

1 **BYLAWS OF THE SALFORD MENNONITE CHURCH**

2 **Harleysville, PA**



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12 **PREAMBLE**

13  
14 Mission Statement

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16 ***“A JOYFUL, LEARNING COMMUNITY EAGER TO LIVE AND SHARE THE PEACEABLE***  
17 ***WAY OF JESUS”***

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19 **CORE VALUES**

20 **Gifts Discernment**

21 We acknowledge that each member of Christ's body has been endowed with unique gifts and abilities. We  
22 commit to support one another in the discovery of individual gifts, and to equip and empower each other.  
23 We expect members to share their gifts for ministry and service in and beyond our fellowship.

24  
25 **Hospitality/Mission**

26 Having been welcomed into the embrace of God's community, we proclaim God's love and grace. We  
27 enthusiastically invite and welcome friends and neighbors to God's banquet here and around the world.

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29 **Learning Community**

30 As a vibrant learning community, comprised of members and neighbors of all ages, we eagerly embrace  
31 learning about God's creation through a wide variety of experiences from sermons to service. We honor  
32 those among us with a special love for teaching reminiscent of the rabbi Jesus from Galilee.

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34 **Pastoral Care**

35 We are a community that practices mutual care. We help individuals and families discover the ways in  
36 which God's Spirit shapes the human spirit in the varied life transitions of joys and sorrows, successes and  
37 losses.

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39 **Peace/Justice/Reconciliation**

40 Captivated by God's vision of shalom (peace), we speak the truth in love. True to our Anabaptist-  
41 Mennonite tradition we renounce violence and do the hard work of forgiveness and seek understanding in  
42 our homes, work, neighborhoods and the world.

43  
44 **Scripture**

45 Like generations of Christians before us we consistently turn to the scriptures as our foundational story.  
46 Here we enter the conversation of who God is and what God is up to. Captivated by the vision of God's  
47 New Kingdom, we lend our hearts, voices, and hands, to this endeavor. We anticipate further surprises on  
48 the journey. New songs will yet arise.

50 **Stewardship**

51 As recipients of God’s extravagance we are joyful stewards of the Gospel, the environment, our time, our  
52 talents, our money, our health and our relationships.

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54 **Worship**

55 Repeatedly overwhelmed by God’s holy love we respond in silence and awe, word and music, joy and  
56 lament, in regular, renewing worship.

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59 **Prayer**

60 We believe in the power of prayer. God hears our prayers, and answers, at times in powerful ways, and at  
61 times in ways that we do not understand. We acknowledge that we do not always listen carefully enough to  
62 hear God’s voice.

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October 2004  
Reaffirmed December 2017

65 **ARTICLE I — PURPOSE**

67 The Salford congregation is “A joyful learning community eager to live and share the peaceable way of  
68 Jesus.”

71 **ARTICLE II — NAME & AFFILIATION**

73 This congregation, Salford Mennonite Church, shall belong to the Franconia Mennonite Conference and  
74 relates to other Mennonite Conferences through the Mennonite Church USA. The Confession of Faith in a  
75 Mennonite Perspective of 1995 summarizes its faith.

78 **ARTICLE III — MEMBERSHIP**

80 Any person who professes faith in and commitment to Jesus Christ, accepts the authority of the Word of  
81 God as interpreted by the Mennonite Church, and commits himself/herself to the relationships described in  
82 the congregational mission statement as personal goals, shall be eligible for membership. When  
83 recommended by the Lead Pastor or an Associate Pastor and accepted by the congregation, such a person  
84 shall become a member by confession of faith, by believer's baptism or by presentation of a church letter.  
85 Only members may serve on the Church Board. All other ministry team and committee assignments shall  
86 be governed by the attached “Guidelines for Participation in Church Assignments (Appendix 1).  
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89 **Section A — Non-participating Members**

91 Members who are no longer participating regularly in the life of the congregation shall have their  
92 relationship to the congregation reviewed by the Pastors and the Church Board. Ministry to marginal or  
93 absentee members will be provided in a deliberate and purposeful way. As we experience the loss of  
94 members, the Pastors will provide appropriate follow-up with these members.  
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97 **Section B — Transfer of Membership**

99 A request for a letter to transfer membership to another congregation shall be brought to the Church Board  
100 by the Pastors for action.  
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**Section C — Associate Membership**

Upon recommendation of the Church Board, Associate Membership shall be granted on the basis of Resident and Non-resident Associate Membership status. For details about the categories and expectations of Associate Membership, see Appendix 2. Associate Membership shall be reviewed annually by the Pastors, and reported to the Church Board.

