

ORGANIZATIONAL GUIDELINES

FIRST MENNONITE CHURCH OF CHAMPAIGN-URBANA

**902 West Springfield
Urbana, Illinois 61801**

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ORGANIZATIONAL GUIDELINES

First Mennonite Church of Champaign-Urbana

I. DENOMINATION VISION: HEALING AND HOPE STATEMENT (adopted in 1995)

God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy, and peace so that God's healing and hope flow through us to the world.

To follow Jesus Christ more faithfully, we are called:

- * to enrich our prayer, worship, and study of the Scriptures.
- * offer all that we are and have to God.

To grow as communities of grace, joy, and peace we want to:

- * call and nurture congregational leaders for ministry in a changing environment.
- * to practice love, forgiveness, and hospitality that affirm our diversity and heal our brokenness.

To live as people of healing and hope we are committed to:

- * invite others to faith in Jesus Christ.
- * seek God's peace in our homes, work, neighborhoods, and the world.

II. FIRST MENNONITE VISION STATEMENT (approved 1994)

As faithful stewards of the varied gifts God has blessed us with, we celebrate our uniqueness while cooperating to achieve common hopes and dreams. Therefore, we will...

Seek to identify and clarify our Biblical and Anabaptist understandings of faith and practice. We will also explore ways to further apply and communicate these understandings in our everyday lives, such as lifestyle and current issues.

Develop programs which will recognize and reflect the worship, educational and pastoral needs of our total church family. Recognizing our diversity, we will define priority areas of ministry and seek to adapt our worship and programs accordingly.

Encourage all participants to use their God given gifts to fulfill God's calling in their personal lives, in our community of faith, and in the world. We will also seek to adapt our church organization in whatever ways necessary to enable us to fulfill this vision.

III. NATURE AND PURPOSE OF FIRST MENNONITE CHURCH

The Church is the body of Christ, who is its head. It is dependent on the Holy Spirit to equip it for the "work of ministry, for building up the body" (Ephesians 4:12) As a church standing in the Anabaptist/Mennonite tradition, we seek to:

- exalt God and His Son, Jesus Christ, and be open to God's presence through the Spirit,
- equip, nurture, and support God's people,
- proclaim God's message of love, redemption, and reconciliation in word and deed.

By the grace of God, each individual Christian has been given the resources of the Holy Spirit, the Holy Word, and the Holy Community the Church. These complementary gifts are not only for the praise of God and the Christian's protection, but are the resources by which others are brought into a saving relationship with God in Jesus Christ.

The Church, which is the people of God, "a chosen race, a royal priesthood, a holy nation, God's own people," is called both in its local and worldwide forms, to give and receive mutual support and accountability, call forth for service those who have specific gifts, and make decisions which "seem good" to the Holy Spirit and the believing body. (I Peter 2:9 and Acts 15:22)

Resolution of questions regarding decisions, worship and mission of First Mennonite Church rests with the congregation as a whole as it submits itself to the scriptures, the guidance of the Holy Spirit, and the counsel of the conferences of which it is a member.

Seeking to experience the full richness of Christ's body, we welcome into fellowship and membership all persons who confess faith in Jesus Christ, inclusive of diversity of age, gender, race, ethnicity, sexual orientation, economic or social class, education, and physical or mental condition.

IV. MISSION OF THE CHURCH

We shall seek to:

A. Meet the needs of members and participants within our congregation.

1. Provide quality Christian education for all age groups.
2. Provide meaningful worship, service, fellowship and decision-making experiences in small and large group settings.
3. Provide counseling and decision-making guidance in personal and spiritual concerns.

B. Provide a church home for Mennonites and other Christians in the community who wish to participate in a church that affirms the Anabaptist faith and practice.

1. Follow up on anyone who visits the church and expresses an interest in further involvement.
2. Develop a list of Mennonites coming to our community and invite them by letter, telephone, and personal visits to become a part of our fellowship.
3. Develop ways to connect with and support undergraduate, graduate, and other young adults in the area.

C. Share the gospel with our unchurched friends and invite them to receive Christ as Savior and Lord.

1. Provide study and training experiences, such as Friendship Evangelism, to equip us to be more effective in sharing the gospel.
2. Provide programs that will present opportunities for us to invite our friends to worship, reflect, and enjoy times of fellowship.
3. Invite new Christians to become members of our congregation.

D. Minister to some of the needs of our community.

1. Support individuals and groups who feel a calling to a specific ministry.
2. Join with other churches and organizations to reach common goals such as meeting the basic human needs of the community and giving a witness for peace.
3. Support specific community programs as listed in the Service and Outreach description (see appendix).
4. Support the day-to-day operation of the Ten Thousand Villages store.
5. Give a peace witness through the sponsorship of meetings with other interested churches, and offer draft counseling as the opportunities present themselves.
6. Be a Sustaining Friend with the Victim-Offender Reconciliation Program (VORP).

E. Share in national and international missions.

1. Support members who go out to serve in ministries beyond the community. This can be done with finances, friendship, and prayer.
2. Support the on-going ministries of our conferences, as well as Mennonite Central Committee (MCC), Mennonite Disaster Service (MDS), and other similar groups. A contact person may be named to act as liaison between organizations and the congregation.

V. CHURCH MEMBERSHIP

A. Expectation of membership:

1. Affirm a personal commitment to Jesus Christ and His church.
2. Be in agreement with the purpose and mission of First Mennonite Church of Champaign-Urbana. (Ref: Section IV, above)
3. Accept in principle the Confession of Faith in a Mennonite Perspective (adopted by both the General Conference Mennonite Church and the Mennonite Church at Wichita '95; Appendix A), and take seriously other conference statements regarding various issues made thereafter.
4. Participate in orientation meetings with the Pastor and/or Elders at the initiation of membership.

B. Members are encouraged to actively participate in congregational life, which typically includes:

1. Attending Sunday worship regularly.
2. Participating in Christian Education classes and in a small group.
3. Considering seriously requests to accept an individual or committee/task-force responsibility in line with their interests, gifts, and availability.
4. Striving for meaningful participation, spiritual growth and renewal, and involvement in ministries that seek to present the whole gospel to the total person.

