

MICHIGAN REGION OF THE MISSIONARY CHURCH

HANDBOOK ON PERSONNEL, POLICY AND PROCEDURE*

2012 Edition



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* By action of the May 3, 2011 Michigan District Conference, the Michigan Regional Oversight Council is to prepare a Michigan Region Handbook on Personnel, Policy and Procedure to serve as guidelines and directives for the churches of the Michigan Region. This handbook was approved by the Regional Oversight Council on December 6, 2011 and is subject to modification and change by the Regional Conference of the Michigan Region.

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**SECTION 1
PERSONNEL**

MINISTRY EXECUTIVES

The selections, duties and working relationships of the Regional Director and the Regional Ministries Coordinator are found in the Michigan Region Bylaws (Articles 3 and 4).

MINISTRY STAFF

Staff and contracted worker job descriptions and compensation package details are prepared by the Regional Ministries Coordinator in consultation with the Regional Director and subject to the approval of the Regional Oversight Council. See Michigan Region Employee Handbook for information on full-time and part-time staff and contracted workers in the Michigan Region.

COORDINATORS

CHURCH MULTIPLICATION COORDINATOR

1. SELECTION

The Regional Church Multiplication Coordinator will be nominated by the Regional Director in consultation with the Ministry Multiplication Team and appointed by the Regional Oversight Council, which will decide the term of service, salary, and benefits.

2. DUTIES

- a. The Church Multiplication Coordinator will facilitate church multiplication in the Michigan Region.
- b. He will target new areas for church multiplication within the Region.
- c. He will communicate the vision and the needs of church multiplication in churches.
- d. He will challenge and recruit gifted, qualified men to serve as church planters.
- e. He will secure training, coaching, and supervision for church planters.
- f. He will raise funds for new church multiplication projects through local churches and interested parties.
- g. He may be assigned other duties by the Regional Director.

3. WORKING RELATIONSHIP

- a. The Church Multiplication Coordinator will be accountable to the Regional Director, and will consult with him regularly.
- b. He will chair the Church Multiplication Team.
- c. He will serve as a member of the Ministry Multiplication Team.

YOUTH MINISTRIES COORDINATOR

1. SELECTION

The Regional Youth Ministries Coordinator will be nominated by the Regional Director in consultation with the Regional Ministries Coordinator and appointed by the Regional Oversight Council, which will decide the term of service and compensation.

2. DUTIES

- a. The Youth Ministries Coordinator will facilitate youth ministries in the Region.
- b. He will give oversight to the work of the Youth Ministry Team and its various ministries.
- c. He will serve as a resource person for local churches to assist with their youth ministry needs in the areas of promotion, training, curriculum, networking, and leadership development.

3. WORKING RELATIONSHIP

- a. The Youth Ministries Coordinator will be accountable to the Regional Ministries Coordinator and will consult with him regularly.
- b. He will chair the Regional Youth Ministry Team.

FAMILY AND CHILDREN’S MINISTRIES COORDINATOR

1. SELECTION

The Regional Family and Children Ministries Coordinator will be nominated by the Regional Director in consultation with the Regional Ministries Coordinator and appointed by the Regional Oversight Council, which will decide the term of service and compensation.

2. DUTIES

- a. The Family and Children Ministries Coordinator will facilitate family and children’s ministries in the Region.
- b. The Coordinator will give oversight to the work of the Family and Children Team and its various ministries.
- c. The Coordinator will serve as a resource person for local churches to assist with their family and children ministry needs in the areas of promotion, training, curriculum, networking, and leadership development.

3. WORKING RELATIONSHIP

- a. The Family and Children Ministries Coordinator will be accountable to the Regional Ministries Coordinator and will consult with him regularly.
- b. The Coordinator will chair the Family and Children Team.

SECTION 2

REGIONAL BOARDS, MINISTRY TEAMS, AND COMMITTEES

A quorum for all boards and committees will be a majority of its members.

BROWN CITY CAMP BOARD

1. COMPOSITION

The Brown City Camp Board will consist of ten members (at least five laymen) elected by the Regional Conference for staggered terms of three years each. The Brown City Camp Director and Children’s, Youth and Young Adult Directors will be advisory members. Newly elected members will begin their term on September 1, each year. New members will serve as advisory members between Regional Conference and Sept. 1. The Regional Director or his representative is an ex-officio member of this board.

2. DUTIES

- a. The Brown City Camp Board will organize itself.

