Titus 1:6-9; and I Peter 5:1-3.
- 2) The elected elders must adhere to the MCA Statement of Faith.
- 3) The elected elders must be members in good standing of MCA for at least four years.
- 4) Each elected elder is directly accountable to the board of elders and the church council.

### H) Duties of Elected Elders

- 1) In the event that difficulties occur in the relationship between the pastor and the congregation, the elders in consultation with the church council, will assume responsibility to resolve the difficulties. If the difficulties cannot be resolved to the satisfaction of at least simple majority of the congregation, the pastor's term will be terminated.
- 2) The elected elders will assist in the administration of ordinances. In the event of the absence of a pastor or pastoral staff those duties become the duties of the elected elders.
- 3) The elected elders shall meet at least two times a calendar year without the pastor or pastoral staff. There shall be at least two month between the mandated meetings.
- 4) Each elected elder will be on the church council while serving as an elected elder.

### I) Manner of Election

- 1) The gifts committee will receive names from the church council, gifts committee, and the congregation. Persons on different committees can only submit one name and can only submit the name once.
- 2) Each candidate shall submit a questionnaire to the gifts committee and be interviewed by the gifts committee.
- 3) The gifts committee shall submit to church council the names of the candidates.
- 4) A biography of each candidate shall be submitted to the congregation.
- 5) The gifts committee shall present the church council approved slate to the congregation for a primary vote. A candidate must have 25% of the votes cast to move on to the next vote.
- 6) When the final vote is received from the congregation, the person taking office must have received at least 60% of the votes cast.
- 7) In case neither candidate receives the required percentages, the use of the lot is an option.
- 8) The lot can be used in place of the primary vote or final vote if the majority of the church council decides to do so.

## Section 5. BOARD OF TRUSTEES

### A) Statement of Purpose

- 1) The trustees are responsible for supervision of maintenance and improvement of all church property.
- 2) The trustees are to provide for the church family and the community a comfortable, safe, and attractive environment using the resources available.

### B) Composition of Trustees

- 1) The board of trustees shall consist of three men.
- 2) Each member shall serve a term of three years with one member elected each year.
- 3) Each member is eligible to serve two terms consecutively. After two terms he is not eligible for one year.
- 4) The board organizes itself annually by choosing a chairman and a secretary.

### C) Qualifications of Trustees

- 1) They shall be men who have shown themselves faithful in financial matters.  
(I Timothy 3:8-12)
- 2) They shall be men worthy of respect (I Timothy 3:8) and a good reputation in the community.
- 3) They must exclude themselves from voting in cases where there may be conflict of interest.
- 4) The trustees must be members in good standing of MCA.
- 5) The trustees must adhere to the MCA Statement of Faith.
- 6) Each trustee is directly accountable to the board of trustees and the church council.

### D) Duties of Trustees

- 1) The trustees shall be responsible for supervision of maintenance and improvement of all church property.
- 2) The trustees administer all church funds.
- 3) The trustees are responsible to provide a salary package for the pastor and any other employees of MCA.
  - a) The salary package shall be comparable to what is average or above for other people in the same field of employment.
  - b) Church council must approve all salary packages.
- 4) The trustees shall be alert to the needs of members of the congregation and administer the alms fund.
- 5) No personal property will be installed or removed from the church apart from policies established by the trustees and church council.
- 6) The trustees will have no power to buy, sell, lease, mortgage, or transfer any real property without the consent of the church council, and a simple majority vote by members of the church authorizing such action.
- 7) All real and personal property of the church will vest in and be titled in the name of MCA, but the trustees will hold trust in the same.
- 8) The trustees are responsible to have the accounts closed at the end of each calendar year, and have the books audited by a CPA when they feel it is necessary or if it is directed by church council.
- 9) The board of trustees shall submit a proposed annual budget to church council for approval by November 1<sup>st</sup> and shall be responsible along with the church treasurer for its implementation.
- 10) Church council may at their discretion impose a spending limit on any one item.
- 11) They shall submit a written report at the annual business meeting.

12) The board of trustees will serve on church council.

E) Manner of Election

- 1) The gifts committee receives names from the church council, gifts committee, and the congregation. Persons on different committees can only submit one name and can only submit the name once.
- 2) The gifts committee shall submit to the church council the names of the candidates for approval.
- 3) The gifts committee shall submit the church council approved candidates to the congregation for their approval.



## Section 6. MISSION BOARD

### A) Statement of Purpose

- 1) The MCA mission board is to promote awareness within the church for missions, home and abroad, and to facilitate church members to become involved as missionaries, to go on relief or service projects and to give of their resources.

### B) Composition of Mission Board

- 1) The mission board shall consist of three men.
- 2) Each member shall serve a term of three years with one member elected each year.
- 3) Each member is eligible to serve two terms consecutively. After two terms he is not eligible for one year.
- 4) The board organizes itself annually by choosing a chairman and a secretary.

### C) Qualifications of Mission Board

- 1) They must be members in good standing of MCA.
- 2) They must through their daily living display a servant's heart.
- 3) The mission board members must adhere to the MCA Statement of Faith.
- 4) Each mission board member is directly accountable to the mission board and the church council.

### D) Duties of Mission Board

- 1) Be responsible, in consultation with the board of elders, to process the call and encourage congregational support for those going into the mission field.
- 2) To promote and encourage financial and prayer support for those participating in mission, relief, and service projects. For those going into the mission field for an extended period of time, MCA's support shall not be more than 25% of their monthly mandated support.
- 3) They shall require an annual financial report from mission organizations receiving MCA money.
- 4) The MCA mission board shall be responsible to plan the annual Missions Conference.
- 5) They are responsible to submit an annual proposed missions budget to the church council for approval by November 1<sup>st</sup>. After the church council has approved the budget, the budget shall be submitted to the congregation for approval as part of the regular budget.
- 6) The mission board is responsible for ensuring that all missionaries, serving abroad, supported by MCA are working under the authority of a foreign mission agency and its policy handbook.
- 7) The mission board shall give a written report at the annual business meeting.
- 8) The mission board will serve on church council.