C. Membership classifications:

1. Resident members are those making the above commitment and residing in the community.
2. Nonresident members are members who have moved from the community, but who because of special circumstances wish to maintain membership in our congregation. This commitment involves continuing interest and/or financial support.
3. Associate members are those making the above commitment but who have reason to maintain membership in another church; e.g., being a temporary resident.

- D. **Inactive members are resident, nonresident, and associate members who do not maintain the expectations of membership and active participation. The Spiritual Leadership Team will evaluate the need to contact inactive members and clarify their status.**
- E. **The total number of resident and nonresident members will be used to report membership to the conferences. In view of dual conference affiliation, budget requests will be figured on the basis of one-half this total.**

VI. CHURCH LEADERSHIP PERSONS AND GROUPS

The congregation is open to the leading of the Holy Spirit in identifying persons to be selected for leadership positions. At the beginning of a new year, the congregation will hold a brief period of affirmation and dedication during a regular worship service for those selected to serve during the coming year.

The congregation affirms the following leaders, groups, and procedures to discern and conduct its mission (Appendix B).

A. Church Council

1. **Composition** The Church Council is composed of seven voting members (Chair, Chair-elect, 2 Elders, and 3 Council members) and three ex-officio members (Pastor, Associate Pastor, and Treasurer) called to serve as the administrative body of the congregation, to which it is responsible. [Note: References to “pastoral staff” in this section include all paid staff licensed for ministry within the congregation.]The voting members of the Council are chosen from those regular participants of the congregation who affirm the Expectation of Membership in Section V. A 1-3 and demonstrate active participation in a manner consistent with Section V. B.

The church secretary records minutes of Council and congregational meetings.

- a. The Congregational Chairperson serves as Council Chairperson and chairs congregational meetings for a one-year term. The Congregational Chairperson also serves as an administrative spokesperson. The Chairperson serves as a member of the Spiritual Leadership Team and the Council Personnel Committee and gives priority to the administrative needs of the congregation.
- b. The Chair-elect serves on Church Council for two years, the first year as a Council participant and the second year as the congregational Chairperson. In addition, as past Congregational Chair, this person serves a third year as Chair of the Council Personnel Committee.
- c. Two Elders serve two-year terms each. Consideration shall be given to having one male and one female serving, but is not required. Since the duties of the Elders require particular gifts and often training, reaffirmation of Elders for consecutive terms is encouraged. Elders' terms will begin in alternate years to provide continuity on the Church Council and on the Spiritual Leadership Team. Elders give priority to the nurture of the congregation, work with the Pastor and the Minister in shepherding the congregational participants, and assist with ordinances and during other special ceremonies. How the Elders' duties are divided or shared is determined by the Spiritual Leadership Team.
- d. Council Members serve two-year terms. Council Members shall seek awareness of and maintain sensitivity to the needs of the congregation and bring those needs to the Council. Each Council Member serves on a standing church committee (Hospitality

and Fellowship Committee, Service and Outreach Committee, or Property and Finance Committee) and acts as a liaison between their respective committee and the Church Council, but does not serve as Chairperson. Because of the added responsibility of attending both committee and Council meetings, the Council Member may take a somewhat less active role in committee work assignments, if he or she desires.

- e. The Treasurer shall be appointed by the Church Council for a two year term, and may be reappointed for two additional consecutive two-year terms. The Treasurer is responsible for the receipt and disbursement of all church funds and for financial record keeping, as directed by Council or the Property and Finance Committee, and will assure that designated gifts are distributed according to congregational policy (Appendix C). Monthly financial reports are to be presented in written form to the Church Council. The Treasurer serves on the Property and Finance Committee and attends meetings of the Church Council upon request of the Chair.
 - f. The Pastor is an ex-officio member of the Church Council.
 - g. The Associate Pastor is an ex-officio member of the Church Council and serves on the Spiritual Leadership Team. The Associate Pastor is also a member of Christian Education Committee and acts as its liaison to the Church Council.
2. **Duties:** The Church Council acts on behalf of the congregation in addition to matters of general administration. The specific duties of the Church Council are to:
- a. Facilitate and provide guidance for the annual discernment of new leadership and for other congregational meetings. This may include appointing a formal Discernment Committee (Appendix D).
 - b. Administer the appointment and oversight of standing committees, church representatives, and other persons to fulfill specific responsibilities (Appendices E/F)
 - c. Give leadership to selecting the pastoral staff.
 - d. Provide informal evaluation and facilitate a formal congregational evaluation of pastoral and ministerial leadership (Appendix G).
 - e. Approve the pastoral staff time commitments outside the congregation; for example: vacations, leaves of absence, conference commitments, and community ministries.
 - f. Determine the use of church property and approve major financial decisions.
 - g. Assume responsibility for the integrity of congregational finances, which includes monitoring the financial status and reviewing the audit of the church financial records.
 - h. Act as the employer of all church staff, including such responsibilities as hiring support staff, providing job descriptions, and ensuring periodic evaluations. A Council Personnel Committee consisting of the Chair-elect, Congregational Chair, and Past Congregational Chair will administer ongoing employment-related details and advise Council on personnel matters as directed by Council.
 - i. Monitor the annual Church Calendar to assure necessary events occur as scheduled (Appendix H).

B. Spiritual Leadership Team

- 1. **Composition:** The Spiritual Leadership Team is composed of the pastoral staff, two Elders, and the Congregational Chairperson.
- 2. **Duties:** Broadly stated, the Spiritual Leadership Team is responsible for nurturing and facilitating communication within the congregation, both among participants and between the congregation and the pastoral staff, and for broad oversight of congregational worship needs.

- a. Nurture. While the congregational Chairperson is not excluded from any of the following activities, the Elders have primary responsibility among the lay members of the Spiritual Leadership Team for the following areas relating to congregational nurture:
 - i. Assist with ordinances and during other special ceremonies as requested by the Pastor.
 - ii. Receive requests for church membership and makes recommendations for congregational action on these requests.
 - iii. Encourage, assist, and nurture small groups within the congregation for those who wish to participate (Appendix I).
 - iv. Join the pastoral staff in their role of nurturing the spiritual health of the congregation and its participants. Such efforts include visitation of and prayer for congregational participants, with an eye toward providing comfort in times of crisis, encouraging development of spiritual gifts, and generally strengthening the relationships of individuals to the congregation.
 - v. Support and give counsel to the Pastor and Associate Pastor.
 - vi. Act on behalf of the Pastor in his/her absence.