- b. It will coordinate Family Camp, which will be held over the first and second Sundays of August, and arrange the service schedule, programs, speakers, workers and volunteers needed for Family Camp.
- c. It will raise and disburse funds necessary for the ministry of the camp.
- d. It will maintain all camp property.
- e. It will approve all plans for private dwellings, camp buildings and sewer systems.
- f. It will approve and exercise oversight for the use of the campgrounds and all meetings.
- g. It will oversee camp lot agreements and the renting or loaning of any camp equipment.
- h. It will develop and implement a camping ministry philosophy, subject to the approval of the Regional Oversight Council and the Regional Conference.
- i. It will be accountable to the Regional Oversight Council and present an annual report to the Regional Conference.

MANCELONA CAMP BOARD

1. COMPOSITION

The Mancelona Camp Board will consist of six to eight other elected members for staggered terms of three years. The treasurer will be appointed by the Mancelona Camp Board. In addition, the Camp's Children's Director, Youth Director, and Caretaker will be advisory members and will submit reports to the Board. Newly elected members will serve as advisory members of the Board until their September meeting, at which time they will replace the members whose terms have expired and become full voting members. The Regional Director or his representative is an ex-officio member of this board.

2. DUTIES

- a. The Mancelona Camp Board will organize itself.
- b. It will coordinate Family Camp, which will begin the third or fourth Sunday of July and continue through the following Saturday, and arrange the service schedule, programs, speakers, workers and volunteers needed for Family Camp.
- c. It will raise and disburse funds necessary for the ministry of the camp.
- d. It will maintain all camp property.
- e. It will approve all plans for private dwellings, camp buildings and sewer systems.
- f. It will approve and exercise oversight for the use of the campgrounds and all meetings.
- g. It will oversee camp lot agreements and the renting or loaning of any camp equipment.
- h. It will develop and implement a camping ministry philosophy, subject to the approval of the Regional Oversight Council and the Regional Conference.
- i. It will be accountable to the Regional Oversight Council and present an annual report to the Regional Conference.

CHURCH MULTIPLICATION TEAM (CMT)

1. COMPOSITION

The Church Multiplication Team will consist of the Regional Church Multiplication Coordinator and four to eight individuals actively involved in Regional and/or local church multiplication. The Regional Oversight Council, in consultation with the Church Multiplication Coordinator, will annually approve the composition of the Church Multiplication Team. Where practical, at least one member will be a layman, and one will have actual church planting experience. The Regional

Church Multiplication Coordinator will serve as chair. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Church Multiplication Team will organize itself.
- b. It will raise and administer funds for church multiplication in the Region.
- c. It will promote the Biblical concept of church multiplication in the Region.
- d. It will serve under the direction of the Ministry Multiplication Team to recruit experienced, successful, Spirit-led pastors for planting churches and developing a church multiplication movement in the Region.
- e. It will sponsor seminars and training for church multiplication personnel.
- f. It will provide supervision for church multiplication projects in matters of church planter assessments, mission statements, demographic studies, core recruitment, finances, etc.
- g. It will be accountable to the Ministry Multiplication Team and provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team and an annual report to the Regional Conference.

STRENGTHENING THE LOCAL CHURCH TEAM (SLC)

1. COMPOSITION

The Strengthening the Local Church Team will consist of four to eight individuals actively involved in Regional and/or local church health. The Regional Oversight Council, in consultation with the Regional Director, will annually approve the composition of the Strengthening the Local Church Team. Where practical, at least one member will be a layman. The Regional Director or his representative is an ex-officio member of this team. The Regional Ministries Coordinator will be an advisory member of the team.

2. DUTIES

- a. The Strengthening the Local Church Team will organize itself.
- b. It will provide resources and training to strengthen local churches in the Region.
- c. It will supervise the coaching of pastors and churches by developing and deploying individual coaches for local church assignments.
- d. It will initiate, appoint leaders, and monitor the Pastor Clusters to encourage, equip, and empower our pastors and associates.
- e. It will promote and sponsor seminars and leadership development for its leaders, and training events for churches and their people.
- f. It will monitor the health of local churches, and work alongside redevelopment projects.
- g. It will oversee the finances of the Strengthening the Local Church Team budget.
- h. It will be accountable to the Ministry Multiplication Team and provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team and an annual report to the Regional Conference.

