

**BYLAWS OF THE
MICHIGAN DISTRICT MISSIONARY CHURCH**

I. ARTICLE I

DISTRICT IDENTIFICATION

A. NAME

The name of this corporation shall be the Michigan District of the Missionary Church.

B. LOCATION

The location of the corporation is the city of Burton, in the county of Genesee, State of Michigan. The address of the corporate registered office in Michigan is:

1091 Creekwood Trail, Burton, Michigan 48509-1500.

C. RELATIONSHIP

The Michigan District is a subsidiary of the Missionary Church, Incorporated with offices at 3881 Vanguard Drive, Fort Wayne, Indiana 46899-9127. It is responsible for the promotion of the work and objectives of the Missionary Church within the boundaries established for it by the parent organization. The Constitution of the Missionary Church shall govern the Michigan District in all matters concerning doctrine, policy, and practice.

D. GOVERNMENT

The Michigan District shall be governed by District Conference that shall function according to the Constitution of the Missionary Church, Inc. and the General Conference of the Missionary Church, Inc.

E. INCORPORATION

The corporation - formed on the basis of a merger-agreement between the members of the Michigan Conference of the United Missionary Church, a Michigan Ecclesiastical Corporation, and the Missionary Church Association, Great Lakes District, an Ohio Non-Profit Corporation - shall be known in law as the Michigan District of the Missionary Church, a Michigan Ecclesiastical Corporation. The corporation shall be organized on a non-stock basis.

II. ARTICLE II

DISTRICT CONFERENCE

A. COMPOSITION

The District Conference shall consist of all ordained and licensed ministers of the Missionary Church, Inc. resident in the District, the District Executive Board, the District Nominating Committee, the chairs of all District Boards and committees, the President of the District Missionary Men International, the President of the District Women's Ministries of the Missionary Church, the President of the Denomination, the officers of the Michigan Missionary Loans and Investments, Inc., and one lay delegate from each full-member church for each 50 members or major fraction thereof. (1-75: 1 delegate; 76-125: 2; 126-175: 3; 176-225: 4; etc.) Delegates shall be elected by and from the members of each church or appointed by the church board in case of necessity. Each local church shall be financially responsible for District Conference expenses incurred by its delegates. Any change of delegate must be certified by a letter from either the Church Board or the Pastor to the Credentials Committee before seating the delegate in the District Conference bar. Affiliate Churches and unorganized Church Planting projects may not send voting delegates to District Conference. Those holding a Lay Ministry License in the District are not members of District Conference unless they are sent as a delegate of a full-member church or are serving as the senior pastor of a full-member church or church planting project recognized by the District.

B. DUTIES

1. The District Conference shall have the authority to exercise discipline over the churches and ministers within its boundaries in order to maintain integrity in doctrine, policy, and practice according to the Constitution of the Missionary Church, Inc.¹
2. It shall elect or appoint its own officers, boards, and committees including the District Superintendent, Vice District Superintendent, Secretary, Treasurer, District Executive

¹Details of Due Process are in the Constitution of the Missionary Church, ARTICLE XIV.

- Board, and others as needed.
3. It shall recommend to the General Board of the Missionary Church, Inc. the approval of new churches for membership in the Denomination.
 4. It shall license, commission, and ordain ministers in keeping with the provisions of the Constitution of the Missionary Church, and shall certify them to the Missionary Church President who shall issue the credentials.
 5. It shall conduct conferences, camp meetings or conventions in the District, and it shall promote the World Partners missionary program of the Denomination.
 6. It shall receive the reports of the District Superintendent, all District Directors, other officers, ministers, boards and committees as may be required. It shall submit required reports to General Conference.
 7. It shall be the prerogative of the District Conference to make recommendations to the Missionary Church General Conference.
 8. It shall receive and act on resolutions from churches, boards, and committees, etc. All resolutions shall arrive at the District Office at least thirty days prior to District Conference for inclusion in the District Conference handbook. All resolutions, other than procedural motions, that are presented at District Conference shall be referred to a study committee for recommendation.

C. MEETINGS²

1. Notice - Notification of Annual District Conference and any Special District Conference shall be made thirty days in advance.
2. Quorum - A quorum shall consist of those members present at a duly called meeting.
3. Annual District Conference - It shall meet annually. Unless otherwise specified by the District Conference or the District Executive Board, it shall be held on the fourth Thursday of April. The place of the session shall be determined by the District Executive Board.
4. Special District Conference - The District Executive Board may call a Special District Conference. Its membership shall consist of all ordained and licensed ministers of the Missionary Church, Inc. currently resident in the District, the District Executive Board, the current nominating committee, the chairs of all District Boards and Committees, the current Presidents of District Missionary Men International, and District Women's Ministries of the Missionary Church, the President of the Denomination, the officers of Michigan Missionary Loans and Investments, Inc., and the lay delegates who were duly elected to serve at the preceding annual District Conference.

III. ARTICLE III

DISTRICT OFFICERS

The officers of this organization shall be the District Superintendent, the Vice District Superintendent, the Secretary, and the Treasurer.

