By-Laws

The By-Laws of Mayflower Church, originally adopted October 8, 2023, current version dated March 15, 2026.

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By-Laws Overview

Adopted: October 8, 2023; current version dated July 26, 2026.

These By-laws, adopted October 8, 2023, supersede previous By-laws and any and all amendments thereto.

ARTICLE I - Members

SECTION A - Church Members

1. Qualifications
   Church Members will be those who affirm the Statement of Faith and Covenant of the Church.
   a. Prospective Members may present themselves directly to the Pastor or Elders or may be recommended to them by any Member.
   b. Qualified candidates will be recommended to the Church for membership by the Pastor, or Elders and will be voted upon at any regular or special business meeting of the Church.
   c. Prior to being presented to the Church for a vote of membership, prospective Members will complete the Church's Membership Course and participate in a membership interview with the Elders.

2. Reception
   The reception of Church Members will be held at a Sunday service.

3. Duties
   It is the duty of all Members to remain in good standing. Members in good standing are faithful to the spiritual duties essential to the Christian life, faithfully attend the services of this Church, give regularly for its support and its benevolences as the Lord enables, share in its organized work, and are not under Church discipline. Individuals not following these duties will be considered "Inactive Members" as described in Paragraph 5, Item d.

4. Biblical Conflict Resolution and Restoration
   a. Our Commitments
      As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (Luke 6:27-36; Gal. 5:19-26; Matt. 5-9). We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (1 Cor. 10:31-11: 1; Rom. 8:28-29, Jas 1:2-4). Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:
      1. *Glorify God.* Instead of focusing on our own desires or dwelling on what others may do, we seek to please and honor God – by depending on His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude (1 Cor. 10: 31; Jas 4:1-3; Psalms 37:1-6; Phil. 4:2-9; Col. 3:1-4; 1 Pet. 2:12; John 14:15; Jas. 3:17-18;

Rom. 12: 17- 21; Mark 11:25).

2. *Get The Log Out Of Your Own Eye.* Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts – confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Matt. 7:3- 5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8).
3. *Gently Restore.* Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner (Matt. 18:15-20; Jas. 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:1-8).
4. *Go And Be Reconciled.* Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; 6:12; Eph. 4:1-3, 32; Matt. 7-12; Phil. 2:3-4).

   By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love (Matt. 25:14-21; 1 Pet. 2:19, 4:19; Rom. 12:18; John 13:34-35).

b. Our Process

   This Church is committed to resolving in a biblical manner all disputes that may arise within our body. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (Matt. 5:9; John 17:20-23; Rom. 12:18; Eph. 4: 1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Scripture (Prov. 19:11; Matt. 5:23-25; 18:15-20; 1 Cor. 6:1-8; Gal. 6:1). We believe that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the Church. Therefore,

   1. Any and all disputes in this Church shall be resolved according to biblical principles, as provided in this By-law.
   2. When a Member of this Church has a conflict with, or is concerned about the behavior of another Member or the decision by a Church Leader, he shall attempt to resolve the matter as follows:
      a. Self-examination: The offended or concerned person shall prayerfully examine himself and take responsibility for his contribution to a problem (Matt. 7:3-5), and he shall prayerfully seek to discern whether the offense is so serious that it cannot be overlooked (Prov. 19:11; Prov. 12:16; 15:18; 17:14; 20:3; Eph. 4:1-3; Col. 3:13; 1 Pet. 4:8).

b. Go to the offender: If the offense is too serious to overlook, the offended or concerned person shall go, repeatedly if necessary, and talk to the offender in an effort to resolve the matter personally and privately, having first confessed his own wrongdoing (Matt. 18:15).
c. Involve others: If the offender will not listen and if the problem is too serious to overlook, the offended or concerned person shall return with one or two other people who will attempt to help the parties resolve their differences (Matt. 18:16). These other people should normally be Elders or other Members of this Church, although in some cases they may be other respected Christians in the community, or trained conciliators from a Christian Church or Christian Conciliation ministry committed to biblical principles. At the request of either party to the dispute, the Church shall make every effort to assist the parties in resolving their differences and being reconciled.

3. If Church efforts to secure reconciliation fail, the Church may exercise the corrective steps of Church discipline as described in 5 below, Termination of Membership.
4. If a dispute arises within the Church or between a Member and the Church and cannot be resolved through the internal procedures described above, it shall be resolved as follows:
   a. The dispute shall be submitted to mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure of the Institute for Christian Conciliation, and judgment upon an arbitration award may be entered in any court otherwise having jurisdiction.
   b. All mediators and arbitrators shall be in agreement with the Church's Statement of Faith and our basic form of government, unless this requirement is modified or waived by all parties to the dispute.
   c. If a dispute submitted to arbitration involves a decision reached by the voting Members of the Church, the arbitrators shall uphold the Church's decisions on matters of doctrine and Church discipline.
   d. This section covers all Members, as well as the Church as a corporate entity and its agents, including its Pastors, Officers, Staff, and Volunteers. It covers any and all disputes among Church Members, and includes, but is not limited to, claims arising from or related to Church Membership, doctrine, policy, practice, counseling, discipline, decisions, actions, or failures to act, including claims based on civil statute or for personal injury.
   e. By joining this Church, all Members agree that these methods shall provide the sole remedy for any dispute arising against the Church and its agents, and they waive their right to file any legal action against the Church in a civil court or agency, except to enforce an arbitration decision.
   f. If a dispute or claim involves an alleged injury or damage to which the Church's insurance applies, and if the Church's insurer refuses to submit