HEALING, ENCOURAGEMENT, AND RECONCILIATION TEAM (HEART)

1. COMPOSITION

The Healing, Encouragement and Reconciliation Team will consist of four to eight Regional ministers and/or laymen. The Regional Oversight Council, in consultation with the Regional

Director and Regional Ministries Coordinator, will approve the composition of the team. Members will serve for two years and may be asked to serve consecutive terms at the discretion of the Regional Director. The Regional Director or his representative is an ex-officio member of this team. The Regional Ministries Coordinator will be an advisory member of the team.

2. DUTIES

- a. The Healing, Encouragement and Reconciliation Team (HEART) will organize itself. The Regional Director or, at his discretion, the Regional Ministries Coordinator will give supervision to the ministry of HEART.
- b. It will provide pastoral care for Regional ministers and/or their families in difficult situations.
- c. It will assist pastors and/or churches in resolving pastor-parish conflicts.
- d. It will address potentially divisive issues within the local church.
- e. It will seek to give wise direction, facilitate open, respectful discussion and bring resolution and healing to the church and/or its pastor.
- f. It will handle all matters in confidence.
- g. It will work in consultation with the Regional Director and the Regional Oversight Council and will have the authority of the ROC, when necessary, to implement binding decisions on the congregation, church leadership and/or the pastor.
- h. It will follow the steps outlined in the Constitution of the Missionary Church for Due Process.
- i. It will be accountable to the Regional Oversight Council and provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team and an annual report to the Regional Conference.
- j. These responsibilities will be transferred to districts when fully organized.

YOUTH MINISTRY TEAM (YMT)

1. COMPOSITION

The Youth Ministry Team will consist of the Regional Youth Ministries Coordinator, Regional Ministries Coordinator, and four to eight individuals actively involved in Regional and/or local church youth ministries. The Regional Oversight Council, in consultation with the Youth Ministries Coordinator, will annually approve the composition of the Youth Ministry Team. The Youth Ministries Coordinator will serve as chair. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Youth Ministry Team will organize itself.
- b. It will plan, implement, promote and oversee various youth ministries in the Region.
- c. It will serve as a resource for training and promotion of youth ministries in local churches.
- d. It will assist the Brown City Camp and Mancelona Camp Boards as needed with the Regional youth camp ministries.
- e. It will be accountable to the Regional Oversight Council, provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team, and submit an annual report to the Regional Conference.

FAMILY AND CHILDREN MINISTRY TEAM (FACT)

1. COMPOSITION

The Family and Children Ministry Team will consist of the Regional Family and Children Ministries Coordinator, Regional Ministries Coordinator, and four to eight individuals actively involved in Regional and/or local church children's ministries. The children's camp directors will be members of the team by virtue of their positions. The Regional Oversight Council, in consultation with the Family and Children Ministries Coordinator, will annually approve the composition of the Family and Children Ministry Team. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Family and Children Ministry Team will organize itself.
- b. It will plan, implement, promote and oversee various family and children ministries in the Region.
- c. It will serve as a resource for training, networking, consultation and promotion of family and children ministries in local churches.
- d. It will assist the Brown City Camp and Mancelona Camp Boards and their children's camp directors as needed with the children's camp ministries of the Region.
- e. It will be accountable to the Regional Oversight Council, provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team, and submit an annual report to the Regional Conference.

BUILDING COMMITTEE

1. COMPOSITION

A Regional Building Committee of four persons will be appointed annually by the Regional Oversight Council, for protection and assistance of Regional churches with building programs. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Regional Building Committee will organize itself.
- b. It will be available to meet with church boards for discussion and planning of building projects, as pertains to site, location, architecture, and cost.
- c. It will make periodic inspections of building sites at the direction of the Regional Director or the Regional Oversight Council.
- d. It may invite one or more qualified persons to act in an advisory capacity.
- e. It will carry out any other duties assigned by the Regional Director or Regional Oversight Council and submit periodic reports to the Regional Oversight Council and an annual report to the Regional Conference.

3. POLICY

- a. Before a church buys real estate, builds, or remodels at a cost greater than 10% of their average annual income for the preceding three years (except bequests), it will notify the Regional Director and the Regional Oversight Council of its intentions.
- b. The Regional Director or Regional Oversight Council may request the Regional Building Committee to meet with the board of the applicant church for discussion and planning.
- c. The Regional Director or Regional Oversight Council may request the Regional Building Committee to make periodic inspections of the building site.

