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## Introduction

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Welcome to all who are serving God as part of the body at Berlin Mennonite Church. Each of us represent Christ where we live, work and share life with those in our local communities and here in our congregation.

This Procedures Manual sets out the guiding principles and operational procedures to enable the effective and efficient working of the church's various organizations and programs. These reflect our understanding that we are a faith community in a covenant relationship with God and with one another. It is our goal that our policies and procedures reflect our church's vision statement: "Rooted in Jesus, Growing in Faith, Branching Out in Love." This document provides the framework from which we can fulfill that calling and common vision. We also look towards scripture, our "Confession of Faith in a Mennonite Perspective (1995)" and our Core Values document—which serve as our foundation as we fulfill God's vision for our life in ministry together.

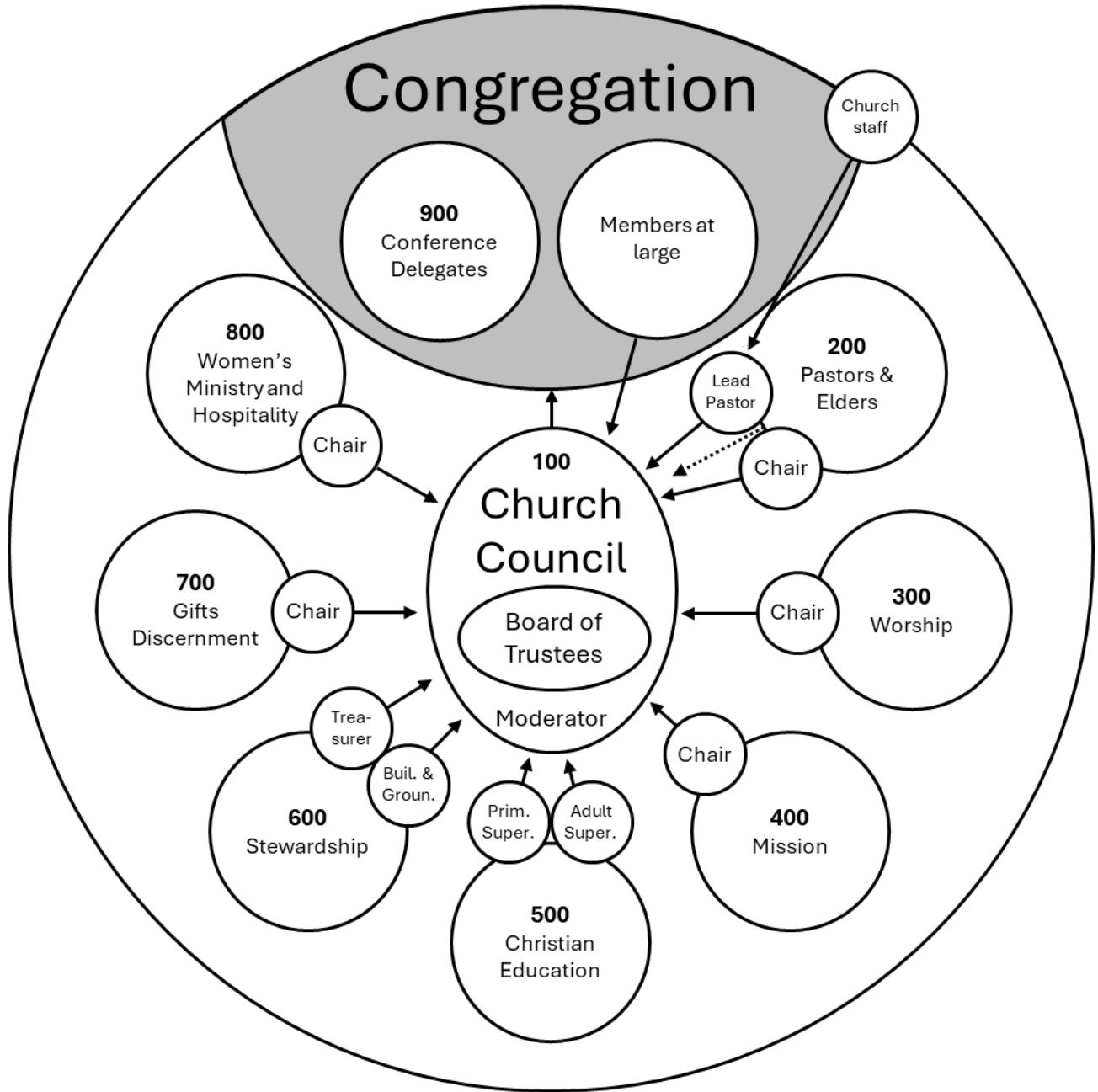
All of the procedures contained in this Manual have been coordinated with the Constitution of Berlin Mennonite Church and become effective upon their adoption by congregational vote. In the event of any contradiction, the Constitution shall prevail over the Procedures Manual. Procedures are not meant to be restrictive but are to offer parameters within which we may organize and develop our common life and witness to the Gospel. It will allow members to exercise good judgment in the daily operation of the church and promote the efficient use of resources in the congregation. It shall be used by all church officers, staff, elders, volunteers, committees and church members.

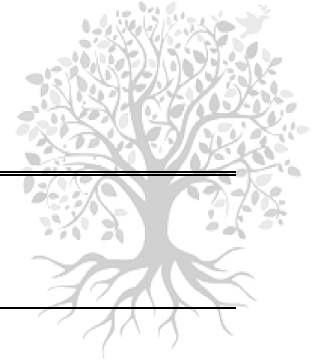
This Manual shall be reviewed at least once every five years, by an ad hoc committee selected by the church Council. In the interim between regular reviews, any member or committee may suggest an amendment or modification to the Manual by contacting the church Moderator. Those changes shall be reviewed by the church Council, and if accepted, presented to the church for approval at an annual business meeting. A current Manual shall be maintained in a binder in the church office and made available to every member of the church and staff and volunteers.

Included at the end of this document is a form that may be completed to update or make changes to a particular job description as needed. This should be submitted to the church Moderator.

# Berlin Mennonite Church

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## Council

Adopted: July 2, 2008  
Revised: September 2024

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## Mission Statement

To collectively oversee aspects of administration and the business of the BMC congregation.

## Structure

Council shall consist of the following voting members:

- Church Moderator
- Lead Pastor
- Elder Commission Chair (Elder Commission members shall be ex-officio members, with any one member permitted to vote in the absence of the Elder Commission chair.)
- Worship Committee Chair
- Mission Committee Chair
- Adult Sunday School Superintendent
- Primary Sunday School Superintendent
- Chair of Women's Ministry and Hospitality
- Treasurer
- Building and Grounds Chair
- Berlin Mennonite Women (BMW) Sewing President
- Recording Secretary (may be Administrative Assistant or another member, will have voting privileges if a church member)
- Gift Discernment Committee Chair
- 2 members at large, one man and one woman, each chosen by the Gift Discernment Committee for a two-year term in alternate years.
- The regional pastor of Ohio Mennonite Conference (ex-officio)

No person shall have more than one vote on the Council

The Church Moderator shall serve as chair and the pastor or another appointed member as assistant chair.

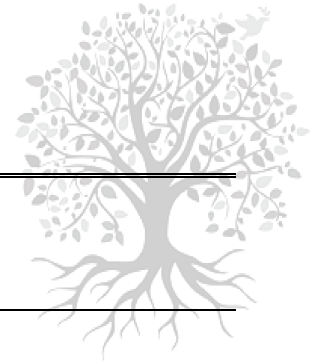
## Meetings

Monthly or as often as necessary to accomplish goals. Special meetings may be called by the moderator or by any five members of the Council.

## Responsibilities

- a. Serve as the executive committee of the congregation in formulating long range planning and coordinating its various activities.
- b. Be directly responsible to the congregation.

- c. Review and approve all fundraising activities, special offerings and mission service projects outside the scope of Mennonite mission and service organizations.
- d. Approve non-budgeted expenses.
- e. Approve acceptance and use of special gifts, memorials or estate gifts.
- f. Establish and oversee church building use policy in consultation with the Building and Grounds Committee.
- g. Resolve organizational issues for any congregational committee requesting help.
- h. Appoint new members of the Gift Discernment Committee annually prior to the start of the church year.
- i. Review any recommended changes to the job descriptions in the Procedures Manual and make adjustments as necessary.



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## Church Moderator

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To coordinate the efforts of Council and communication between Council and the congregation.

### Structure

The Church Moderator shall be selected for a term of two years in even numbered years by the Gift Discernment Committee and affirmed by the congregation.

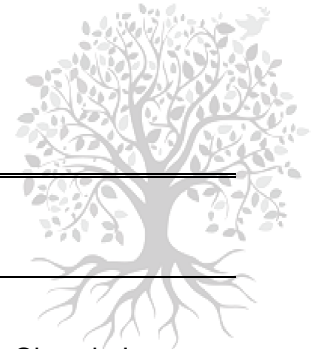
### Meetings

Monthly or as often as necessary to accomplish goals.

### Responsibilities

- a. Provide leadership and facilitate cooperation and communication to achieve congregational and Council driven goals.
- b. Serve as chair and preside at Council and congregational meetings including the business meeting immediately following the end of the moderator's term.
- c. Call Council meetings, prepare agenda, and review minutes of meetings in conjunction with pastors and other Council members.
- d. Serve as a member of the Gift Discernment Committee and call the first meeting before November to select a chair.
- e. Serve as a member of the Stewardship Committee.
- f. Establish regular communication with the Elders Commission to assist Council in decision-making.
- g. Oversee compiling the annual report of the congregation.





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## Board of Trustees

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Adopted: September 2024

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### Mission Statement

The Board of Trustees shall serve as the legal executive board of Berlin Mennonite Church, Inc.

### Structure

The Trustees shall be comprised of the Lead Pastor, the Church Moderator, the Church Treasurer, and the legal agent registered with the Ohio Secretary of State if different from the aforementioned officers. All Trustees are members of Church Council. In the event the position of Lead Pastor is vacant, the Congregation shall by vote elect a member to serve as interim trustee during such vacancy.

The Trustees may designate one of its members to be the signatory to any legal instrument on behalf of the Board of Trustees.