**Section D — Forfeiture of Membership**

Members who renounce faith in Jesus Christ as Lord, who are unwilling to participate in relationships consistent with the congregational mission statement, or whose conduct brings reproach upon the church shall be counseled by other members in the pattern of Matthew 18. If such counsel is rejected, upon the recommendation of the Church Board and in dialogue with the congregation, that member forfeits membership and all official and legal rights of a member of the Congregation. Non participation may constitute a reason for forfeiture of membership as well.

**ARTICLE IV — CONGREGATIONAL MEETINGS**

The Church Board shall call congregational meetings. At least one meeting should be held annually where the budget will be discussed and subsequently the budget will be approved. The date shall be set by the Church Board. The specific dates of other meetings shall be determined by the Church Board and announced at least two Sundays prior to the meetings along with the stated purpose. These meetings shall be moderated by the Chair of the Church Board. When members raise a concern to the Church Board, the Church Board will discern the issue, and if the Church Board agrees that the issue affects the spiritual, emotional, or relational health of the congregation, a response will be made.

**Section A — Decision-making**

The congregation is the final authority in decision-making. There are two categories of issues that call for congregational decisions and the procedures vary accordingly. These categories are not different necessarily in terms of importance of the issue in congregational life, but different in the sense that the precise record of participation and vote is needed on certain issues and not others.

The first category, the most common, is where a recommendation is brought to the congregation by the Church Board. The Church Board will seek the support of the congregation through consensus, and will not proceed with actions that the congregation has not affirmed.

The second category of decision making is where a record of the vote is important, both the total number of votes cast (degree of participation of the congregation) and the breakdown of the vote. A common example here is a vote on a change in bylaws. It may be that from time to time on other issues a fully recorded vote is deemed important.

Where the broadest possible participation in a decision seems essential, a meeting to discuss the decision will be announced to the congregation with expectations clearly stated as determined by the Church Board. When ballots are used, all ballots will need to be signed to be considered in recording the vote.

154 Of course, it remains the privilege of the congregation not only to decide on issues before it, but also to  
155 decide how it wishes to decide the issue.

156  
157 A quorum for a duly announced congregational meeting shall be those members present. In the event that  
158 it is necessary to call a meeting without two weeks' notice, a quorum shall be 50% of the members present.  
159 Associate members have full responsibility and voting privileges.

## 161 162 **ARTICLE V — CONGREGATIONAL LEADERSHIP**

### 163 164 165 **Section A — Church Board**

166  
167 **Purpose:** Acting on behalf of the congregation the Church Board will provide vision and set policy  
168 to guide the life and mission of our fellowship.

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170 **Organization:** The Church Board shall be comprised of nine persons affirmed by the congregation for no  
171 more than three consecutive three-year terms. The Lead Pastor shall meet regularly with  
172 the Church Board in a non-voting capacity. A quorum of the Church Board shall be one  
173 more than half the total number of affirmed members. Members of the Church Board will  
174 have staggered terms to allow for continuity.

175  
176 The Church Board will include the Chair, Vice-Chair and seven additional members. The  
177 congregation will nominate prospective candidates. The nominees will be evaluated by a  
178 discernment process recommended to the congregation by the Church Board. Discerned  
179 nominees will be presented by the Church Board to the congregation for affirmation.