A. DISTRICT SUPERINTENDENT

1. SELECTION

- a. The District Superintendent shall be nominated by a Nominating Committee of six, three lay members and three ordained ministers, appointed by the District Executive Board, who shall provide the District Conference with the names of qualified men willing to serve as District Superintendent if elected.
- b. He shall be elected by a nominating and an electoral ballot from the ordained ministers of the Missionary Church who consent to let their names stand as candidates for a term of four years. For two terms, a candidate must receive a 60% majority vote to be elected. After two terms in office, the District Superintendent must receive a 75% majority vote to continue in office.
- c. The newly elected District Superintendent shall be consulted concerning pastoral

²Robert's Rules of Order permit the establishing of Standing Rules and Special Rule. See also ARTICLE XI, PARLIAMENTARY AUTHORITY.

placement related duties and, become an advisory member of all District boards and committees. He shall assume the full duties of the office usually on July first. An alternate date may be agreed upon by the incoming and outgoing District Superintendents and the District Executive Board.

2. DUTIES

- a. The District Superintendent or his appointee shall serve as the chair of the District Executive Board and the District Conference. He shall be an ex-officio member of all District boards and committees.
- b. He shall supervise all the churches and ministers within his jurisdiction.
- c. He shall have full authority to visit, and address local church boards or congregations at his discretion.
- d. He shall arrange for annual missions conferences within the District.
- e. He shall serve as the liaison between the District and the Denomination, and shall encourage local church participation in Denominational programs.
- f. He shall see that the Constitution of the Missionary Church is upheld.
- g. He shall emphasize the duties of the churches to their pastors.
- h. He shall serve as the liaison between pastors and churches in all matters of pastoral placement, as outlined in the Constitution of the Missionary Church.³
- i. He shall serve as chairman and platform director of Brown City and Mancelona Camp Meetings.
- j. He shall seek to coordinate the work of all District boards and committees with the view of effecting harmonious relationships.
- k. He shall submit a detailed report of his ministry and the work of the District to the District Conference.
- l. He shall submit a full report of the work of the District to the General Conference, including a summarized statistical report for the General Conference biennium.
- m. He shall see that appropriate statistics are compiled for District Conference.
- n. He shall appoint the District Conference committees, to be ratified by the District Conference.
- o. He shall be a pastor to pastors, offering support, encouragement, and counsel to pastors and their families.
- p. He shall accept other assignments as may be outlined by District Conference or District Executive Board.

B. VICE DISTRICT SUPERINTENDENT

1. SELECTION

- a. The Vice District Superintendent shall be nominated by a special nominating committee of six, three lay members and three ordained ministers appointed by the District Executive Board. It shall serve to provide the District Conference with the names of qualified men who are willing to serve as Vice District Superintendent if elected.
- b. He shall be elected from the ordained ministers of the District who consent to let their names stand as candidates, for a term of two years by a nominating and an electoral ballot.

2. DUTIES

- a. The Vice District Superintendent shall serve as the Chair of the Nominating Committee.⁴
- b. He shall execute duties delegated to him by the District Superintendent.
- c. In case of death, resignation or removal from office of the District Superintendent, the Vice District Superintendent shall become the District

³See Constitution of the Missionary Church, ARTICLE XII, D, 1.

⁴See ARTICLE VII, K, 1.

Superintendent until the next District Conference or a Special District Conference is called.

C. SECRETARY

1. SELECTION

- a. The Secretary shall be elected by the District Conference, for a two-year term. The term shall begin July 1.
- b. He shall be a member in good standing of a full member Missionary Church of the District.

2. DUTIES

- a. The Secretary shall record and keep the minutes of the District Conference, and the District Executive Board.
- b. He shall present a report to the District Conference summarizing the actions of the District Executive Board.
- c. He shall oversee the publication of the annual District Conference Journal.
- d. He shall execute other functions assigned by the District Superintendent, District Conference, or District Executive Board.

D. TREASURER

1. SELECTION

- a. The Treasurer shall be appointed by the District Executive Board for a two-year term. The term shall begin July 1.
- b. He shall be a member in good standing of a full-member Missionary Church of the District.

2. DUTIES

- a. The treasurer shall receive, hold, or disburse monies as the District shall decide in keeping with its policies and directives.
- b. He shall submit reports as the District Conference, District Superintendent, or the District Executive Board shall require.
- c. He shall compute the annual District apportionments for each church according to the established formula, and the requirements of the approved District budget.

IV. ARTICLE IV

DISTRICT EXECUTIVE BOARD

A. COMPOSITION

The Executive Board shall consist of the District Superintendent, the Vice District Superintendent, the Secretary, the Treasurer, and six additional elected members who shall be elected for staggered terms of three years each. At least four members of the board shall be laymen.

B. QUORUM

A quorum shall be a majority of the members of the District Executive Board.