### E) Manner of Election

- 1) The gifts committee receives names from the church council, gifts committee, and congregation. Persons on different committees can only submit one name and can only submit the name once.
- 2) The gifts committee shall submit to the church council the names of the candidates for approval.
- 3) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## Section 7. DIRECTOR OF MUSIC

### A) Statement of Purpose

- 1) The director of music is responsible for the development and leadership of music and singing for worship services for the MCA church family.

### B) Composition of Director of Music

- 1) Director
- 2) Assistant Director
- 3) The director may be a man that is serving on the pastoral staff.
- 4) The director of music shall serve a term of three years. He is eligible to serve consecutive terms.

### C) Qualifications of Director of Music

- 1) The director must be a man.
- 2) The director and assistant director shall be members in good standing of MCA and have professed faith in Christ and have given evidence of a new birth experience.
- 3) The director and assistant director must adhere to the MCA Statement of Faith.
- 4) The director and assistant director must be musically gifted.
- 5) The director and assistant director must have organization skills.
- 6) The director is accountable to the administrator and church council. If an administrator is not in place the director shall be accountable to the senior pastor and church council.

### D) Duties of Director of Music

- 1) The director shall work with the pastor and elected elders in providing music and singing for worship services, which reflect the vision and purpose of the church.
- 2) The director shall seek out others to share in the responsibilities of the music team.
- 3) The director shall expose MCA's music team to training that is provided by other ministries.
- 4) The director is responsible to work with the sound team and to ensure adequate personnel and training for the sound team.
- 5) The director shall submit an annual budget to the board of trustees.
- 6) The director shall submit a written report at the annual business meeting.
- 7) The director will serve on church council.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the board of elders the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of elders approved names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## Section 8. DIRECTOR OF EVANGELISM AND LOCAL OUTREACH

### A) Statement of Purpose

- 1) The person in this position is to develop and maintain programs of evangelism for the church family.
- 2) The person in this position should display an attitude of being tasteful and a delight for the community. (Matthew 5:13-16)

### B) Composition of Director of Evangelism and Local Outreach

- 1) Director
- 2) Assistants at the discretion of the director.
- 3) The director may be a man that is serving on the pastoral staff.
- 4) The director of evangelism and local outreach shall serve a term of three years. He is eligible to serve consecutive terms.

### C) Qualifications of Director of Evangelism and Local Outreach

- 1) The director shall be a man that is a member in good standing of MCA and has demonstrated a zeal for evangelism and outreach on the local level.
- 2) The director must be a person that can easily blend into the community.
- 3) The director must be able to work with various leaders within MCA.
- 4) The director must be willing to hear what various groups, such as Sunday school classes, would like to do.
- 5) The director must adhere to the MCA Statement of Faith.
- 6) The director is accountable to the administrator and church council. If an administrator is not in place the director shall be accountable to the senior pastor and church council.

### D) Duties of Director of Evangelism and Local Outreach

- 1) The director shall work very closely with the senior pastor, mission board, and elders in implementing programs.
- 2) The director is responsible for the training and scheduling that takes place for the greeters and ushers.
- 3) The director shall work within the local outreach team to ensure that local service projects are organized and available for work groups at MCA.
- 4) The personnel that are appointed by the director shall come from the gifts committee roster.
- 5) The director's budget shall be included and identified in the church's mission budget.
- 6) The director shall submit a written report for the annual business meeting.
- 7) The director will serve on church council.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the Board of Elders the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of elders approved names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## Section 9. DIRECTOR OF CHILDREN'S MINISTRIES

### A) Statement of Purpose

- 1) The director of children's ministries is to oversee all the children's ministry programs at MCA.
- 2) The director is to oversee and develop a Bible based ministry that is grade/age appropriate for the children.

### B) Composition of Director of Children's Ministries

- 1) Director
- 2) Assistants at the discretion of the director.
- 3) The director may be a man that is serving on the pastoral staff.
- 4) The director of children's ministries shall serve a term of three years and is eligible to serve consecutive terms.

### C) Qualifications of Director of Children's Ministries

- 1) The director must be a member in good standing of MCA who has demonstrated a heart for children's ministry. This person must be able to supervise staff and volunteers.
- 2) The director must adhere to the MCA Statement of Faith.
- 3) The director is accountable to the administrator and church council. If an administrator is not in place the director shall be accountable to the senior pastor and church council.

### D) Duties of Director of Children's Ministries

- 1) The director shall work with the pastor and elected elders in developing programs.
- 2) The director and their staff shall coordinate all MCA children's programs, such as Sunday school, Vacation Bible School, and Wednesday Evening Bible Clubs.
- 3) The director shall fill the teaching and staff position from the gifts committee personnel roster.
- 4) The director shall work with the Christian education director in providing material.
- 5) The director shall provide personnel for the development of teacher training, drama teams, skit teams, etc.
- 6) The director shall submit an annual budget to the board of trustees.
- 7) The director shall submit a written report at the annual business meeting.
- 8) The director will serve on church council.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the board of elders the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of elders approved names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## Section 10. DIRECTOR OF EDUCATION

### A) Statement of Purpose

- 1) The director shall be responsible for the overall planning, organizing, and evaluating of the education material and resource persons used at MCA.

### B) Composition of Director of Education

- 1) Director
- 2) Assistants at the discretion of the director.
- 3) The director may be a man that is serving on the pastoral staff.
- 4) The director of education shall serve a term of three years. He is eligible to serve consecutive terms.

### C) Qualifications of Director of Education

- 1) The director shall be a man that is a member in good standing of MCA and keeps up to date of new developments in Christian education.
- 2) The director must be aware of nationally known seminar speakers that could be used at MCA for a weekend seminar.
- 3) The director must adhere to the MCA Statement of Faith.
- 4) The director is accountable to the administrator and church council. If an administrator is not in place the director shall be accountable to the senior pastor and church council.

### D) Duties of Director of Education

- 1) The director shall work closely with the pastor, elected elders, and the director of children's ministries.
- 2) The director is responsible in scheduling and coordinating of seminars.
- 3) The director shall submit an annual budget to the board of trustees.
- 4) The director shall submit a written report for the annual business meeting.
- 5) The director is responsible for the church library and librarian staff.
- 6) The director shall organize elective classes offered once per quarter.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the board of elders the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of elders approved names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## Section II. WOMEN'S MINISTRY CHAIRMAN & VICE-CHAIRMAN

### A) Statement of Purpose

- 1) The WM is to develop and oversee ministry to the women (daughters, wives, and mothers) of Mennonite Christian Assembly.
- 2) The WM is to provide opportunities for the women of MCA to connect, develop friendships, grow spiritually, and encourage each other.
- 3) The purpose of the WM at MCA is first and foremost for spiritual growth, then to provide the women of MCA support and encouragement physically, materially and emotionally, when and where needed.

