

MICHIGAN DISTRICT OF THE MISSIONARY CHURCH

VISION, MISSION AND VALUES

OUR VISION

Every Church mobilizing believers to intentionally reach and disciple those without Christ.

OUR MISSION

To strengthen churches and districts that reproduce and multiply devoted followers of Jesus Christ.

OUR VALUES

The Michigan District exists to encourage, equip and empower the local church:

1. Modeling life and leadership by the Spirit.
(Matthew 3:11; Romans 8, 12:1-2; Galatians 5)
2. Winning and training disciples of Christ who make disciples.
(Matthew 28:19)
3. Developing effective leaders with a servant, Christ-like heart.
(Romans 12:8, John 13:12-17)
4. Coaching for culturally relevant ministries to families and emerging generations.
5. Cultivating church health as a foundation for growth and multiplication.
6. Partnering for church and district multiplication.
7. Mobilizing outreach to all cultures from home to the ends of the earth..
(Matthew 27:18-20; Acts 1:8)

OUR PRIORITIES

1. Call and Mobilize the Michigan District to Continuous Intercessory Prayer.
2. Evangelize the Lost and Make Disciples.
3. Strengthen our Established Churches.
4. Plant New Churches and Districts.
5. Recruit and Develop Dynamic and Spiritually Passionate Leaders

Proclamation of the Missionary Church Call to Prayer and Fasting* (May, 2010)

The Missionary Church Ministry Leadership Council and the General Oversight Council have, unanimously and enthusiastically, signed a Pledge of Brotherly Commitment to faithfully practice the discipline of prayer and fasting.

With this pledge in mind they personally affirm the biblical mandate to fast and pray and passionately call everyone in our fellowship to intentional prayer and fasting*.

In obedience to our Lord, the massive challenges of our times, and the effective expansion of His Kingdom through the ministries of His church, let us commit to at least one day of prayer and fasting each month over the next twelve months. While you may choose any day you wish, we invite you to join us on the 5th day of each month.

Let our primary focus be:

- 1) Prayer for corporate and individual repentance;
- 2) Listening to His voice through His Word and His Spirit;
- 3) Prayer for a renewed passion for God;
- 4) Prayer for the revival and renewal of your local church as well as our Missionary Church ministries worldwide;
- 5) Prayer for the accomplishment of the Vision of the Missionary Church focused upon, ¹perpetual intercessory prayer, ²evangelizing the lost and making disciples, ³strengthening local churches, ⁴planting new churches and districts of churches, and ⁵intentional recruitment and development of catalytic, passionate leaders.

Let us personally embrace His promise,

“If my people, who are called by my name will humble themselves and pray, and seek my face, and turn from their wicked ways, then I will hear from heaven, and I will forgive their sin and will heal their land.”

II Chronicles 7:14

*We welcome and encourage individual participants to consider a variety of different kinds of fasting, especially when there are medical issues involved (i.e. one meal, fruits and vegetables only – “Daniel fasting,” fasting of entertainment or recreational activity, etc.). The purpose of fasting is giving up a routine or everyday activity in order to devote oneself to prayer and seeking God.

*We encourage local churches to organize 24 hour as well as 24/7 prayer vigils that include the call to prayer and fasting. For details of 24/7 go to www.mcgpn.org.

**BYLAWS OF THE
MICHIGAN DISTRICT OF THE 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 Multiplication 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 Multiplication 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 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.

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

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 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 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.

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

- d. He shall serve as the liaison between the District and the Denomination, and shall encourage local church participation in Denominational programs.
- e. He shall see that the Constitution of the Missionary Church is upheld.
- f. He shall emphasize the duties of the churches to their pastors.
- g. He shall serve as the liaison between pastors and churches in all matters of pastoral placement, as outlined in the Constitution.³
- h. He shall serve as chairman and platform director of Brown City and Mancelona Camp Meetings.
- i. He shall seek to coordinate the work of all District boards and committees with the view of effecting harmonious relationships.
- j. He shall submit a detailed report of his ministry and the work of the District to the District Conference.
- k. 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.
- l. He shall see that appropriate statistics are compiled for District Conference.
- m. He shall appoint the District Conference committees, to be ratified by the District Conference.
- n. He shall be a pastor to pastors, offering support, encouragement, and counsel to pastors and their families.
- o. 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. The District Superintendent shall serve as an advisory member. 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 chair 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 Superintendent until the next District Conference or a Special District Conference is called.
- d. He shall serve as a member of the District Executive Board.

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 District Missionary Church.

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.

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

⁴See ARTICLE VII, K, 1.

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 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.

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.

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
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 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.

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.

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

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 MULTIPLICATION

1. SELECTION

The District Director of Church Multiplication 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 Multiplication shall coordinate all local church and District sponsored church multiplication and extension projects.
- b. He shall target new areas for church multiplication within the District.
- c. He shall communicate the vision and the needs of church multiplication 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 multiplication 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 Multiplication shall be accountable to the District Superintendent, and shall consult with him regularly.
- b. He shall chair the District Church Multiplication Team, 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

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 Ministry Team, and Children's Ministry Team.

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 shall give oversight to the work of the Youth Ministry Team 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 teams (Church Multiplication, 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 Ministry Team 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 Ministry Team 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 teams (Church Multiplication, 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 Ministry Team 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, MINISTRY TEAMS, AND COMMITTEES

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

A. CHRISTIAN EDUCATION BOARD

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 MINISTRY TEAM

1. COMPOSITION

The Youth Ministry Team shall consist of the District Youth Director, District Superintendent, ex-officio, Director of Christian Education Ministries, and four to eight individuals actively involved in District and/or local church youth ministries. The District Executive Board, in consultation with the Youth Director, will annually approve the composition of the Youth Ministry Team. The Youth Director shall serve as chair.