to mediation or arbitration as described in this section, either the Church or the Member alleging the injury or damage may declare that this section is no longer binding with regard to that part of the dispute or claim to which the Church's insurance applies.

g. Any person whose Membership has been terminated for any offense may have it restored by vote of the Church upon evidence of repentance and reformation.

5. Termination of Membership
   a. Any Church Member in good and regular standing who desires a letter of dismissal and recommendation to any other evangelical Church is entitled to receive it upon written request. In case of removal to another community, such request should be made promptly. This letter will be valid as a recommendation for only one year from its date, unless renewed, and this restriction will be stated in the letter.
   b. If a Member desires to join a religious body with which this Church is not in fellowship or which would not receive its letter, the Church may, upon request, give a certificate of good standing and terminate the Membership.
   c. If a Member in good standing requests to be released from the covenant obligations to this Church, such a request will be granted, and the Membership terminated after the Church will have patiently and kindly endeavored to secure a continuance in its fellowship.
   d. Persons, while yet holding Membership in the Church, who for a period of six months have the ability yet have not been faithful to the spiritual duties essential to the Christian life, have not been faithful to the services of the Church, and have not given regularly for its support and its benevolences, as the Lord has enabled, will, upon the advice of the Elders, and after due notice to them, be presented to the congregation for a vote to be placed on a list of "Inactive Members." They will not thereafter be included in statistics of regular Church Members nor be allowed to vote.
   e. After a period of one year, when their prolonged absence or other conduct indicates that they have abandoned their Membership with this Church, the above defined "Inactive Members" shall, after due notice to them, be dropped from the roll of the Church by the congregation by a 2/3 vote of the Members present.
   f. Membership shall be terminated by the congregation by a 2/3 vote of the Members present if any of the following reasons exist:
      1. Failure to respond to correspondence,
      2. Unknown address, and/or
      3. Formal/Corrective Church discipline.

SECTION B - Rights of Members

Church Members who are eighteen years of age or over, and in good standing (Article I, Section A, Item 3) will be eligible to hold any position for which they are qualified and will have the right to

vote upon all matters.

Church Members who are under the age of eighteen and in good standing (Article I, Section A, Item 3) will have voting privileges except in matters of finance.

ARTICLE II - Pastors, Officers and Boards

The organizational structure of Mayflower Church is shown in Figure 1. It is comprised of four Boards whose Members are elected by the congregation. These four Boards oversee the activities of the Church in fulfilling our mission statement. The four Boards are: Board of Elders (including the Pastor), Board of Deacons, Board of Trustees, and Board of Finance.

SECTION A - Pastors

1. Senior Pastor (Hereafter referred to as Pastor)
    a. Senior Pastor Calling and Qualifications
        1. The Pastor is called for an unspecified term by the congregation, normally at the recommendation of a Search Team, at any legal business meeting of the Church. A three-fourths vote by ballot of qualified Members, present and voting, is required.
        2. The qualifications and responsibilities of the Pastor are defined in the Pastor Job Description . The Job Description may be modified by the Elders to meet the needs of the ministry.
    b. Senior Pastor Membership
        1. The Pastor is a Member of the Church upon signing a contract with the Church, and upon acknowledging and agreeing with the Church's Statement of Faith and the Church Covenant. The Pastor's spouse will also become a Member of the Church at the same time upon acknowledging and agreeing with the Church's Statement of Faith and the Church Covenant. His/their Membership in the Church will end when the Pastor vacates his position as the Pastor of the Church unless he/they wish to remain as Members.
        2. The Pastor is the lead teaching Elder. He is a voting Member of the Board of Elders and an *ex officio* Member and advisor to all other Boards and Teams, at his discretion.
    c. Senior Pastor Termination
        1. The Pastor may be terminated by the congregation at a called business meeting by a three-fourths vote by ballot of qualified Members, present and voting. If possible, a minimum notice of one month will be given.
        2. If possible and practical, a minimum of one month's notice will be given by the Pastor if he wishes to terminate the relationship.

2. Other Pastors
    a. Based on the needs of the Church and its ministries, additional staff Pastors may be hired or appointed. The calling, membership, and termination procedures for other Pastors will follow those of the Senior Pastor.
    b. A Job Description will be prepared by the Search Team and approved by the Elders for each Pastor position. An Interim Pastor will be chosen and called by the Church whenever a vacancy of the Senior Pastor occurs.
    c. The Pastor and Elders will have final approval of candidates proposed for Pastoral positions within the Church.