- b. Worship:
 - i. Working with the pastoral staff on long- range planning of worship ideas and themes.
 - ii. Gathering feedback from the congregation (both informal and formal) concerning the worship at First Mennonite Church.
 - iii. Helping resource those who are involved in various aspects of the worship service.
 - iv. Discussing and Processing worship issues (i.e. communion, baptism, physical properties of worship, etc.)

3. The Spiritual Leadership Team clears its major decisions with the Church Council.

C. Pastors

1. The Lead Pastor is responsible for providing spiritual leadership, counsel, and nurturing of congregational members and other participants of FMC. In addition, the Lead Pastor assumes primary administrative responsibility necessary to conduct the work and worship of the congregation. The Associate Pastor works with the Lead Pastor in the above areas as needed. Both Pastors are members of the Spiritual Leadership Team and Ex Officio members of the Church Council. The Lead Pastor also provides administrative oversight of the support staff. The Pastors are expected to model a supportive, open, and generous relationship with each other and to foster collaboration and mutual accountability.

2. Pastoral duties include encouraging persons to follow Christ in all of life; preaching, teaching, planning worship, counseling, visiting, nurturing, and relating to all ages and groups within the congregation; modeling a robust spirituality; encouraging, resourcing, and coordinating the gifts and talents in the congregation; staying abreast of the work of various committees and mission outreach; maintaining an active professional development program; representing FMC in community, conference, and denomination contexts; and relating to pastoral peers and conference ministers. Specific duties of the Lead Pastor and Associate Pastor are worked out between the two, with assistance from the Pastoral Support Committee.

3. **Terms of Service and Evaluation:** The Church Council assumes leadership responsibility for selection of an individual to fill the position of Pastor, who is called for a specified period of time. Subsequent service is contingent upon another such call, following an evaluation process as scheduled in the Pastoral Evaluation Guidelines (Appendix G).

The Church Council provides leadership for evaluation of the Pastor. The resources of the conference may be used as a part of this evaluation. Church Council develops the process of pastoral evaluation, administers the evaluation, and communicates congregational decisions to continue or terminate the Pastor's service.

The church may at any time, by a vote at a meeting called for that purpose, request the resignation of the Pastor with the expectation that it shall take effect within three months. Three month's notice is also required should the Pastor wish to resign.

- D. **Standing Church Committees:** The mission of the congregation can best be fulfilled by caring, Spirit-led Christians ministering in the course of life's daily activities. In order to coordinate and facilitate congregational ministries each standing committee will:

- Appoint persons or sub-committees to carry out specific tasks as needed.
- Assess the church's long range needs in its area of responsibility and implement programs to meet these needs.
- At the request of Council, administer ad hoc needs and projects in its area of responsibility.
- Develop and maintain records of its activities to be passed to the succeeding committee.
- Submit an annual budget proposal to the Property and Finance Committee.
- Meet with the next year's committee to work on continuing agenda.

Committee chairs and members are appointed to a two-year terms, and may be reappointed to a second consecutive term. Individuals may not consecutively serve more than two terms.

1. Christian Education Committee: The Church Council annually oversees the appointment of a Chairperson and additional participants to serve with the Associate Pastor as the Christian Education committee. In consultation with the Pastor and other committees, the Christian Education committee is responsible for determining the Christian Education needs of the congregation and for planning a program to meet them. The Christian Education committee and the Associate Pastor will collaboratively:
 - a. Make decisions concerning adult and children's curriculum.
 - b. Determine the overall needs, focus, and vision of Christian Education.
 - c. Select teachers for adult and children's classes, club leaders, youth sponsors, and Bible School committee. (Appendices E/F)
 - d. Plan the yearly budget for Christian Education.
 - e. Assist in teacher training for the congregation.
 - f. Be informed about Christian Education in the broader church setting.
 - g. Provide input and organization for children's offering projects.
 - h. Purchase supplies, provide special workshops, help with Sunday school scheduling, classroom decor and other needs.
 - i. Find substitutes for all teachers.
 - j. Oversee the College Scholarship committee.
 - k. Oversee the Library committee.
 - l. Oversee the nursery needs and Nursery Coordinator.
2. Property and Finance Committee: The Church Council annually oversees the appointment of a Chairperson and additional participants to serve with the Treasurer and a Council Member as the Property and Finance committee. The Property and Finance Committee

has responsibility for general supervision of the church's physical property and financial affairs. Specifically it:

- a. Recommends an annual church budget.
- b. Maintains an adequate insurance program for both property and liability.
- c. Advises the Church Council and congregation regarding the financial implication of decisions and special requests for support.
- d. Arranges for services and maintenance of the church property (for example: cleaning, lawn care, snow removal, equipment upkeep) and is responsible for decisions regarding the hiring of companies or individuals necessary for such maintenance.
- e. Makes decisions regarding the purchase of special items of equipment for the church office, i.e. faxes, computer equipment.
- f. Works with the Treasurer by:
 - 1) keeping the Treasurer's manual up to date.
 - 2) receiving periodic reports from the Treasurer.
 - 3) arranging for an occasional audit of the financial records. (Audits are recommended upon the occasion of a change of treasurer or bookkeeper or at the discretion of Council).

3. Service and Outreach Committee: The Church Council annually oversees the appointment of a Chairperson and additional participants to serve with a Council Member to form the Service and Outreach committee. This committee assists the congregation in its many expressions of evangelism, (broadly defined as "communicating God's love, acceptance, and desire to be followed" and encompassing both service and outreach activities). The committee will propose, promote, and facilitate these service and outreach activities and programs. More specifically, the committee:

- a. Develops publicity to promote awareness of First Mennonite Church among those who may wish to participate;
- b. Pursues methods to welcome and include Sunday morning visitors and occasional attendees;
- c. Seeks ways to involve the congregation and interested individuals in meeting local community needs through service opportunities (Appendix J);
- d. Promotes awareness and support of denominational and other non-local service and outreach efforts consistent with congregational priorities;
- e. As needed, works with congregational leadership and committees to support and promote expressions of holistic evangelism in all aspects of church life and organization; and
- f. Proposes allocation of financial resources for service and outreach purposes, which includes recommending distribution of annual missions' budget and special offerings as subject to Council's approval (Appendix K).