### B) Composition of Women's Ministry Chairman & Vice-Chairman

- 1) Chairman
- 2) Vice-chairman
- 3) The chairman and vice-chairman shall serve a term of two years with one member elected each year.
- 4) They shall serve the first year as vice-chairman and the second year as chairman.
- 5) Each member is eligible to serve two terms consecutively. After two terms they are not eligible to serve on the WM for one year.

### C) Qualifications of Women's Ministry Chairman & Vice-Chairman

- 1) They shall be women who have professed faith in Christ and have given evidence of a new birth experience.
- 2) The chairman and vice-chairman must adhere to the MCA Statement of Faith.
- 3) The chairman and vice-chairman shall be women that have been members in good standing of MCA for at least four years.
- 4) The chairman and vice-chairman must be ladies that can easily blend into the community.
- 5) The chairman and vice-chairman must be women that can organize and communicate with various other women's committees.
- 6) The chairman and vice-chairman are directly accountable to the church council and women's ministry.

### D) Duties of Women's Ministry Chairman & Vice-Chairman

- 1) The chairman and vice-chairman will serve on church council.
- 2) To call and moderate all of the Women's Ministry meetings.
- 3) The chairman is responsible to have each WM committee fulfill its duties.
- 4) The chairman votes only in case of a tie in the WM meeting.
  - a) The vice-chairman may always vote, unless she is serving as chairman.
- 5) The chairman is responsible to set the agenda for the WM meeting.
- 6) The chairman or vice-chairman shall submit a written report for the annual church business meeting.
- 7) The chairman shall work with the gifts committee to fill WM committee positions.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit the names of the candidates for approval to the women's ministry.
- 3) The gifts committee shall submit to the church council the Women's Ministry approved chairman and vice-chairman names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the women of the congregation for approval.

## Section 12. GIFTS COMMITTEE

### A) Statement of Purpose

- 1) The MCA gifts committee shall provide avenues for church members to realize the gifts that God has blessed them with for the purpose of serving God's family.
- 2) The committee is to provide rosters and prepare slates to various committees and the congregation as stated in the constitution and directed by church council.

### B) Composition of Gifts Committee

- 1) The committee shall consist of six members, three men and three women. This could be three couples, one man and one woman or one couple being elected annually for a three-year term.
- 2) Each member or couple is eligible to serve two terms consecutively, after two terms he or she is not eligible for one year.
- 3) The committee will organize themselves by choosing a chairman and a vice-chairman each year.
- 4) The chairman of the gifts committee shall always be a man.

### C) Qualifications of Gifts Committee

- 1) They must be members in good standing of MCA for at least four years.
- 2) The chairman must have prior experience in church leadership. If the leadership experience was not at MCA, it must be a MCA board of elders approved organization.
- 3) The gifts committee must adhere to the MCA Statement of Faith.
- 4) The members of this committee are directly accountable to the church council.

### D) Duties of Gifts Committee

- 1) The committee shall be a resource for all church appointments.
- 2) The committee shall maintain a current roster of qualified persons that could serve in various church offices.
- 3) This committee shall prepare a slate of candidates for each elected office and make recommendations for appointed positions to church council.
- 4) The committee shall be responsible for all job descriptions and to be sure each person has the correct job descriptions. All job descriptions need church council approval.
- 5) They are responsible to complete a gift discernment process with the congregation every three years.
- 6) The committee is responsible to present the church council approved names to the congregation for a vote.
- 7) This committee must meet a minimum of once every quarter.
- 8) The chairman shall serve on church council.

### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the board of elders the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of elders approved names for church council approval.
- 4) The gifts committee shall submit the church council approved candidates to the congregation for their approval.

## ARTICLE VII- OFFICERS AND COMMITTEES

### Section 1. TREASURER AND ASSISTANT TREASURER

#### A) Statement of Purpose

- 1) The treasurer and assistant treasurer are responsible for the accounting activities of the church, which include the payment of expenditures, the maintenance of financial records, and the reporting of the church's financial status.

#### B) Composition of Treasurer and Assistant Treasurer

- 1) Treasurer
- 2) Assistant Treasurer
- 3) The treasurer and assistant treasurer shall serve a term of five years. They are eligible to serve consecutive terms.
- 4) The treasurer and assistant treasurer term shall not expire at the same time.

#### C) Qualifications of Treasurer and Assistant Treasurer

- 1) The treasurer and assistant treasurer must be members in good standing of MCA and have demonstrated by their life that they are trustworthy.
- 2) The treasurer and assistant treasurer must have an understanding of accepted legal financial procedures.
- 3) The treasurer and assistant treasurer must adhere to the MCA Statement of Faith
- 4) The treasurer and assistant treasurer are accountable to the board of trustees.

#### D) Duties of Treasurer and Assistant Treasurer

- 1) The treasurer shall be responsible for handling all church funds, excluding those of specific organizations within the congregation that have their own treasurer.
- 2) The treasurer shall be responsible to have the church funds deposited in a board of trustees designated bank.
- 3) The treasurer shall disperse funds as outlined by the annual budget for projects approved by the board of trustees.
- 4) The treasurer shall make timely payments of church operating expenditures, reporting and preparation of tax information, and they must meet all IRS requirements, including church staff W2 forms.
- 5) The treasurer shall give a printed report to the board of trustees upon requests and an annual report to the congregation.

#### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the board of trustees the names of the candidates for approval.
- 3) The gifts committee shall submit to the church council the board of trustees approved names for church council approval.



## Section 2. EXECUTIVE SECRETARY

### A) Statement of Purpose

- 1) The purpose of this role is to fulfill the day to day affairs of the church which require attention.
- 2) To perform general office work which relieves the pastoral staff of executive and clerical duties.
- 3) The secretary must create an environment that is inviting to people passing through on a daily basis, since he/she is the first person the public sees or talks to.