C. DUTIES

1. The District Executive Board shall serve as the Board of Directors of the Michigan District of the Missionary Church, a Michigan Ecclesiastical Corporation, and shall be responsible for the safe keeping of all legal papers covering District properties.
2. It shall have authority to transact business that may arise between District Conferences.
3. It shall have authority to administer in all emergency matters related to the local church.
 - a. Upon request from a local church, or when it is apparent to the District Superintendent that emergency assistance is needed, the relevant issues shall be placed before the District Executive Board.
 - b. The congregation shall be informed of the meeting of the District Executive Board in which consideration of the situation shall be made, and individuals from the congregation shall be given opportunity to express their views and perceptions, either in person or by letter, to the District Executive Board.
 - c. The District Executive Board by a two-thirds vote, shall have authority to exercise discipline over churches or ministers in order to maintain integrity of a pastor, a local church, the District, or the Denomination.
4. If membership in a local church falls below 15 baptized adult members (16 years or

older), supervision and governance of that church shall revert to the District Executive Board. This arrangement shall continue as long as the District Executive Board deems necessary.⁵

5. It shall serve as the Pastoral Relations Committee, as outlined in the Constitution of the Missionary Church.⁶
6. It shall hold in trust any properties owned by the District and have authority to:
 - a. receive and hold in trust any monies, gifts, and legacies;
 - b. acquire, loan, or borrow money;
 - c. purchase, sell, improve, convey, or exchange real estate held by the District, or other property such as stocks, bonds, mortgages, or other securities;
 - d. designate certain of its members to serve as agents to administer any of the above trustee related matters.
7. It shall recommend licensing and ordination of Ministers after examination and approval by the Committee On Ordination and Licensing.
NOTE - The minimal period of service before ordination shall be two years of full-time Christian service. Full-time service, in the case of multiple staff, shall mean two years in charge of a particular church ministry. An evaluation and recommendation from the local church being served shall be required. When formal training is lacking, a qualifying examination shall be administered to address the minimal requirements listed in the Constitution of the Missionary Church, under Appendixes 1-2, Ordination Study Course. Where formal training is lacking in Theological studies, the supplementary study program is still required.
8. It shall certify to the Missionary Church President annually a list of all ordained and licensed ministers under the jurisdiction of the District.⁷
9. It shall call a Special District Conference session when necessary.
10. It shall conduct the election of the District Superintendent.
11. It shall set the place for the District Conference.
12. It shall inform each church of its District apportionment figures by May 15th.
13. It shall approve all special financial appeals to the churches.
14. It shall authorize the District Superintendent and/or Secretary to sign mortgages and notes as it shall approve. Said approval shall be subject to satisfactory arrangements concerning District Conference apportionments.
15. It shall employ staff personnel and secretarial help within the confines of the District budget. It shall establish goals, job descriptions and accountability from those employed.
16. It shall fill vacancies in offices on all District Boards or Committees that may occur during the year.
17. It shall appoint the following committees:
 - a. Nominating Committee for District Superintendent.⁸
 - b. Nominating Committee for Vice District Superintendent.⁹
 - c. District Building Committee.¹⁰
 - d. Ordination and Licensing Committee.¹¹
 - e. Bylaws Committee.¹²

⁵ See the Constitution of the Missionary Church, ARTICLE XIII, A, 1, c.

⁶ See the Constitution of the Missionary Church, ARTICLE XII, D, 5, c.

⁷ See the Constitution of the Missionary Church, ARTICLE XII, E, 8 and 11.

⁸ See ARTICLE III, A, 1, a.

⁹ See ARTICLE VII, K, 1.

¹⁰ See ARTICLE VII, G, 1.

¹¹ See ARTICLE VII, O.

¹² See ARTICLE VII, P.

18. It shall ratify all board and committee appointments between District Conferences.
19. Its actions shall be subject to ratification by the next District Conference.

V. ARTICLE V

DISTRICT PERSONNEL

A. DIRECTOR OF DISTRICT MINISTRIES

1. SELECTION

The Director of District Ministries shall be nominated by the District Superintendent and appointed by the District Executive Board which shall decide the term of service, salary, and benefits.

2. DUTIES

- a. The Director of District Ministries shall serve as Director of Christian Education, assisting the Christian Education Board as outlined in the District bylaws.¹³
- b. He shall serve give oversight to the District Directors and the various ministries of the District.
- c. He shall serve as an assistant to the District Superintendent in the administrative concerns of the District.

3. WORKING RELATIONSHIP

- a. The Director of District Ministries shall be accountable to the District Superintendent.
- b. He shall serve as an advisory member of the District Executive Board.
- c. He shall report to the District Executive Board and to the District Conference regarding his work.

B. DISTRICT DIRECTOR OF CHURCH PLANTING

1. SELECTION

The District Director of Church Planting shall be nominated by the District Superintendent and appointed by the District Executive Board, which shall decide the term of service, salary, and benefits.

2. DUTIES

- a. The District Director of Church Planting shall coordinate all local church and District sponsored church planting and extension projects.
- b. He shall target new areas for church planting within the District.
- c. He shall communicate the vision and the needs of Church Planting in churches.
- d. He shall challenge and recruit gifted, qualified men to pastor new and present extension churches.
- e. He shall give guidance to men appointed to new and extension churches.
- f. He shall raise funds for new Church Planting projects through local churches and interested parties.
- g. He may be assigned other duties by the District Superintendent.

3. WORKING RELATIONSHIP

- a. The District Director of Church Planting shall be accountable to the District Superintendent, and shall consult with him regularly.
- b. He shall chair the District Church Planting Board, and be an advisory member of the District Executive Board.
- c. Opportunities for training and development may be requested through the District Superintendent to the District Executive Board.
- d. His appointment may be terminated by the District Executive Board upon recommendation of the District Superintendent.

VI. ARTICLE VI

DISTRICT DIRECTORS

A. DIRECTOR OF CHRISTIAN EDUCATION

¹³See ARTICLES VI, A, 1 and ARTICLE VII, A, 1; B,1; C, 1.

1. SELECTION

The Director of District Ministries shall serve as Director of Christian Education.