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

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.

2. DUTIES

- a. The Youth Ministry Team shall organize itself.
- b. It shall plan, implement, promote and oversee various youth ministries in the District.
- c. It shall serve as a resource for training and promotion of youth ministries in local District churches.
- d. It shall oversee the District youth camping program, appoint the Brown City Camp Youth Director, and direct youth camp ministries, subject to the approval of the respective Camp Boards.
- e. It shall be accountable to the District Christian Education Board.

C. CHILDREN'S MINISTRY TEAM

1. COMPOSITION

The Children's Board shall consist of the District Children's Director, District Superintendent, ex-officio, Director of Christian Education Ministries, and four to eight individuals actively involved in District and/or local church children's ministries. The District Executive Board, in consultation with the Children's Director, will annually approve the composition of the Children's Ministry Team. The Children's Director shall serve as chair.

2. DUTIES

- a. The Children's Ministry Team shall organize itself.
- b. It shall plan, implement, promote and oversee various children and family ministries in the District.
- c. It shall serve as a resource for training and promotion of children and family ministries in local District churches.
- d. It shall oversee the District children camping program, appoint Brown City Camp and the Happy Time Children's Directors, and direct children's camp ministries, subject to the approval of the respective Camp Boards.
- e. It shall be accountable to the District Christian Education Board..

D. BROWN CITY CAMP BOARD

1. COMPOSITION

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, ex-officio, and six other elected members for staggered terms of three years. The treasurer shall be appointed by the Mancelona Camp Board. The Camp shall organize itself. In addition, the Camp's Children's Director, Youth Director, and Caretaker shall be advisory members and shall submit reports to the Board. Newly elected members shall serve as advisory members of the Board until their September meeting, at which time they shall replace the members whose terms have expired and become full voting members.

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 MULTIPLICATION TEAM

1. COMPOSITION

The Church Multiplication Team shall consist of the District Church Planting Director, District Superintendent, ex-officio, and four to eight individuals actively involved in District and/or local church multiplication. The District Executive Board, in consultation with the Church Planting Director, will annually approve the composition of the Church Multiplication Team. Where practical, at least one member shall be a layman, and one shall have actual church planting experience. The District Church Planting Director shall serve as chair.

2. DUTIES

- a. The Church Multiplication Team shall raise and administer funds.
- b. It shall promote the Biblical concept of church multiplication in the District.
- c. It shall seek counsel with the District Superintendent and the local church to recruit experienced, successful, Spirit-led pastors for planting churches and developing a church multiplication movement in the District.
- d. It shall sponsor seminars and training for church multiplication personnel.
- e. It shall provide supervision for church multiplication projects in matters of church planter assessments, mission statements, demographic studies, core recruitment, finances, facilities, etc.
- f. It shall meet with the leadership of every church multiplication project on a regular basis and at least annually.

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 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 Multiplication 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. HEALTHY CHURCH TEAM

1. COMPOSITION

The Healthy Church Team shall consist of the District Church Health Director, District Superintendent, ex-officio, Director of District Ministries, and four to eight individuals actively involved in District and / or local church health. The District Executive Board, in consultation with the Church Health Director, will annually approve the composition of the Healthy Church Team. Where practical, at least one member shall be a layman. The District Church Health Director shall serve as chair.

2. DUTIES

- a. It shall provide resources and promote the development of a church health movement within the District.
- b. It shall supervise the coaching of pastors and churches by developing and deploying individual coaches for local church assignments.
- c. It shall team with the District Superintendent to initiate, appoint leaders, and monitor the Pastor Clusters to encourage, equip, and empower our pastors and associates through team building.
- d. It shall promote and sponsor seminars and leadership development for its leaders, and training events for churches and their people.
- e. It shall monitor the health of the District churches, and work alongside our redevelopment projects.
- f. It shall oversee the finances of the Healthy Church budget.

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.

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

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 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 checkbook balance.
 - b. Reconcile cash on hand plus the check book balance with the amount of cash shown on the books.
 - c. Check in detail that receipts are properly allocated. The Church treasurer's books may be spot checked or checked in detail for one month only.
 - d. Check that disbursements are properly authorized and distributed to proper accounts.
 - e. Check treasurer's annual report for accuracy, opening and closing balances. The opening balance must be identical to the closing balance of the previous year.
 - f. Look for any possible weaknesses in accounting practices and suggest change or improvement.
 - g. Auditors should follow all above procedures before Annual Local Conference and report their findings to the Local Conference.

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 Multiplication 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 MANCELONA 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 Adopted April 22, 2010

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 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. When there is no election for nominees for an office on a first ballot, the tally of votes shall be announced, and a second ballot shall be taken, containing all the names that appeared on the first ballot. If there is still no election after the second ballot, the name having the least number of votes shall be dropped. After each successive ballot, one additional name of the nominees having the least number of votes shall be dropped from the ballot until an election is valid.
9. The District Conference shall establish the bar.

BY LAWS OF MICHIGAN MISSIONARY LOANS AND INVESTMENTS, INC.

Article I

The purpose for which the MICHIGAN MISSIONARY LOANS AND INVESTMENTS, INC., and ecclesiastical, non-profit corporation exists is to advance the Kingdom of our Lord and Savior, Jesus Christ, by financially assisting Michigan District Missionary Churches to grow by providing loans for land acquisition, construction, expansion, or remodeling of church buildings, or parsonages.