### B) Composition of Executive Secretary

- 1) Executive Secretary
- 2) Assistant Secretary

### C) Qualifications of Executive Secretary

- 1) Because of the nature of the role, this person must demonstrate a Christ like attitude, a high level of trust, and the ability to protect the reputation and integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical.
- 2) The executive secretary must be a member in good standing of MCA.
- 3) The executive secretary must adhere to the MCA Statement of Faith.
- 4) The executive secretary must commit to a term agreed upon with the board of trustees.
- 5) The executive secretary is accountable to the administrator. If the administrator position is not in place the executive secretary is accountable to the board of trustees.

### D) Duties of Executive Secretary

- 1) The executive secretary is responsible to have an accurate written record of all the proceedings of church council and business meetings.
- 2) The executive secretary shall establish office hours set by the church council.

### E) Manner of Election

- 1) The administrator and board of trustees shall select an individual for this position.

### Section 3. HEAD AND ASSISTANT USHER

#### A) Statement of Purpose

- 1) The head usher is to assist the church family as they arrive.

#### B) Composition of Head Usher and Assistant Usher

- 1) Head Usher
- 2) Ushers

#### C) Qualifications of Head and Assistant Usher

- 1) The ushers must be members in good standing of MCA and have the ability to meet people with a pleasant attitude.
- 2) The ushers must practice good grooming habits.
- 3) The ushers must adhere to the MCA Statement of Faith
- 4) The ushers are accountable to the director of evangelism and local outreach.

#### D) Duties of Head and Assistant Usher

- 1) The head usher shall coordinate the activities of the ushers.
- 2) The ushers shall receive and secure the offering for the treasurer.
- 3) The ushers shall assist worshippers in finding seats and providing for the comfort of those attending the service.
- 4) Each usher must attend one fire drill per year.

#### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the director of local outreach and evangelism the names of the candidates for approval.

#### Section 4. LIBRARIAN

##### A) Statement of Purpose

- 1) The position of librarian shall be for the purpose of providing the church a wide variety of reading, music, and video material.

##### B) Composition of Librarian

- 1) Head Librarian
- 2) Librarian Assistants

##### C) Qualifications of Librarian

- 1) This position requires a person that is well read and understands the accepted practice of cataloging library material.
- 2) The librarian and assistants must be members of good standing of MCA.
- 3) The librarian and assistants must adhere to the MCA Statement of Faith.
- 4) The librarian is accountable to the director of education.

##### D) Duties of Librarian

- 1) The librarian shall prepare material for circulation and take the initiative in giving the library publicity.
- 2) The librarian shall develop library hours, when there are services at the church, in consultation with the director of education.

##### E) Manner of Election

- 1) The gifts committee selects names from the gifts committee roster.
- 2) The gifts committee shall submit to the director of education the names of the candidates for approval.

## ARTICLE VIII - BY-LAWS TO THE MCA CONSTITUTION

### Section 1. BY-LAWS

#### A) Statement of Purpose

- 1) The stated purpose of the by-laws to the constitution of Mennonite Christian Assembly Church, Fredericksburg, Ohio, are:
  - a) To guide a group of God's people to honor and glorify Him in the community to the best of their ability.
  - b) That no person or group would use or interpret this constitution to further their own ideas.

### Section 2. BUSINESS MEETINGS

- A) There shall be an annual business meeting of the congregation for the purpose of taking care of official church business.
- B) This meeting will be held in the month of January with the date determined by the church council.
- C) There shall be a printed date and agenda made public at least one Sunday before the annual business meeting.
- D) In the event that there is a need for a special meeting, the church council shall schedule one. An attempt must be made to notify every member. The "special" meeting shall not be considered the annual business meeting.
- E) A quorum for the annual and special business meeting shall be the number of members present.

### Section 3. ORGANIZATIONAL CONDUCT

- A) There must be a job description and term of office stated when a person is appointed or voted into office.
- B) Church council or the director of the committee to which they are accountable can remove any person appointed or voted into office from that office.
- C) Orderly Conduct of Doing Business
  1. Moderator:
    - Do we have a motion to discuss the proposal or recommendation? I so move.
    - Do we have a second? I second.
    - Question called for. Discussion time.
    - Vote called. Do we accept the proposal/recommendation as presented or amended? Approve or disapprove.
  2. The church council, committee, or any group presenting a proposal or recommendation cannot provide a motion to move the legislation along.
- D) Church council members that hold more than one position on the council shall have only one vote to represent the committees they serve.

### Section 4. AMENDMENTS

- A) The Articles of the Constitution may be amended at any regular or special business meeting by a two-third vote of all members present.
  - 1) All proposed amendments to this Constitution and By-Laws must be submitted to the Church Council at least thirty days before consideration by the congregation. There must be a least a two-third vote by the Church Council before the proposed amendment will be presented to the congregation for a vote at a regular or special business meeting called for that purpose. The proposed amendment must be put in each mailbox thirty days prior to the congregational vote. A two-thirds vote of the voting members present at that meeting will be required for the approval of any proposed amendment.
- B) The Statement of Faith of Mennonite Christian Assembly may be amended at any regular or special business meeting by a 90% or more vote of approval of members present.

## APPENDIX

### **Mennonite Christian Assembly Statement of Faith**

Adopted January 2020

#### **The One True God**

God is the creator of all things. He exists eternally as three persons: The Father, The Son and The Holy Spirit. The three persons of God are equal and exist in harmony with each other. They are one God.

*Genesis 1:1, Luke 3:22, Psalms 90:2, Matthew 28:19, 2 Corinthians 13:14*

#### **God The Father**

God the Father is perfect in righteousness, wisdom, and power. He is kind, loving and merciful. He is a righteous judge and all mankind will face His judgement. He is merciful and has provided a way of reconciliation between His perfection and mankind's sinfulness, through His son Jesus. His love is given to all. His mercy is available to all who choose it.

*Matthew 5:48, Ezekiel 33:11, 2 Peter 3:9, John 3:16-17, Romans 5:8-11, 2 Corinthians 5:18-19*

#### **Jesus Christ**

Jesus Christ is one with the Father and with the Holy Spirit. He was with God from the beginning and He is God. God fulfilled his promise of a savior by sending Jesus to earth as a human through the virgin birth. Jesus lived a sinless life and offered himself as a sacrifice, through death, to restore our relationship with God. His death paid the price for the sins of all people, past, present and future. After three days in the grave Jesus arose from the dead showing His power over sin and death. He ascended to Heaven where he sits at the right hand of God and will return to earth someday as King of Kings and Lord of Lords.

