

MMC Guidebook

Explanatory Documents

August, 2006

Martins Mennonite Church Guidebook of Offices, Positions, and Committees

About this Guidebook

This *MMC Guidebook* is to be a loose-leaf collection of separate documents, which may be individually added, deleted or revised.

Explanatory Documents will define this Guidebook's purpose, structure, revisions and oversight.

Offices, Positions and Committees documents will describe the various groups or persons functioning on behalf of the Congregation

Collectively these documents will describe, define and authorize the various offices, positions and committees necessary for carrying out the function and mission of the Congregation.

All the documents within this *MMC Guidebook* are to be governed by Article V of the Bylaws of the Martins Mennonite Church Constitution.

MMC Guidebook of Offices, Positions and Committees Explanatory Documents

Purpose of this Guidebook

The purpose of this *MMC Guidebook* is to describe, define and authorize the various offices, positions and committees within the Congregation. This includes offices, positions, committees, organizations, commissions, representatives and any other groups or persons functioning on behalf of the Congregation as needed. Throughout this Guidebook these will simply be referred to as Offices, Positions and Committees (OPCs).

The Guidebook is to be a collection of separate documents, each describing a single OPC. Documents may be added as new functions or service opportunities arise. Existing documents may be revised or deleted as their defined functions change or are discontinued.

Upon appropriate approval these OPCs become an authorized part of the structure and function of the Congregation. Those persons selected for the OPCs may then act on behalf of and serve the mission of the Congregation.

The intention of the Guidebook is to allow ease and flexibility in adding, removing or making changes to the OPC documents, so that even with passage of time they will continue to reflect actual practice. Updated documents can be created, approved and inserted separately, without the need to reprint the entire Guidebook. Using this Guidebook eliminates the need for frequent amendments to the Bylaws.

Revision: Bylaw Article V. section 3.b.
Revision date: Aug. 2006

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Structure of this Guidebook

The structure of this *MMC Guidebook* is to be a collection of separate documents, in loose-leaf format, which are grouped in two sections. An initial section of Explanatory Documents that covers Purpose, Structure, Revisions and Oversight, followed by a main section of OPC documents that describe and define the various OPCs. All documents are to stand-alone for addition, deletion, or revision.

The OPC documents are to be composed in a similar format with consistent definitions of:

- Membership (Number of persons serving, and whether congregational membership is required.)
- Term
- Selection Process
- Function/Objective
- Responsibilities
- Accountability
- Annual Report
- Revision Process

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Revisions of this Guidebook

It is intended that this *MMC Guidebook* allow for ease of revision without the need to redo the entire Guidebook. Therefore documents may be updated individually or collectively. Revisions should be made whenever needed to better serve the function and mission of the Congregation, or to bring the Guidebook into conformity with actual practices. Slight differences between the Guidebook and actual practice may be expected as normal, so minor revisions may be deferred until reasonably warranted.

Revisions to any Office, Position or Committee are made by preparing a draft document, in Guidebook format, and submitting the proposed revision to Church Council. Some of these revisions will require review and action by Church Council, with final approval by the Congregation (Approval Method A). Other revisions will only require approval by Church Council (Approval Method B). The approval method is identified within each OPC document.

Church Council will review each draft document as a first reading and publish it with the Church Council minutes. A complete document with proposed changes in wording should be made available to the Congregation (for example by posting to a bulletin board). The Congregation will have at least a one-month period to review the draft document and respond with feedback to Church Council. At a subsequent meeting, Church Council may take action to approve the draft document, or provide a re-edited version for another review period.

Approval Method A documents will be submitted to the Congregation for final approval. Approval will be by a majority vote of the Membership-Assembly either at any regularly or specially called business meeting, or in a manner as determined by Church Council. Approval Method B documents, after approval by Church Council, will be published in final form and incorporated into a master copy of the *MMC Guidebook*. New Guidebook OPC documents being submitted for first time inclusion will follow Approval Method A for their initial startup approval.

Any of the following groups may draft a revised OPC document based on changes in function, mission or actual practice:

- Leadership Commission;
- Church Council;
- Pastor/Elders;
- Holder(s) of the position or group described in the OPC document.

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Oversight of this Guidebook

Oversight of this *MMC Guidebook* is to be primarily the responsibility of the Leadership Commission, although other OPCs may share or help in the process.

Those responsibilities will include:

- Maintaining a master copy of the *MMC Guidebook*
- Keeping the *MMC Guidebook* updated to reflect desired function, mission or current practice through some type of annual or periodic review process;
- Ensuring that revised OPC documents are written in a consistent format per the Explanatory Document *Structure of this Guidebook*;
- Writing new documents for OPCs that come into existence, and offering assistance to OPC persons that request help in revising their documents;
- Submitting new or revised OPC documents, as well as requests for deletion, to Church Council to begin the review and approval process;
- Reviewing draft OPC documents when or as requested by Church Council.

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Offices, **P**ositions, **C**ommittees

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