In all of its operations, the business of the corporation shall be so conducted that no individual member of the corporation shall realize any profit from the corporation's activities, but all profits, if any, shall be used for the purposes set forth in the Articles of Incorporation.*

Article II

Office

The corporate office shall be located at 1091 S. Creekwood Trail, Burton, Michigan, 48509.

Article III

Board of Directors

- A. The Board of Directors shall be elected at an annual meeting of the members, which shall be held at the same time and place as the Michigan District Missionary Church Conference is held. The Directors shall be elected by a majority vote of the members of the corporation. Membership of the Board shall consist of four (4) ministers and eight (8) laymen, elected for staggered three (3) year terms.
- B. The Nominating Committee of the Michigan District Missionary Church Conference shall be the Nominating Committee of the Michigan Missionary Loans and Investments, Inc. to bring nominations for the Board of Directors whose terms expire.
- C. All Directors shall serve without pay except that a Director who is also an employee of the corporation may receive such salary as the Board may determine. The Board may make provision for the payment of travel expenses and other expenses incurred by Directors in attending Board meetings or otherwise performing their duties.
- D. Vacancies on the Board caused by death, resignation, etc., shall be filled by the remaining members of the Board.

Article IV

Meeting of the Board of Directors

- A. The regular annual meeting of the Board of Directors shall be held at the office of the corporation at Burton, Michigan, within 30 days after the annual meeting of the members. Special meetings of the Board may be called by the President and Secretary or a majority of the Board, with a ten (10) day written notice.
- B. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

Article V

Officers

The Board of Directors at its annual meeting shall elect from its members a President, a Vice President, a Secretary, and a Treasurer, each of whom shall serve for a term on one (1) year. At the discretion of the Board, the Secretary, and the Treasurer may be one and the same person.

*See MICHIGAN ARTICLES OF INCORPORATION of Michigan United Missionary Loans and Investments, Inc., filed with the Michigan Corporation & Securities Commission, December 15, 1958; ARTICLE V-b, 1-6

Article VI

Duties of the Officers

- A. President. The President shall preside at all meetings of the members. He shall be the chief executive officer of the corporation and shall be responsible for the general welfare of the corporation under the direction of the Board of Directors. He shall have such other duties as the Board may designate.
- B. Vice President. The Vice President shall preside at all meetings of the members and the Board of Directors in the absence of the President. In case of death, resignation, or disqualification of the President, he shall perform all the duties pertaining to the office of President until the election of a new President.
- C. Secretary. The Secretary shall keep the records of the proceedings of the meetings of the members and the Board of Directors and perform such other duties as the Board may designate. He shall, under order of the President, give all notices of annual and special meetings of both the members and the Board of Directors.
- D. Treasurer. The Treasurer shall keep, in the name of the corporation, an accurate account of all monies received and disbursed. He shall make a detailed report at the annual meeting of the members and at such other times as the Board of Directors may request of the funds received and disbursed. He shall also submit an audited annual report to the annual meeting of the members. His books shall be open at all times to the inspection of the Board of Directors or any other member thereof. Annual audit of the Treasurer's books shall be made by a qualified auditor to be selected by the Board.
- E. Vacancies. Vacancies in unexpired terms shall be filled by the Board of Directors.

Article VII
Committees

- A. An Executive Committee shall be elected by the Board of Directors which shall act for the Board between Board Meetings. The Officers are members of the Executive Committee by virtue of the office and one additional member is to be elected by the Board. In case the Secretary and the Treasurer are one and the same person, two additional members are to be elected by the Board.
- B. A Promotional Committee shall be elected by the Board whose duties shall be the representation of the organization to the constituency of the Missionary Church and to friends and interested parties outside the Church. They shall prepare appropriate promotional literature setting forth the purpose and objectives of the Michigan Missionary Loans and Investments, Inc.
- C. An Application Review Committee of not less than three members shall be elected from and by the Board who shall receive and review applications for loans.

Article VIII
Contributions

- A. Contributions for Investments.
 - 1. Contributions may be received by Michigan Missionary Loans and Investments, Inc. from any interested party.
 - 2. Contributions that are not designated shall become capital assets of the organization.
 - 3. Designated contributions shall be used for loans for projects as designated. When such designated projects are completed and monies repaid it will be capital assets of the corporation and may be used as directed by the Board.
- B. Contributions for Special Gifts.
 - 1. Michigan Missionary Loans and Investments, Inc. may act as a depository for funds to be used as special gifts as designated by the depositor. Such monies that are designated within 90 days shall be added to capital assets. No interest shall be paid on such deposits.
 - 2. In case of the death of the depositor any undesignated balance shall be added to the capital assets of the Michigan Missionary Loans and Investments, Inc.
- C. Annuities. Annuities will be considered by Michigan Missionary Loans and Investments, Inc. on an individual basis.
- D. Bequests. Michigan Missionary Loans and Investments, Inc. is authorized to receive bequests.
- E. Estate Note. Estate Notes will be considered by the Michigan Missionary Loans and Investments, Inc. and chosen on an individual basis.

Article IX

Securing of Deposits and Loans

Deposits and loans shall be secured at the lowest possible rate of interest.