*Colossians 1:15-20, John 1:1-3, John 1:14, Matthew 1:18-23, Hebrews 4:15, 2 Corinthians 5:21, Luke 24:36-43, Hebrews 4:14-16, Acts 1:11*

#### **The Holy Spirit**

The Holy Spirit is one with the Father and with the Son. He is God, present and active in the world making us aware of sin and helping us see our need for Jesus. He lives within every Christian at the moment of salvation. He gives Christians power for life so that Christ may dwell in our hearts, grounding us in love and giving us understanding of spiritual truth. It is the Holy Spirit that transforms our lives to reflect the glory of the Lord. The Holy Spirit gives every believer spiritual gifts that should be used in service to Christ Jesus. As Christians, we seek to live under His control daily and demonstrate the fruit of the spirit.

*2 Corinthians 3:17-18, John 16:7-15, 14:16-17, Acts 1:8, 1 Corinthians 2:12, 3:14-20; Ephesians 1:13-14, Galatians 5:22-25, Ephesians 5:18*

#### **The Bible**

The Bible is the Word of God and is comprised of the sixty-six Books of the Old Testament and New Testament. We believe the scripture is the verbally inspired Word of God, written under the direction and support of the Holy Spirit. The Bible is wholly without error as originally given of God. It is a source of truth and is relevant in every aspect of life.

*2 Timothy 3:16, 2 Peter 1:20-21*

## **Satan**

Satan is the great adversary of God and His people. He will be defeated by God and will spend eternity separated from God in Hell.

*Revelation 12:1-10, John 12:31, Revelation 20:10*

## **Human Beings**

People were directly created by God in His own image to be in relationship with Him. Sin has separated us from God and has given us an attitude of disobedience. We can only reenter into relationship with Him through Jesus.

*Genesis 1:26-28, Genesis 3:1-14, Romans 5:12, John 3:5-7*

## **Salvation**

Salvation is a free gift of God's grace based on the work of Jesus Christ (the shedding of His blood on the cross, His resurrection and present intercessory ministry) and the ministry of the Holy Spirit. It is a gift that we must accept and cannot be earned by good works. By trusting in Jesus Christ as God's offer of forgiveness and by repenting of our own sin, we receive God's gift and are saved from sin's penalty.

*Romans 3:23, Romans 6:23, John 3:16-17, Ephesians 2:8-9, Titus 3:5-7, 1 Peter 1:18-19*

## **Eternal Life**

People were created to exist forever with their Creator God. We will either exist eternally separated from God by sin, or eternally with God through repentance, forgiveness and salvation. To be eternally separated from God is eternal punishment in Hell. For believers, eternal life is living eternally in union with Him in Heaven.

*John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians. 2:6-9*

## **Second Coming**

After Jesus was crucified, he rose from the grave and continued teaching the Disciples. Soon after that he ascended into heaven and sits at the right hand of God. There will come a time when Jesus returns from Heaven to gather up his people and will lead them into eternity.

*1 Thessalonians 1:10, 4:16-17, Revelation 3:10, 19:11-20:6*

## **Kingdom Living**

When Jesus came to earth, he changed things for the people of God—ushering in a new kingdom. Over and over in his famous Sermon on the Mount, as Jesus described these changes, he said, "It has been said . . . but I tell you . . ."

In that same sermon, Jesus taught us to pray these words: Your kingdom come.

Kingdom living is a life that centers on the teaching of Jesus. We want the love of Jesus to shape our attitudes, the way we conduct business, the way we treat other people, the way we care for our families, the way we love others and the way we prioritize our lives.

*Romans 12:1-2, Matthew 5 – 7, Galatians 5:22-23*

## **Marriage**

Marriage is a unique relationship designed exclusively for one man and one woman. It is a covenant relationship, intended to last the lifetime of the man and woman involved. Marriage is a gift from God through which God symbolically reveals his desire for a deep and abiding relationship with his people. Furthermore, marriage was given to mankind as a means to produce covenant children who will fill and subdue the earth. Lastly, God gives the gift of marriage so that believers may mature and grow into the likeness of Christ.

*Ephesians 5:32, Genesis 1:28, Ephesians 5:22-26, Genesis 2:23-24, 1 Corinthians 7:2-3, Matthew 19:4-5, 1 Timothy 3:4, Malachi 2:14, Matthew 19:4-6, 1 Corinthians 7:10-11*

## **Human Sexuality**

We believe that God creates each person as male or female and that the genders complement one another to reflect the image of God. Therefore, we believe that rejecting one's biological sex is a rejection of the image of God within that person. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Any form of sexual immorality, such as adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography, is sinful.

Every person is worthy of compassion, love, kindness, respect, and dignity and we want to respond to people as Jesus responded. Negative or hateful attitudes toward others does not reflect the life of Jesus and the teaching in Scripture. We believe that God offers redemption and restoration to all who confess their sin, seeking His mercy and forgiveness through Jesus Christ.

*Genesis 1:26-27, Genesis 2:18-25, 1 Corinthians 6:18; 7:2-5, Hebrews 13:4, Matthew 15:18-20, 1 Corinthians 6:9-10, Mark 12:28-31, Luke 6:36, Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11*

## **The Role of Men and Women**

We believe redemption in Christ gives men and women equal share in the blessings of the Christian life in the church. Both men and women are equipped for ministry by the Spirit of God who imparts to them the gifts of the Spirit. A distinction in masculine and feminine roles is indicated by the principle of male headship, established in creation and continued as part of God's redemptive order in the church. In order to honor the principle of male headship, certain roles in the church are reserved for men, such as, Pastoral positions, Elder Board Members and other church leadership positions. The spiritual giftedness of men and women should be sought out and cultivated for the common good of the church.

Both men and women are called to respectful submission to God's established order of governance in the home and church. As Christ humbly submitted to His role, so must man and woman. In the eternal and perfect relationship between the Father and the Son, love and submission are inseparable. So, in all Christian relationships, submission and love were never meant to be separated. This attitude of sacrificial love should be in the heart of church leaders and the church body, husband and wives, parents and children. Denying the will of self and submitting to the will of God, brings all believers, men and women, leaders and the church, into times of mutual submission.