#### 180 181 **Responsibilities:**

- 182 a. To lead the congregation in discerning God's direction for the congregation, and its vision and core  
183 values.
- 184 b. To lead the congregation in establishing specific goals for the next 3-5 years that are consistent  
185 with its vision and core values.
- 186 c. To seek out the congregation's wisdom on major areas of church life.
- 187 d. To lead and give counsel to the congregation in matters pertaining to the spiritual, emotional, and  
188 relationship health of the congregation.
- 189 e. To provide Personnel, Finance, Gifts Discernment, and Stewardship functions, and to appoint other  
190 committees as needed for like purposes.
- 191 f. To honor, nurture, pray for, and respect the Lead Pastor, and to help the Lead Pastor succeed. To  
192 solicit input from the congregation on pastors' performance, to provide performance feedback to  
193 the Lead Pastor on an intentional basis, to receive counsel, and be in dialogue.
- 194 g. To intentionally work at leadership development within the congregation.
- 195 h. To be accountable to the congregation. To publish meeting minutes. To intentionally be available  
196 to receive counsel regularly from members.
- 197 i. To always perform its duties within the context of the *Salford Congregation Accountability*  
198 *Guidelines* (Appendix 3).

### 199 200 201 **Section B - Chair and Vice-Chair of the Church Board**

202  
203 The Chair of the Church Board shall provide leadership for the Church Board and provide supervision of  
204 the Lead Pastor. The Vice-Chair will assist the Chair in carrying out the business of the board. In the  
205 Chair's final year, the Vice-Chair will also serve as Chair-Elect. When the Chair's term is complete the

206 Chair-Elect will assume the position of Chair.

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209 Chair Responsibilities:

210 a. President of the Corporation

211 b. Lead meetings of the Church Board and set agenda.

212 c. Moderate all Congregational meetings.

213 d. Supervise the Lead Pastor, unless the Church Board appoints a different member to that  
214 responsibility.

215 e. Relate to Conference Minister as needed.

216 f. Provide the congregation with periodic reports in consultation with the Church Board and the  
217 Pastoral Team.

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### 220 **Section C — Congregational Secretary**

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222 The Secretary is appointed by the Church Board for a three-year term, not to exceed three consecutive  
223 terms.

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### 226 **Section D — Official Representatives**

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228 The Chair of the Church Board and Secretary shall act as official representatives and signatories of the  
229 congregation in legal matters. These members shall constitute the officers of the congregation.

230

231 Conference Delegates are appointed by the Church Board for no more than two consecutive three-year  
232 terms, and are the official representatives to the Franconia Mennonite Conference Assembly. A  
233 representative will generally report to the Church Board and congregation after each meeting.

234

235 Delegates will be selected by the Church Board to attend the bi-annual assembly of Mennonite Church  
236 USA. A representative will report to the Church Board and congregation after each meeting.

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### 239 **Section E — Pastoral Team**

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241 Purpose: Serve as spiritual, visionary, and administrative leaders of the congregation as they  
242 implement the vision and policies expressed by the Church Board.

243

244 Organization: The Pastoral Team shall be comprised of the Pastors and other staff members the Lead  
245 Pastor may appoint if warranted.

246

247 Members of the Pastoral Team shall be chosen by the Lead Pastor and, when required, with approval of the  
248 Franconia Mennonite Conference, and shall be affirmed by the Church Board and congregation. The Lead  
249 Pastor shall define the duties and terms of service for the other members of the Pastoral Team, and shall  
250 evaluate their performance at least once every two years. The Lead Pastor is responsible to the  
251 congregation through the Church Board.

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### 253 **Section F — Pastoral Visitors Team**

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255 Purpose: To assist the pastors in providing visitation and care to the congregation.

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257 Organization: The Pastoral Visitors shall be comprised of seven or more members who are chosen by the  
258 pastoral team. The Lead Pastor may appoint a Pastor or a member to serve as Chair.

259  
260 The Pastoral Visitors shall serve four-year terms.

261  
262 Responsibilities:

- 263 a. Assist with the administration of the ordinances, visitation, and mutual care.
- 264 b. Provide hospital visitation for persons along with the pastors.
- 265 c. Coordinate support for persons/families during a crisis or time of extended need.

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268 **Section G — Deacon(s)**

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270 Purpose: Provide spirit-led counsel and leadership to the congregation in the areas of mutual aid, and  
271 congregational resources.