Article X

General Policy of Corporate Operation

- A. Money shall be loaned in keeping with the purpose of the organization only for approved projects as follows:
1. Eligibility for loans. Churches approved by the Board of Directors.
 2. Amounts to be loaned.
 - a. Short term.
 - (1). Shall not exceed \$100,000 unless approved by the Board.
 - (2). Shall be paid under terms acceptable to the Board.
 - b. Long term.
 - (1). Loans not to exceed \$ 250,000 in aggregate to any one church unless approved by the Board.
 - (2). A loan minimum of \$ 5,000 per loan. (Exceptions may be made by the Executive Committee).
 - (3). Repayment. Interest shall be paid monthly or as directed by the Executive Committee on the entire amount borrowed on the interest bearing date.
 - (4). Interest. Shall be charged at a rate not to exceed 2 percent above that paid to investors.
 - c. Use and Restrictions.
 - (1). Church to have building fund, property, or other assets equal to a least 25 percent of amount they seek to borrow.
 - (2). Church must have received a two-thirds majority vote in favor of borrowing funds taken at a duly convened Local Conference Business Meeting before approval for a loan is granted.
 - (3). Church must use money on own property.
 3. Collateral. Loans may be secured or unsecured as approved by the Board.
 4. Services. Fees for services may be charged in accordance with Board approval.
- B. In the event of a delinquency in repayment by any borrower to the corporation of funds previously loaned by the corporation to such borrower, the Board of Directors shall have the power to work out such terms of repayment as mutually agreed by the Board and the borrower.

Article XI

Corporate Seal

The corporate seal shall have a circular disk on the outer margin on which shall appear the corporate name and the State of Michigan with the words "corporate seal" through the center, so mounted that it may be used to impress these words in raised letters upon paper. The seal shall be in the custody of the Secretary.

Article XII

Fiscal Year

The fiscal year shall be the calendar year.

Article XIII

Amendments

These Bylaws may be amended at an annual meeting of the corporation by two-thirds vote, provided that these amendments do not conflict with the Constitution of the Missionary Church, the Bylaws of the Michigan District Missionary Church, or the Articles of Incorporation.

PASTORAL BENEFITS COMMITTEE REPORT
2010-2011 GUIDELINES FOR PASTORAL SALARY AND BENEFITS
Adopted 1994 (updated November 2004)

These guidelines are intended for the use of the Missionary Churches of the Michigan District, in the evaluation of their pastoral compensation and in the preparation of annual budgets. When adopted by District Conference, these guidelines become our recommended standard for the year and until modified. The District Superintendent shall use them as a reminder to church boards at the appropriate time each year.

Scriptural Foundation

Who serves as a soldier at his own expense? Who plants a vineyard and does not eat of its grapes? Who tends a flock and does not drink of the milk? When the plowman plows and the thresher threshes, they ought to do so in the hope of sharing in the harvest. If we have sown spiritual seed among you, is it too much if we reap a material harvest from you? The Lord has commanded that those who preach the gospel should receive their living from the gospel. 1 Corinthians 9:7, 10-11, 14

The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching. For the Scripture says, "Do not muzzle the ox while it is treading out the grain," and "The worker deserves his wages." 1 Timothy 5:17-18

Full Time Compensation

1. Definition of "Full Time"

It is understood that most full time pastors will invest 50-60 hours a week in ministry.

Note: For the purpose of worker's compensation and disability insurance an employee must be employed a minimum of 30 hours a week.

2. Minimal Full Time Compensation Package

A full time pastor should receive an appropriate cash salary, a housing allowance and/or use of a parsonage, health insurance, long-term disability, and Missionary Church pension. Otherwise, the pastor should be free to supplement his income with outside employment.

3. Establishing the Pastor's Compensation Package

- A. Responsibility Factor - Consider the size of the congregation and the ministries it provides.
- B. Training and Experience Factor - Consider education, ordination and years in active ministry.
- C. Cost of Living Factor - Consider annual adjustments to reflect changes in the cost of living.
- D. Non-Statistical Growth Factor - Consider the pastor's contribution (his leadership, planning, communication, spiritual guidance, etc.) to the spiritual growth of the members.
- E. Whether the pastor's wife works or not should not be a factor in establishing the pastor's salary.
- F. Consultation with a resource such as Church Law and Tax Report's *Annual Compensation Handbook for Church Staff* (www.churchlawtoday.com) or online at the U.S. Department of Labor Compensation Statistics (www.bls.gov).

4. Pastor's Salary and Benefits

Estimate the median salary and benefits of a similar professional person working in your community as the base from which the following considerations are then made:

- A. Cash Salary.
- B. Housing - parsonage and utilities or an adequate housing allowance.
- C. Telephone - the church should provide for telephone service in the parsonage, except for the pastor's personal long distance calls.
- D. Health insurance - for the family.
- E. Long-term Disability Insurance.
- F. Missionary Church Pension plan.
- G. Social Security - at least one-half of self-employment tax on the pastor's salary and on his housing allowance or the parsonage fair rental value.
- H. Paid Vacation - for all full-time ministers: (Cumulative Pastoral Career Experience)
 - 0-5 years experience = 2 weeks,
 - 6-12 years experience = 3 weeks,
 - 13-20 years experience = 4 weeks
 - Over 20 years of experience = 5 weeks

NOTE: The pastor and church board should establish a vacation time policy.