### Meetings

The Board of Trustees shall meet as business may require but no less than quarterly. A meeting of the Board may be called by any member of the Board.

### Responsibilities

- a. The Trustees shall administer all personnel functions including the hiring, training, evaluating, and discharging or firing the staff of the church.
- b. The Trustees, being the legal title holders of the church's property, shall be responsible for:
  - a. sale or acquisition of church property;
  - b. executing loans, leases, and other encumbrances of property as either lessee or lessor;
  - c. executing contracts or other legal instruments on behalf of the church; and
  - d. necessary compliance with the obligations assumed by such transactions.
- c. All proceedings of the Board of Trustees shall be recorded in writing. All such records shall be available for review by any member of the congregation.



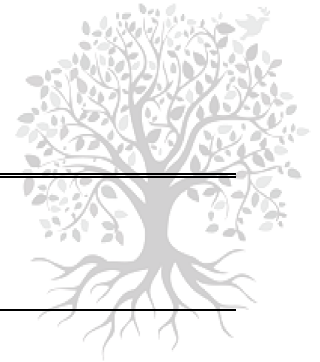
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## Lead Pastor

Adopted: July 2, 2008

Revised: September 2024

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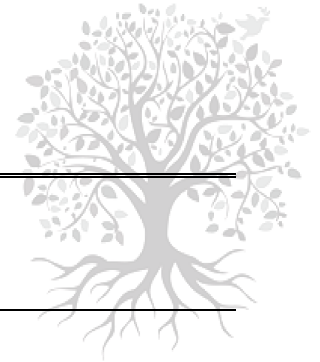
## Mission Statement

The lead pastor of Berlin Mennonite Church is called by the congregation to model and teach the way of Jesus Christ to the church and the community. The pastor does this through preaching, teaching, counseling, visitation, and personal interaction. The way of Christ is to be modeled by all members, but formalized spiritual leadership shall be provided by the pastoral staff and Elder Commission.

## Responsibilities

- a. Call all persons to a personal relationship with Jesus Christ, encouraging them to grow and mature in their spiritual lives, and nurturing individuals seeking to grow in faith.
- b. Preach and teach the word of God during worship services. This responsibility may be shared with others in the church. The pastor, in coordination with the Worship Committee, will maintain preaching schedules, dates and themes. The pastor will preach an average of three Sundays per month or five Sundays every two months.
- c. Administer the ordinances (foot washing and communion) with the assistance of the Elder Commission.
- d. Counsel congregants according to levels of personal expertise. Additionally, the pastor should resource local counseling services when issues encountered exceed personal capabilities.
- e. To effectively lead, a pastor must also care for her/his spiritual life. The pastor shall be responsible to do sufficient reading and study to be conversant in the issues of the culture and broader denomination. The pastor should attend at least one educational seminar in each year and funds are available to pay for the expenses.
- f. Work with the visitation program of the congregation, including the regular planned visitation of families, outreach to new attendees, and crisis visitation. The pastor may call on the elders or other designated individuals to assist him or her with the task of church visitation.
- g. Work with the Office Administrator to maintain the membership roll of the congregation, recommending acceptances, transfers, and termination of membership to the Elder Commission.
- h. Coordinate relationships with other congregations in the community, Ohio Mennonite Conference, and the broader Mennonite church.
- i. The pastor is accountable to the congregation through the Elder Commission. The Lead Pastor will serve as the primary overseer for the other pastoral positions. The pastor will lead regular staff meetings with the office administrator. The pastor will serve as a member of the Elder Commission and is expected to attend those meetings regularly. In addition, the pastor is a member of the Board of Trustees, the Worship Committee, and the church Council. The pastor may meet with other committees or groups upon request.

- j. This position may require additional duties and responsibilities as requested by the church to address the changing needs of the congregation. If any major changes should be made, the Elder Commission will make appropriate revisions to this document. This document will be reviewed annually by the Elder Commission.



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## Elder Commission

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To serve as spiritual leaders by being attentive to the needs of the church body, by being a support to the pastor(s) and by discerning God’s vision.

### Structure

- This group shall consist of four members of the congregation, each selected for a term of three years with one or two being chosen annually. Selection will ensure to maintain at least two men and two women on the committee at all times. Ideally the group will represent the diversity and age span of the congregation.
- No two members of the same household will serve as an elder at the same time.
- Nominations for the Elder Commission shall be directed by the Gift Discernment Committee process.
- The pastor(s) shall also be a member of the Elder Commission. An Ohio Mennonite Conference leader will serve in a support role as needed.

### Qualifications:

- a. The members of this team shall be individuals with congregational rapport, spiritual maturity, chemistry to work in a group setting, leadership skills and courage to make decisions, and character as follows:
  - a. Demonstrate a lifestyle free from patterns of sin
  - b. Self-controlled and free from excesses
  - c. Must be sensible, wise, and balanced in judgment
  - d. Must be unselfish with personal resources
  - e. Gentle, patient, and able to exercise self-control in difficult situations
  - f. Elders must not be given to quarreling or selfish argumentation
  - g. Must not be self-willed but rather servant minded
  - h. Able to keep sensitive information confidential
- b. Must be devoted followers of Christ, stable in their faith, committed to prayer, worship, the study of Scripture, and the guarding of their spiritual walk.
- c. Must be a member of Berlin Mennonite Church for at least one year.

### Meetings

- a. Monthly or as often as needed. Elders must be able to give approximately one evening per month for regular meetings plus one weekend per year for the Elder retreat. If serious issues arise that require immediate attention by the Elder Commission, additional hours may be required outside of regular Elder’s meetings.
- b. Elected members will meet separately when processing pastor evaluations as necessary.
- c. Three members form a quorum at meetings.

- d. Members will strive to make decisions based on consensus.

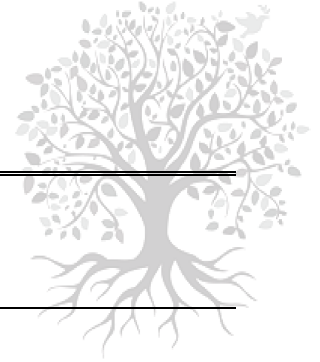
## Responsibilities

### **Elected Members:**

- a. Assist the pastoral team in sensing and caring for the spiritual needs of the congregation as a whole and as individuals.
- b. Serve as a liaison between the congregation and the pastor(s).
- c. Serve in an advisory capacity to the pastor(s).
- d. Provide the pastor(s) with an annual evaluation.
- e. Acquaint themselves with the needs of the pastor(s) and family.
- f. Appoint interim pastors in the event of pastor vacancies.

### **Elder Commission:**

- a. Provide spiritual leadership for the congregation as the congregation works together to discern God's calling and vision for Berlin Mennonite Church.
- b. Communicate shared spiritual vision to the congregation and church commissions.
- c. Be alert to the needs of members of the congregation and administer the Alms Fund.
- d. Administer the Weaver endowment funds in conjunction with the treasurer.
- e. Assist in matters of discipline and/or reconciliation of estranged members and review membership annually or as necessary.
- f. Assist in the administration of the ordinances and assist in congregational worship activities as align with the vision of the church.
- g. Coordinate Wednesday evening adult programming during family nights.
- h. At the September meeting, the Elder Commission shall select an elected member to be chair of the Elder Commission and appoint members to be liaisons to the Mission Committee, Worship Committee, and the Christian Education Committee for the forthcoming year. Liaisons will be responsible to maintain regular communication with their assigned committees.
- i. The chair of the Elder Commission is a voting member of Council and all others are ex-officio members.



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## Office Administrator

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To help the church fulfill its mission through leading communication, record keeping, scheduling, and administration.

### Structure

After interviews by the lead pastor and a Trustee, they shall offer an employment contract. Remuneration will be based on Stewardship Committee guidelines. Oversight will be provided by the lead pastor.

### Meetings

Attend weekly all-staff meetings, monthly worship committee meetings, and be note-taker at monthly council meetings and at the annual business meeting.

### Responsibilities

#### Communication:

- a. Keep regular office hours to answer phone and be a welcoming presence to guests.
- b. Prepare the weekly bulletin, email, and print.
- c. Keep the congregation informed. Distribute information to the congregation by phone tree, texts, emails, social media, and/or paper copies in mailboxes. Maintain bulletin boards by office and outside by walking path.
- d. Record phone tree messages for reminders during the week.
- e. Regularly update and maintain church website and social media.
- f. Organize church photo directories and manage the instant church directory online.
- g. Type and compile year-end reports (July and August) for September annual meeting.
- h. Communicate with the Building and Grounds Committee and the Custodian concerning building maintenance as needed.
- i. Create flyers and social media posts for church events.
- j. Record-Keeping:
  - a. Maintain church membership and other records (dedication, baptism, marriage, birth, death, etc.)
  - b. Prepare a new college directory in September and a church directory every January
  - c. Record Sunday school class lists and summarize weekly attendance (including streaming views)
  - d. Maintain a record of full-time employees' vacation and sick leave benefits

#### Scheduling:

- a. Weekly email the worship schedule for the worship service to A/V, speaker, song leader, and worship leader.

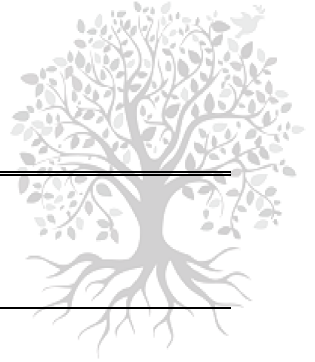
- b. Maintain and update the yearly worship schedule keeping track of important church events (i.e., Advent, lent, family nights, etc.)
- c. Schedule Sunday morning greeters for each Sunday, communicating with them and setting the church schedule.
- d. Maintain digital calendar and schedule use of church building, pavilion, and grounds use following policy established by council and kept on record in the church office. This pertains to BMC groups as well as outside groups (i.e., soccer teams, weddings, Bright Beginnings Preschool, and community groups).
- e. Schedule and implement an annual church cleaning schedule for the last week in August in collaboration with the Custodian.
- f. Schedule regular maintenance contract work, alongside the building and grounds committee: grounds keeping and snow removal, pest control, fire system maintenance, seasonal porta-john rental, annual carpet cleaning, biannual pavilion sealing, AED machine, copy machine maintenance, etc.
- g. Schedule piano tuning twice annually for concert piano. Once annually for other pianos in building.