2. DUTIES

- a. The Director of Christian Education shall coordinate, oversee and promote the District's cooperative Christian Education activities, such as: advance programs, C.E. seminars, C.E. related leadership development, and other aids as needed. These may be either regional or for the entire District.
- b. He shall be a resource person for local churches by keeping abreast of developments in C.E. and sharing his knowledge with churches according to their needs.
- c. He shall be available to help local churches in development of C.E. leadership, teacher training, lay evangelism, and other areas through evaluation, sharing, teaching, personal counseling or other means that are mutually acceptable to Pastors and the District.
- d. He shall oversee and help the District Adult Director in planning, promoting, and administering adult activities.
- e. He shall oversee and help the District Children's Director in planning, promoting, and administering cooperative children's activities, both District-wide and regional, in helping in leadership development of local church Cadet Directors and workers.
- f. He shall help the Adult Director and the Children's Director in developing promotional materials for their ministries.
- g. He may serve at times as Adult Director and/or Children's Director.
- h. He shall serve by virtue of office on the District's Christian Education Board, Youth Board, and Children's Board.

3. WORKING RELATIONSHIP

The Director of Christian Education shall be accountable to the District Superintendent, and shall consult with him before initiating new programs or terminating existing ones.

B. ADULT DIRECTOR

1. SELECTION

An Adult Director may be appointed by the District Executive Board.

2. DUTIES

The Adult Director shall give oversight to special adult activities and/or ministries.

3. WORKING RELATIONSHIP

The Adult Director shall be accountable to the Christian Education Board.

C. YOUTH DIRECTOR

1. SELECTION

The District Youth Director shall be nominated by the District Superintendent in consultation with the Director of District Ministries and appointed by the District Executive Board, which shall decide the term of service and compensation.

2. DUTIES

- a. The Youth Director shall assist the Director of District Ministries in coordinating, overseeing and promoting Youth Ministries in the District and its various regions.
- b. The Youth Director give oversight to the work of the Youth Board and its various ministries.
- c. The Youth Director shall 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.
- d. The Youth Director shall serve as a resource person for other District Directors and their Boards/Committees (Church Planting, Healthy Church, Missions, and Children) to assist with their youth ministry needs in the areas of promotion, training, curriculum, and leadership development.
- e. The Youth Director shall oversee the planning, preparation and promotion of the youth ministry portion of the Christian Ministries Conference.

f. The Youth Director shall prepare a periodic newsletter promoting Youth Ministries for Pastors and Youth Workers in the District.

3. WORKING RELATIONSHIP

- a. The District Youth Director shall be accountable to the Director of District Ministries
- b. The Youth Director shall chair the District Youth Board and shall, by virtue of office, be a member of the District's Christian Education Board and the Denominational Youth Sub-Committee.
- c. The Youth Director shall provide periodic reports to the District Executive Board and submit an annual report to the District Conference.

D. CHILDREN'S DIRECTOR

1. SELECTION

The District Children's Director shall be nominated by the District Superintendent in consultation with the Director of District Ministries and appointed by the District Executive Board, which shall decide the term of service and compensation.

2. DUTIES

- a. The Children's Director shall assist the Director of District Ministries in coordinating, overseeing and promoting Children's Ministries in the District and its various regions.
- b. The Children's Director shall give oversight to the work of the Children's Board and its various ministries (e.g., children's camp).
- c. The Children's Director shall serve as a resource person for local churches to assist with their Children's Ministries needs in the area of promotion, training, curriculum, and leadership development.
- d. The Children's Director shall serve as a resource person for other District Directors and their Board/Committees (Church Planting, Healthy Church, Missions, and Youth) to assist with their Children's Ministries needs in the areas of promotion, training, curriculum, and leadership development.
- e. The Children's Director shall oversee the planning, preparations and promotion of the Children's Ministries portion of the Christian Ministries Conference.
- f. The Children's Director shall prepare a periodic newsletter promoting Children's Ministries for Pastors and children's workers in the District.

3. WORKING RELATIONSHIP

- a. The District Children's Director shall be accountable to the Director of District Ministries.
- b. The Children's Director shall chair the District Children's Board and shall, by virtue of the office, be a member of the District's Christian Education Board.
- c. He shall provide periodic reports to the District Executive Board and submit an annual report to the District Conference.

E. WOMEN'S MINISTRIES OF THE MISSIONARY CHURCH DIRECTOR¹⁶

The Women's Ministries of the Missionary Church Director shall be elected and fulfill the duties as stated in the District Women's Ministries of the Missionary Church Constitution.

F. MISSIONARY MEN INTERNATIONAL DIRECTOR

The Missionary Men International Director shall be elected and fulfill the duties as stated in the District Missionary Men's International Constitution.

G. SENIOR ADULT MISSIONARY MINISTRIES DIRECTOR

The Senior Adult Missionary Ministries Director shall be appointed by the District Executive Board to fulfill the duties as provided by General Conference of the Missionary Church, Inc.

VII. ARTICLE VII

DISTRICT BOARDS AND COMMITTEES

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

A. CHRISTIAN EDUCATION BOARD

¹⁶See Constitution of the Missionary Church, ARTICLE XI, A.

1. COMPOSITION

The Christian Education Board shall consist of the Director of Christian Education, District Superintendent, ex-officio,¹⁷ District Adult Director, District Children's Director, and four members elected by the District Conference for staggered terms of two years each. It shall organize itself.