(e.g., when vacation should be used, how many weeks in a row are allowable, whether unused vacation time is cumulative for future years, etc)

- I. Sabbatical Rest. To honor long-term service to a local congregation, the church is encouraged to consider offering their pastor a 30 to 90 day sabbatical rest after 10 years of service. This shall not be considered vacation time, nor shall it be considered time to candidate for another position.
 - J. All additional monies received from the church such as Christmas gifts and additional cash for FICA are cash salary and should be included in the wages section of the W-2.
5. **Business Expense and Health Reimbursement Plans (MERPS)**
- A. Continuing Education - the church should cover expenses for the pastor to at least one seminar a year, besides the District and General Conferences.
 - B. Entertainment Account - to cover his expenses for ministry related meals and hospitality.
 - C. Mileage - provide for mileage reimbursement at the IRS rate, or some other adequate car allowance.
Mileage reimbursement by a mileage log, usually submitted on a monthly basis.
 - D. Health costs reimbursement. These can be **employee** funded through a cafeteria plan, or **employer** funded by creating reimbursement funds for Co-Pays and deductibles in the health insurance plan. Both plans are non-taxable, if a fully accountable program is used and payment is given only when a receipt is submitted - usually on a monthly basis
6. **Miscellaneous**
- A. It is recommended that the church encourage its pastor to take a day off each week.
 - B. It is recommended that the church send its pastor and treasurer to a church tax seminar.
 - C. Salary and benefits packages for all paid church staff should be structured so as to take maximum advantage of the tax laws and to avoid unnecessary tax liability.
 - D. Churches should include pastoral counseling liability and sexual misconduct liability in their insurance coverage. An amount larger than the amount included in the basic policy is recommended.
 - E. Churches should purchase workers' compensation insurance.
 - F. Churches are encouraged to participate in the annual Pastor Appreciation Day.
 - G. Churches are urged to cover the expenses for the pastor to attend the annual district ministers' retreat, pastor and spouse retreat, District and General Conferences.
(Not to be considered a part of vacation, continued education, or seminar allowance.)
 - H. Churches are to encourage their pastor to attend a district camp and not consider it as vacation.
 - I. According to the IRS pastors are unique and must be considered employees for income tax purposes and as self-employed for Social Security / Medicare. Withholding is not required from salary payments, but earnings must be reported on a W-2, not a 1099 miscellaneous form. No housing allowance or provided housing value should be included in the wage section of the W-2. Housing is subject only to self-employment tax.
7. **Other Benefits a Church May Wish to Consider**
- A. Library Allowance - the church may wish to make provision for a Pastoral Library Allowance to cover the purchase of books and periodicals, which he deems helpful for an effective ministry.
 - B. Equity Allowance - if a parsonage is provided, the church might consider giving the pastor a monthly equity allowance to compensate for the equity he would build up if he were to own his own home.
 - C. Additional Life Insurance. The church can purchase up to \$50,000 in term Life without it being taxable to the pastor.
 - D. Supplement to the Missionary Church Pension Program. (e.g. 403b T.S.A.) It is recommended that each pastor begin a 403b tax sheltered annuity or some like tax-sheltered savings program early in their career. Contributions made on a "deferred compensation" basis are free of income tax and self-employment tax, are portable, simple and can be started with \$50 or \$100 per month."

PASTORAL REVIEW AND EVALUATION
Missionary Churches of the Michigan District
PLEASE COMPLETE AND RETURN BY FEBRUARY 15

I. GENERAL INFORMATION

_____ PASTOR'S NAME	_____ POSITION (e.g., Senior Pastor, Youth Pastor, etc.)
_____ CHURCH NAME	YEARS _____ MONTHS _____ LENGTH OF TIME IN POSITION
_____ DATE OF EVALUATION	FROM _____ TO _____ EVALUATION PERIOD
_____ PRESENT SALARY	_____ TIME SINCE LAST SALARY INCREASE

II. PURPOSE OF EVALUATION

The purpose of this form is to serve as a communication tool between the pastor and the church board/elder board to evaluate the pastor's performance and to find ways for growth and improvement. Please think in terms of how the pastor has been doing, not what he is potentially capable of doing.

The District Office is requesting that each church implement the following evaluation timetable:

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.)

III. GUIDELINES FOR EVALUATION

- ◆ Duplicate this form for your leaders to complete.
- ◆ **Compile a master copy with a summary of the average scores and comments, so that the information may be presented to the pastor. Comments should be initialed.**
- ◆ Please be objective, fair and realistic in your evaluation. Avoid anonymous comments.
- ◆ Look for ways to affirm and encourage your pastor. Remember the Golden Rule.
- ◆ Discuss and agree with your pastor a procedure for the annual pastoral review.
- ◆ The results of this evaluation are to be first shared with the pastor and then the board.
- ◆ Keep this evaluation confidential between the pastor and the board.
- ◆ **Send the District Superintendent a copy of the summary of the average scores and comments signed by both the pastor and vice-chairman. Please return by February 15**

IV. OVERALL RATING KEY

- 5 - **Excellent**: performance is outstanding; makes significant contributions; superior performance.
- 4 - **Good**: performance exceeds requirements; highly effective.
- 3 - **Satisfactory**: performance of duties is constant and effective.
- 2 - **Needs Improvement**: performance is sometimes less than satisfactory; a weak area.
- 1 - **Unacceptable**: performance is consistently unsatisfactory; marked improvement is necessary.