*1 Corinthians 11:3-16, Galatians 3:28, 1 Timothy 2:11-15; 3:2; Titus 1:5; 2:3-5, 1 Peter 3:7, John 6:3, Philippians 2:6-8, 1 Corinthians 11:3-12, Ephesians 5:21-32*

## **Ordinances**

As Christians we choose to observe the ordinances taught by our Lord Jesus Christ. The ordinances include Baptism and The Lord's Supper. We observe these ordinances in humble submission to Him.

*Baptism* We practice believer's baptism which means that the person should be baptized when they make a personal decision to follow Christ. We practice baptism by immersion or pouring.

*The Lord's Supper* We regularly participate in the Lord's Supper by eating bread, which symbolizes the Lord's broken body on the cross, and the drinking of the fruit of the vine, which symbolizes His shed blood.

*Matthew 28:19, 1 Corinthians 11:20-22, 33-34*



## DEFINITIONS OF SPIRITUAL GIFTS

### PUBLIC GIFTS

Gifts used to build up the body of Christ.

**ADMINISTRATION:** The gift to clearly understand goals and to devise and execute plans to reach them. (Luke 9:51; Acts 7:10; 15:7-11; Romans 12:8; Hebrews 13:17; I Timothy 5:17)

**CRAFTSMANSHIP (ARTISTIC):** The gift to do quality and creative artistic work for the advancement of God's kingdom. (II Chronicles 34:9-13; Exodus 30:22-25; 31:3-11; Acts 16:14; 18:3)

**CRAFTSMANSHIP (MANUAL):** The gift to do quality construction work in areas of building and design. (II Chronicles 34:9-13; Exodus 30:22-25; 31:3-11; Acts 16:14; 18:3)

**EVANGELISM:** The gift to frequently and effectively share the gospel with unbelievers, resulting in professions of faith. (Ephesians 4:11-14; II Timothy 4:5; Acts 8:5-6, 26-40)

**ENCOURAGEMENT:** The gift to effectively encourage and comfort individuals, resulting in help and healing. (Romans 12:8; I Timothy 4:13; Hebrews 10:25; Acts 14:22)

**SERVING:** The gift to provide immediate help by doing practical tasks, which relieve a burden or responsibility. (I Corinthians 12:28; Romans 16:1-2; Acts 9:36; Luke 8:2-3; Mark 15:40-41)

**HOSPITALITY:** The gift to provide an open house and warm welcome to guests for the purpose of ministering to them. (I Peter 4:9; Romans 12:9-13; 16:23; Acts 16:14-15; 21:16-17; Hebrews 13:1-2; III John 5:8)

**LEADERSHIP:** The gift to motivate and lead others to help accomplish kingdom goals. (I Timothy 5:17; Acts 7:10; 15: 7-11; Romans 12:8; Hebrews 13:17; Luke 9:51)

**MERCY:** The gift to show compassion to the suffering. (Romans 12:8; Mark 9:41; Acts 16:33-34; Luke 10:33-35; Matthew 20:29-34; 25:34-40; Acts 11:28, 30)

**MISSIONARY:** The gift to use one's spiritual gifts in a different culture with contentment. (I Corinthians 9:19-23; Acts 8:4; 13:2-3; 22:21; Romans 10:15)

**MUSIC:** The gift to joyfully use musical talents for God's glory. (I Corinthians 16:41-42; II Chronicles 5: 12-13; 34:12; I Samuel 16:16; Deuteronomy 31:22; Psalms 150)

**PASTOR:** The gift to assume a long-term personal responsibility for the total spiritual welfare of a group of believers. (Ephesians 4:11-14; I Timothy 3:1-7; I Peter 5:1-3)

**PROPHET:** The gift to proclaim God's truth to others without compromise, resulting in repentance from sinful practices. (Ephesians 4:11-14; Acts 2:37-40; 17:22-34; I Thessalonians 1:4-5; II Timothy 4:1-2)

**TEACHING:** The gift to explain God's truth so that there is understanding and application. (I Corinthians 12:28; Ephesians 4:11-14; Romans 12:7; Acts 18:24-28; 20:20-21)

**WRITING:** The gift to use writing as a means to edify others. (Acts 15:19-20; Philippians 3:1; I Timothy 3:14-15; Psalms 45:1; Jude 3)

## SUPPORT GIFTS

Gifts used privately to advance God's kingdom.

**GIVING:** The gift of giving liberally or sacrificially of a person's resources beyond the regular giving of tithes and offerings to the Lord's work. (Romans 12:8; II Corinthians 8:1-7; 9:2-8; Mark 12:41-44)

**INTERCESSION:** The gifts to regularly pray for extended periods of time, resulting in extraordinary answers from the Lord. (James 5:14-16; I Timothy 2:1-2; Colossians 1:9-12; 4:12-13; Acts 12:11-17; 16:25-31; Luke 22:41-44)

## PERSONAL GIFTS

Gifts used to help a person to use other gifts more effectively.

**DISCERNMENT:** The gift to know with assurance whether activity attributed to God is in reality divine, human, or Satanic. (I Corinthians 12:10; Acts 5:1-11; 16:16-18; I John 4:1-6; Matthew 16:21-23)

**FAITH:** The gift to trust God to accomplish the impossible in difficult circumstances. (I Corinthians 12:28; Acts 6:1-7; 27:11; Luke 14:28-30)

**WISDOM:** The gift to understand how to effectively and appropriately apply biblical truths in everyday life. (I Corinthians 2:1-13; 12:8; Acts 6:3, 10; James 1:5-6; II Peter 3:15)

**KNOWLEDGE:** The gift to discover, analyze, and clarify biblical truths resulting in understanding and growth. (I Corinthians 12:8; 13:8; Romans 15:14)

## SUPERNATURAL GIFTS

Gifts used under the structure and authority of the church leadership that demonstrate God's power. Please walk in the spirit of unity, mutual ministry, building up the body, and love.