2. DUTIES

- a. The Christian Education Board shall promote and give general oversight to the total District Christian Education program.
- b. It shall give oversight to and work with the Youth and Children's Boards.
- c. It shall encourage churches in Christian Education, providing the following where feasible:
 - (1) Instruction and training opportunities.
 - (2) Recommendations, suggestions, consultation, and motivation.
- d. It shall cooperate with the Denominational Educational Ministries program. It shall be accountable to the District Conference. It shall report annually through its chair to the District Conference.
- e. It shall make appointments necessary to carry out its duties.

B. YOUTH BOARD

1. COMPOSITION

The Youth Board shall consist of the Youth Director, District Superintendent, ex-officio, and six other members elected by the District Conference for staggered terms of three years each. The Youth Director shall serve as chair.

2. DUTIES

- a. The Youth Board shall organize itself.
- b. It shall promote the work of youth as outlined in the Constitution of the Youth Department.
- c. It shall be responsible for promotion of the youth work in the District from grade six through age 20.
- d. It shall be responsible to oversee the District Youth camping program, appoint the Brown City Camp Youth Director, and direct a program, subject to the approval of the respective Camp Boards.
- e. It shall be accountable to the District Christian Education Board.

C. CHILDREN'S BOARD

1. COMPOSITION

The Children's Board shall consist of the District Children's Director, District Superintendent, ex-officio, Director of Christian Education Ministries, Brown City Camp Children's Director, Mancelona Camp Children's Director, Happy Time Camp Director and four others elected by the District Conference for staggered terms of two years each. The Children's Director shall serve as chair.

2. DUTIES

- a. The Children's Board shall promote ministries to children as outlined in the Constitution of the Children's Department.
- b. It shall be responsible to oversee the District Children's camping program, appoint the respective camping directors, and direct a program, subject to approval of the respective Camp Boards.
- c. It shall organize itself.
- d. It shall be accountable to the District Christian Education Board.

D. BROWN CITY CAMP BOARD

1. COMPOSITION

¹⁷The word "ex-officio" means that the holder of this office has the option of attendance at the named board or committee. He is not counted in the number required for a quorum. When he attends, he has the full rights of participation as any other member. In the case of the District Superintendent, he has the privilege of attending any board or committee on both the District and local church level with full rights of participation.

The Brown City Camp Board shall consist of the District Superintendent, Brown City Camp Adult Director, Brown City Camp Youth Director, Brown City Camp Children's Director, and nine other members (at least four laymen) elected by the District Conference for staggered terms of three years each. Newly elected members shall begin their term on September 1, each year. New members shall serve as advisory members between District Conference and September 1.

2. DUTIES

- a. The Brown City Camp Board shall organize itself.
- b. It shall fulfill its duties as outlined in Procedure; Brown City and Mancelona Boards, Number 5.

E. MANCELONA CAMP BOARD

1. COMPOSITION

The Mancelona Camp Board shall consist of the District Superintendent, Pastors of churches in the designated "North Area," the Mancelona Youth Camp Director, and one locally chosen lay member from each church of the "North Area." Each lay delegate shall serve a one year term.

2. DUTIES

- a. The Mancelona Camp Board shall organize itself.
- b. It shall fulfill its duties as outlined in Procedure; Brown City and Mancelona Boards, Number 5.

F. DISTRICT BUILDING COMMITTEE

1. COMPOSITION

A District Building Committee of four persons shall be appointed annually by the District Executive Board, for protection and assistance of District churches with building programs.

2. DUTIES

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

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 shall notify the District Superintendent and the District Executive Board of their intentions.
- b. The District Superintendent or District Executive Board may request the District Building Committee to meet with the board of the applicant church for discussion and planning.
- c. The District Superintendent or District Executive Board may request the Building Committee to make periodic inspections of the building site.

G. CHURCH PLANTING BOARD

1. COMPOSITION

The Church Planting Board shall consist of the District Superintendent, ex-officio, the Director of Church Planting, the Director of Hispanic Ministries, and six other members elected by the District Conference for staggered terms of three years. Two shall be laymen and four shall be pastors, and where practical, one of these pastors shall have actual church planting experience. The Church Planting Director shall serve as chair.

2. DUTIES

- a. The Church Planting Board shall raise and administer funds.
- b. It shall orient people in the Biblical concept of outreach, and provide promotional and growth literature on Church Planting.

- c. It shall recruit capable people into the Church Planting program.
- d. It shall sponsor seminars and retreats for Church Planting personnel.
- e. It shall act in advisory capacity to Church Planting projects in matters of finances, surveys, buildings, organization, programming, etc.
- f. It shall meet with the leadership of every Church Plant at least annually.
- g. It shall seek counsel with the District Superintendent and the local church to place experienced, successful, Spirit-led pastors to begin new churches.

H. WOMEN’S MINISTRIES OF THE MISSIONARY CHURCH

The District Women’s Ministries of the Missionary Church shall be organized in keeping with the provisions of the Women’s Ministries of the Missionary Church Michigan District Handbook.

I. MISSIONARY MEN INTERNATIONAL

The District Missionary Men International shall be organized in keeping with the provisions of the District Constitution of the Missionary Men International of the Missionary Church.