PASTORAL BENEFITS COMMITTEE

1. COMPOSITION

The Pastoral Benefits Committee will consist of the Regional Ministries Coordinator and six members appointed by the Regional Oversight Council for staggered terms of three years, maintaining a balance of three ministers and three laymen. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Pastoral Benefits Committee will organize itself.
- b. It will prepare an annual revision of guidelines for Regional churches in establishing salary and benefits for pastors.
- c. It will report to Regional Conference, with recommendation for adoption of the guideline standards for the Region.

ORDINATION AND LICENSING COMMITTEE

1. COMPOSITION

The Ordination and Licensing Committee will consist of the Regional Ministries Coordinator and three ordained ministers appointed by the Regional Oversight Council for staggered terms of three years. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Ordination and Licensing Committee will organize itself.
- b. It will interview candidates for licensing or ordination.
- c. It will submit recommendations to the Regional Oversight Council.

BYLAWS COMMITTEE

1. COMPOSITION

The Bylaws Committee will consist of the Regional Ministries Coordinator and three members appointed by the Regional Oversight Council for staggered terms of three years. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Bylaws Committee will organize itself.
- b. It will review the Regional Bylaws.
- c. It will submit recommendations to the Regional Oversight Council.

SECTION 3 FINANCES

REGIONAL RECEIPTS PROCEDURE

1. All funds from churches, camp meetings, conferences, retreats, seminars, etc. that relate to the ministries of the Michigan Region, including ministry shares,* will be sent to the Michigan Region of the Missionary Church, 1091 Creekwood Trail, Burton, MI 48509.

* Current Ministry Shares for the local church, as established by the Michigan Conference, are calculated at a rate of 4% of the annual average total receipts, less bequests, for the previous three years of record. There is a 20% cap to the limit that ministry shares may increase for a local church in any given year.

2. The Bookkeeper at the Resource Center will supply remittance slips to local churches and issue appropriate receipts and/or charitable donation slips for funds received.
3. The Regional Treasurer and/or Regional Bookkeeper will submit financial reports to the appropriate Board, Ministry Team or Committee. Such reports are to be submitted quarterly or upon request by such entity.
4. All churches in the Region are to submit to the Resource Center their ministry shares in a timely manner, either as monthly or quarterly payments. If a church encounters difficulty in fulfilling its ministry share commitment, that church is to promptly notify the Regional Oversight Council of its financial situation so that alternative arrangements can be made.

REGIONAL EXPENSE PAYMENT PROCEDURE

1. The Regional Treasurer will oversee all operational expenses and distribution of funds stated in the Regional Budget or authorized by the Regional Oversight Council. Such expenses will be paid by the Regional Bookkeeper under blanket order.
2. Requests from a secretary or chair of a Board, Ministry Team or Committee for payment of expenses will be paid by the Regional Bookkeeper under blanket order. Any requests for payments exceeding budget allotment must be authorized by the Regional Oversight Council.
3. Payments of REGULAR periodic disbursements such as Church Multiplication subsidies, interest payments, etc., will be authorized by the respective secretary or board chair for payment by the Regional Bookkeeper under blanket order.
4. Payments of NON-REGULAR disbursements will be authorized by the respective secretary or board chair of the Board, Ministry Team or Committee before payment by the Regional Bookkeeper.

LOCAL CHURCH AUDIT GUIDELINES

1. ANNUAL AUDIT

The Church Board will arrange for an annual audit/review of the church's financial records. Auditor/s will be elected by the Local Church Conference or appointed by the Church Board to audit all treasury books and/or financial records at least annually and when the treasury changes hands. It will be the responsibility of each Church Secretary to forward a copy of Local Conference requests and recommendations to the Resource Center at least thirty days prior to Regional Conference.

2. QUALIFICATIONS FOR AUDITOR(S):

- a. The auditor(s) should possess knowledge of accepted principles of bookkeeping
- b. They should have experience in handling financial matters.
- c. They must be persons other than the treasurer, financial secretary, persons presently controlling church financial records or immediate relatives to such persons. If no one is available from the congregation, an outside auditing service should be secured at reasonable cost.

3. PROCEDURES: Auditors should take the following steps at year-end and at times when a change of treasurers is made for any treasury in the local church:

- a. Reconcile last bank statement with checkbook balance.
- b. Reconcile cash on hand plus the check book balance with the amount of cash shown on the books.
- c. Check in detail that receipts are properly allocated. The church treasurer's books may be spot checked or checked in detail for one month only.