Ministry Performance Factor	Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable	Comments
1. Sermon Content & Impact Understandable, Biblical, well-illustrated, well prepared, practical application, faces issues squarely, helps me.		
2. Sermon Delivery Keeps my attention, communicates clearly, passionate, enthusiastic, from his heart, calls for response		
3. Relating to Others Considerate & tactful, servant heart, loves people, approachable, hospitable, creates & maintains healthy relationships		
4. Personal Integrity Trustworthy, faithful, respectful, appropriate conduct with opposite sex, regarded as a growing Christian		
5. Work Habits Demonstrates initiative, dependable, follows through, good overall work ethic, motivated within, puts forth effort		
6. Accessibility Has regular work hours, returns calls, responds to messages, available to talk		
7. Demonstrates Leadership Has vision, communicates vision for future, has goals, anticipates the next step of improvement for the church, leads the church		
8. Training & Equipping Helps leaders lead, conducts training, facilitates discipleship, assists others in discovering their ministry		
9. Spiritual Vitality & Growth Shows evidence of meaningful devotional life, demonstrates fruit of the Spirit, has character, passion to become like Christ, wants to know God		
10. Creates Ownership of Ministry Builds the team, motivates others to get involved, demonstrates recruitment skills, frequently meets with leaders, has influence for the purpose of the church		

Ministry Performance Factor	Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable	Comments
11. Organizational Skills Balances priorities, good use of time, well organized, meets deadlines, shows high regard for order, delegates, delegates tactfully		
12. Family & Home Shows love & care for spouse & family, spouse is supportive of ministry, spiritually leads his family, parsonage(if applicable) is well maintained inside and out		
13. Relates to the Unchurched Builds bridges & develops rapport with unchurched people, has friendships outside the church, teaches people to reach out		
14. Professional Self-improvement Attends training events regularly, shows evidence of reading and study, openness to evaluation, is well informed and up-to-date		
15. Response to the Community Genuine spiritual concern for the community, leads church to meet needs of community, organizes efforts to impact church's neighborhood		
16. Adaptable & Flexible Open to change, responds positively when plans change, handles emergencies efficiently, handles multiple projects, has back-up plan		
17. Builds Community Creates harmony, effectively resolves conflict, creates team-spirit, teaches people to love each other		
18. Resilience Stamina, persistence to “keep going” even with opposition, handles discouragement prayerfully, able to handle “criticism” with grace and nobility.		
19. Exercises Faith Calls church to prayer, encourages people to trust God, growing faith in God to enable his ministry, prays for God to meet “big needs.”		
20. Connection to District/ Denomination Attends & promotes District and Denominational conferences & events, encourages relationships with other Missionary Churches.		

OVERALL RATING AVERAGE: _____
(Add rating scores for each category then divided by number of categories for overall rating average)

ADDITIONAL COMMENTS:

PLAN OF ACTION FOR GROWTH AND IMPROVEMENT:

PASTOR'S RESPONSE AND COMMENTS:

We have participated in a review of this evaluation and overall performance....

PASTOR'S SIGNATURE

CHAIR/ VICE-CHAIRMAN'S SIGNATURE

DATE

DATE

MAKE THREE COPIES OF THIS EVALUATION:

- [1] Church Board Copy
- [2] Pastor's Copy
- [3] District Superintendent's Copy

PLEASE COMPLETE AND RETURN BY FEBRUARY 15

Michigan District, Missionary Church - 1091 Creekwood Trail - Burton, Michigan 48509

PASTORAL SALARY WORKSHEET
Michigan District of the Missionary Church

Due February 15

Minister's Name _____

Church Name _____

1. SALARY	20 _____	20 _____
A. Cash Salary	\$ _____	\$ _____
B. Utilities (amount paid by church)	_____	_____
C. Social Security (above cash salary)	_____	_____
TOTAL SALARY	\$ _____	\$ _____
2. HOUSING		
A. Fair Rental Value (for parsonages)	\$ _____	\$ _____
B. Housing Allowance paid to Pastor	_____	_____
TOTAL SALARY & HOUSING	\$ _____	\$ _____
3. BENEFITS (not considered as salary by IRS)		
A. Parsonage Telephone (District policy is for churches to pay for the phone in the parsonage, except for the pastor's personal long distance calls)	\$ _____	\$ _____
B. Hospitalization/Medical	_____	_____
C. Long Term Disability	_____	_____
D. Pension - Denominational	_____	_____
E. Other (e.g. 403b) _____	_____	_____
_____	_____	_____
TOTAL SALARY, HOUSING & BENEFITS	\$ _____	\$ _____
4. BUSINESS EXPENSE (not considered salary by IRS)		
A. Travel Allowance: flat rate or mileage at _____ cents per mile	\$ _____	\$ _____
B. Entertainment Allowance	_____	_____
C. Educational Improvement: professional growth, books, periodicals, seminars, etc.	_____	_____
D. Other _____	_____	_____
TOTAL COMPENSATION PACKAGE	\$ _____	\$ _____

OTHER NOTES and POLICIES

1. Vacation time agreement _____

2. Conferences and Seminars _____

3. Other _____

4. Other _____

**PLEASE COMPLETE AND RETURN TO THE DISTRICT OFFICE
BY FEBRUARY 15**

**THE MICHIGAN DISTRICT OF THE MISSIONRY CHURCH
MONTHLY REPORT FORM**

**1091 Creekwood Trail, Burton, MI 48509
Phone: 810-742-7462 FAX: 810-742-8102
E-Mail: michdistmc@aol.com**

CHURCH _____ **PASTOR** _____ **MONTH** _____

Dear Pastor:

This report must be returned to the District Office by **the first Friday of each month**. Your report is a significant part of the larger picture of our District's ministry. It lets your people know that their progress is shared with others in a timely manner.