J. NOMINATING COMMITTEE

1. COMPOSITION

The Nominating Committee shall consist of the Vice District Superintendent and six members, three of which shall be laymen appointed by the District Executive Board and ratified by the District Conference. The Vice District Superintendent shall chair the committee.

2. DUTIES

The Nominating Committee shall submit nominations to the District Conference for the following officers, directors, boards, committees, including: Secretary, Treasurer, Church Planting Board, District Executive Board, Brown City Camp Board, Camp Lakeview Board, Christian Education Board, Youth Board, Children’s Board, Evangelism and Church Health Board, Board of Directors of the Michigan Missionary Loans and Investments, and others delegated to them.

K. EVANGELISM AND CHURCH HEALTH BOARD

1. COMPOSITION

The Evangelism and Church Health Board shall consist of the District Superintendent, ex-officio, and seven other members elected by the District Conference for staggered terms of three years. At least two members shall be laymen.

2. DUTIES

- a. The Evangelism and Church Health Board shall organize itself.
- b. It shall work with the District Superintendent in areas of evangelism and church growth in the local church.
- c. It shall be accountable to the District Executive Board.
- d. It shall submit an annual report to the District Conference.
- e. It shall maintain and foster an attitude of evangelism within the District.
- f. It shall create a church growth consciousness in the pastors and laymen of our District.
- g. It shall offer aid to local churches in identifying needs and opportunities for growth, and in developing strategies to achieve it.
- h. It shall foster mutual encouragement and personal growth among the pastors.

L. CREDENTIALS COMMITTEE

1. COMPOSITION

The Credentials Committee shall consist of three members appointed by the District Executive Board for staggered terms of three years.

2. DUTIES

- a. The Credentials Committee shall organize itself.
- b. It shall certify duly elected delegates and others who are members by virtue of their office to District Conference.
- c. It shall present periodic reports during the District Conference, which shall seat duly elected delegates.

M. PASTORAL BENEFITS COMMITTEE

1. COMPOSITION

The Pastoral Benefits Committee shall consist of the District Superintendent and six members appointed by the District Executive Board for staggered terms of three years, maintaining a balance of three ministers and three laymen.

2. DUTIES

- a. The Pastoral Benefits Committee shall organize itself.
- b. It shall prepare an annual revision of guidelines for Michigan District churches in establishing salary and benefits for pastors.
- c. It shall report to District Conference, with recommendation for adoption of the guidelines as the recommended standard of the District.

N. ORDINATION AND LICENSING COMMITTEE

1. COMPOSITION

The Ordination and Licensing Committee shall consist of the District Superintendent, and three ordained ministers appointed by the District Executive Board for staggered terms of three years.

2. DUTIES

- a. The Ordination and Licensing Committee shall organize itself.
- b. It shall interview candidates for licensing or ordination.
- c. It shall submit recommendations to the District Executive Board.

O. BYLAWS COMMITTEE

1. COMPOSITION

The Bylaws Committee shall consist of the District Superintendent, ex-officio, and three members appointed by the District Executive Board for staggered terms of three years.

2. DUTIES

- a. The Bylaws Committee shall organize itself.
- b. It shall review the District Bylaws.
- c. It shall submit recommendations to the District Executive Board.

VIII. ARTICLE VIII

DISTRICT FINANCES

- A.** The Michigan District Conference shall be self-supporting in its operation. Its fiscal year shall be January 1 - December 31.
- B.** Any proposed changes in the District Budget shall be referred to the District Executive Board before being presented to District Conference.
- C.** The District Executive Board shall distribute a copy of the District Budget to each church by May 15, showing its share of financial obligations to the District.
- D.** The financial apportionments assigned to each church, in support of the District budget, shall be determined by a percentage established by the Annual District Conference of the total church receipts, minus bequests and non-receipted liquidation of church owned assets, averaged over the three preceding years. Any increases in apportionments for local churches that participate at the full rate scale (1.0) will be capped at 20% per year for up to three consecutive years.
- E.** Each church shall make apportionment payments monthly.
- F.** When a church becomes a member of the Michigan District of the Missionary Church, it shall pay District apportionments on a graduated scale beginning with a minimum of 30 percent for the first year and increase 10 percent per year until reaching the full amount. The District Executive Board may make exceptions to this rule.
- G.** Each church shall be responsible for the moving expenses of the pastor called to their church. A petition for relief in hardship cases may be made to the District Executive Board. If a pastor leaves a church of his own volition before completing four years of service, he shall reimburse the church at a prorated share of the moving expense incurred in proportion to the amount of time served less than four years. (e.g., If a pastor serves a church only one year, he shall reimburse the church 75 percent of the moving cost; if two years, 50 percent, etc.).
- H.** When a church requests signatures from District officials as security for borrowing money, that church shall make satisfactory arrangements to pay past due apportionments (for the current and the preceding year), and agree to pay future apportionments on time.

- I.** All budget requests from District boards shall be submitted to the District Executive Board by February first.
- J.** Pastors shall report their salary status to the District Superintendent. Where churches are not following the guidelines recommended by the District, The District Executive Board 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.
- K.** Should a pastor be without a church assignment and without full-time income from a secular job, the District may pay that pastor up to \$200.00 per week for up to eight weeks after moving from the church.