- d. Check that disbursements are properly authorized and distributed to proper accounts.
- e. Check treasurer's annual report for accuracy, opening and closing balances. The opening balance must be identical to the closing balance of the previous year.
- f. Look for any possible weaknesses in accounting practices and suggest change or improvement.
- g. Auditors should follow all above procedures before Annual Local Conference and report their findings to the Local Conference.

SECTION 4 PASTORAL RELATIONS

1. SELECTION

The pastor will be chosen by the vote of the duly convened Local Conference for the specific purpose of voting for a pastor. The pastor will be chosen from eligible ministers in the Missionary Church or those approved by the Regional Oversight Council. A 60 percent majority of members votes cast will be required for selection. Proxy and absentee votes are not allowed.

2. TERM

The term of service will be an indefinite period. A pastor will serve his pastorate until:

- a. He resigns.
- b. He fails to receive a favorable vote of confidence.
- c. He is removed by action of the Regional Oversight Council.

3. ANNUAL REVIEW

- a. The Church Board or Elder Board will meet between October 15 - January 28 each year, in the Pastor's absence, to review the Pastor's work, salary, and benefits. After the review, the Church Board will meet with the pastor as soon as possible to present a summary of the evaluation. (The annual pastoral review does not imply the necessity of an annual congregational vote of confidence.)
- b. Following the review (including consultation with the pastor), if a majority of the Church Board (as determined by a ballot vote) favors a vote of confidence by the membership, the vote will be taken in a properly announced meeting of the Local Conference. This membership vote will take place before the second Sunday of February. The Regional Ministries Coordinator will be informed in advance of the date of the vote of confidence.

4. VOTE OF CONFIDENCE

- a. A vote of confidence may be called for by the Church Board or the Pastor. This vote must be held after January first and before the second Sunday of February. Two weeks' notice by public announcement will be given before the vote. A sample ballot will be provided by the Regional Ministries Coordinator.
- b. The Regional Director and/or the Regional Ministries Coordinator, after counsel with the Pastor and Church Board, may call for a vote of confidence at any time of the year, subject to the approval of the Regional Oversight Council.
- c. Following a vote for Pastor, the Regional Ministries Coordinator will be informed of the result of the vote as soon as possible, then within 24 hours the Church will send an actual written tally of the votes to the Regional Ministries Coordinator.
- d. If the Pastor receives less than 60% of the votes cast by the membership, a pastoral

change will be made.

- e. In case of pastoral change, when the Pastor is unable to take his vacation before moving, upon agreement between the Pastor and the Church Board, the accrued vacation of that immediate year in value will be paid besides his regular salary.

5. PASTOR'S PREFERENCE

- a. Pastors wanting to change will notify their Church Board by February 15.
- b. All ministers, through their annual report, will indicate their ministry intentions for the coming year to the Regional Ministries Coordinator by February 15.

6. AVAILABILITY LIST

- a. After February 15, the Regional Ministries Coordinator will compile a list of churches seeking a pastor, and of ministers available from the Regional Ministers' Roster, interested ministers from other Regions and/or districts, and ministers outside the Missionary Church, who have been approved by the Regional Oversight Council.
- b. Immediately after February 15, the Regional Ministries Coordinator will submit the names of available ministers to the Church Boards or Search Committees of those churches needing pastors, and the list of available churches will be made public.
- c. Should the Church Board feel that none of the "available" ministers would be suitable for their church, the Regional Ministries Coordinator may submit the names of ministers in the Missionary Church, who may be approachable.
- d. Churches are to give serious consideration to the ministers of the Michigan Region before seeking pastors outside the Region or the Missionary Church.

7. REGIONAL MINISTRIES COORDINATOR'S DUTIES

- a. The Regional Ministries Coordinator will serve as a liaison between the Regional Oversight Council, the Pastor and the Church Board or congregation.
- b. He will have the prerogative to advise the Church Board regarding the vote of confidence or pastoral candidates.
- c. He will notify the leadership of another Region or District, if a pastor from that other Region or District is being considered for a church in the Michigan Region.
- d. He must give approval to the Church Board or Search Committee, if they desire to consider a minister who is not on the availability list. Such a minister will be required to follow the credential process of the Missionary Church should they receive a call to one of the churches in the Region.
- e. He will provide ballots for a vote of confidence or a candidate vote.
- f. He will work with the Regional Oversight Council and the church when a vacancy arises and, if needed, assist in helping the church secure the services of an interim pastor.