4. Hospitality and Fellowship Committee: The Church Council annually oversees the appointment of a Chairperson and additional participants to serve with a Council Member as the Hospitality and Fellowship committee. The committee is responsible to provide opportunities for congregational participants to fellowship with each other, to assist each other with short-term needs, and to nurture a spirit of hospitality within the congregation. Specifically, the Hospitality and Fellowship Committee:

- a. Arranges church social events, recognizing the church's responsibility to minister to all segments of the congregation (e.g., fellowship meals, special events, etc.);
- b. Arranges for refreshments during the Sunday morning fellowship period and for special occasions;
- c. Arranges potlucks, fun nights, and family fellowship dinners;
- d. Arranges to help with homemaking tasks for persons with special or short term needs (e.g., meals, cleaning, transportation, etc.);
- e. Arranges for lodging and meals for guests of the church;

- f. Arrange for seasonal decoration of the church meeting-house and holiday festivities; and
 - g. Maintains kitchen supplies.
5. **Pastoral Support Committee:** The Pastoral Support Committee is composed of the current Council Chair, the Chair-Elect, and the immediate past Chair who heads the committee. The Pastoral Support Committee meets with the Lead Pastor and the Associate Pastor, both together and separately, to hear and to share concerns about the pastoral leadership and to offer formative suggestions. Such meetings are quarterly within the framework of the on-going committee agendas.

The Committee clarifies pastoral job descriptions, completes the salary recommendations for the Pastors using the denominational guidelines, processes issues related to benefits, and reviews sabbatical plans for Council approval. The committee also gives guidance to Council regarding the implementation of pastoral evaluations.

The committee is responsible for maintaining the personnel files for the Lead Pastor and the Associate Pastor.

In addition, the Committee assists the pastoral staff in the hiring of support staff. In conjunction with the pastoral staff, the committee ensures compliance with the Safe Environment Policy.

VII. CONGREGATIONAL MEETINGS AND DECISION-MAKING

- A. Calling Congregational Meetings** The congregation meets at least three times during the church year, including an annual business meeting and two additional meetings.
1. **Annual Business Meeting** The church year is from January 1 through December 31 (adopted 2000). On or near the third Sunday of January, the congregation meets for an annual business meeting. Required agenda items include:
 - a. Written reports by the Church Council, each pastoral staff person, Treasurer, all standing committees, and other committees, task forces, and appointees as requested by Church Council;
 - b. Presentation of the proposed annual church budget;
 - c. Opportunities for discussion of congregational concerns and procedures;
 2. **Other Congregational Meetings.** A minimum of two other congregational meetings are held annually for the purpose of providing a forum for participant sharing, discussion, and decisions of matters pertaining to congregational life.

All congregational meetings are called by the Church Council, congregational Chairperson, or Pastor. Preferably, congregational meetings are announced seven or more days in advance of the meeting. Participant may approach the Church Council or Pastor to express a purpose for, and to request these leaders consider calling, a special congregational meeting.

- B. Conducting Congregational Meetings** The congregational Chairperson chairs the meeting. The basic agenda is included in the meeting announcement. Persons knowing they will be absent are encouraged to express their views to any Council member regarding agenda items of the meeting. Participants of FMC will seek to make congregational decisions via respectful discussion and

deliberation. Decision-making will sometimes include voting to discern our best thinking. No matter what method is used, we want to be respectful of minority concerns.

C. Participating in Congregational Decisions All regular participants are encouraged to join in the discussion, clarification, and discernment of issues and serve the church in any capacity.

D. Leadership Selection The Church Council will develop appropriate mechanisms for discerning gifts of members and for selecting persons to serve in the roles of congregational Chairperson, Elder, and Council Members. Any mechanism chosen must be sensitive to the desires of the congregation and will seek to provide for broad congregational ownership of the selections made. Many value an approach of leadership selection that makes significant use of small groups. The Church Council shall oversee the selection/affirmation process. The selection/affirmation shall be held at least one month prior to the Annual Meeting. When elections or affirmation ballots are used, the parameters outlined in Appendix L will be followed.

E. Expenditures of Reserve Funds of First Mennonite Church (Includes any funds designated as “capital” funds; see also FMC_Capital Investment Policy in Appendix M)

These funds may be used and expended at any time, following the procedures outlined below.

1. Any regular participant or standing committee of the church may bring a proposal for the use of the funds forward to the church council. The proposal should include specific description of the use of the funds, the amount to be used, the expected results of the use, and a timeline of the release of the funds.
2. The council shall consider each proposal brought forward. The primary consideration of the council shall be to see if the proposal fits with the current mission and vision of the congregation and whether the proposal is clearly good stewardship of the funds. As necessary, the council should direct the participant or committee to modify the proposal so that it meets both of these criteria.
3. Approval for spending levels:
 - a. On a proposal that is for funding of \$10,000 or less, only a church council vote is necessary. The proposal must receive a majority vote of support from church council members.
 - b. On a proposal that is for funding of \$10,001 - \$25,000, a majority vote of council must support bringing the proposal forward to the congregation. The council shall take the proposal to the congregation for consideration and approval. At minimum, the proposal is presented at a Congregational Business Meeting for consideration and approval. Approval of a proposal requires modest congregational support. That is, put to a vote, a proposal must be approved by 51% of the congregation. If necessary, a special congregational business meeting may be called for this vote in order to accommodate the timing of a project or proposal.
 - c. On a proposal for funding of \$25,001 and greater, a majority vote of council must support bringing the proposal forward to the congregation. The council shall take the proposal to the congregation for consideration and approval. At minimum, the proposal is presented at a Congregational Business Meeting for consideration and approval. Approval of a proposal requires broad and strong congregational support. That is, put to a vote, a proposal must be approved by 67% of the congregation. If necessary, a special congregational business meeting may be called for this vote to accommodate the timing of a project or proposal.
4. Prior to presenting a proposal at a congregational business meeting, the participant or committee, along with the council, are highly encouraged to present the proposal in other forums to receive feedback from congregational participants. For example, it would be appropriate for most proposals to be presented to Property and Finance committee. The

proposing participant/s could hold an informational meeting and make the proposal and any related plans available for viewing on Sunday mornings.