272  
273 Organization: The Deacon(s) meet as needed with the Pastors. The Deacon(s) may also serve as delegates  
274 to the Franconia Conference Assembly. Deacons are nominated and affirmed by the  
275 congregation. A Deacon shall serve four year terms.

276  
277 Responsibilities: Specific responsibilities are referenced in the position guide.

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280 **Article VI Congregational Ministries**

281  
282 In order for the Salford congregation to carry out its ministry as fully as possible, specific Ministry Teams  
283 shall be created to develop and implement the programs of the congregation. A few examples of Ministry  
284 Teams are: Child Care, Finance, Peace and Justice, and Trustees. Ministry Teams may be added from time  
285 to time to support new ministries of the congregation, and Ministry Teams may be discontinued from time  
286 to time as the congregation refocuses its mission and efforts. The size and number of the members of these  
287 Ministry Teams may vary.

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290 **Article VII Administrative Miscellaneous**

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292 **Section A – Fiscal year**

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294 The fiscal year of the congregation shall be January 1 to December 31 of each year.

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296 **Section B - Corporate seal.**

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298 The congregation shall have a seal with the name of the congregation, the year of incorporation and the  
299 word “Pennsylvania.” The secretary of the Church Board shall have custody of the seal.

300  
301 **Section C - Director’s liability.**

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303 No director shall be personally liable for monetary damages for any action taken or any failure to  
304 take action unless the director has breached or failed to perform the duties of office under  
305 Subchapter 57B of the Pennsylvania Nonprofit Corporation Law (related to standard of care and  
306 justifiable reliance) and the breach or failure to perform constitutes self-dealing, willful misconduct  
307 or recklessness.

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**Section D - Distribution upon dissolution.**

Upon dissolution of the congregation or the winding up of its affairs, the assets of the congregation shall be distributed to charitable, religious or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, and which are selected by majority vote of the Church Board and in conversation with Conference Board of the Franconia Mennonite Conference of which the congregation is a member, or the successors of those entities.

**Section E Significant changes.**

Conveyance or encumbrance of real estate, amendment of the congregation’s Bylaws, or dissolution of the congregation shall occur only if (i) there is an affirmative vote of two-thirds of those present and voting at a Members Meeting and (ii) notice of the nature of the proposed change and meeting was announced in the church bulletin or church service at the two Sunday morning worship services immediately before the vote.

**ARTICLE VIII — AMENDMENTS**

At least every five years, the Church Board shall review and possibly revise these Bylaws.

Adopted (Articles of Incorporation): May 6, 1970.  
Adopted Constitution: December 15, 1965  
Adopted By-Laws: September 20, 1992  
Revised 11/28/92  
This revision was approved at the Congregational Meeting held May 19, 1996.  
Revised Section C (Recording Secretary): 10/20/96 at Congregational Meeting  
Revised Sections C and D (Vice Chair of Church Council): 4/26/98 at Congregational Meeting

359 Revisions approved at the November 22, 1998 included:  
360 Article V - Congregational Leadership, Sections A & B, Board of Elders: Add provision for Chair Elect  
361 Article VI - Commissions, Organization: Provision and procedure to allow a commission member other  
362 than commission chair to serve as council representative  
363 Article VI - Section A - Commission on Christian Education: Add Development Disabilities  
364 Representative to organization section.  
365 Article VI - Section B - Commission on Fellowship: Remove Small Group Coordinator from  
366 organization section.  
367 Article VI - Section F - Commission on Mission: Remove Developmental Disabilities Representative  
368 from organization section.  
369 Article VI - Section G - Commission on Worship: Reflect combination of Worship and Music  
370 Committees; allow flexibility in makeup of commission  
371 Article VI - Section I - Commission on Child Care: Clarify process for selection of Commission Chair  
372 and Commission makeup  
373 Revision approved by congregation at congregational meeting on November 20, 2011: Change Pastoral  
374 Care Elders to Pastoral Visitors.  
375 Revision approved by congregation at congregational meeting on November 18, 2012: Change Church  
376 Board membership from 7 members to 9.  
377 Revisions approved by congregation at congregational meeting on December 3, 2017: Remove references  
378 to Pastoral Care Elders (lines 78, 87, & 266); clarify chair & vice-chair positions (lines 169, 194, 197, 198,  
379 & 202); clarify Deacon's purpose (line 263); update examples of Ministry Teams (lines 277-280); remove  
380 Articles of Incorporate reference (line 314).