8. PASTORAL MOVES

Pastoral moves will normally be made after the public schools close for summer vacation, as near as possible to June 30th. Exceptions may be negotiated by the Church Board between incoming and outgoing pastors with the knowledge of the Regional Ministries Coordinator.

9. PASTORAL COMPENSTION

- a. Local churches are to strive to provide a complete compensation package in accordance with the Regional Guidelines for Pastoral Benefits.
- b. Pastors will annually report their salary and benefits to the Region and the Denomination.

Where churches are not following the guidelines recommended by the Region, the Regional Oversight Council is authorized to evaluate the situation and to encourage, admonish or request the church to move toward the guidelines in steps as they are able.

- c. When a pastor leaves a church, but is without a church assignment and full-time income from a secular job, the Regional Oversight Council may at its discretion authorize that pastor to received \$200.00 per week for up to eight weeks after moving from the church.
- d. A monetary gift, as authorized by the Regional Oversight Council, will be presented to each candidate for ordination.

10. CHURCH MEMBERSHIP

When a Pastor moves from service in one Missionary Church to another, his membership and the valid membership(s) of his family who move with him will be transferred automatically.

**SECTION 5
PROCEDURES**

LOCAL CHURCH PROCEDURES

1. Local churches will adhere to the Constitution of the Missionary Church and the Regional Bylaws in all matters related to faith, practice, organization, finances, and church polity.
2. The Regional Oversight Council will approve new churches for membership in the Missionary Church and shall certify such to the denominational office. This responsibility will be transferred to districts when fully organized. A certificate of membership in the denomination will be issued by the proper denominational officers.
3. The fiscal year for local churches will be January 1 through December 31.
4. Local churches will cooperate with the Regional Oversight Council and the Region in maintaining a file of copies of current Incorporation papers, property deeds, and loan documents.
5. Any church that chooses not to use the word "Missionary" in its name must openly identify itself as "a ministry of the Missionary Church" or some similar phrase, in its literature and media.
6. Local Conference meetings will be held at least annually, and will consist of eligible members sixteen years or older.
 - a. Notice of the meeting will be given at least two weeks in advance.
 - b. A quorum will be those members present in a meeting duly called for the transacting of the business at hand.
 - c. The annual local conference will include the reports of the pastor, the treasurer and various boards, committees and ministries of the church as determined by the Church Board.
7. The treasurer is to provide the Church Board with regular financial reports and should make monthly or quarterly ministry share payments to the Region and, if appropriate, the District.
8. Any appeals made throughout the Region by a local church or a member of that church for ministry support and/or funding, if not already approved by the Regional Conference, must be approved by the Regional Oversight Council.
9. When members move from one Missionary Church to another, their membership may be transferred if the parties concerned agree. After a written transfer has been sent to the Pastor in charge, the names of transferring members will be placed on the membership list of the receiving church.

10. The use of church facilities will be under the supervision of the Church Board, which will establish usage guidelines and approve meetings and activities in advance.
11. Each Church will submit all required Denominational, Regional, and District reports according to published guidelines of the Missionary Church.
12. Each Church will welcome the Regional Director or his representative to greet and/or preach annually to the congregation

BROWN CITY AND MANCELONA CAMP BOARDS PROCEDURE

1. The Brown City Family Camp shall be held over the first and second Sundays of August and the Mancelona Family Camp shall begin the third or fourth Sunday of July and continue through the following Saturday.
2. Each Camp Board shall appoint a platform chair for their respective family camps.
3. The service schedule, programming and various ministries shall be arranged by the respective Camp Board in consultation with the Regional Resource Center.
4. Membership and Duties for each Camp Board are found in Section 3 of this handbook.
5. Additional guidelines for the Boards shall be:
 - a. Raise and disburse funds necessary for the ministry of the camp.
 - b. Maintain all camp property.
 - c. Secure the services of evangelists, workers, caretakers, and other necessary help.
 - d. Approve all plans for private and camp buildings and sewer systems.
 - e. Approve the use of grounds for all services, rental groups, and other activities.
 - f. Exercise oversight or conduct all meetings on the grounds.
 - g. Oversee the lot agreements, renting, or loaning of any camp equipment.
 - h. Administer regulations outlined in camp lot agreements.
 - i. Develop philosophy, goals and policy for camp ministries and submit them to Regional Oversight Council for ratification.