Please also take a few moments to share praise notes and prayer requests, so that we can encourage and support one another. **THANK YOU FOR YOUR INVESTMENT IN THE KINGDOM!**

In Christ,

James W. Keller, District Superintendent

AVERAGE ATTENDANCE FOR THE MONTH:

Sunday School

Morning Worship

Sunday Evening

Total of all Midweek Ministries

PERSONAL MINISTRY:

Pastoral Calls [meaningful contacts: hospital calls, home visits, counseling sessions, etc.]

KNOWN COMMITMENTS:

Salvation

Other Significant Decisions

Baptisms

New Members

Praise/ Prayer [may be shared with others]

Praise/ Prayer [To be kept confidential]

PLEASE DUPLICATE THIS FORM AS NEEDED

Return a copy to District office by mail, e-mail or fax and retain one copy for your records

**THE MICHIGAN DISTRICT OF THE MISSIONARY CHURCH
LAY WORKER'S LICENSE APPLICATION**

Description:

A lay worker's license is a one-year renewable license granted to members of local Missionary Churches in the Michigan District for specific ministries that necessitate formal recognition (e.g., hospital visitation, prison ministry, etc).

Instructions:

Carefully review the qualifications, rights and duties of a lay worker license found in the Constitution of the Missionary Church (Article XII, E, 4) before making application. After counseling with your pastor and receiving an official recommendation from the governing board of your local church, please complete this form, give one copy to your pastor and send another copy to the District Office, along with the official recommendation of the local board. This application only needs to be completed one time. The license may be renewed on an annual basis by official request of the local board.

Special Notice:

A lay worker's license does **not** grant ministerial privileges (e.g., baptisms, weddings, etc.) and is not recognized by the Internal Revenue Service for tax purposes (e.g., housing allowance).

NAME: (Last) _____ (First) _____ (Spouse's Name) _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ E-MAIL: _____

OCCUPATION: _____ EMPLOYER: _____

CHURCH: _____ PASTOR: _____

1. How long have you been a member of a local Missionary Church? _____
2. Have you read the Articles of Faith and Practice for the Missionary Church? _____
3. Have you read the Position Papers of the Missionary Church? _____
4. Are you in complete agreement with the Articles of Faith and Practice for the Missionary Church and its Position Papers? _____ If your answer is no, please explain: _____

_____ (use backside if necessary)
5. Please describe the nature or type of ministry for which this lay worker's license is requested:

6. Have you ever been convicted of criminal charges? _____ If so, please explain: _____

7. Have you or your spouse been previously married? _____ if so please explain: (use backside)
8. Do you agree to submit to the authority of the local church and the Michigan District and will you voluntarily surrender this license upon request of the local church or the District? _____

I, hereby, affirm that the above information is true and request a lay worker's license from the Missionary Church Michigan District.

(Signature) (Date)

**Return with church recommendation and personal testimony to:
Due November 30
Missionary Church Michigan District - 1091 Creekwood Trail, Burton, MI 48509**

MINISTRY TRAINING SCHOLARSHIP APPLICATION
THE MICHIGAN DISTRICT OF THE MISSIONARY CHURCH

The Michigan District of the Missionary Church offers a limited number of scholarships for students enrolled in one of the following programs: The Christian Ministries Institute (CMI), El Camino, and the Pastoral Leadership Institute (PLI). Carefully note the following guidelines:

1. The student must be a member (or a regular attendee) of a Michigan District Missionary Church, enrolled in one of the District-approved training programs (see above), and receive a letter of recommendation from his/her pastor.
2. The student may submit scholarship applications for a maximum of two classes per year. Each class requires an individual application form.
3. The maximum scholarship available per class is \$100.00.
4. The completed and signed application, along with a letter of recommendation from the pastor, must be postmarked at least two weeks before the start of the class for which scholarship funds are being requested.
5. If a student receives a scholarship, but withdraws from that course for reasons other than extenuating circumstances (e.g., medical reason, death of a family member, etc.), he/she is ineligible for future scholarships.
6. The scholarship fund is administered by the Michigan District of the Missionary Church.

Please complete the following:

Name: _____

Address: _____

City: _____ Zip Code _____

Phone: (Home) (____) _____ Work (____) _____

Church: _____ Pastor: _____

Training Program: (Check one)

_____ Christian Ministries Institute

_____ El Camino

_____ Pastoral Leadership Institute

Course to be taken: _____

Start date for the course: _____

Total cost for the course: _____

I have read the above guidelines and make application for a scholarship from the Michigan District of the Missionary Church.

Signature

Date

Print Name

Send this form to:
The Michigan District of the Missionary Church/ Scholarship Fund
1091 Creekwood Trail, Burton, MI 48509

CHURCH OFFICERS

PLEASE SUBMIT TO THE DISTRICT OFFICE BY FEBRUARY 15

CHURCH NAME	
PASTOR	

BOARD CHAIRMAN (If Pastor, just fill in pastor)	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

BOARD VICE- CHAIRMAN	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

TREASURER	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

BOARD SECRETARY	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

YOUTH DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

CHILDREN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

CHRISTIAN EDUCATION	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

MEN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

WOMEN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

PLEASE SUBMIT TO DISTRICT OFFICE BY FEBRUARY 15

DISTRICT CONFERENCE DELEGATES

PLEASE SUBMIT TO THE DISTRICT OFFICE BY FEBRUARY 15

TYPE OR PRINT CLEARLY

CHURCH NAME: _____

DELEGATES: 1. _____

Address: _____

City Zip

2. _____

Address: _____

City Zip

3. _____

Address: _____

City Zip

4. _____

Address: _____

City Zip

More Delegates can be listed on back of this form.

