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.

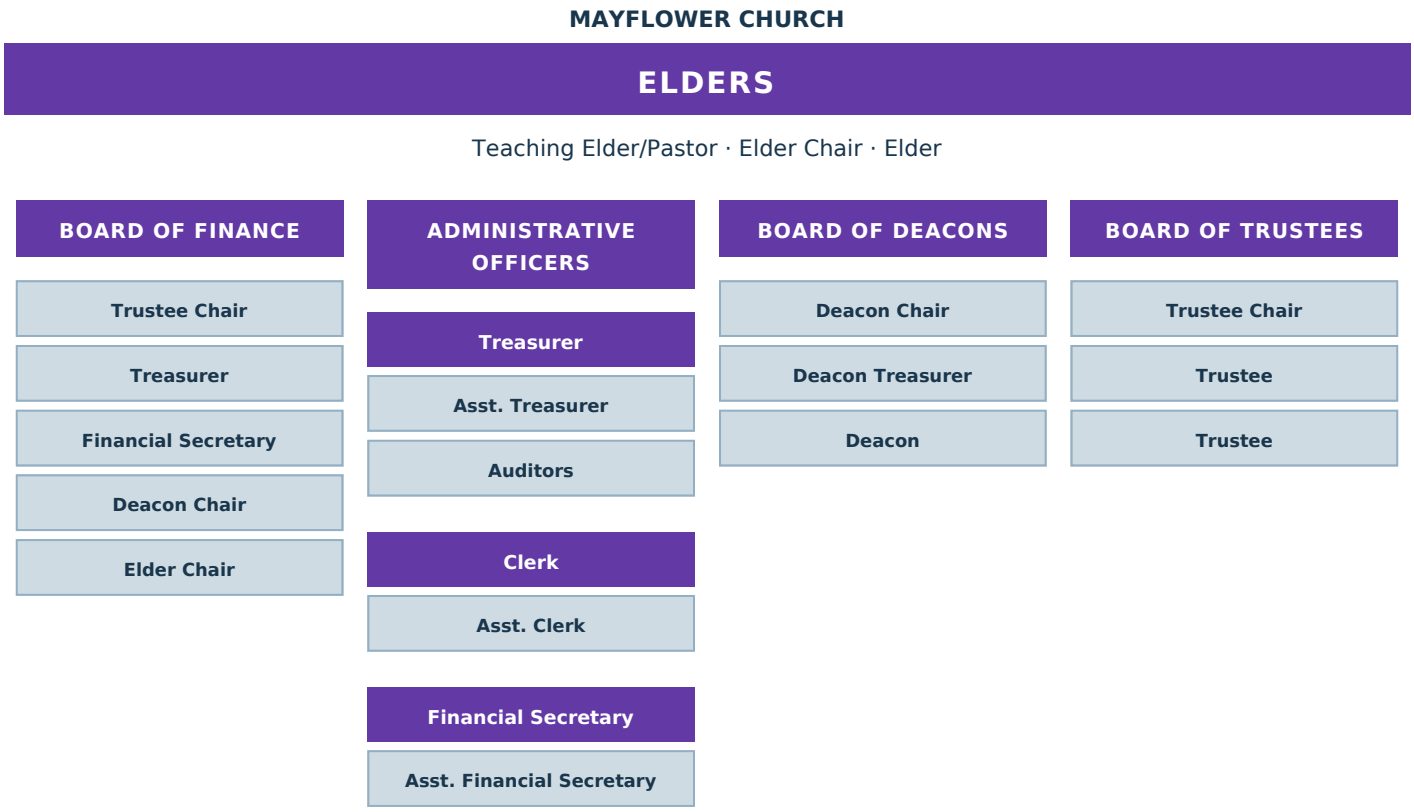

Figure 1. Organization Structure of Mayflower Church Boards and Officers

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.

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