APPENDIX ONE
RULES OF ORDER FOR REGIONAL CONFERENCE

1. The Regional Director or his appointee will serve as Chairman at Regional Conference.
2. The Chair will appoint any Conference committee not covered by the Bylaws and the Conference body will ratify such appointments.
3. Each member will be permitted to speak for five minutes on each motion, amendment, or subject on the floor that allows debate. Each member desiring to speak will respectfully address the chair, and be recognized by the chair before speaking in debate. A member may not speak the second time on the same question until all others who wish to speak the first time have had an opportunity to speak. Exceptions may be granted by the Conference body by 2/3 vote, who also may by 2/3-vote limit debate to less than five minutes.
4. In order to stop debate and bring a question to a vote, a member will rise, be recognized by the chair and state, "Mr. Chairman, I call for the Question." A second, and a 2/3 vote is required to immediately end debate and vote on the question. Calls of "question" from the body, without proper recognition by the chair will be ignored.
5. The times of meetings during the Regional Conference Session will be established when the "Agenda" is adopted. Any deviation from the stated times will require a 2/3 vote to "Suspend the Rules".
6. The Vice-Chair of the Regional Oversight Council will conduct the Conference elections.
7. All nominations from the floor will require a second to be approved.
8. The Chair will announce vote results according to *Robert's Rules of Order Newly Revised* unless the body decides to keep the numbers secret by majority vote. When there is no election of nominees for an office on a first ballot, the tally of votes will be announced, and a second ballot will be taken, containing all the names that appeared on the first ballot. If there is still no election after the second ballot, the name having the least number of votes will be dropped. After each successive ballot, one additional name of the nominees having the least number of votes will be dropped from the ballot until an election is valid.
9. The Regional Conference will establish the bar.

APPENDIX TWO
MICHIGAN REGION MISSION DISTRICT GUIDELINES
How New Districts Begin in the Michigan Region

The Missionary Church and the Michigan Region are committed to the multiplication of disciples – and church multiplication is one of the most effective means of reaching people with the message of the gospel. One of the goals of establishing the Michigan Region is to see multiple districts developed within the Region. These districts, in turn, will make it their purpose to see new churches planted and established. These guidelines provide some of the policies and structure for implementing our Regional vision for new districts.

We understand that these guidelines may need to be adapted and changed as new situations arise and as multiple districts develop and mature in the Region. Regional and district leadership will seek to keep in step with God’s Spirit as new challenges and opportunities present themselves. Furthermore, we will not tolerate any spirit of competition between the Region and the districts within it. Our single purpose is to glorify Jesus Christ our Lord.

How are Mission Districts Formed?

A leader, a church, groups of leaders or churches, or Regional leadership may propose the establishment of a mission district. This proposal will always be done in consultation with Regional leadership and within the Regional guidelines. A written proposal for the formation of a mission district is to be submitted to the Regional Oversight Council outlining the boundaries, members, and objectives of the proposed mission district.

When a mission district has 5-10 churches or church plants, a steering committee will be selected in consultation with Regional leadership. As the mission district moves toward full district status, district leadership may develop working by-laws, incorporate (if appropriate), conduct its own district events and ministries, and establish its budget and ministry shares under the direction and with the approval of the Regional leadership.

- ***Key characteristics for recognition as a mission district:***
 - a. A visionary leader who is able to recruit 15-20 dynamic leaders and church planters;
 - b. Demonstrated missional behavior by the entity proposing the mission district, meaning they have already planted or are involved in planting at least one new church;
 - c. A committed group of pastors or planters or churches who will partner together to formulate and pursue the goals of the mission district.

- ***Provisional status***

Existing churches or groups of churches (usually 1-5 churches) that desire to form a mission district can be given provisional status until they fulfill the criteria to become a mission district.

How are Mission Districts Funded?

- ***Guidelines for Written Proposal***

A written proposal must be submitted to the Regional Oversight Council for the formation of a mission district. This proposal will include an annual budget that details its projected expenses and sources of income. The Regional Oversight Council will determine what percentage of ministry shares from existing churches will be set aside for mission district development and church planting.