**Administration/ Finance:**

- a. Count offerings on Mondays and record totals in multiple spreadsheets.
- b. Print checks using QuickBooks as requested by the church treasurer.
- c. File paid invoices and statements.
- d. Be available to church pastor for clerical needs.
- e. Regularly retrieve the post office for mail and distribute to staff/congregation. Coordinate with delivery companies.
- f. Order all office supplies, memorial flowers, kitchen coffee, Sunday school curriculum and other subscriptions.
- g. Order and print baptism gifts.
- h. Organize and manage the visitation schedule twice a month and record in spreadsheets.

**Qualifications:** Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) required. Familiarity with QuickBooks, MailChimp, Google Forms, One Call Now, and Instant Church Directory preferred.

This position is for 20 hours per week. Personal days and certain other days off can be arranged in conjunction with the lead pastor. One week of paid vacation provided.



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## Visitation Team

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To assist the pastoral team in visitation to show God’s love to those in times of need or experiencing a crisis.

### Structure

Shall consist of two persons (or couples), serving a two year term with one person/couple being appointed each year by the Gift Discernment Committee and affirmed by the congregation.

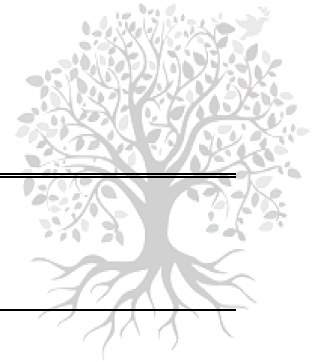
### Meetings

Quarterly meetings of Visitation Team and the pastor(s) to review needs and answer questions.

### Responsibilities

- a. To assist the pastoral team in visitation of households. The pastor will work with the Administrative Assistant to coordinate the Visitation Team so they know who they specifically should visit.
- b. To represent the congregation in providing an intentional presence of Christ and the Church among our members and community.
- c. To make appropriate contact to listen, encourage and pray for those who are experiencing times of opportunity and crisis, such as births, deaths, sudden illness, accidents, losses, stress, hospitalizations, those who are living alone at home or in retirement homes, and to help the congregation become aware of needs that may arise.
- d. To communicate to the pastors any special needs of the people they visit.
- e. To perform this ministry as time and “space” permits.





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## Worship Committee

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

Participating together in worship, we nurture God's gifts in and for God's people to be better "rooted in Jesus, growing in faith, and branching out in love".

### Structure

The worship committee shall consist of:

- Lead Pastor.
- Four members at large serving two-year terms, with two new members each year, appointed by the Gift Discernment Committee and affirmed by the congregation.
- A member of the committee shall be appointed as chair of the committee. The committee chair or designee will serve on Church Council.

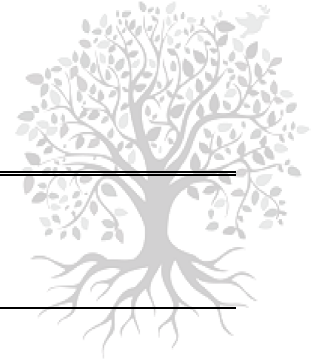
### Meetings

The Worship Committee shall meet monthly or as often as necessary to complete their responsibilities. Meeting times shall be arranged to suit the needs of the committee members.

### Responsibilities

- a. Plan weekly worship services ministering to the diversity of preferences within the congregation. Services will typically include:
  - a. Worship through scripture reading, music, and visual arts
  - b. Scriptural teaching, sharing, and prayer that foster discipleship
  - c. Calls to serve to our neighbors, our community, and the world
  - d. Services should prioritize in-person attendance while accommodating online engagement.
- b. Coordinate worship activities such as worship leading, scripture reading, children's lessons, dramas and any other activities.
- a. Coordinate seasonal services including Advent, Christmas, Lent, Easter, etc.
- c. Work with pastors and other committees:
  - a. With the Lead Pastor, plan worship themes and coordinate preaching schedule.
  - b. With the Elders Commission and pastor(s), coordinate congregational prayers.
  - c. With other committees, coordinate services including communion, moments for mission, youth sharing, baptism, and other occasional ministries of the church.
- d. Support and grow worship gifts within the congregation:
  1. Develop gifts supporting worship within the congregation including speaking, singing, music, visual arts, prayer, audio-visual technology, etc.
  2. Encourage committee members to protect personal time for prayer, study, and preparation.

3. Seek opportunities for individual growth and development including conferences, seminars, church gatherings, etc.
4. Curate resources for worship participants including music, liturgies, prayers, etc.
- e. Meet at least once per year with key participant groups—worship leaders, song leaders, etc.—to align around themes and expectations
- f. Guide and empower the work of its sub-committees including the audio-visual team, visual design committee, and ushers.
- g. Communicate regularly and consistently about its vision and work with stakeholders.



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## Audio/Visual Team

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To provide audio and visual support for worship services and special events as needed.

### Structure

- Team of six or more individuals, three primarily involved with the sound system, three with video recording. Term of three years.
- Appointed by the Gift Discernment Committee and affirmed by the congregation.
- The team shall select one of these individuals to be the coordinator.

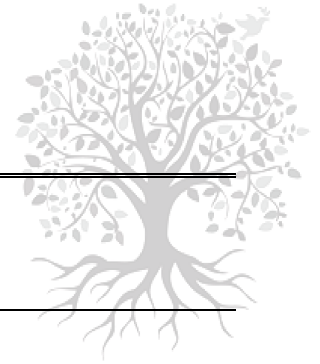
### Meetings

As needed.

### Responsibilities

- a. Arrive at church approximately an hour before Sunday School (or an hour before a special event) to set up necessary equipment and perform any sound checks.
- b. If unable to cover any service or event, arrange replacement as soon as possible, and communicate to the coordinator.
- c. Participate in periodic meetings and/or training sessions as scheduled by the coordinator.
- d. Coordinator will arrange schedules, training, and the maintenance of supplies and equipment.





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## Ushers

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To show hospitality to all who enter and to assist in the offering and other logistics during services.

### Structure

- Two members of the congregation, each serving a two-year term with one person appointed each year.
  - Year one will be served as an assistant head usher
  - Year two will be served as head usher
- Appointed by the Gift Discernment Committee and affirmed by the congregation
- Additional ushers who volunteer from within the congregation make up a larger team of ushers.

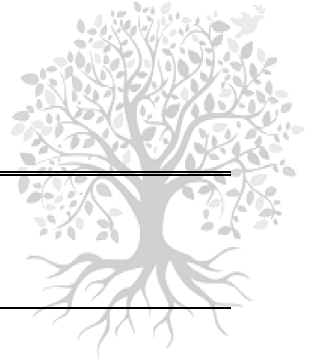
### Meetings

As needed prior to the worship service or other type of service or by phone.

### Responsibilities

- a. Before service, place welcome signboards at each of the three road entrances to our property. After service, return signboards to entryways.
- b. Enhance worship by welcoming guests, seating worshippers, and (as necessary) receiving the offering.
- c. The head usher in conjunction with another usher or the Treasurer shall count the cash from congregational offerings.
- d. The head usher shall enlist additional persons for all worship services, funerals or other types of special services as needed.





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## Visual Design Committee

Adopted: October 11, 2020

Revised: September 2024

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### Mission Statement

To provide visuals for worship or other special services.

### Structure

- A committee of volunteers interested in providing visuals in the sanctuary or throughout the church during certain seasons
- Appointed by the Gift Discernment Committee and affirmed by the congregation.
- One member shall be selected by the committee to serve as coordinator

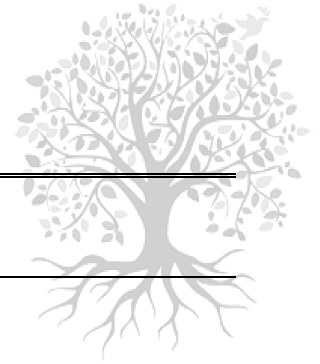
### Meetings

As needed.

### Responsibilities

- a. Plan for and setup up visuals each Sunday based on scripture and topic of sermon, in coordination with the worship committee.
- b. Plan for and setup special visuals for specific seasons, for example, Christmas, Easter, etc.
- c. Utilize materials and supplies from the storage room behind the pulpit, borrow from volunteers, or purchase items as approved by worship committee.





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## Worship Leader

Adopted: September 2024

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### Mission Statement

Lead the congregation in worship as the service’s host.

### Structure

Worship leaders are appointed by the gifts discernment committee and affirmed by the congregation. Worship leaders should have strong speaking and organizational skills, and the ability to coordinate all parts of a worship service.

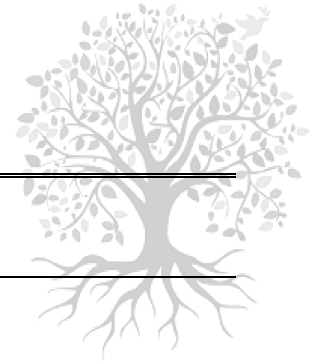
### Meetings

- Before each service, meet briefly with other service participants to invite God’s presence and coordinate details.
- Meet annually with the worship committee and other worship participants to align around themes and expectations.

### Responsibilities

- a. With the worship committee, organize the service in light of the service theme(s) and scripture(s).
- b. With A/V team, prepare service slides as needed:
  - a. By Thursday, send requests for special slides to A/V team.
  - b. On Sunday, review slides checking order.
- c. Lead worship through spoken elements including:
  - a. Welcome—especially welcoming guests and online viewers
  - b. Call to worship
  - c. Invocational prayer
  - d. Scripture reading
  - e. Introduction of guest speakers as needed
  - f. Announcements and offering
  - g. Benediction and sending
- d. Coordinate other service participants, and schedule practice(s) as needed.





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## Song Leader

Adopted: September 2024

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### Mission Statement

Lead the congregation in worship through song.

### Structure

Song leaders are appointed by the gifts discernment committee and affirmed by the congregation. Song leaders should have strong musical and organizational skills, and the ability to lead the congregation in song.