**TONGUES:** The gift to speak in a language unknown to the speaker. (Acts 2:1-13; 10:44-46; 19:1-7; Mark 16:17; I Corinthians 12:10, 28; I Corinthians 14:1-19)

**INTERPRETATION OF TONGUES:** The supernatural power to reveal the meaning of tongues. (I Corinthians 12:10, 30; 14:13, 26-28)  
Practice: We do not practice the public use of tongues at Mennonite Christian Assembly. If you practice a "private prayer language," please practice it in private.

**PROHPHECY:** The gift of communicating divinely anointed messages from God to the church for its edification. (I Corinthians 14:1-5; 24-25; Acts 11:27-30; I Timothy 4:14)

Practice: If you feel like you have a divinely anointed message from God for the church, write it down and give to the Senior Pastor so the pastoral staff can test it against the Word of God.

**WORD OF KNOWLEDGE:** The gift to receive a message from God and communicate it orally. (I Corinthians 12:8; Acts 21:7-14; John 4:1-18)

Practice: If you feel like you have a message from God, test it against the Word of God. Most of the time it will be for edification, uplifting, and healing. The timing, tone, and truth of what is said is critical.

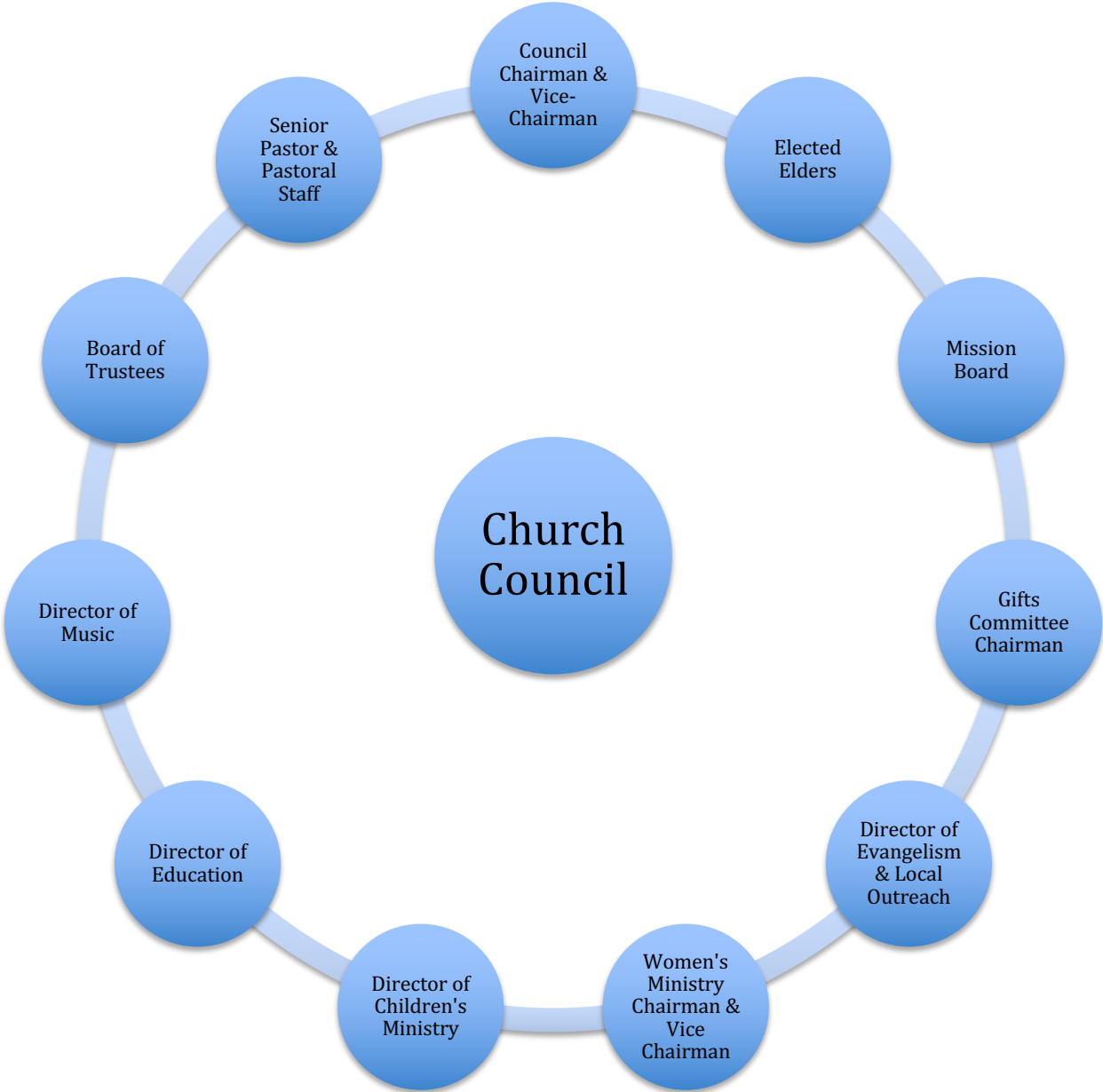
**DELIVERANCE:** The gift of effectively helping people to overcome demonic oppression. (Matthew 12:22-32; Luke 10:12-20; Acts 8:5-8; 16:16-18)

Practice: If you feel you have the gift of deliverance, please use this gift under the leadership and blessing of the Senior Pastor.