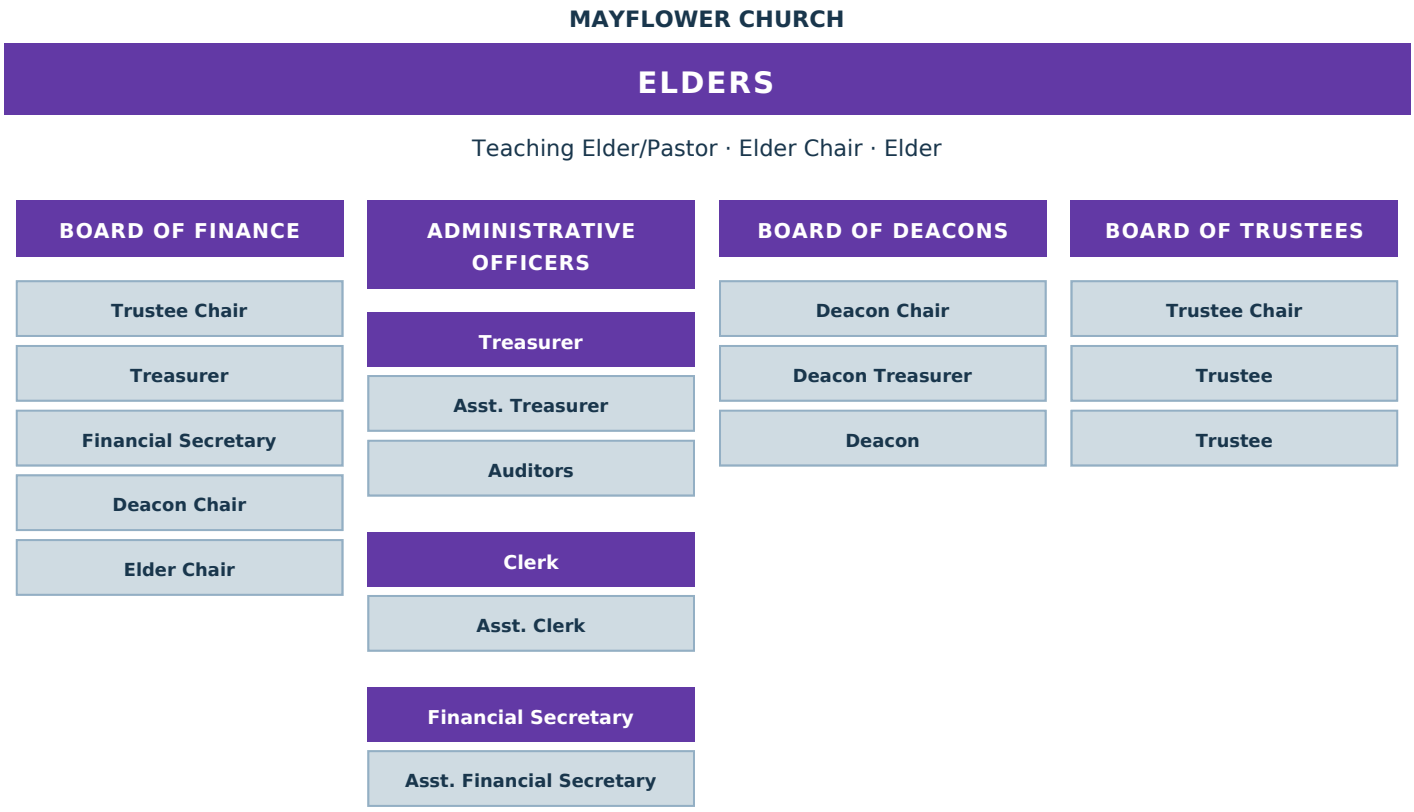


Figure 1. Organization Structure of Mayflower Church Boards and Officers

SECTION B - Boards and Officers

The following Boards and Officers are selected by vote of the congregation. Their terms of service and composition are defined in Table 1. All Board terms should be staggered so that no more than half the Board Members change in the same year. This section defines the role, functions, accountability, and financial responsibilities of Mayflower Church Boards and Board Members. Board Members will normally serve for two three-year terms then step aside for one year before resuming a position again.