- E. **Other Decisions.** In general, those charged with responsibilities to carry out the work of First Mennonite Church seek to act in ways that reflect the best interests and desires of the congregation as a whole. Making decisions consistent with that objective will always necessarily be fluid and flexible to meet the ongoing needs of congregational life; the levels at which decisions are reviewed and discussed require the discernment and judgment of those holding leadership responsibility. In general, decisions other than those explicitly addressed elsewhere in these guidelines are normally processed according to the following considerations:
1. Routine decisions that carry out ongoing congregational life are made by committees, appointees, and staff persons charged with specific areas of responsibility.
 2. Decisions that require establishing congregational policy, above-budget expenditures, or otherwise carry significant visibility in the congregation or could reasonably expect to elicit dissent normally should be presented to Church Council as a recommendation for Council action.
 3. Decisions that have potential to significantly alter congregational life, to have a significant financial impact, or to place the congregation or its members at significant financial risk should normally be assessed by Church Council in consultation with pastoral leadership. Church Council will discern whether Council action is appropriate, or whether it is best to bring the decision before the congregation for discussion, consideration, and possible action.

VIII. REVISION OF ORGANIZATIONAL GUIDELINES

Suggested revisions of this Organizational Guidelines statement are presented to the congregation by the Church Council for discussion and action at the annual business meeting.

To assist regular participants to more fully understand the nature of First Mennonite and its mission, each household will be provided a copy of the most recent Organizational Guidelines and the Summary Statement of the Confession of Faith in a Mennonite Perspective. Copies of the complete Confession of Faith in a Mennonite Perspective will be on file in the church library.

Appendix A: Confession of Faith in a Mennonite Perspective: Summary Statement

1. We believe that **God** exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
2. We believe in **Jesus Christ**, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his death on a cross. He was declared to be Son of God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.
3. We believe in the **Holy Spirit**, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
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 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.
5. We believe that God has **created the heavens and the earth** and all that is in them, and that God preserves and renews what has been made. All creation has its source outside itself and belongs to the Creator. The world has been created good because God is good and provides all that is needed for life.
6. We believe that God has **created human beings** in the divine image. God formed them from the dust of the earth and gave them a special dignity among all the works of creation. Human beings have been made for relationship with God, to live in peace with each other, and to take care of the rest of creation.
7. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to **sin**. All have fallen short of the Creator's intent, marred the image of God in which they were created, disrupted order in the world, and limited their love for others. Because of sin, humanity has been given over to the enslaving powers of evil and death.
8. We believe that, through Jesus Christ, God offers **salvation** from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Savior and Lord. In Christ, we are reconciled with God and brought into the reconciling community. We place our faith in God that, by the same power that raised Christ from the dead, we may be saved from sin to follow Christ and to know the fullness of salvation.
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.
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.
11. We believe that the **baptism** of believers with water is a sign of their cleansing from sin. Baptism is also a pledge before the church of their covenant with God to walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are baptized into Christ and his body by the Spirit, water, and blood.
12. We believe that the **Lord's Supper** is a sign by which the church thankfully remembers the new covenant which Jesus established by his death. In this communion meal, the church renews its covenant with God and with each other and participates in the life and death of Jesus Christ, until he comes.
13. We believe that in **washing the feet** of his disciples, Jesus calls us to serve one another in love as he did. Thus we acknowledge our frequent need of cleansing, renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.
14. We practice **discipline** in the church as a sign of God's offer of transforming grace. Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.

15. We believe that **ministry** is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.

16. We believe that the church of Jesus Christ is **one body** with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.

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 we are faithful to his way, we become conformed to Christ and separated from the evil in the world.

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.

19. We believe that God intends human life to begin in **families** and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage.

20. We commit ourselves to tell the **truth**, to give a simple yes or no, and to avoid the swearing of oaths.

21. We believe that everything belongs to God, who calls the church to live in faithful **stewardship** of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.

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.

23. We believe that the church is God's holy nation, called to give full allegiance to Christ its head and to witness to every **nation, government, and society** about God's saving love.

24. We place our hope in the **reign of God** and its fulfillment in the day when Christ will come again in glory to judge the living and the dead. He will gather his church, which is already living under the reign of God. We await God's final victory, the end of this present age of struggle, the resurrection of the dead, and a new heaven and a new earth. There the people of God will reign with Christ in justice, righteousness, and peace for ever and ever.

- From the *Confession of Faith in a Mennonite Perspective: Summary Statement* (pp. 3-7), used by permission.

Appendix B: Schematic Summary of Organization

First Mennonite Church Church Council

Chair ☞†‡

Chair Elect ☞‡

Elder-1 ☞†

Elder-2 ☞†

Council Member-1 ☞

Council Member-2 ☞

Council Member-3 ☞

Pastor†

Associate Pastor†

Treasurer^

☞=Voting Member

†=Spiritual Leadership Team

‡=Personnel Committee

^=Appointed by Council

[also includes Past Chair]

Council Appointment/Oversight:

Delegates/Representatives:

Mennonite Church USA
Illinois Mennonite Conference
Central District Conference
MCC Great Lakes

Congregational Responsibilities:

Gifts Discernment Committee*
Fall Retreat Committee
Photographer
Reporter(s):
Missionary Guide (IMC)
Reporter (CDC)
Mennonite Weekly Review

Historian
Vine Editor

* Gifts Discernment Committee suspended 01/01/2005

Church Committees (with Appointees):

Service & Outreach (w/Council Member)	Hospitality & Fellowship (w/Council Member)	Property & Finance (w/Council Member and Treasurer)	Christian Education (w/Associate Pastor)
Mennonite Disaster Service Representative Arthur Relief Sale Rep. VORP Liaison MMA Advocate Food Pantry Coordinator 10,000 Villages Board Member		Sound System Coordinator	College Scholarship Committee Library Committee MYF Sponsors JYF Sponsors Venture Club Sponsors Nursery Coordinator Church Camp Rep.