IX. ARTICLE IX

LOCAL CHURCHES¹⁸

- A.** Local churches shall cooperate with the District Executive Board in maintaining a file of copies of current Incorporation papers, property deeds, and loan documents.
- B.** 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, on its stationery, bulletins, and brochures.
- C.** Local Conference meetings shall be held at least annually, and shall consist of eligible members sixteen years or older.
 - 1. Notice of the meeting shall be given at least two weeks in advance.
 - 2. A quorum shall be those members present in a meeting duly called for the transacting of the business at hand.

X. ARTICLE X

PASTORAL RELATIONS

A. SELECTION

The pastor shall be chosen by the vote of the duly convened Local Conference of the church, specifically called for voting for a pastor. The pastor shall be chosen from among persons approved as ministers in the Missionary Church. A 60 percent majority of members votes cast shall be required for selection. Proxy and absentee votes shall not be allowed.

B. TERM

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

- 1. He resigns.
- 2. He fails to receive a favorable vote of confidence according to District Bylaws.
- 3. He is removed by action of the District Executive Board.

C. CHURCH BOARD REVIEW

- 1. The Church Board or Elder Board shall 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 shall 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.)
- 2. 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 shall be taken in a properly announced meeting of the Local Conference. This membership vote shall take place before the second Sunday of March. The District Superintendent shall be informed in advance of the date of the vote of confidence.

D. VOTE OF CONFIDENCE

- 1. 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 shall be given before the vote. A sample ballot shall be provided by the District Superintendent.
- 2. The District Superintendent may call for a vote of confidence at any time of the year upon recommendation of the District Executive Board, or after counsel with the Pastor and

¹⁸See the Constitution of the Missionary Church, ARTICLE XIII.

Church Board.

3. Following a vote for Pastor, the District Superintendent shall be informed of the result of the vote as soon as possible, then within 24 hours the Church shall send an actual written tally of the votes to the District Superintendent.
4. If the Pastor receives less than 51 percent of the votes cast by the membership, a pastoral change shall be made. If he receives a majority but less than 60 percent of the votes cast by the membership, the advisability of the Pastor remaining shall be decided by the District Superintendent, the Pastor, and the Church Board in consultation.
5. 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 shall be paid besides his regular salary.

E. PASTOR'S PREFERENCE

1. Pastors wanting to change shall notify their Church Board by February 15.
2. Each minister shall send a statement of his intentions for the coming year to the District Superintendent by February 15. He shall state his preference as follows:
 - a. No change wanted.
 - b. Want a change, therefore,
 - (1) Place my name on an availability list.
 - (2) Do not place my name on an availability list.
 - c. Satisfied, but will consider a change.

F. AVAILABILITY LIST

1. After February 15, the District Superintendent shall compile a list of churches seeking a pastor, and of ministers available from the District Ministers' Roster, applicants for the ministry approved by the District Executive Board, and interested ministers from other Districts, who are approved by the Denomination.
2. Immediately after February 15, the District Superintendent shall submit the names of available ministers to the Church Boards of those churches needing pastors, and the list of available churches shall be distributed to the ministers of the District.
3. Should the Church Board feel that none of the "available" ministers would be suitable for their church, the District Superintendent may submit the name/s of ministers who registered their desire as "satisfied, but would consider a change."
4. It is understood that any time during the year that there is a vacancy, all pastors of the District shall be considered approachable through the District Superintendent.
5. Churches are to give serious consideration to the ministers of the Michigan District before seeking pastors outside our District or Denomination.

G. DISTRICT SUPERINTENDENT'S DUTIES

1. The District Superintendent shall serve as a liaison between the District Executive Board, the Pastor and the Church Board or congregation.
2. He shall have the prerogative to advise the Church Board regarding the vote of confidence or pastoral candidates.
3. He shall notify the District Superintendent of another District, if a pastor from that other District is being considered for a church in the Michigan District.
4. He shall give approval to the Church Board to consider an eligible minister who is not on the availability list.
5. He shall provide ballots for a vote of confidence or a candidate vote.
6. He shall work with the District Executive Board to aid in filling any vacancies that may arise during the year.

H. PASTORAL MOVES

Pastoral moves shall 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 District Superintendent.

XI. ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the

District Conference in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the District Conference may adopt.

In the same manner each Local Conference and all other entities of the Michigan District Missionary Church shall be governed by Robert's Rules of Order Newly Revised.

XII. ARTICLE XII AMENDMENTS

These bylaws may be amended by any regular session of the District Conference by a two-thirds vote of the District Conference members, providing that these amendments do not conflict with the Constitution of the Missionary Church.

PROCEDURE

DISTRICT CONFERENCE

1. The District Superintendent shall prepare a handbook for District Conference which shall contain an agenda and reports as he deems advisable.
2. A copy of the District Conference Journal shall be given each year to every licensed minister, and to each church. Additional copies shall be available for purchase.
3. Budget requests from District Boards and Committees shall be sent to the District Executive Board by February first.
4. Any appeals to be made throughout the District for funds, not already approved by District Conference, must be approved by the District Executive Board.
5. A \$100.00 gift certificate shall be presented to each candidate for ordination. The money shall come from the District budget.