1. Board of Elders

a. The Elders are the spiritual leaders of the Church and oversee all aspects of the Church's ministries. They must evidence the qualities described in Acts 6:1-7, Titus 1:5-9, and 1 Timothy 3:1-7. All other Boards, Teams, and Officers will be under the oversight of, and be accountable to, the Board of Elders.

b. Selection: Elders will be nominated by a consensus of the existing Board of Elders and elected by the Church Members. The Pastor is a voting Member of the Board of Elders.

c. Responsibilities of the Board of Elders:
    1. Oversee the teaching, outreach, and worship ministries of the Church.
    2. Lead the Church in developing and implementing activities to achieve the Church vision. These include adult and youth Christian Education, worship and music, Bible Fellowship Groups, missions, outreach, assimilation, baptism, and discipleship.
    3. Appoint Teams to serve in support of teaching, outreach, and worship ministries.
    4. Oversee the Audio/Visual Team.
    5. Approve the establishment and participants in all Church-related Ministry Teams. Serve as a liaison between Church Officers, Boards, Teams, and hired staff as needed to accomplish the Church vision in unity.
    6. Oversee the Memorial Fund. They will acknowledge all gifts and administer the disbursing of funds, keep a record of those remembered and the donors, and prepare an annual report.
    7. All Elder decisions will be unanimous.

d. Consultation with Previously Serving Elders
    1. Formation of an Advisory Council of Previously Serving Elders:
        - An Advisory Council, composed of previously serving elders willing and able to participate, shall be established as needed. The purpose of this council is to provide wisdom and counsel to the active elder board on significant matters.
        - Membership on this Advisory Council is voluntary and will be composed of individuals who have previously served as elders in good standing and are still active members of the church.
    2. Scope of Consultation:
        - The active elder board may convene the Advisory Council when considering matters of significant doctrinal, theological, or operational importance, or any other issues deemed by the elder board to require broader counsel.
        - Examples of such matters may include but are not limited to:
            - Changes to the church's Statement of Faith.
            - Significant modifications to church governance or by-laws.
            - Major financial decisions or capital projects.
            - Long-term vision and strategic planning.
    3. Procedure for Convening the Advisory Council:

- The active elder board may decide to seek the input of the Advisory Council by a majority vote.
- A meeting with the Advisory Council shall be scheduled at a mutually agreeable time. The active elder board shall present the matter and request input, feedback, or recommendations.
- The previously serving elders will provide their advice and counsel but will not have a vote on the final decision.

4. Advisory Nature of the Council:
   - The Advisory Council's role is strictly advisory. They do not have any governing authority or decision-making power over the current elder board or the church.
   - The active elder board retains full authority and responsibility for all decisions and actions. The counsel provided by the Advisory Council shall be considered, but it is not binding on the active elders.
5. Communication of Decisions:
   - After consulting with the Advisory Council, the active elder board shall communicate its final decision to the congregation, along with any relevant insights or recommendations from the Advisory Council.

e. Financial Responsibilities: The Board of Elders is accountable for the budget items that support the teaching, outreach, and worship ministries of the Church. The Chair of the Board of Elders approves all expenditures for these budget items as specified in the annual budget, and any related funds.

2. Board of Deacons (Diaconate)
   a. The Board of Deacons oversees the service-related ministries of the Church. Diaconate Members must evidence the qualities of character described in Acts 6:1-7 and I Timothy 3:1-8.
   b. Selection: The Deacons will be nominated by the Servants Council and elected by the Church Members.
   c. Responsibilities of the Board of Deacons:
      1. Oversee the service-related ministries of the Church and Teams established to assist in those related ministries. Service-related ministries may include, but are not limited to: Sanctuary Preparation, Children's Nursery, and Hospitality.
      2. Coordinate compassionate Member care, providing food, physical assistance, and other services to those in need.
      3. Receive and distribute the Diaconate Fund in confidentiality and other budget items or funds intended to support service-related ministries. The Chair of the Board of Deacons approves all expenditures proposed by the Deacons' Treasurer for these ministries.
      4. The Diaconate Treasurer will prepare a financial report of monies received and disbursed from the Diaconate Fund for the April Quarterly Meeting. The report will be audited by a current or former Member of the diaconate.
      5. Oversee the Adams Benevolent Fund, acknowledge all gifts, and administer the disbursing of funds. They will keep a record of those remembered and the

donors. They will prepare an annual report, maintaining confidentiality.

3. Board of Trustees
    a. The Board of Trustees are responsible for the care of the Church facilities, grounds, and any other physical assets.
    b. Selection: The Trustees will be nominated by the Servants Council and elected by the Church Members.
    c. Responsibilities of the Board of Trustees:
        1. Arrange for repairs or maintenance needed to maintain Church assets as good stewards of what God has provided for ministry.
        2. Work within existing budgets and available funds or, if needed, seek additional funds through special meetings and approval by vote of the Church Members.
        3. Oversee contracted services such as custodian, snow removal, and other contractors.
        4. Provide for the insurance and utilities of the Church buildings.
        5. The Board of Trustees do not have power to sell, mortgage or transfer property with a value of over $5,000.00 without a vote of the Church.
    d. Financial Responsibilities: The Board of Trustees is accountable for the budget items needed to care for the Church property and assets. The Chair of the Board of Trustees approves all expenditures for these budget items as specified in the annual budget, and any related funds.