Note: Ongoing committees not formally incorporated into congregational structure as of 12/31/2005 include the Columbian/Sister Church Task Force and the Peace and Justice Initiative.

Appendix C: First Mennonite Church Policy on Designated Contributions

Purpose

The purpose of this policy is to insure that designated giving to First Mennonite Church is in compliance with IRS regulations for tax deductible charitable giving.

Background

First Mennonite Church has a long-standing practice responding to financial needs among its members and participants as well as needs arising outside the congregation. The congregation also assists its young people with tuition expenses at Mennonite Colleges and distributes funds to a variety of entities where consistent with its mission. To organize the distribution of funds, First Mennonite maintains a general fund as well as a number of above budget funds intended specifically for special needs. This policy applies globally to all contributions made to the congregation affecting money distributed from any of its funds.

In situations of need, persons in the congregation often wish to make contributions designated specifically for the benefit an individual or other entity. Disbursements are made from these funds to specific needs and individuals. From time-to-time, congregational leaders may appeal for additional contributions in order to have sufficient resources to meet to a specific need.

We recognize, though, that IRS regulations prevent the congregation from being used as a “flow through” conduit for the transfer of money from one individual to another, even in cases of extreme need. Further, by the same regulations, flow-through giving via the congregation may not be used as a means of obtaining a tax deduction in situations in which a direct gift would not be deductible. The following mutual aid fund policy has been developed in order to insure that First Mennonite can fulfill its vision of helping each other and those outside while preserving the tax-deductible status of all contributions made to the congregation.

Policy

1. A number of times during the year the congregation may be asked to contribute to a specific fund. At these times, specific needs of individuals or families may be mentioned.
2. Contributors may call a specific individual or family need to the attention of the congregation or the committee responsible for disbursements from a specific fund, but may not restrict their contributions to any specific need.
3. The congregation, via the appropriate committee, will consider need requests but cannot guarantee that any designated contribution will go to any specific individual or other entity. It is the responsibility of the appropriate committee to independently make all decisions regarding disbursement of funds in light of its mission and policies and the counsel of the larger congregation.
4. Individuals who feel strongly that their money must be given to a specific need are should make a direct contribution outside of the congregation.
5. Undesignated contributions to First Mennonite will go to the General Fund for the congregation’s overall program and operation.

How to make a designated contribution to First Mennonite Church

1. If paying by check, write the name of the designated fund on the memo line.
2. If paying by cash, enclose your contribution in an envelope marked with the name of the designated fund.

Approved by the council – 9/11/2002

Appendix D: Gifts Discernment - Working Document

Gifts discernment is overseen by Council, with SLT taking the lead in areas 1 and 2 below and an *ad hoc* committee appointed yearly by council (or council chair) carrying out area 3. The primary goal of discernment is to assist in the “matching” of individuals with opportunities where they can utilize their unique spiritual gifts in ways that promote the health and growth of God’s kingdom – at FMC and within the broader church community. Secondary objectives to arrive at this goal include: 1) collaborating with individuals to identify and nurture their spiritual gifts; 2) assisting FMC to identify areas of need and to identify the gifts required of positions/services within the church; and 3) fitting gifts/people with suitable opportunities.

Tasks of Discernment

1. Help identify and nurture people’s spiritual gifts

- Work at creating an environment where people feel comfortable to experiment
- Provide a support network for people filling church positions
- Create an awareness and educate individuals about spiritual gifts and their use within the church body
- Converse with people regarding desires, gifts, etc.
- Collect feedback from individuals about tasks/gifts/experiences
- Provide feedback on tasks/gifts/experiences
- Assure that there is appreciation and recognition for gifts and talents shared with the church
- Follow up on comments made on the “work of the church” sheet

2. Help FMC identify areas of need and identify the gifts required of positions/services within the church

- Update and maintain relevance of the “work of the church” sheet
- Maintain communication with committees regarding their specific tasks and needs
- Collect feedback from committees and council about tasks/gifts/experiences

3. Help match people/gifts to opportunities and needs

- Pray about selection decisions & leadership/committee selections
- Assist in nominations for leadership positions and committee members by providing information to the council, based on input from the congregation in small group discussions.
- Process information received from the “work of the church” sheet
- Provide committees with information about individuals with the gifts and desires to assist them in their work – even though not officially on the committee (e.g. provide Food Pantry coordinator with list of people willing to deliver food, provide Hospitality Committee with list of people willing to host potlucks and fix meals; provide the Minister of Worship and Education with lists of people willing to participate in different components of the worship service, etc.)

Updated January 2010

Appendix E: Appointments

Church Council assures that the following appointments are made as terms expire. The appointments are normally delegated to committees according to the following schedule. The specific number of members in a given committee may be adjusted upon recommendation of the committee chair and/or council as deemed appropriate.

- A. Church Council
 - Treasurer
 - Discernment Committee (3)
 - Delegates:
 - Illinois Mennonite Conference (3)
 - Central District Conference (4)
 - MCUSA Delegates (2; uneven years only)
 - MCC Great Lakes (1)

- B. Discernment Committee
 - Christian Education Committee (5-6)
 - Property and Finance Committee (5-6)
 - Service and Outreach Committee (5-6)
 - Fall Retreat Committee (3-4)
 - Church Historian
 - Church Photographer (1)
 - Missionary Guide/CDC Reporter/Mennonite Weekly Review Reporter (1)
 - “Vine” Newsletter Editor (1)

- C. Christian Education Committee
 - Library Committee (3)
 - Camp Representative (1)
 - Junior Youth Sponsors (2-4)
 - MYF Sponsors (2-4)
 - Nursery Coordinator (1)
 - Venture Club Coordinators (2-4)
 - College Scholarship Committee

- D. Service and Outreach Committee
 - Arthur Relief Sale (2)
 - Food Pantry Coordinator(s) (1-2)
 - MMA Advocate (1)
 - Mennonite Disaster Service (1)
 - Ten Thousand Villages Board (2)
 - U. of I. Mennonite Student Services (1)
 - VORP Liaison (1)