- ***Guidelines for Mission District Funding***

Funding for mission districts will be come from the following sources:

- a. New church plants: 75% of the total ministry shares from new churches will remain in the mission district, while 25% of ministry shares will be given to the Region.
- b. Existing churches in the district: A percentage of ministry shares received by the Region from existing churches (10-30%) will be returned to the mission district based upon need.
- c. Contributions from existing churches in the district: Established churches may give directly to the mission district above the amount of their ministry shares.
- d. Other sources of support may come from Regional asset funds, grants or gifts from other entities, organizations or individuals.

- ***Guidelines for Ministry Shares from Existing Churches***

The ministry shares of existing churches that individually or collectively desire and are approved to become a mission district will be divided as follows:

- a. While there are 1-5 churches/plants in the new mission district (provisional status), 100% of the existing church ministry shares will go to the Region (with the understanding that a percentage of that money will be made available to be returned to the mission district based upon need);
- b. When there are 6-10 churches/plants in the mission district, 90% of existing church ministry shares will go to the Region (with a percentage made available to be returned to the mission district based upon need); 10% of existing church ministry shares remains in the mission district;
- c. When there are 11-15 churches/plants in the mission district, 80% of originally existing church ministry shares will go to the Region (with a percentage made available to the mission district based upon need); 20% of existing church ministry shares remains in the mission district.
- d. Once a mission district transitions into a full district, all churches and all new churches in that district will give 25% of their ministry shares to the Region and 75% will remain in the district.

- ***Guidelines for Ministry Shares from New Church Plants***

New church plants or adopted churches in a mission district will be expected to pay ministry shares from the time of their establishment or adoption. The new plants/churches will pay 25% of their ministry shares to the Region and 75% will remain in the mission district. Only the churches that existed when the mission district was formed will be subject to the changing percentage formulas above.

- ***Guidelines for Mission Districts that form without Existing Churches***

The church plants in a new mission district where there are no existing churches will pay 25% of their ministry shares to the Region and 75% of the ministry shares will be utilized for the development of the new district and church planting within that mission district.

- ***National Ministry Shares***

All churches and church plants will pay a 2% ministry share to the Missionary Church.

How do Mission Districts function in the Region?

- ***Ministerial Credentials***
The Regional office and Regional credentialing committee will process the credential applications within the Region initially. When a mission district has 5-10 churches/plants, the Region may begin to assist the mission district leadership to form a district credentialing team. The Regional Oversight Council will handle credentialing approvals until the mission district becomes a full district.
- ***Church Membership/Incorporation***
The Regional Oversight Council will approve the applications of churches desiring membership in the Missionary Church until a mission district becomes a full district. Full districts will then approve new churches subject to the Constitution of the Missionary Church and Michigan Regional By-laws. The Regional Oversight Council will approve incorporation until a mission district becomes a full district.
- ***Regional Conference***
Because we value the development of relationships and in order to cultivate a spirit of unity in our Region, ministers in the Michigan Region will be expected to attend the Regional Conference. Once a mission district has 5-10 churches, that district may hold a district conference at a time that does not conflict with the Regional Conference. The leadership of all mission districts and full districts will be expected to report at the Regional Conference on the developments within their districts.
- ***District Boundaries***
While affinity through common vision will be the driving force for mission districts, we recognize that many districts will form within specific geographical boundaries within the Region. Like-minded pastors and churches in a certain area will join together to form and build a new district. No existing church will be compelled to join a district. That church will remain under Regional authority. It is our desire, however, to see all our churches within the area of a new mission district join enthusiastically in the work of that district. Situations may arise where like-minded leaders and churches desire to form a mission district that overlaps or crosses Regional or district geographical boundaries. These proposals will be pursued in a spirit of cooperation and consultation between the regions and districts involved. Denominational leaders will also be consulted.

How do Mission Districts become Full Districts?

A mission district must generally meet the following criteria to become a full district:

- ***For stability and strength as a district:***
 - 15 churches and church plants (with at least 10 organized churches);
 - Combined average worship of 1500 people;
 - Combined church membership of 750 people;
 - Capability of handling organizational and financial responsibilities.
- ***For relationships and multiplication:***
 - 5-7 years of relationship as churches;
 - A warm spirit of cooperation between leaders and churches;
 - A vision for district growth and the multiplication of churches and disciples.

Once these milestones have been reached, the mission district may apply to the Regional Oversight Council to become a full district. In accordance with the Constitution of the Missionary Church, the Regional Conference will take formal action to establish the full district.