4. Servants Council
    a. The Servants Council coordinates the Church's ministries, activities, and resources to achieve the vision and mission of Mayflower Church.
    b. Selection: The Servants Council consists of the Board of Elders, Deacons, Trustees, and Pastor.
    c. Responsibilities of the Servants Council:
        1. Each year, the Servants Council will elect a chair and secretary.
        2. Work together to develop, implement, and evaluate the effectiveness of the Church's strategic plan.
        3. Communicate activities of Boards and Teams to ensure coordination and cooperation, and to identify resource needs.
        4. Identify the need for Ad Hoc Ministry Teams, solicit volunteers, and develop Team charters.
        5. Assist the Pastor in the formation of well-rounded programs.
        6. Present recommendations to the Church.
        7. Receive and approve proposed Ministry Team charters.
        8. Update the Pastor's contract as necessary and conduct the annual review.
        9. Direct the hiring of non-Pastoral staff when necessary.
        10. Prayerfully fill the Church slate of Boards and Officers by matching the needs of the Church with the gifts of the Membership; present a slate of candidates for all elective offices and Boards at the October Quarterly Meeting; make the slate

available for distribution at the morning worship service two weeks prior to the meeting; present nominations at any legal meeting called by the Clerk for any vacancies; and have the acceptance of nominees before submitting their names.

11. Make and operationalize the specific policies of the Church, both their ends and their means, holding all such policy in the Church Operations Plan; and adopt, amend, or rescind those policies within the framework ends set by the Congregation, provided that no policy is adopted or amended until it has first been approved by the Board of Elders, as provided in Article VI.

5. Board of Finance
    a. The Board of Finance is responsible for overseeing all aspects of Church finances.
    b. Selection: The Board of Finance is comprised of the Chairs of the Boards of Elder/Pastor, Deacons, and Trustees, the Church Treasurer, and the Financial Secretary.
    c. Responsibilities of the Board of Finance:
        1. Prepare and present a proposed annual budget to the Church Members at the October Quarterly Meeting. The budget will be an estimate of all expenses of the Church for the ensuing year. Each budget item will identify the Board accountable for the budget item. The budget will be approved by vote of the Membership.
        2. Review major expenditures and track the status of the budgets and funds based on the report of the Church Treasurer.
        3. Receive the report of the auditors and directs any corrective action needed to ensure that all Church financial transactions are accurate, transparent, and traceable.
        4. Approve all non-budgeted expenditures less than $5000.
        5. Present any non-budgeted expenditure in excess of $5000 to the congregation for approval. May authorize expenditures over $5000 on an emergency basis with subsequent congregational affirmation at the next scheduled meeting.

6. **Church Treasurer**
    a. The Church Treasurer is the Church accountant and bookkeeper.
    b. The Church Treasurer is nominated by the Servants Council and voted by the Church Membership.
    c. The Church Treasurer shall be bonded at the expense of the Church.
    d. Responsibilities of the Church Treasurer:
        1. Receive all contributions for the support of the Church and its ministries as recorded by the Financial Secretary and other sources, and the income from all funds of the former Second Congregational Society.
        2. Disburse Church monies as approved by the Board of Finance according to the annual budget of the Church.

3. Prepare written financial reports for the April and October Quarterly Meetings. The report for the October Quarterly Meeting will cover receipts and disbursements for the period of January 1 through September 30. The report for the April Quarterly Meeting will cover receipts and disbursements for the entire fiscal year (January 1 through December 31 of the previous year). Interim financial updates may also be provided at the January and July Quarterly Meetings at the discretion of the Treasurer and the Board of Finance.
4. Disburse missions funds as authorized by the Missions Team. Prepare written reports for the April and October Quarterly Meetings. The report for the October Quarterly Meeting will cover receipts and disbursements for the period of January 1 through September 30. The report for the April Quarterly Meeting will cover receipts and disbursements for the entire fiscal year (January 1 through December 31 of the previous year).
5. Submit all financial records to the auditors six weeks prior to the April Quarterly Meeting.

7. Assistant Church Treasurer
   The Assistant Church Treasurer will assist in, or perform, the duties of the Church Treasurer as necessary.

8. Financial Secretary
   a. The Financial Secretary receives all monies given for the support of the Church, its ministries, and missions.
   b. The Financial Secretary is nominated by the Servants Council and voted by the Church Membership.
   c. The Financial Secretary shall be bonded at the expense of the Church.
   d. Responsibilities of the Financial Secretary:
      1. Count offerings with a second person and deposits offerings and other receipts in the Church bank account(s).
      2. Keep an accurate account of monies received from each contributor and provides tax receipts to them at the end of the year.
      3. Report contributions and income each week with the bank deposit slips or other records of deposits to the Church Treasurer and the Board responsible for each budget item or fund.
      4. Secure and distribute the offering envelopes and manage on-line giving.
      5. Prepare written reports for the April and October Quarterly Meetings. The report for the October Quarterly Meeting will cover receipts for the period of January 1 through September 30. The report for the April Quarterly Meeting will cover receipts for the entire fiscal year (January 1 through December 31 of the previous year).
      6. Submit all non-confidential financial records to the auditors six weeks prior to the April Quarterly Meeting.