- E. Property and Finance Committee
 - Sound System Coordinator (1)

Revised 10/05

Appendix F: Appointee Responsibility Outlines

Appendix F.1: Illinois Mennonite Conference Delegate Information

1. Member congregations shall be represented in the conference by delegates entitled to one vote each. The following shall be considered delegates:
 - a. all licensed or ordained persons actively serving in appointed positions of leadership in member congregations and fellowships
 - b. the elected officers of the conference
 - c. members of the coordinating council
 - d. elected or appointed lay delegates from each member congregation, the number to be determined by congregation membership. Congregations of less than 50 members shall be entitled to one delegate. Congregations of more than 50 members shall be entitled to an additional delegate for each 100 members or fraction thereof.
For example:

1 – 50	members – 1 delegate
51 – 100	members – 2 delegates
101 – 200	members – 3 delegates
201 – 300	members – 4 delegates
301 – 400	members – 5 delegates
2. Delegates shall be persons active in their congregational life and are expected to attend conference meetings
3. Congregations are encouraged to appoint delegates for at least a two-year term. Names and addresses of delegates shall be submitted annually by congregations to the secretary of the conference.
4. Delegates are responsible to report conference activities and business to congregations and are encouraged to caucus with their congregations prior to conference business meetings.
5. Congregations concurrently affiliated to other conference bodies shall be entitled to delegate representation based on full membership.
6. When a delegate cannot attend an official meeting, a congregation may appoint a proxy to represent them at that meeting.

Appendix F.2: Central District Conference: Delegate Expectations

Document approved by the CDC Board of Directors, February 6, 2004

Function

Acting on behalf of members of their respective congregations in any meetings of the conference, delegates determine major policy issues, evaluate the work of the Board of Directors, and discern the voice of the Spirit in the midst of the conference.

Responsibilities and Duties

1. Prepare in advance of conference meetings*
 - a. Read carefully all the materials distributed to delegates before conference meetings.
 - b. Seek clarification from the Board of Directors on materials or statements that are not understood.
 - c. Ask for advice and opinions of other persons in your congregation or the conference about policy issues for Central District Conference.
 - d. Formulate your own opinions in advance based on input from others, prayerful discernment, and your own best thinking.
2. Participate actively in the Annual Meeting.
 - a. Be present and on time for each session.
 - b. Listen carefully to input from the moderator, conference leaders, and other delegates.
 - c. Participate assertively and intelligently in deliberations, respecting the needs of others to speak and be heard as well as your own.
 - d. Work cooperatively with other delegates to discern the voice of the Spirit in the conferences, and to articulate God's desired future for Central District Conference.
 - e. Offer suggestions on ways to improve the various programs and services of Central District Conference.
 - f. Experience the conference sessions as worshipful work that honors God.
3. Serve as a conduit for information between conference sessions.
 - a. Receive and respond to requests for information and counsel from the Board of Directors.
 - b. Register new ideas, advice and suggestions focused on improving the outcomes and effectiveness of Central District Conference.
 - c. Suggest qualified candidates to the Gifts Discernment Committee to fill elected positions.
4. Communicate to congregation regarding conference decisions and activities.
 - a. Report back to your congregation the highlights and important issues discussed at annual meeting sessions or specially called delegate meetings.
 - b. Share other conference information distributed to delegates between annual meeting sessions.
5. Provide for continuity with newly appointed delegates.
 - a. Pass along past information of interest to the next delegate before the end of term.
 - b. Provide assistance as needed to orient newly appointed delegates to their work.

Qualifications

1. Active participation in a member congregation of Central District Conference
2. A commitment to discerning God's desired future for Central District Conference.
3. Interest in dealing with systems, values, and vision.
4. Willingness to make policy decisions in the best interests of the whole conference.
5. Personal commitment off time and necessary resources to attend each conference meeting for a minimum of two years.

Congregational Responsibilities to Delegates

1. Appoint delegates immediately after the annual meeting in June, asking them to serve for the next two years.
2. Provide discernment in the delegate selection process to appoint capable and interested participants as their delegates.
3. Properly orient delegates regarding their roles and responsibilities.
4. Assure that delegates are selected and delegate forms are filed with the conference office on a timely basis to permit their participation in annual meeting sessions.
5. Provide economic support of delegate attendance at conference gatherings as conference finances permit.
6. Provide adequate venues and support for delegates to report back to the congregation on conference matters

*Conference meetings include the annual meeting held the Fourth weekend of June and any other specially called meetings.

Note: Central District Conference does not necessarily expect delegates to be the same people who serve as delegates to the General Assembly of MC USA.

From Central District Conference Constitution, Article IX, Section 3:

Section 3: Delegate representation.

- A. Every member congregation of the Conference shall have the right to be represented by one vote for every thirty members or fractional part of that number, with a minimum of two delegates from each congregation.
- B. In addition to the above delegates, every member congregation is encouraged to appoint one high school age youth delegate who is an active participant of the congregation and youth group. This will be an additional voting delegate.
- C. Proper delegate certificates shall be sent to all congregations by the Conference secretary, and these certificates shall be returned to the Conference secretary designating all delegates before or by the opening session of the annual meeting.
- D. Any member of a constituent congregation present at Conference sessions may participate in discussion on the conference floor. Other guests present are welcome to join open discussion in the spirit of Christian love and mutual helpfulness.

Appendix F.3: Role of the MCC Congregational Representative (Delegate/Contact Person)

To report the work of MCC to the local congregation

- A. Help the local congregation maintain awareness of MCC programs and concerns. This may be done by sharing and posting current MCC materials on bulletin boards and in church papers or boxes, making announcements, and by personal contacts, etc.
- B. Be a contact person for itinerating MCC-sponsored people in their congregation.
- C. Share information about and encourage participation in MCC sponsored seminars, workshops and educational trips.
- D. Report back to the congregation following annual meeting and as possible during the year.

To provide leadership in the congregation for MCC projects.

Encourage participation in activities that support MCC, such as Relief Sales, Houses Against Hunger, Ten Thousand Villages/Thrift shops, meat canning, cash projects, learning tours, material resource projects.

To represent the congregation to MCC throughout the year and at the MCC Great Lakes Annual Meeting.