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383

**Guidelines for Participation in Church Assignments**

384

385

Preamble

387 Salford congregation will strive to be a welcoming congregation. Persons' gifts are to be valued, respected,  
388 and incorporated into the life and ministry of the congregation. Participation in the various aspects of  
389 congregational life will be encouraged. Regular opportunities will be offered for persons to enter into full  
390 membership in the congregation.

391

392 The congregation finds it appropriate that persons who participate in the leadership offices and the teaching  
393 ministries of the church should reflect the beliefs and practices of the Mennonite Church. Accordingly their  
394 leadership and teaching will be in harmony with the understandings of the faith as held by the Mennonite  
395 Church. The following guidelines for participation in church assignments are offered.

396

Guidelines

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399 A. Persons to be considered for the Church Board and Pastoral Visitors of the congregation shall be  
400 members of the Salford congregation.

401

402 B. Members of the Mennonite Church (or members of an MCUSA constituent congregation) who have not  
403 transferred their membership to the Salford congregation shall be eligible to be considered for teaching  
404 positions and committee assignments in the congregation. There will be encouragement for these  
405 persons to become members of the congregation. Provision is provided for associate membership if  
406 participation at Salford is deemed temporary.

407

408 C. Individuals who might be considered for a committee assignment or a regular teaching role who are  
409 regular participants at Salford but not members of a Mennonite congregation (or MCUSA constituent  
410 congregation), shall be reviewed by the Gift Discernment Committee, if appropriate, and the Pastoral  
411 Team.

412

413 D. Leadership in the life of the congregation carries with it the trust and confidence of the congregation. It  
414 is **expected** that all persons involved in leadership will joyfully participate regularly in the life of the  
415 congregation.

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418 **Associate Membership**  
419 **Salford Mennonite Church**

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421 **I. CATEGORIES OF ASSOCIATE MEMBERSHIP**

422  
423 A. Non-Resident Associate Members

- 424 1. Members who leave permanently to an area where a Mennonite Church is not accessible.  
425 However, they wish to retain their Mennonite identity by continuing to be a Salford member.
- 426
- 427 2. Members who leave for a period of months or years but intend to return to Salford.
- 428
- 429

430 *The above will be granted an Associate Membership at Salford, but their primary commitment will be to*  
431 *the church where they worship in their new community. They will be listed as non-resident associate*  
432 *members.*

433  
434 B. Resident Associate Members

- 435 1. Persons who move into the community for a period of months or years and who were members  
436 in a Mennonite church in their previous community. These persons wish to retain their  
437 membership in their home community.
- 438
- 439 2. Persons from non-Mennonite, Anabaptist churches who move into this community permanently,  
440 but want to retain their ties to their home-community Anabaptist Church.
- 441
- 442

443 *The above will be granted an Associate Membership at Salford. While they worship at Salford, their*  
444 *primary commitment will be to Salford. They will be listed as resident associate members.*

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447 **II. EXPECTATIONS FOR ASSOCIATE MEMBERS**

448  
449 A. Non-resident Associate Members

- 450 1. Annually write to the congregation sharing your pilgrimage and your involvement in your local  
451 congregation.
- 452
- 453 2. Annually send the congregation a small monetary gift to show your support of the mission of  
454 the Salford congregation.
- 455
- 456 3. Inform us about crisis situations.
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- 458

459 B. Resident Associate Members

- 460 1. Resident associate members have the same responsibilities as members of Salford.
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464 **III. SALFORD’S RESPONSIBILITY TO ASSOCIATE MEMBERS**

465 A. Non-resident Associate Members

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1. The Pastors are available for prayer and counsel in a crisis situation.
2. You may receive by mail the Salford newsletter and/or the Salford bulletins as you request.