9. Assistant Financial Secretary

The Assistant Financial Secretary will assist in, or perform, the duties of the Financial Secretary as necessary.

10. Church Auditors
    a. The Church Auditors conduct an independent review of all financial reports that will be incorporated into the April Quarterly Meeting annual report.
    b. Selection: The auditors are nominated by the Servants Council and elected by the Church Members. They will be independent of the Board of Finance and cannot audit financial reports of Boards, Teams, or Church-affiliated organizations being audited of which they are a Member.
    c. Responsibilities of auditors:
        1. Audit the reports of the Church Treasurer, Financial Secretary, and all organized clubs and groups affiliated with the Church.
        2. For each audit, verify the starting balance, ending balance, income, and expenditures of each financial report using the raw data available from each Treasurer.
        3. Work with each Treasurer or organization to resolve any discrepancies.
        4. Prepare a report to the Board of Finance with the results of each audit.
        5. Prepare a final report for the April Quarterly Meeting.

11. Clerk
    a. The Clerk is the record-keeper of the Church.
    b. Selection: The Clerk is nominated by the Servants Council and elected by the Church Members.
    c. Responsibilities of the Clerk:
        1. Maintain a complete record of all business meetings of the Church, which will be read for approval at the next regular business meeting.
        2. Keep a register of the names of all Members, with dates of admission, dismissal, or death, together with a record of baptisms and marriages.
        3. Notify all Officers, Members of Boards, and delegates of their election or appointment.
        4. The Clerk, with the Board of Elders, will issue letters of dismissal and recommendation.
        5. Preserve on file all official written communications, contracts, and written official reports.
        6. Administer a records management policy and manage the Church archives.
        7. Give legal notice of all meetings when such notice is necessary as indicated in these By-laws.
        8. In the absence of the Pastor, call Boards together for the purpose of organization.
        9. In the absence of the Moderator at a business meeting, call the meeting to order and preside until the election of a Moderator pro tem.
        10. Keep the Constitution and By-Laws of the Church up to date, being guided by Article VII of the Constitution and Article V of the By-Laws.

11. Maintain or delegate maintenance of the Church's historical records.

12. Assistant Clerk
    d. The Assistant Clerk will assist the Clerk in, or perform, the duties of the Clerk as necessary.
    e. Selection: The Assistant Clerk is nominated by the Servants Council and elected by the Church Members.
    f. Responsibilities of the Assistant Clerk:
        12. Assist the Clerk in the keeping of records and the administration of the duties of the office of Clerk.
        13. In the Clerk's absence or at the Clerk's request, perform any of the duties of the Clerk as set forth in these By-laws.
        14. In the event of a vacancy in the office of Clerk, serve as Clerk until a successor is elected by the Church Members.

Table 1. Mayflower Church Boards and Officers, Terms, Composition, Schedule and Structure.

Board or Officer	Term/Term Limit	Composition	Meeting Schedule	Structure
Pastor	Indefinite	1 or more as needed		None
Elders	3 years	2-3 plus the Pastor	Monthly	Chair, Secretary
Deacons	3 years	Ideally 2-6	Monthly	Chair, Secretary, Treasurer
Trustees	3 years	3-6	Monthly	Chair
Finance		Chairs of the Boards of Elders (including the Pastor), Deacons, and Trustees; the Church Treasurer; and the Financial Secretary	Annually and as needed	Chair Secretary
Church Treasurer	3 years			
Assistant Church Treasurer	3 years			
Financial Secretary	3 years			
Assistant Financial Secretary	3 years			
Servants Council		Boards of Elders (including the Pastor), Deacons, and Trustees	Quarterly	Chair Secretary
Auditors	3 years	2	Annually	
Clerk	3 years		Minimum of Quarterly	

Assistant Clerk	3 years		As needed	

13. Ministry Teams
    a. Ministry Teams are established to serve a specific ministry of the Church. The establishment of Teams is meant to enable flexibility as well as encourage appropriate participation of non-Members.
    b. Depending on the ministry, a Ministry Team may exist for several months (e.g., a VBS Team), one or more years (e.g., a Pastoral search Team), or be a perpetual organization within the Church (e.g., Missions Team).
    c. A Ministry Team charter will be developed to define the Team purpose, responsibilities, accountability, any Officers (e.g., chair, secretary, Treasurer), and reporting requirements. It should also define when the work of the Team will be deemed complete.
    d. The number of people on the Ministry Team should be sufficient to accomplish the charter objective. This should be flexible so the Team can be efficient and effective.
    e. The following Ministry Teams that were previously identified as Committees are currently envisioned for Mayflower Church as “standing” Teams, but these are not binding or required: Hospitality Team, Missions Team, and Children’s Ministry Team.
    f. Selection: Ministry Teams may be proposed by any Board or Officer of the Church. The Members of a Team may be Church Members or regular attenders and must be approved by the Elders/Pastor.
    g. Ministry Team Leaders, in collaboration with team members, will determine the processes, procedures, and tasks necessary to meet the requirements of the Ministry Team Charter unless otherwise detailed in the charter.