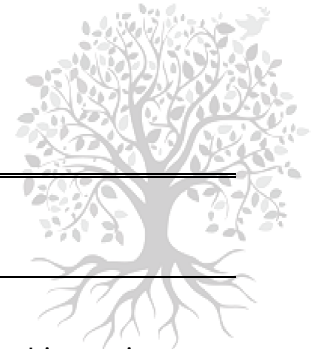
### Meetings

- Before each service, meet briefly with other service participants to invite God’s presence and coordinate details.
- Meet annually with the worship committee and other worship participants to align around themes and expectations.

### Responsibilities

- a. With the worship committee, select and order songs for worship in light of the service theme(s) and scripture(s).
- b. With church secretary, list song selections in the bulletin: By Thursday, send song selections to the church office.
- c. With A/V team, prepare song slides:
  - a. By Thursday, send song and verse selections to A/V team. Include song lyrics for selections not in church hymnals.
  - b. On Sunday, review slides checking order and lyrics.
- d. Lead singing:
  - a. Introduce songs and provide any needed instructions
  - b. Direct musicians and the congregation
- e. Coordinate other musicians and accompanists, and schedule practice(s) as needed.





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## Greeter

Adopted: September 2024

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### Mission Statement

As a first point of contact, be a welcoming presence for all who attend Sunday worship services.

You might be the first smiling face someone sees today. Your job is to welcome all—put folks at ease and help direct them to where they need to go.

### Meetings

Not applicable.

### Responsibilities

- a. Welcome all who come. Please plan on this schedule:
  - a. Arrive about thirty minutes before Sunday school begins.
  - b. Stay in the lobby through the Sunday school hour.
  - c. Stay in the lobby for about ten minutes after the service begins.
  - d. Return to the lobby for about ten minutes at the end of the service.
- b. Provide directions to Sunday school classes, our sanctuary, nursery, etc.
- c. Hand out bulletins, connection cards, and other materials.
- d. Assist with coffee and snack preparation as needed.
- e. Recycle extra bulletins, place connection cards in the offering box, and help with cleanup as needed.



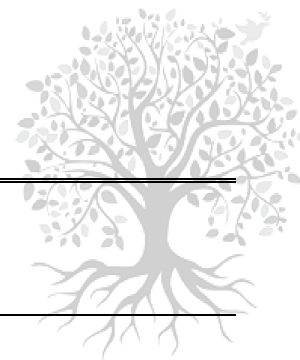
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## Mission Committee

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To share God's love and grace through missional activity within the congregation and with our neighbors near and far.

### Structure

- Three members selected by the Gift Discernment Committee and affirmed by the congregation for three-year terms, one new member being chosen each year with vacancies filled as required to maintain membership levels.
- The committee shall select a chair at the beginning of each annual term.

### Meetings

Monthly or as often as necessary to accomplish goals.

### Responsibilities

- a. Support the current missional activities of the congregation.
- b. Promote missional activities on an individual, group, and/or church-wide basis. The committee or its members may be involved with project planning, information gathering and resource recruitment, for example, participating annually at the Ohio Mennonite Relief Sale at which BMC has provided smoothies.
- c. Maintain a point of contact and communication with the missional groups and individuals that BMC supports in the field, through Moment in Mission, Berlin Beacon articles, our mission bulletin board, and other means.
- d. Promote the local meat canning project.
- e. Regularly check mission emails and send announcements for the congregation to the Administrative Assistant.
- f. Review and make recommendations to the Church Council concerning recurring appropriations in the BMC annual mission budget as well as cases of other charitable and/or mission requests brought to the committee.
- g. A representative from the Mission Committee will serve as a member of the Church Council.
- h. Review and update the Mission Committee job description annually and as required.
- i. Submit a summary for the year end annual report



# 501

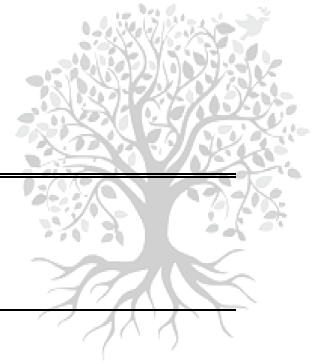
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## Christian Education Committee

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To oversee and equip the congregation through educational programs.

### Structure

- The Primary Sunday School Superintendent will serve as chair.
- The committee will be comprised of the Primary Sunday School Superintendent, the Assistant Primary Sunday School Superintendent, the Adult Sunday School Superintendent, the VBS coordinators and the Children's Programing Coordinator.

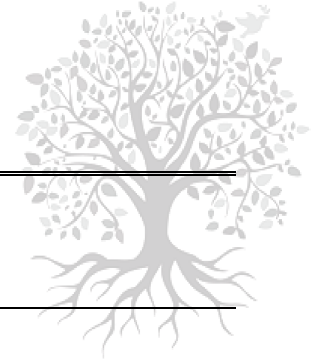
### Meetings

Monthly or as needed (typically fall and early spring).

### Responsibilities

- a. Oversee and approve the curriculum for the Primary Sunday school, children's church, Wednesday evening activities and Vacation Bible School, assisting with curriculum research and development as appropriate.
- b. Ensure that a comprehensive overview of biblical stories, disciplines, nurture and theory is offered to each student at Berlin Mennonite from the primary grades through their high school years.
- c. Work with Sunday school superintendents, VBS coordinators, and the Children's Program Coordinator to maintain supplies and equipment necessary to provide solid programs.
- d. Through prayer, counsel with others and research, seek God's leading and vision for the education of those at Berlin Mennonite Church.
- e. Comply with the Child Protection Policy and keep training and policy current in conjunction with the Primary Sunday School Superintendent.





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## Adult Sunday School Superintendent

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To provide an environment for adults where spiritual growth will continue to occur through the use of various learning materials, Bible study and group discussions.

### Structure

The Adult Sunday School Superintendent shall be chosen for a two year term in odd numbered year by the Gift Discernment Committee and affirmed by the congregation.

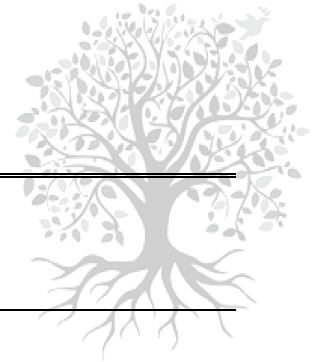
### Meetings

As needed with the Christian Education Committee.

### Responsibilities

- a. Determine class size and location, working in conjunction with the primary superintendent.
- b. Assist classes if needed to recruit teachers, substitutes and assistants for adult classes (including the MYF class).
- c. Oversee the order and distribution of approved curriculum.
- d. Record a summary of the adult Sunday School year in the annual report.
- e. Provide equipment, tables and chairs as needed for classrooms.
- f. Encourage and communicate with teachers, provide resources and do necessary troubleshooting.
- g. Serve as a member of the Christian Education Committee.
- h. Serve as a member of Council.





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## Primary Sunday School Superintendent

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To provide an environment and teachings conducive to learning about God through the example of Jesus and through the stories of Jesus. In doing so, we will guide children as they are rooted in Jesus, growing in faith and branching out in love throughout their faith journey.

### Structure

The Primary Sunday School Superintendent shall be chosen by the Gift Discernment Committee and affirmed by the congregation, serving a two year term with one person appointed each year.

- Year one will be served as assistant
- Year two will be served as superintendent

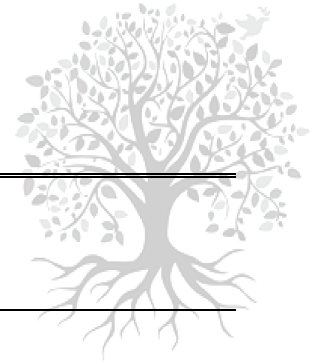
### Meetings

Monthly or as needed with the Education Committee.

### Responsibilities

- a. Serve as chair of the Christian Education Committee and preside over committee meetings.
- b. Determine class size and location, working in conjunction with the Adult Sunday School Superintendent.
- c. Recruit teachers, substitutes and opening leaders from the primary classes through grade eight.
- d. Discuss curriculum and get feedback from the Christian Education Committee.
- e. Order and distribute approved curriculum in conjunction with the Church Secretary and Treasurer.
- f. Stock resource room and purchase student Christmas gifts.
- g. Provide equipment, tables and chairs as needed for classrooms and set up opening room by the start of each year.
- h. Encourage and communicate with teachers, provide resources and do necessary troubleshooting.
- i. Serve as a member of the Christian Education Committee.
- j. Serve as a member of Council.
- k. Comply with the Child Protection Policy and keep training and policy current in conjunction with the Christian Education Committee.





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## Children’s Programming Coordinator

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To create space for children to learn and worship on Wednesday evenings during Family Nights and during church as deemed necessary.

### Structure

The Children’s Program Coordinator shall be chosen by the Gift Discernment Committee and affirmed by the congregation, serving a two year term with one person appointed each year.

Year one will be served as assistant; year two will be served as coordinator

### Meetings

Monthly or as needed (typically in August and January) and as needed with Christian Education Committee (typically fall and early spring).

### Responsibilities

- a. Recruit teachers and helpers for the Wednesday Evening Children’s program (fall and spring).
- b. Select curriculum with approval from the Christian Education Committee.
- c. Order approved materials and distribute to leaders.
- d. Put substitutes in place as needed.
- e. Arrange for the set-up and take down in rooms used for Children’s programs (Wednesday nights or Children’s Church).
- f. Provide help to teachers as needed.
- g. Collect offering, count, and give to treasurer.
- h. Oversee the re-uniting of children with their parents after dismissal.
- i. Cancel and reschedule sessions as needed.
- j. Evaluate if Children’s Church during the worship service for ages 4 through grade 3 would be beneficial and viable to congregational life.
- k. Coordinate Children’s Church activities including curriculum choice, frequency and teacher recruitment.
- l. Serve as member of the Christian Education Committee
- m. Comply with the Child Protection Policy.