**B. Resident Associate Members**

1. The congregation will fully embrace resident associate members as a vital part of Salford's faith community.

478

479 **How are we accountable to God and each other as a faith community?**

480 Members of the congregation are responsible to be involved in carrying out the church's vision, living its values,  
 481 and fulfilling its goals through the church ministries. Members of the congregation are accountable to help the  
 482 Board and Pastors lead the church by engaging in constructive dialogue, being willing to give and receive counsel,  
 483 and fostering a spirit of openness, encouragement, and trust.

484

485 **What are some examples of the responsibilities of membership?**

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|-----|--|-----|--|
| 486 | • Regular worship attendance                   | 491 | • Asking questions about issues that are not |
| 487 | • Financial and prayer support                 | 492 | understood                                   |
| 488 | • Participation in one or more of the church's | 493 | • Reading communications, i.e., church       |
| 489 | ministries                                     | 494 | bulletins, newsletter, ministry and board    |
| 490 | • Attendance at church meetings                | 495 | minutes, etc.                                |

496

497 **How are members accountable to the Church Board and Pastoral Staff?**

498 Members of the congregation are expected to take their baptismal and membership vow to give and receive counsel  
 499 seriously, and to pray regularly for the Board, the Pastoral staff, and the church's ministries.

500

501 **How are the Lead Pastor and the Church Board mutually accountable to each other?**

502 The Lead Pastor is responsible to accomplish the goals that the congregation has established and fulfill the job  
 503 description. He/she should hold high and advance the vision and values statement of the congregation, and be in  
 504 dialogue and discernment with the Church Board about the work of the church. Monthly reports in writing are  
 505 important to help their relationship grow and be productive. The Lead Pastor is accountable to the congregation  
 506 through the Church Board.

507

508 The Church Board must provide clear vision and value statements and goals to the Lead Pastor. The Church Board  
 509 is responsible to honor, nurture, pray for, and respect the Lead Pastor, and to help the Lead Pastor succeed. The  
 510 Church Board must be open to the vision, prophetic voice, and counsel of the Lead Pastor, and to the Lead Pastor  
 511 pushing the congregation beyond its comfort zone. The Church Board is responsible to give the Lead Pastor  
 512 performance feedback, to give and receive counsel, and be in dialogue. In the event that the Lead Pastor has not  
 513 fulfilled the duties of the position, the Church Board is responsible to discern measures to be taken, which could  
 514 include dismissal of the Lead Pastor.

515

516 **How is the Board accountable to the Congregation?**

517 The Board is directly responsible to the congregation, and will communicate regularly with the congregation. The  
 518 Board will make itself regularly available. When members raise a concern to the Church Board, the Church Board  
 519 will discern the issue, and if the Church Board agrees that the issue affects the spiritual, emotional, or relational  
 520 health of the congregation, a response will be made. Examples of responses might be that the matter might be  
 521 referred to the appropriate ministry team; or a congregational forum might be provided so that the entire  
 522 congregation can give and receive counsel; or the Board might bring those directly involved with a particular issue  
 523 together, for mutual understanding.

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525 **What are some examples of the Church Board's accountability to the congregation?**

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|-----|---|-----|--|
| 526 | • Giving and receiving counsel            | 530 | • Scheduled congregational meetings as well as |
| 527 | • Published minutes of the board meetings | 531 | special meetings                               |
| 528 | • Announcements in the bulletin/worship   | 532 | • Regular availability for dialogue and        |
| 529 | service                                   | 533 | discussion via personal contact, phone, e-mail |

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535 **What are issues that the congregation must determine as a body?**

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|-----|--|-----|--|
| 536 | • Approving a pastoral candidate         | 541 | • Approval of the annual budget            |
| 537 | • Approving a proposed building project  | 542 | • Approval of non-budgeted expenditures of |
| 538 | • Approval of vision statements and core | 543 | \$25,000 or more                           |
| 539 | values                                   |     |  |
| 540 | • Approval of 3-5 year goals             |     |  |

544 **We are members of, and mutually accountable to Franconia Mennonite Conference and**  
545 **Mennonite Church USA, and abide by their polity guidelines.**  
546