14. General Considerations
    a. All Board Members, Officers, and Team Leaders must be Church Members.
    b. The Church may establish additional Boards or Ministry Teams as it deems necessary.
    c. All Officers and Boards named will be elected at the October Quarterly Meeting of the Church and will hold their offices for three years. Vacancies may be filled at any business meeting to complete a term.
    d. Unless they vote otherwise, the Boards of Elder, Diaconate, and Trustees will meet monthly. Other Boards or Teams will meet at the call of their chairman or the Pastor.
    e. A Board quorum will be at least fifty percent of their Membership. At their first meeting after their election, each Board will organize and select a chairman and other Officers as necessary for the operation of the Board.
    f. All Officers, Boards, Teams, and auxiliary organizations will prepare their plans and programs for the coming year so they can be presented to the congregation at or in advance of the October Quarterly Meeting. Teams will present their plans to the overseeing Boards; Boards will then incorporate Team and overall Board plans and present them to the Servants Council. If funds are involved, the Board overseeing

the Team will present the details and fund requests to the Board of Finance for budget consideration. Any further proposals involving financing will be presented to the Board of Finance before a business meeting.

g. In collaboration with and approval of the Board of Elders, board chairmen or ministry coordinators may establish Ministry Teams to help complete special functions of a board or ministry. This does not preclude Servants Council's role in approving Team Charters.
h. Communication between Boards and Officers will be open and transparent so that each can coordinate activities without conflict.
i. Boards will post monthly meeting minutes with confidentiality redactions, within one week of each monthly meeting.
j. Team Leaders will report activities to the responsible Board chair, who will include those activities in their monthly report.
k. The Treasurer will post monthly reports of financial activities and status.
l. The location of postings will be central, password controlled, and managed by the Office Manager.

ARTICLE III- Meetings

SECTION A - For Worship

1. The Mayflower Church will, unless otherwise voted, hold at least one worship service each Sunday, the time to be determined by the Board of Elders/Pastor.
2. The ordinance of the Lord’s Supper will ordinarily be observed on the first Sunday of each month and on other occasions as the Elders or Pastor may direct.
3. Midweek services and other meetings may be arranged by the Pastor in conjunction with the Elders or by vote of the Church.

SECTION B - For Business

1. The Church will meet quarterly at the call of the Clerk on a Sunday afternoon in January, April, July, and October, the specific dates to be set by the Clerk in consultation with the Board of Elders, unless otherwise voted. The call for such meeting will be read from the pulpit and a copy thereof posted in some conspicuous place near the entrance to the place of worship on at least two Sundays before the day of said meeting.
2. Action may be taken on any business as specified in the call or authorized in the By-laws.
3. The order of business will be as follows:
   a. Reading of the Call by the Clerk, or in the Clerk’s absence, by any Officer
   b. Prayer by the Pastor and in his absence, an Elder
   c. Reading of the minutes of the previous business meeting(s)
   d. Membership matters
   e. Reports of Officers and Boards
   f. Old business
   g. Election of Officers and Boards
   h. New business
   i. Correspondence
   j. Adjournment
4. The Annual year of the Church will run from January 1 through December 31.
5. At the October Quarterly Meeting, Board Members and Officers for the ensuing year(s) and the annual budget, both to become effective in January, will be approved by the

Membership. The report of the Servants Council and the annual budget will be available two weeks prior to the meeting.