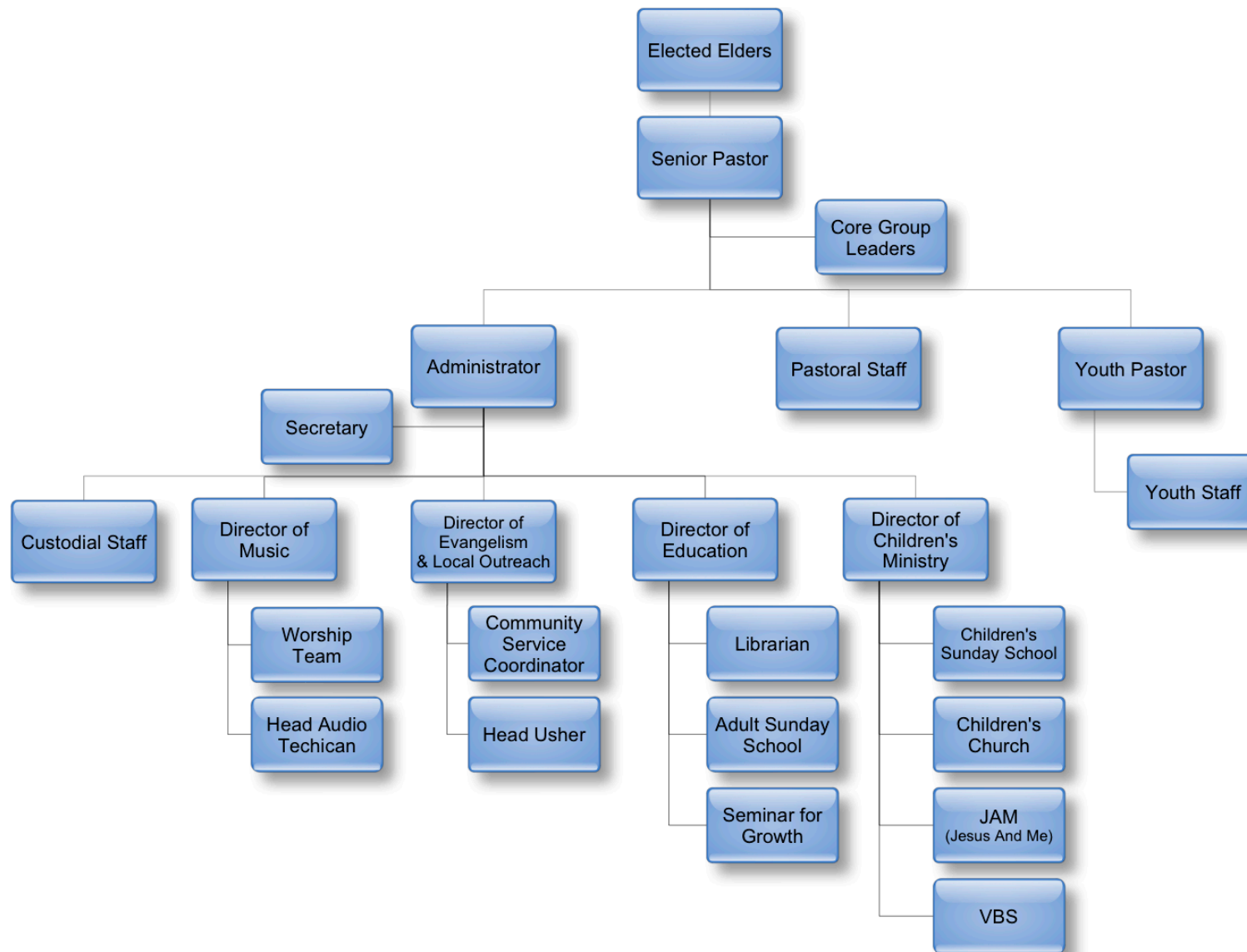
**HEALING:** The gift to be used of God to cure illness and restore health. (I Corinthians 12:9, 28; Acts 3<sup>7</sup>-10; 5:12-16; 9:32-35; 28:7-10)

Practice: If you feel you have the gift of healing, please use this gift under the leadership and blessing of the Senior Pastor.

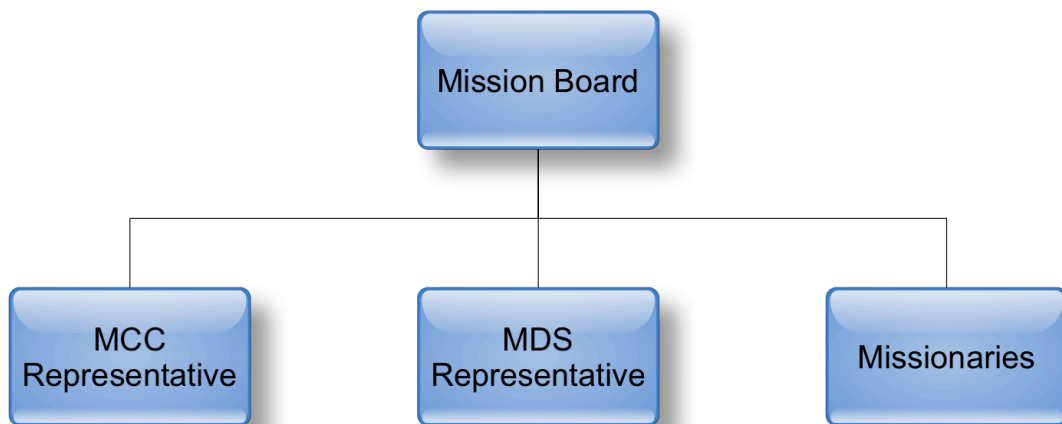
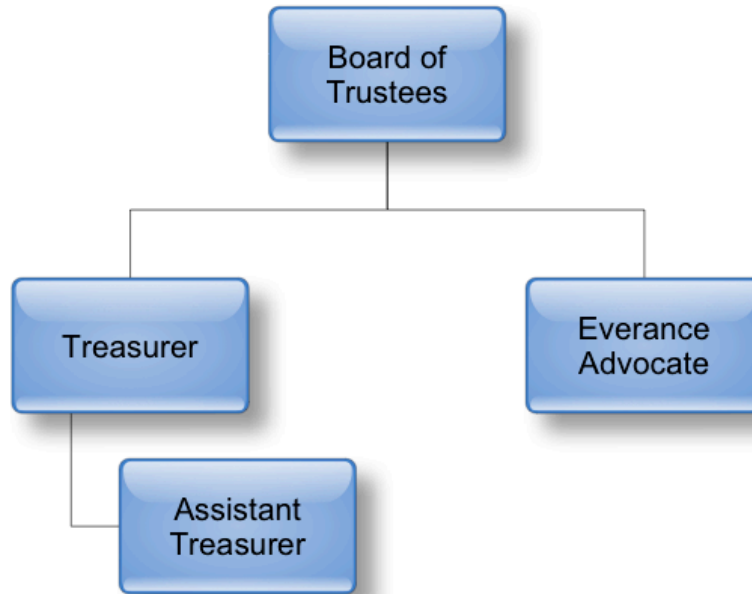
# Church Council



# Mennonite Christian Assembly Administrative Flow Charts



# Mennonite Christian Assembly Administrative Flow Charts



# Mennonite Christian Assembly Women's Ministry