ALTERNATES: 1. _____

Address: _____

City Zip

2. _____

Address: _____

City Zip

Formula for Lay-Delegate Representation (District Bylaws Article II, A.) 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. 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 Multiplication projects may not send voting delegates to District Conference.

CHURCH FINANCIAL/AUDIT GUIDELINES

Sound financial controls and audit procedures protect the church against fund loss, misappropriation, and/or error. They also protect the reputations of **both the church and those responsible for financial matters.**

Sound Financial Controls – A Reasonable Checks & Balances System

- ◆ Financial responsibilities should be divided between 2 or more knowledgeable, trustworthy people, who have been members in good standing for a number of years and are not experiencing either personal or business financial crisis.
- ◆ Adequate separation of duties should, at a minimum, insure that the person or people keeping the church financial records, signing checks, and/or reconciling the bank accounts are not the same people as (or closely related/affiliated to/with) those who count the offerings and make the deposits, or (of course) those who conduct the financial audits.
- ◆ Responsibility for counting the offerings and making deposits should ***always*** be handled by ***at least two unrelated individuals*** and preferably by rotating teams of 3 or more individuals.
- ◆ The collection/deposit system should include: safeguard of funds between collection, counting, and deposit (deposit on the same day as collection is preferred); a protected area for counting; a form (in duplicate or triplicate) to record and report collections sent (along with deposit slip copy) to responsible party/parties other than those counting/making the deposits.
- ◆ Periodic (quarterly is preferred) statements should be sent to donors detailing dates and amounts received, with discrepancies, if any, resolved immediately.
- ◆ Regardless of size, every church ought to have an annual budget, which is approved by the board, congregation, or both.
- ◆ Church accounting records should be orderly, legible, and maintained in a standard format with accounts updated regularly. Data should be easily and logically transferable into monthly and year to date financial statement format (a standard computer accounting software package is preferable).
- ◆ Timely financial reports should be prepared monthly and be available for review by the board and/or others responsible. Detail should be sufficient to quickly assess whether expenditures are appropriate; to determine whether receipts are covering expenditures; and to track both cash and investment balances and any church indebtedness.
- ◆ Standard procedures should be in place and followed to document and approve all expenditures.
- ◆ Petty cash should be kept to a minimum (under the control of one individual) and expenditures from petty cash well documented (maintenance of a ledger recommended).
- ◆ Reimbursements should require completion of an expense reimbursement form with appropriate documentation attached, and payment should be made by church check (never taken out of cash receipts).
- ◆ If internal expertise is not available, an outside payroll service should be used.

Internal Audit Procedures

- ◆ Review compliance with financial control procedures, including timeliness.
- ◆ Verify cash balances on the year end financial statements are the same as in the accounting records and reconcile with the year end bank statements.
- ◆ Reconcile year end accounting records and financial statements with those for the previous year end.
 - Verify that the total of receipts per accounting records, financial statements, bank statements, and donor records are the same (or are easily reconcilable, with any adjustments being well documented and sensible).
 - Reconcile year end cash to cash at the previous year end (i.e. Do cash balances for the latest year end equal cash balances for last year end plus receipts for this year less expenditures for this year?). Note: any adjustments (i.e. for inter-fund transfers, etc.) should be well documented, verifiable, and meet the test of reasonableness.
 - Reconcile contractual indebtedness balances.
- ◆ Select December and 1 or 2 other months (at random), and a sample (12-25) of checks from the remaining months (include the largest amounts and a random sample of other checks), reviewing all accounting entries and back up documentation to test:
 - accuracy (i.e. compare payees and amounts on cancelled checks with payees and amounts shown in the accounting records, and verify appropriateness of expense category in the accounting records and on the financial statements);
 - reasonableness (vendor/payee, and expenditure type and amount seem appropriate);
 - proper approval;
 - to determine whether bills (i.e. utilities, vendors, lease, bank/financial institution indebtedness) are being paid on time and recorded in the proper month on financials (i.e. make sure checks clear within a reasonable time period and aren't being held for payment later than check date);
 - to make sure bills are not being held over to future months for recording to make the books appear in balance (particularly at year end) when, in reality, the church is building unrecorded payables.
- ◆ Review a sample (12-25) of year-end donor records (include the ½ dozen or so largest records and a random sample of others), reviewing all accounting entries and backup documentation to test for accuracy, reasonableness, and compliance with donor wishes.
- ◆ Review payroll records for:
 - accuracy, reasonableness, and proper approval.
 - timely, appropriate reporting and payment of withholding taxes.

- ◆ Review such other project accounting or miscellaneous transactions as may seem appropriate (i.e., building construction, special projects, larger miscellaneous expense categories, etc.) for accuracy, reasonableness, and proper approval.
- ◆ Review to determine appropriate, approved insurances are paid and in force.

Summary Comment

Every church is different. One size does not fit all. As a result, some modification or adaptation of the above guidelines may be required to help them fit. However, in all cases:

- ◆ The rule should be that appropriate checks & balances are developed and maintained.
- ◆ Local financial control and audit procedures should be documented in writing, sufficiently detailing each step in the process (i.e. where money should be counted; where money should be kept between counting and depositing it at the bank; the form, including detail required, to be completed by the counters; etc.)
- ◆ Written procedures should be reviewed by the church board, at least annually, to insure both compliance and continued appropriateness.

**Michigan District Missionary Church
Michigan Missionary Loans & Investments, Inc.
1091 Creekwood Trail
Burton, Michigan, 48509
Phone: (810) 742-7462 Fax: (810)742-8102
E- Mail: michdistmc@aol.com
mmli@sbcglobal.net**