6. At the April Quarterly Meeting, the Officers of Boards and Teams of the previous year will submit their annual reports in writing, except that the financial reports will be submitted in writing at both the April and October Quarterly Meetings.
7. Special meetings of the Church will be called by the Clerk at the request of the Pastor, the Elders, the Diaconate, the Servants Council, the Trustees, the Board of Finance, or upon the written request of any five Members specifying the object thereof. The notice will be read at the services on the Sunday preceding the day fixed for such meeting.
8. Immediately following any of the regular meetings for worship on Sunday, the Church may, upon special notice, act on the appointment of delegates to councils and conferences, on applications for Church Membership, or to vote on a vacancy on a Board but not on other business. Other exceptions for a brief meeting may be made at the recommendation of the Pastor or Elders.
9. An Elder shall serve as the Moderator of the Church and shall preside over all business meetings of the Church. He shall be well versed in parliamentary procedure and shall conduct the business meetings of the Church in an orderly fashion according to Robert's Rules of Order. In the absence of an Elder, the Members present shall elect a Moderator pro tem.
10. At all business meetings, ten percent of active Membership will be necessary to constitute a quorum for the transaction of business.
    a. The approval of routine meeting business will be determined by a majority vote.
    b. A proposal to amend the Constitution or the By-Laws require a two-thirds vote of the Members present and voting.
    c. A proposal to call a Pastor or to terminate a Pastor requires a three-fourths vote by ballot of the Members present and voting.
    d. Upon request of one Member, any vote or election will be conducted by ballot.
11. If, due to circumstances beyond control, holding of a scheduled business meeting or Church service is impractical or inappropriate, an Elder and the Pastor, acting jointly, are empowered to postpone the meeting and set a new date.
12. Remote Participation: A Member in good standing may participate in a congregational business meeting either in person or by an approved real-time video conferencing connection (for example, Zoom) designated in the call of the meeting.
    a. A Member participating by an approved remote connection is deemed "present and voting" for all purposes of these By-Laws, on the same terms as a Member physically present, provided that: the Member can be identified, can hear the proceedings, and can be heard when recognized by the Moderator; the Member is connected for the portion of the meeting on which the Member votes; and the connection allows the Member to cast a vote that the Clerk can record.

b. Members participating remotely are counted toward the ten-percent quorum required by this Section in the same manner as Members physically present. On any vote conducted by ballot, including the three-fourths ballot vote required to call or terminate a Pastor and any vote a Member has requested be taken by ballot, the Moderator shall use a method that preserves the secrecy and integrity of the ballot for remote Members equally with Members present in the room. If a secret ballot cannot be conducted for remote Members with adequate integrity, the Moderator shall so state, and the ballot question shall be decided only among Members physically present, with remote Members' eligibility to vote on that single ballot question suspended and the fact noted in the minutes.
c. The call of any meeting at which remote participation will be offered shall state that remote participation is available and shall give the means of connecting.
d. Failure of a Member's individual remote connection does not invalidate the meeting or any action taken, provided a quorum was present, and the connection was made available in the call.

SECTION C - The Congregation

The congregation will be notified to attend the business meetings of the Church. Non-Members and inactive Members may take part in discussion but may not vote.

SECTION D - The Larger Constituency

The larger constituency of the Church, including routine attenders, families whose children are in youth programs, Members of Mayflower Church organizations and others whose religious interests are with the Church, will be kept in mind in the administration of the affairs of the Church.

ARTICLE IV- Auxiliary Organizations

The Church regards as an integral part of itself all organizations formed within its constituency for the purpose of ministration. Of all such organizations, the Pastor and Elders will have general oversight, and the Church will expect a report for each at the April Quarterly Meeting.

ARTICLE V- Amendments

The By-laws may be amended by a two-thirds vote of the Members present and voting, at any regular business meeting of the Church or special meeting called for this purpose, provided notice of the proposed amendments is given in the call on at least two Sundays in advance of said meeting.

ARTICLE VI – Policies

(a) The Congregation holds the ultimate authority to establish the policies of Mayflower Church. The Congregation exercises that authority by setting the ends of the church's policy, that is, the overarching results and standards the church intends, and the ends only. The Congregation does not specify the means and does not adopt or amend individual policies by congregational vote.

(b) The Congregation delegates to the Servants Council the making and operationalizing of specific policies, both their ends and their means, held in the Church Operations Plan. Within the framework of ends set by the Congregation, the Servants Council determines the specific ends and the means of each policy, and may adopt, amend, or rescind them, provided no policy is adopted or amended until it has first been approved by the Board of Elders, so that the doctrinal and biblical soundness of every policy remains under the oversight of the Elders.

(c) All policy of the Church is held in the Church Operations Plan. There is no separate category of Congregational Policy apart from the policies so held. A policy set out in the Church Operations Plan carries the same binding force and legal effect as a policy attached to these By-Laws; placement within the By-Laws is not required for a policy to bind. Where any conflict arises, the Articles of Organization control, then the Constitution and these By-Laws, then the policies held in the Church Operations Plan. No policy may amend, override, or decide any matter reserved to the Membership, including amendment of the Constitution or By-Laws, the calling or termination of the Pastor, the election or removal of officers or board members, the annual budget, the dissolution of the Church, or any sale, mortgage, or transfer of property requiring a vote of the Church, and any policy in conflict with a higher tier or with a reserved matter is void to the extent of the conflict.

ARTICLE VII - Dissolution

Should the Membership of Mayflower Church become less than 10 active Members the Church may vote for dissolution. In the event of dissolution or liquidation of Mayflower Church, after all liabilities and obligations have been paid, satisfied or discharged, all remaining property and assets shall be distributed by the active Members to a nonprofit organization affiliated with Mayflower Church or other Christian non-profit organization (Voted 10-15-2007). Priority will be given to evangelical ministries whose aim is to advance the Gospel of Jesus Christ in Kingston/Plymouth County.