**505**

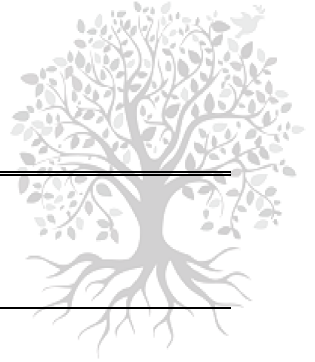
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## **Nursery Coordinator**

Adopted: July 2, 2008

Revised: September 2024

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### **Mission Statement**

To show God's love by coordinating nursery childcare during each morning worship service, during the Sunday school hour and during Wednesday evening activities for infants through age 3.

### **Structure**

The Nursery Coordinator shall be chosen by the Gift Discernment Committee and affirmed by the congregation for a one year term.

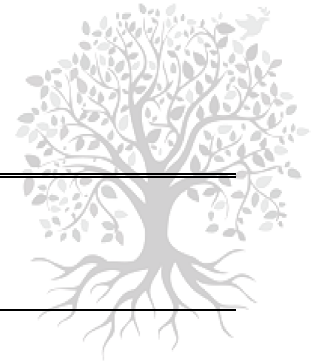
### **Meetings**

None.

### **Responsibilities**

- a. Arrange nursery care during the Sunday School hour and morning worship and Wednesday evening activities communicating schedules to each volunteer plus the Church Secretary for bulletin purposes.
- b. Provide written instructions for nursery care workers in conjunction with the BMC Child Protection Policy and Bright Beginnings Preschool requirements.
- c. Ensure nursery space is available and communicate with Bright Beginnings Preschool as to how the room needs to be prepared and cleaned up each week to meet their needs and communicate those details with nursery attendants.
- d. Strive to provide safe and quality nursery care to allow parents to attend worship services.
- e. Comply with the Child Protection Policy





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## Library Committee

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

The library provides access to various books and periodicals that help individuals become rooted in Jesus, grow in faith, and branch out in love.

### Structure

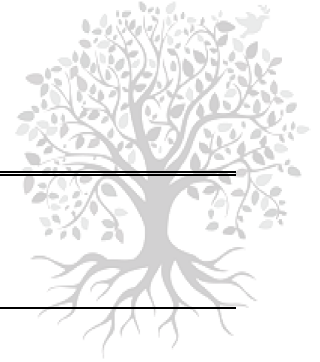
The Librarian shall be chosen by the Gift Discernment Committee and affirmed by the congregation serving a two year term with one person appointed each year.

- One member will serve as librarian of the adult library.
- One member will serve as librarian of the children’s library.

### Responsibilities

- a. Review, choose, and purchase suitable materials for the church library using budgeted funds.
- b. Catalog all library materials.
- c. Keep records of circulation.
- d. Set policies and promote library use.
- e. Establish communication with committees so that special topics, themes, missions, congregational needs, or other matters of communal importance emerging in other committees might provide direction to the library volunteers in the selection and promotion of specific books.





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## Church Historian

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To maintain records of church history for future generations as a means of maintaining our roots in faith and community.

### Structure

The Church Historian shall be selected for a two year term in even numbered years by the Gift Discernment Committee and affirmed by the congregation.

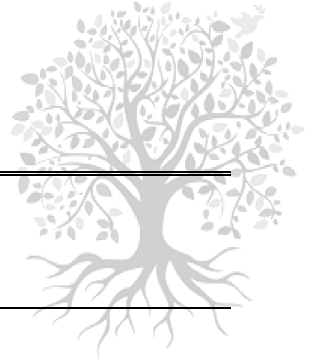
### Meetings

N/A

### Responsibilities

- a. File church bulletins
- b. Collect and preserve items and record events of historical value to the church and congregation.
- c. Encourage activities to stimulate interest in our congregational history to provide guidance and inspiration for the present and the future.
- d. Work at digitizing records for long term storage and retrieval so that original copies are not handled any more than necessary.
- e. Scan old records for digital storage.
- f. Gather new records that are created digitally.
- g. Organize digitized storage of records. Organizing records includes determining a method of storage, what equipment may be needed. These decisions can be discussed with members of Council who can give informed input to these decisions.





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## Newsletter Staff

Adopted: July 2, 2008  
Revised: September 2024

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## Mission Statement

The purpose of the Berlin Beacon is to provide a written communication of church news, upcoming events, items of interest and Christian encouragement.

## Structure

The Newsletter Staff, consisting of four individuals, shall be chosen by the Gift Discernment Committee and affirmed by the congregation, each for a two year term with two being chosen each year.

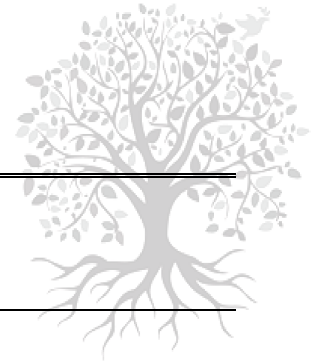
## Meetings

Regular communication by texts, emails and phone calls.

## Responsibilities

- a. Gather information consisting of the pastor's letter, church calendar, youth, women's ministries, sewing, library, missions, congregational family news, articles pertaining to seasonal subjects, (holidays, etc.) word games for children, and relevant articles found online.
- b. Reminders are put in mailboxes at the first of each month to submit news by the 15th of that month.
- c. Arrange articles on a computer and provide to the church secretary to copy and distribute either in print or electronically.
- d. Newsletter may be distributed monthly or bi-monthly, as time allows.
- e. Provide copy in Publisher or Word format to the church office administer.





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## Vacation Bible School (VBS) Committee

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

VBS is a focused time of bringing the Bible to life through teaching, singing, worship, activities and games for children in preschool through sixth grade. Children will be given a foundation rooted in Jesus and the Word as they grow in their faith, with the support of the congregation, in order to branch out in love in the world around them.

### Structure

The VBS Committee shall consist of three persons chosen by the Gift Discernment Committee and affirmed by the congregation, each for a two year term with one or two people appointed each year as needed. Members will work as a committee with the year two member(s) calling the first meeting.

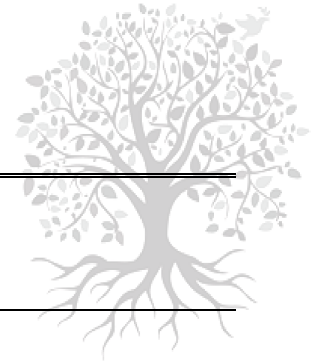
### Meetings

Monthly meetings from January until after VBS concludes Meetings with Christian Education Committee as needed (typically Fall and early Spring). The VBS committee will meet in January to look at all the available curriculums in order to work with the Christian Education Committee for approval.

### Responsibilities

- a. Obtain curriculum packets to evaluate and research.
- b. Discuss curriculum, present options to the Christian Education Committee and get feedback and approval.
- c. Plan, organize, and implement Vacation Bible School using approved curriculum.
- d. Prepare written report for annual report.
- e. Comply with the Child Protection Policy.





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## Mennonite Youth Fellowship (MYF) Sponsor

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Adopted: October 2020  
Revised: September 2024

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### Mission Statement

Guide high school aged youth (including members, non-members and guests) in their spiritual and social development through personal interaction and group activities that foster spiritual input, socialization and service to others.

### Structure

At least 1 adult for each 3-4 students – keeping gender ratios in line with student gender ratios. Sponsors to be chosen by the Gift Discernment Committee and affirmed by the congregation, each serving a two year term with new individuals/couples chosen annually.

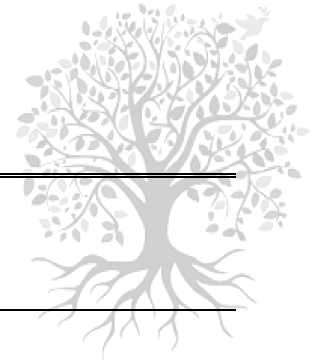
### Meetings

Weekly on Wednesday evenings, typically. Sponsors will meet as needed to plan and coordinate activities or opportunities.

### Responsibilities

- a. Plan and coordinate weekly activities with the other sponsors as well in collaboration with the MYF students
- b. Work with the Family Life Pastor on service or social opportunities and learning or spiritual teachings/events.
- c. Lead annual service trip (Mennonite Church USA convention alternating years with service trip)
- d. Assure a balance of providing spiritual input, socialization and service activities
- e. Submit updates for the church newsletter
- f. Help plan and lead annual Youth Sunday congregational service
- g. Help plan and lead fundraising efforts for activities and service learning trips (including the annual auction).
- h. Comply with the Child Protection Policy.





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## Stewardship Committee

Adopted: July 2, 2008

Revised: September 2024

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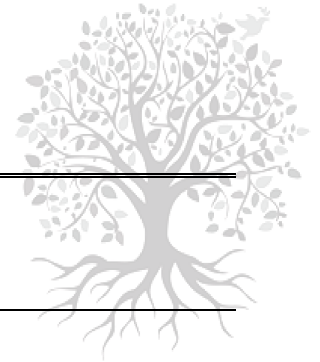
### Mission Statement

1. Prepare the church budget and present it to the congregation at the annual business meeting
2. Administer the budget using accepted accounting procedures
3. Facilitate responses to unanticipated fiscal issues

### Structure

- Chair
  - Schedule meetings and notify members
  - Preside at meetings, maintain records of meetings
  - Along with Treasurer, share duties of attending and voting in Council meetings
  - Communication liaison to the congregation
- Assistant Chair
  - Participate as committee member
  - Train to assume role of chair upon the exit of serving chair
- Treasurer
  - Oversee the accounting procedures of the church
  - Monitor all income and expenses of the church; reconcile all accounts at least monthly.
  - Generate monthly financial reports for Council and quarterly reports for the congregation
- Assistant Treasurer/Bookkeeper
  - See that all funds of the church are deposited weekly.
  - See that all bills are paid in a timely manner; and that employees are paid bi-monthly.
  - Keep an accurate record of each donor's giving and distribute an annual giving report to each donor.
- EX Officio
  - Lead Pastor
  - Church Moderator





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## Treasurer

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

Treasurer keeps financial records, recording receipts and disbursing all funds received in a responsible and organized manner, with funds identified and bills paid when due, so that the ministry of the congregation can be effective.