LOCAL CHURCH PROCEDURE

1. 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 shall be placed on the membership list of the receiving church.
2. When a Pastor moves from the employment of one Missionary Church to another, his membership and the valid membership(s) of his family who move with him shall be transferred automatically.
3. The fiscal year for local Missionary Churches shall be January 1 through December 31.
4. Each treasurer of a local Church shall submit a written report to the Annual Local Conference and other reports as required by the Church Board.
5. Each local Church shall make monthly payments on their District apportionments.
6. Telephones shall be provided in our Church Offices and Parsonages by the local Church.
7. Auditor/s shall 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. (See Guidelines #13)
8. The local Church Board shall review the work of the Pastor, his salary, and benefits annually as outlined in the District Bylaws regarding Pastoral placement.
9. It shall be the responsibility of each Church Secretary to forward a copy of Local Conference requests and recommendations to the District Office at least thirty days prior to District Conference.
10. The use of any part of the Church facilities shall be under the careful supervision of the Pastor and/or Church board, who shall approve meetings and programs in advance.
11. Each Church shall send to the District Office all completed forms and reports needed for District Conference as requested by the District Superintendent.
12. Each Church shall welcome the District Superintendent to preach annually to the congregation in either a Sunday morning or Sunday evening service.
13. Guidelines for Auditors:

QUALIFICATIONS: Knowledge of bookkeeping and/or other financial experience preferred. The auditor must be someone other than the treasurer, financial secretary, or other persons presently controlling Church financial records. If such a person is not available from the congregation, an outside auditing service should be secured at reasonable cost.

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 check book 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.

AFFILIATED CHURCHES

Affiliate Churches are approved by the District Conference or the District Executive Board and accepted by the General Board of the Missionary Church for a period not to exceed three years as an interim step toward full membership in the Missionary Church.

1. The Pastor shall be selected from ministers of the Missionary Church. If none are available, others may be approved by the District Superintendent.
2. Affiliate churches may participate in the programs of the District and be ministered to through the District Superintendent.
3. Affiliate churches are encouraged to support the World Partners Missions Program of the Denomination.
4. District apportionments are not assigned to affiliate churches, but they are encouraged to share in the operational expenses of the District as they are able.
5. Affiliate Churches do not have voting delegates to District Conference, but may attend as guests.

DISTRICT FINANCIAL RECEIPTS PROCEDURE

1. All funds from churches, camp meetings, conventions, etc. that relate to the Michigan District projects, apportionments, etc., shall be sent to the District Office, 1091 Creekwood Trail, Burton, Michigan 48509.
2. Numbered duplicate remittance slips in books of 50 in white and yellow shall be supplied to each local Church treasurer, District officer, Board or Committee secretary who will be transmitting funds. The white copy with each remittance shall be sent to the District Office and the yellow copy shall be kept for the remitter's records.
3. New churches shall pay District apportionments on a graduated scale, beginning with a minimum of 30 percent for the first year and increase 10 percent per year until the full amount is reached. The District Executive Board may make exceptions to this rule.
4. When funds are received by a group which may not have a treasurer such as a District or Regional rally or convention, then the responsible person shall forward funds to the District Office. The District Treasurer shall fill out a remittance slip and return the yellow copy to the person who forwarded the funds.
5. When funds are received or disbursed from the account of a Board or Committee, the District Treasurer shall forward this information to the Board or Committee secretary monthly.

DISTRICT FINANCE "ORDER OF PAYMENTS" PROCEDURE

1. Payments of operational expenses stated in the District Budget or authorized by the District Executive Board shall be paid by the District Treasurer under blanket order.
2. Request from a secretary of a Board or Committee for payment of expenses shall be paid by the District Treasurer under blanket order. Any requests for payments exceeding budget allotment must be authorized by the District Executive Board.
3. Payments of REGULAR periodic disbursements such as Church Planting subsidies, interest payments, etc., shall be authorized by the respective secretaries for payment by the District Treasurer under blanket order.
4. Payments of NON-REGULAR disbursements shall be authorized by the respective secretary of the Board or Committee by an "Order of Payment" before payment by the District Treasurer.

BROWN CITY AND MANCERLONA CAMP BOARDS PROCEDURE

1. The Brown City Camp shall be held over the first and second Sundays of August and the Mancelona Camp shall begin the third or fourth Sunday of July and continue through the following Sunday.
2. The District Superintendent shall serve as chair of Camp Meeting services.
3. The service schedule and program shall be arranged by the District Superintendent and the respective Camp

Board chair in consultation with the Camp Boards.

4. See Bylaws, Article VII, D - F for the membership and duties of the above camps.
5. Additional guidelines for the Boards shall be:
 - a. Raise and disburse funds necessary for the work of the camp.
 - b. Maintain all camp property.
 - c. Engage 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.
 - 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 and policy for the camp programs and submit to District Conference for ratification.

RULES OF ORDER

1. The District Superintendent or his appointee shall serve as Chairman at District Conference.
2. The Chair shall nominate any Conference committees not covered by the Bylaws.
3. The Conference body shall elect all committees.
4. Each member shall be permitted to speak for five minutes on each motion, amendment, or subject on the floor that allows debate. Each member desiring to speak shall 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.
5. 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.
6. The times of meetings during the District Conference Session shall be established when the "Agenda" is adopted. Any deviation from the stated times shall require a 2/3 vote to "Suspend the Rules".
7. All nominations from the floor shall require a second to be approved.
8. The Chair shall announce vote results according to Robert's Rules of Order unless the body decides to keep the numbers secret by majority vote.
9. The District Conference shall establish the bar.