### Structure

The church Treasurer shall be chosen for a three-year term by the Gift Discernment Committee and affirmed by the congregation.

### Meetings

Attend monthly Council meetings and Stewardship Committee meetings.

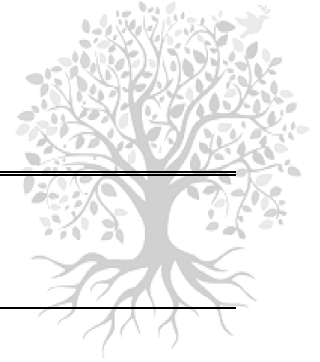
### Responsibilities

- a. Supervise and train the Assistant Treasurer.
- b. See that all funds of the church are deposited in a bank or other financial institution weekly.
- c. See that all bills are paid in a timely manner and employees are paid bi-monthly.
- d. Consult with Stewardship Committee for all non-routine items and advice.
- e. Oversee the accounting procedures of the church.
- f. Monitors all income and expenses of the church.
- g. Work with the Moderator and Council in establishing and applying yearly expense and spending guidelines/budget
- h. Generates monthly financial reports for Council.
- i. Keeps an accurate record of each donor's giving and distributes an annual giving report to each donor.
- j. Prepare written or verbal financial report quarterly for the congregation.
- k. Prepare written financial report for the church annual report. Present report at annual congregational meeting.
- l. Serve as a voting member of Council
- m. Keep financial books and legal papers of church Council in good order.

### Qualifications

- a. An active member of Berlin Mennonite Church.
- b. Familiar or willing to learn QuickBooks and Excel
- c. Working knowledge of income and expenses
- d. Experience with developing and maintaining a budget
- e. Ability to communicate in writing and in front of the congregation.
- f. Works well with others.





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## Assistant Treasurer

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

To be available to fill in for the Treasurer if needed and to assist in Stewardship responsibilities.

### Structure

The Assistant Treasurer shall be chosen for a three-year term by the Gift Discernment Committee and affirmed by the congregation. The Assistant Treasurer will serve an alternate term with the Treasurer.

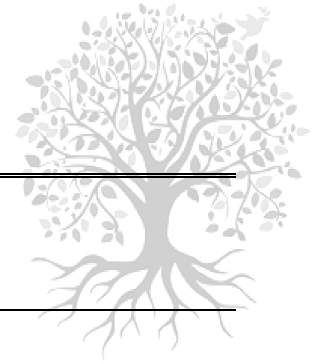
### Meetings

As called by the Stewardship Committee.

### Responsibilities

- a. Work cooperatively with the Treasurer to accomplish the responsibilities of the Treasurer.
- b. Will assume the role of Treasurer if the Treasurer cannot complete the two year term.
- c. Perform weekly bookkeeping functions. The functions include making and recording payments, recording deposits and monitoring the treasurers mail and emails.
- d. Under the guidance of the Treasurer, prepare to assume the position of Treasurer when the Treasurer vacates that position.
- e. Serve as Everence Representative.





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## Student Aid Committee

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

- Administers the Student Aid Funds
- Solicits donations for the Student Aid Funds.
- Grants student aid to attendees enrolled in Mennonite secondary schools, Central Christian or pursuing a pastoral degree in seminary.

### Structure

The committee shall consist of three (3) members. One member shall be the treasurer (serving a 3 year term). The other two members shall each serve a two year term.

One member shall be replaced each year with a new member chosen by the Gift Discernment committee and affirmed by the congregation.

The chair shall be chosen from the committee at the first meeting of the year. This meeting shall be called by the second year member.

The Student Aid Committee administers the Student Aid Funds: one is specific to Central Christian School, the second specific to Mennonite colleges, and the third to seminaries.

### Meetings

As needed during the year to solicit donations to the funds and administer the funds to eligible students.

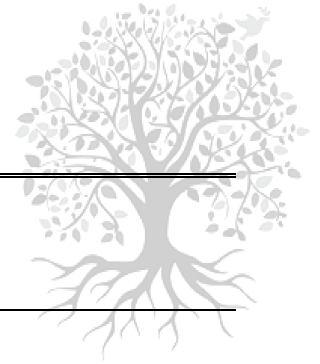
### Responsibilities

With the Treasurer, administer funds.

Granting aid to attendees enrolled in Mennonite secondary schools, Central Christian between grade 7-12, or pursuing a pastoral degree at a seminary.

These funds are to be collected and distributed according to the guidelines established and kept on record by this committee. These guidelines are made available to all members of the congregation by the committee.





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## Building and Grounds Committee

Adopted: July 2, 2008  
Revised: September 2024

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### Mission Statement

Carrying out the mission of the church by utilizing and caring for equipment and facilities.

### Structure

- The building and grounds committee shall consist of three members serving three year terms, with one being selected annually by the Gift Discernment Committee and affirmed by the congregation. One of these three members will be the Information Technology Coordinator.
- The building and grounds committee shall choose their own chair and secretary.
- A consensus of the committee is needed to do business.
- The committee is responsible to Council.

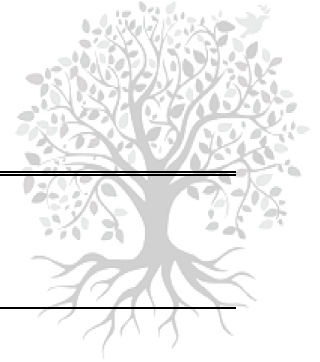
### Meetings

As needed to perform their duties.

### Responsibilities

- a. Shall be the custodian of all church property.
- b. Be responsible for the maintenance and improvement of church property,
- c. Outline the duties pertaining to janitorial care of the building(s).
- d. As needed, the Building and Grounds committee in consultation with Council will set up visual design, land use and/or other ad-hoc committees to carry out their work.





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## Custodian

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To provide a clean and welcoming environment for Berlin Mennonite Church and its guests. To achieve this, the custodian will work directly with the pastor, the office administrator, and building and grounds team.

### Responsibilities

- a. Weekly make the church presentable for Sunday services. This includes regularly vacuuming, sweeping, mopping, dusting, emptying trash cans, and polishing.
- b. The custodian will regularly inform the lead building and grounds member on items that need repaired or replaced.
- c. The custodian will keep a regular stock of cleaning supplies, toiletries, and paper towels.
- d. Work with the office administrator to keep updated on the church rental calendar (weddings, Bright Beginnings Preschool, outside events) in addition to regular church life activities, (sewing, MYF, Family Nights, funerals, weddings, showers)
- e. Regularly maintain and empty outside wastebaskets near the pavilion and soccer field.
- f. Organize an annual cleaning for the church building and grounds in conjunction with the administrator and trustees.
- g. Seasonally meet with the pastor to discuss the rental calendar and report on areas of concern or improvement.



# 610

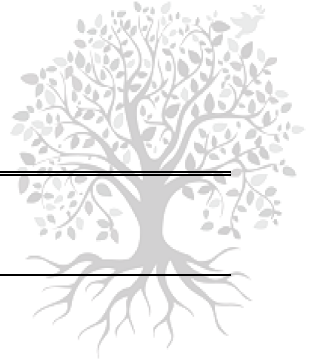
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## Information Technology Coordinator

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Adopted: September 2024

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### Mission Statement

Support the mission of the church through information technology.

### Structure

The information technology coordinator will serve a three-year term, selected by the Gift Discernment Committee and affirmed by the congregation.

### Meetings

As needed to perform their duties.

### Responsibilities

- Manage and document the church's IT infrastructure to a high level of confidentiality, integrity, and availability.
- With Council and other committees, plan IT infrastructure replacements and upgrades.
- With the Building and Grounds Committee, coordinate around cable plant and similar needs.
- With the Stewardship Committee, budget for expected and unexpected IT expenses.
- With the lead pastor, manage and support day-to-day IT needs.
- With the Audio/Visual team, support IT needs of Sunday and other services.
- As needed, coordinate with external vendors and service providers.
- As needed, consult with other subject matter experts within the congregation and/or call together ad-hoc technical teams to perform duties.



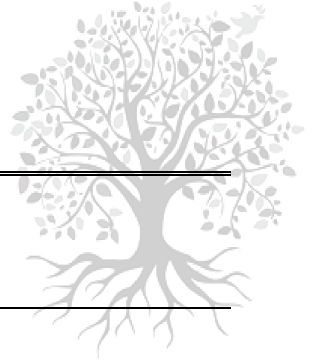
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## Gift Discernment Committee

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

Being rooted in Jesus and growing in faith, the Gift Discernment Committee will work with the congregation to appoint individuals to positions within the church in order that the church may fulfill its mission internally and externally as it branches out in love.

### Structure

The Gift Discernment Committee shall consist of four persons (two women and two men) who are caring members of the congregation possessing integrity and spiritual maturity.

They shall each serve two year terms, with two being chosen annually. Selection will ensure to maintain at least one man and one woman on the committee at all times.

New members shall be appointed by the Council prior to the annual meeting. Final approval of this committee shall be by congregational affirmation not later than the annual business meeting.

- The Moderator shall call the first meeting to select a chair.
- The chair shall be chosen from those members serving their second year.
- The members shall represent the congregation age spectrum adequately.
- The chair shall serve as a voting member of Council.

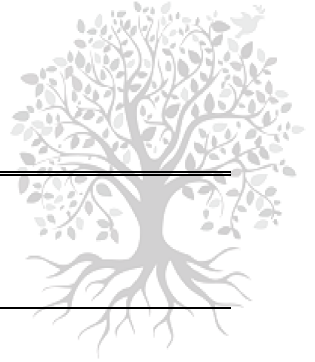
### Meetings

As needed throughout the year to achieve the committee's goals.

### Responsibilities

- a. Seek to stimulate gift discernment education in the congregation.
- b. Prepare a slate of appointees for all congregational offices unless another procedure is prescribed by the Constitution or Procedures Manual.
- c. This slate shall be publicized to the congregation one week prior to being affirmed, preferably no later than the third Sunday of July.
- d. Provide appointees with adequate job descriptions of the office they are asked to fill.
- e. Make a new appointment in the event a previous appointee cannot complete a term of office.
- f. Conduct a gift discernment survey in odd numbered years.





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## Food Committee

Adopted: October 11, 2020  
Revised: September 2024

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### Mission Statement

Providing leadership in hospitality to create an atmosphere for fellowship over meals.

### Structure

The Food Committee shall consist of six individuals, one being a substitute when needed, chosen by Gift Discernment Committee and affirmed by the congregation for a three-year term with one or two people appointed each year.

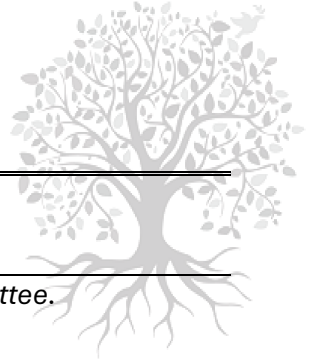
### Meetings

As needed or may be done by phone or other communications.

### Responsibilities

- a. Prepare food for funerals
- b. Prepare meals for families between calling hours.
- c. Organize carry-ins and Wednesday evening Family Night meals.
- d. Coordinate and assist with setup in the fellowship hall.
- e. Assist with cleanup in the fellowship hall and kitchen area.





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## Women's Ministry and Hospitality

Adopted: September 2024

*Note: This combines the prior Women's Ministry Team and the Hospitality Committee.*

### Mission Statement

Women's Ministry and Hospitality will create opportunities to encourage women of all ages to pray, learn, do service and celebrate life together, including activities for the entire church family.

### Structure

Women's Ministry and Hospitality is made up four members chosen to serve a two year (staggered) term by the Gift Discernment Committee and affirmed by the congregation.

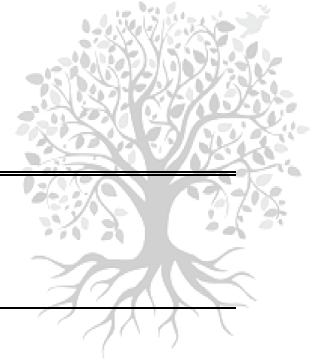
### Meetings

At least once each month plus contacts with phone, texts and emails.

### Responsibilities

- a. Facilitate opportunities for Bible Study within and outside the Church facilities.
- b. Organize at least two women's events and two church family events each year.
- c. Plan baby showers for first-time parents, and a \$75 gift card any additional babies.
- d. Coordinate meals to be delivered to new parents and others of our church family when needed to provide nourishment of the body and soul.
- e. Coordinate housing when the church is hosting individuals or a group.





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## Mennonite Women (BMW) Sewing

Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

To gather monthly for sewing or quilting and to fellowship with a time of devotions.

### Structure

Church auxiliary with its own structure. BMW shall elect their own officers and conduct their own meetings.

### Meetings

Monthly for sewing and devotions.

### Responsibilities

- a. Have a recording secretary to keep accurate record of all meetings.
- b. Have a treasurer to receive monies and to keep accurate record of all receipts and disbursements.
- c. Submit a written report for the annual business meeting.
- d. President will serve as a member of the church council.



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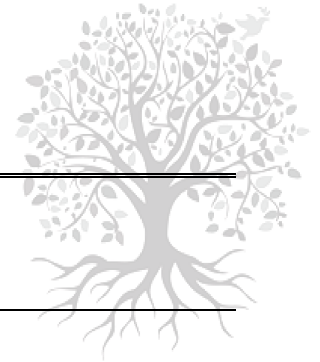
## Ohio Mennonite Conference Delegates

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Adopted: July 2, 2008

Revised: September 2024

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### Mission Statement

Delegates serve as a liaison between the congregation and Ohio Conference, sharing the congregation's perspectives and keeping the congregation informed about the ministry and mission of the Conference. As Mennonite Church USA (MC USA) delegates, they act for and on behalf of the entire MC USA, worship together, discern the leading of the Holy Spirit for MC USA, determine major policy issues and evaluate and offer guidance for the work of the Executive Board and the program agencies of the church.

### Structure

Lay delegates to the Ohio Conference and MC USA shall be selected by the Gift Discernment Committee and affirmed by the congregation each for a 2-year term, two delegates chosen each year. The total number of delegates is determined by the church's membership numbers. One young adult delegate, age 18-25, shall also be appointed for a two-year term by the Gift Discernment Committee and affirmed by the congregation.

### Meetings

Annually: Ohio Conference Fall and Winter cluster meetings, Annual Conference Assembly of Ohio Conference (March) and Bi-Annually: MC USA Delegates Assembly (first week of July).

### Responsibilities

- a. Stay informed through the Ohio Conference website and MC USA website, Delegate News, and Ohio Mennonite Evangel
- b. Attend Ohio Conference fall and winter cluster meetings and the Annual Conference Assembly and communicate congregational needs.
- c. Report to the congregation about the work of Ohio Conference and MC USA verbally and in writing.
- d. Report the needs of Ohio Conference and MC USA to the congregation's stewardship Committee

### Qualifications:

- a. Active Member of Berlin Mennonite Church
- b. Commitment to discerning God's desired future for Ohio Conference and MC USA
- c. Interested in dealing with vision, values, systems and long-term planning.
- d. Willing to make policy decisions in the best interest of the broader Mennonite Church
- e. Personal commitment of time and necessary resources to attend the assembly meetings.







## Appendix: BMC Articles of Incorporation



RD3



Department of State

# The State of Ohio

G060-0772

**Sherrod Brown**  
Secretary of State

691327

## Certificate

It is hereby certified that the Secretary of State of Ohio has custody of the Records of Incorporation and Miscellaneous Filings; that said records show the filing and recording of: ARC

of:

BERLIN MENNONITE CHURCH, INC.

United States of America  
State of Ohio  
Office of the Secretary of State

Recorded on Roll G060 at Frame 0773 of  
the Records of Incorporation and Miscellaneous Filings.

Witness my hand and the seal of the Secretary of State, at the  
City of Columbus, Ohio, this 17TH day of DEC,

A.D. 19 86.



*Sherrod Brown*  
**Sherrod Brown**  
Secretary of State

G060-0773

APPR  
By: OL  
Date: 12-17-86  
Amount: 25<sup>00</sup>

ARTICLES OF INCORPORATION  
of  
BERLIN MENNONITE CHURCH, INC.

The undersigned, desiring to form a non-profit corporation under the Non-Profit Corporation Law of Ohio, do hereby certify:

ARTICLE I. The name of said corporation shall be BERLIN MENNONITE CHURCH, INC.

ARTICLE II. The place in Ohio where its principal office is to be located is 4718 US 62, P.O. Box 217, Berlin, Ohio 44610, Berlin Township, Holmes County, Ohio.

ARTICLE III. The purposes for which the corporation is formed are providing a place of worship and spiritual renewal for its members and promoting the cause of the Christian religion and the interests of said faith; receiving, holding and disbursing gifts, bequests, and funds arising from other sources; owning and maintaining suitable real estate and buildings; and doing any and all things necessary or incident to any thereof.

ARTICLE IV. The names and addresses of the persons who are to be the initial trustees of the corporation are as follows:

- |   |   |
|---|---|
| Noah Nisley<br>5051 TR 353, Route #4<br>Millersburg, Ohio 44654       | Eli Swartzentruber<br>P.O. Box 58<br>Berlin, Ohio 44610 |
| Sherman D. Yoder<br>5325 CR 626<br>P.O. Box 338<br>Berlin, Ohio 44610 |   |

ARTICLE V. Upon the dissolution of the corporation, the Board

60086-0774

of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, We have hereunto subscribed our names, this 9th day of December, 1986.

Noah Wisley  
Noah Wisley, Incorporator

Sherman D. Yoder  
Sherman D. Yoder, Incorporator

Eli Swartzentruber  
Eli Swartzentruber, Incorporator

60056-775

ORIGINAL APPOINTMENT OF AGENT  
Ohio Corporation  
Section 1702.06 Revised Code

The undersigned, being the Incorporators of Berlin Mennonite Church, Inc. hereby appoint Leon Schrock, to be statutory agent upon whom any process, notice or demand required or permitted by statute to be served upon the corporation may be served.

The complete address of the agent is 4718 US 62, P.O. Box 217, Berlin, Ohio 44610; Holmes County, Ohio.

Berlin Mennonite Church, Inc.

Noah Wisley  
Noah Wisley, Incorporator

Sherman D. Yoder  
Sherman D. Yoder, Incorporator

Eli Swartzentruber  
Eli Swartzentruber, Incorporator

Millersburg, Ohio  
December 9, 1986

BERLIN MENNONITE CHURCH, INC.

Gentlemen: I hereby accept appointment as agent of the corporation known as Berlin Mennonite Church, Inc. upon whom process, notices and demands may be served.

Leon Schrock  
Leon Schrock

23  
R13

G060-0776

*The Law Office*

ATTORNEYS AND COUNSELORS AT LAW  
PAUL A. MILLER  
LAUREL J. HINES

PHONE 218/674-1080

MILLER BUILDING  
105 NORTH CLAY STREET  
MILLERSBURG, OHIO 44654

December 16, 1986

Secretary of State  
30 East Broad Street  
Columbus, Ohio 43266-0418

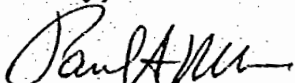
Subject: Non-Profit Corporation  
Berlin Mennonite Church, Inc.

Gentlemen:

I enclose the Articles of Incorporation together with the Original Appointment of Agent for the captioned corporation to be filed with your office. I also enclose a check in the amount of \$25.00 to cover the filing fee.

Please return the filed documents to my office in the enclosed self-addressed envelope.

Sincerely,

  
Paul A Miller

wm

Encls.

cc: Wade Mullet

File No. 2147.00

CORRESPONDENCE

RECEIVED  
DEC 17 1986  
SHERROD BROWN  
SECRETARY OF STATE

## Appendix: BMC Constitution



# **Constitution**

**Berlin Mennonite Church**

**Berlin, Ohio**

**Adopted May 31, 2009**

**Revised 2008**

# **Table of Contents**

**Article I: Name and Beginnings**

**Article II: Mission Statement**

**Article III: Declaration of Faith and Affiliation**

**Article IV: Membership**

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**Section 2: Privileges and Duties of Members**

**Section 3: Disciplining of Members**

**Section 4: Inactive Members**

**Article V: Authority of the Congregation**

**Article VI: Business Meeting**

**Section 1: Annual Business Meeting**

**Section 2: Special Meetings**

**Section 3: Order of Business**

**Article VII: Conducting Church Affairs**

**Article VIII: Amendments**

## **Constitution**

### **Berlin Mennonite Church Berlin, Ohio**

#### **Article 1: Name and Beginnings**

This congregation shall be known as the Berlin Mennonite Church. The congregation was established in 1917 as a mission outpost from the Martins Creek and Walnut Creek congregations. The church is based in Berlin, Ohio

#### **Article II: Mission Statement**

This congregation accepts the Great Commission of our Lord (Matthew 28:18ff) as our mandate to be a witness of God to our generation.

By the power of the Holy Spirit, we seek to worship in a way that will lead to ministries in the congregation, the local community, and the world, and we want to reach out and help those experiencing spiritual, emotional or physical needs.

Recognizing our varied life and faith experiences, we accept the responsibility to provide regular worship settings in which unbelievers will be invited to a vital relationship with Christ and where believers will be challenged to develop a deeper commitment and greater faithfulness to Jesus, our Lord and Savior.

We will strive to nurture, disciple, and strengthen the body through mutual caring, worship, instruction, counsel and fellowship. In doing this, we will equip each other for service so we may discover and use the gifts of the Spirit present in the congregation.

We work and pray for the glorious goal that all people everywhere may experience God's peace, love and justice in their lives.

#### **Article III: Declaration of Faith and Affiliation**

**Section 1.** The congregation accepts the Scriptures as the inspired Word of God and the infallible guide for faith and practice. We are dedicated to personal growth in Christ in daily living.

**Section 2.** The Berlin Mennonite Church shall be a member congregation of the Ohio Conference and is affiliated with the organization known as Mennonite Church USA.

**Section 3.** We accept the Mennonite Confession of Faith (1995) and believe in the Anabaptist, Mennonite tradition of Christian discipleship and encourage participation in the worldwide and domestic activities of the Mennonite Church as we seek to follow the way of Christ.

## **Article IV: Membership**

### **Section 1: Reception of Members**

The membership of this congregation shall consist of all persons who have professed faith in Christ, who have declared their loyalty to the faith and practice of the Mennonite Church, and who have been received into the fellowship of this congregation by baptism, confession of faith, or church letter.

Associate membership shall be granted to persons who qualify for active membership, yet choose to retain a church membership elsewhere. They have all the privileges of full membership; i.e., holding any office and being active in decision making.

### **Section 2: Privileges and Duties of Members**

Every person who holds active membership in the Berlin Mennonite Church is entitled to participate in the full life of the congregation and is eligible to hold office and vote on all questions brought before the congregation.

Members are expected to participate in the activities and life of the church, and be willing to give and receive counsel to promote personal growth, as well as the stated mission of the congregation.

### **Section 3: Disciplining of Members**

Discipline in the life of the congregation shall include teaching and counsel. Obedience to the written Word of God is a positive, preventive discipline in congregational life. We encourage all members to live by the principles of the Word as they are interpreted by the congregation.

Should a member bring reproach upon the name of Christ, the Spiritual Leadership Commission shall seek to restore that member in the spirit of Galatians 6:2. If these compassionate efforts fail, the Spiritual Leadership Commission may suspend such members, and upon presentation of the action taken by them, the congregation may terminate membership.

Grievances between members should be resolved in the Spirit of Christ as suggested in Matthew 18:15-17 and I Corinthians 6:1-8.

#### **Section 4. Inactive Members**

Members who fail to be involved in congregational life will be placed on inactive membership status. Membership may be terminated by transfer, action outlined under Section 3, or by unanimous action of the Spiritual Leadership Commission. If the member does not initiate this termination, any action to terminate shall be preceded by compassionate pastoral and Spiritual Leadership contact. The inactive membership roster will be reviewed annually by the Spiritual Leadership Commission prior to the change of the calendar year.

#### **Article V: Authority of the Congregation**

The congregational assembly shall have final authority and power to manage and adjust all spiritual and material affairs of the congregation. Any action or decision, whether it proceeds from an individual or from a body within the congregation, shall be invalid unless authorized or sanctioned in the constitution or by special vote.

#### **Article VI: Business Meetings**

##### **Section 1: Annual Business Meeting**

The fiscal year of the congregation shall be September 1 of each year through August 31 of the following year. The annual business meeting of the congregation shall be held as soon as possible after September 1<sup>st</sup> of each year. The date and time will be set by Council and will be announced publicly on two Sundays preceding the meeting. A quorum shall be the members present.

##### **Section 2: Special Meetings**

Special meetings of the congregation may be called by the Spiritual Leadership Commission, Council, or by written request signed by 25 resident members. The time and purpose of all special meetings shall appear in the church bulletin and shall be announced publicly on two preceding Sunday. A quorum shall be the members present.

### **Section 3: Order of Business**

Each annual business meeting of the congregation shall be opened with a period of devotion and prayer followed by:

1. Minutes of the previous meeting
2. Reports from all officers, commissions, committees, and auxiliaries
3. Unfinished business
4. New business
5. Adjournment

### **Article VII: Conducting Church Affairs**

The conduct of the affairs of Berlin Mennonite Church not addressed in this Constitution will be outlined in the Procedures Manual of Berlin Mennonite Church. This Procedures Manual defines the church's organizational structure, procedures for church offices and conducting the work of the church.

In the event of a pastoral vacancy or need for additional pastoral staff an adhoc pastoral search committee will be formed. The Pastoral Search Committee shall consist of seven members comprised of one Spiritual Leadership Team Member and six members from the congregation (excluding the pastor). Nominations for the six members shall be taken by open church ballot. The Spiritual Leadership Team shall be responsible for preparing a slate of names from the list of nominees for congregational approval. The Pastoral Search committee shall have the following responsibilities:

- a. Serve the congregation in seeking a pastor in event of a pastoral change or the addition of pastoral staff.
- b. Work in consultation with the congregation, the overseer, and the Leadership Commission of Ohio Conference
- c. Be responsible for planning the installation service.

### **Article VIII: Amendments**

This constitution shall be in effect when it is approved by a two-thirds vote of the congregation. This constitution may be temporarily suspended by a ninety percent vote of the members present at any business meeting of the congregation.

Amendments may be made to this constitution at any business meeting without prior notice by ninety percent vote of the members present or by a two-thirds vote of the members present, provided the congregation has been advised of the contemplated amendment and its contents thirty days prior to the business meeting.

The accompanying Procedures Manual shall be kept in the church office, the library, and posted on the church website. Printed copies will be available to members upon request. This manual shall outline the structure and responsibilities, as well as selection and terms of service for Commissions and committees of the church. Changes to the Procedures Manual must be made by Council and reported to the congregation in the meeting minutes.

## Appendix: BMC Core Values



# Core Values Summary

[Final Draft for action January 16, 2011 ]

(Gray quotes from *Confession of Faith in Mennonite Perspective 1995*)

- 1. We value discipleship.** As followers of Jesus we are committed to a life of growth into Christ's likeness. This means that we place Jesus first in all things. Every disciple of Jesus Christ is set apart from the world and strives to please the Lord in every area of life.  
(Mark 8:34-38, Luke 9:23)

17. We believe that Jesus Christ calls us to discipleship, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As by faith we walk in Christ's way, we are being transformed into his image. We become conformed to Christ, faithful to the will of God, and separated from the evil in the world.

- 2. We value prayer.** Our personal relationship with Christ is sustained and nourished through the discipline of prayer. We believe that prayer is essential to the effectiveness of our ministry.  
(John 15:5, Acts 2:42)

18. We believe that to be a disciple of Jesus is to know life in the Spirit. As the life, death, and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.

- 3. We value the scriptures.** The Bible is the Word of God written. We look to the Bible as the primary source for preaching and instruction in the church and at home.  
(2 Timothy 3:16ff 2 Peter 3:16-21)

4. We believe that all **Scripture** is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the written Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.

- 4. We value our church community.** The Christian life is intended to be lived in community where we learn and practice the values of God's Kingdom. In the congregation, we discern God's will, we celebrate and suffer together, give and receive instruction, practice mutual aid, and extend care to one another in real and practical ways.  
(1 Corinthians 3:9-15, 12:12-13)

9. We believe that the **church** is the assembly of those who have accepted God's offer of salvation through faith in Jesus Christ. It is the new community of disciples sent into the world to proclaim the reign of God and to provide a foretaste of the church's glorious hope. It is the new society established and sustained by the Holy Spirit.

- 5. We value participating in God's mission.** God calls us to make disciples of all nations by inviting others to faith in Jesus Christ and teaching them to follow Him. Therefore, pursuing a lifestyle of service, we will participate in projects that share our faith and serve those in need, at home and far away. (Matt 16:18, 28:18ff, Acts 1:8, 2 Cor. 5:20, Col 3:17, James 2:14-26)

10. We believe that the mission of the church is to proclaim and to be a sign of the kingdom of God. Christ has commissioned the church to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.

- 6. We value the gifts entrusted to us by God.** We understand that our time, abilities, and material resources are gifts from God. As Christian stewards, we encourage the development of spiritual gifts, an attitude of generosity, and a lifestyle of simplicity.  
(Luke 12:41-48, Matt 25:14-30, 1 Cor 12-14, Ephesians 4)

21. We believe that everything belongs to God, who calls us as the church to live as faithful stewards of all that God has entrusted to us.

- 7. We value Christ-Centered worship.** Gathering together regularly to honor and glorify God is an integral part of our spiritual lives. Authentic worship provides opportunities for us to connect with God. (Heb 10:24-25, Acts 2:47, Matt. 18:20)

- 8. We value peace and reconciliation.** We have been reconciled with God through Christ, and given the ministry of reconciliation. Therefore we call people to a right relationship with God, work to resolve conflict, attempt to restore broken relationships, and aspire to live peacefully with all persons.  
(Matthew 5-7, Rom. 12:18ff, II Cor. 5:16-21, Matt 5: 38-48)

22. We believe that peace is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance even in the face of violence and warfare.