- A. Represent the concerns and interests of the congregation to MCC (via the Great Lakes staff or Great Lakes Board members).
- B. Present ideas and/or feedback for setting the direction of MCC Great Lakes program.
- C. Encourage people to attend the Annual Meeting and to participate in the worship, fellowship and the decision making.

MCC Great Lakes Board
Approved 8/92

Appendix F.4: Role Description for Mennonite Mutual Aid Advocate

Purpose: To strengthen the church by linking local needs with MMA programs and services.

Reports to: MMA Fraternal Adviser

Works closely with: MMA Counselor or MMA Member Services

Responsibilities:

1. Listen for Needs
Listen for mutual aid needs in your congregation and community where MMA might provide assistance.
2. Access MMA Resources
Help your congregation access MMA's fraternal benefit programs including Community Service grants, Sharing Fund grants, educational programs and other available services.
3. Refer People to MMA
Refer people in your congregation with insurance and other financial service needs to MMA (to an MMA counselor, Mennonite Foundation representative, MMA Member Services, etc.)
4. Report Activities
Report to your local congregation:
 - Information about local Sharing Fund matching grant projects, Community Service grants, MMA educational seminars, etc.
 - Current information and developments about MMA programs and services.
Report to MMA:
 - Congregational mutual aid activities and other reports as needed to help MMA maintain its "fraternal benefit association" status.
 - Information about members which helps MMA better serve your congregation.

Qualifications

1. Supportive of MMA's mission of mutual aid and stewardship.
2. Participation in MMA through policy ownership and/or a positive attitude toward MMA's programs, plans, and services.
3. A willingness to stay informed about MMA's programs and products and attend regular training and informational events.
4. A willingness to be an advocate for the needs of others, and to be proactive and visible in the congregation on MMA's behalf. Be willing to volunteer several hours a month to carry out the MMA advocate responsibilities

5. Active involvement and good standing in your local congregation. Involvement in the caring network of your congregation is desirable. The MMA advocate should be a part of the congregation's organizational structure for accountability.

Selection and Review Process:

1. Qualified MMA advocates are appointed by the congregation in consultation with an MMA fraternal adviser.
2. Suggested term of service: 3-5 years.
3. Regular reviews of advocates and their activities will be conducted by an MMA fraternal adviser in consultation with congregational leadership.

4/29/93 FINAL

Appendix F.5: MYF Leader Job Description

(suggested by the Christian Education Committee, in consultation with the 1995/96 and the 1996/97 MYF sponsors – fall 1996)

The Christian Education committee has formulated the following list of expectations for MYF sponsors. These are guidelines to help all parties involved in youth ministry (sponsors, youth, pastor, parents, and the Christian Education committee) to have better understanding and communication. The details of the policies are negotiable and should be reevaluated on a regular basis.

Commitment

The Christian Education committee recognizes the necessity for youth leaders to have a strong commitment to Christianity and to youth ministry. This would also include an acceptance and commitment to the youth ministry vision and mission statement that has been adopted by the congregation. Four sponsors will serve as leaders of the youth group, each for a two year term. Two sponsors will conclude their terms each year, allowing the other two sponsors to remain for continuity and stability of the organization.

Time

MYF will meet weekly (usually Sunday evenings) for two hours. Any changes in this schedule should be discussed with the youth, parents, and the Christian Education committee. The activities throughout the year will be approximately divided into the following categories: 1/3 study (biblical or topical), 1/3 service, and 1/3 social. In addition, regular meetings, throughout the year, will be scheduled with sponsors and parents so lines of communication are open and clear.

During the **four years** that a youth is in MYF, the following activities will occur:

- a. Two Extended Service Projects – one rural and one urban (these will happen the years alternating with the Mennonite Youth Conventions). Mennonite sponsored service projects are encouraged if at all possible (planning for these needs to occur as early as October of the fall before the summer service project is scheduled since assignments fill up quickly.) There should be input from sponsors, youth, parents, and the Christian Education committee as to final decision of location and project for service.
- b. Two Mennonite Youth Conventions – alternating with service projects
- c. Four Youth Institutes (October) and/or Four Winter Camps (January/February). It is expected that either the Youth Institute (Camp Menno Haven) or Winter Camp (Camp Friedenswald) be attended each year. Depending on the interest and schedules of the youth and sponsors, the Christian Education committee does not discourage the attendance of both events on a yearly basis.
- d. Y Lead – (summer leadership training for youth at Bluffton College). Not all youth will choose to participate in Y Lead, however, the Christian Education committee would like to see a concerted effort to encourage as many to participate as possible.
- e. Mennonite Colleges – Sponsors are encouraged to explore Mennonite Colleges with our youth. Whether this happens by actual visits, special speakers, attendance at college fairs, etc. it is suggested that exposure to all five colleges (Bethel College, Bluffton College, Eastern

Mennonite University, Goshen College, and Hesston College) occur frequently within the four years of MYF.

All sponsors are encouraged to attend service projects and youth conventions. For Youth Institute and Winter Camp, at least two out of four sponsors need to attend. Special circumstances or exceptions to these suggestions can be discussed with the Christian Education committee.

Cost

The sponsors' cost for MYF activities will be covered by the church for all events. Fundraising efforts will cover a majority of the cost for the youth. The Christian Education committee strongly encourages the sponsors to find parents or other persons in the congregation to head fundraising efforts. Sponsors will help and participate in fundraising efforts, but the prime responsibility would fall to outside help. If fundraising efforts are insufficient to cover various events, families are encouraged to pay what they are able, and the church will cover the rest. If youth attend Y Lead, the church will pay the full amount. Youth will cover their own costs when doing recreational activities.

Miscellaneous Policies

- a. The Christian Education committee suggests that there will be no student drivers at MYF functions. Transportation to and from MYF activities, when the youth group is not in session, will be at the discretion of MYF families. Caravanning on extended trips, as well as adherence to all traffic laws (use of seat belts, speed limit, etc.) are always expected.
- b. For better communication and protection of the sponsors, the Christian Education committee would like to be informed about potential fundraising.

Resourcing

- a. Each sponsor (or one to a couple) will receive a copy of 41 Ways to Build a Better Youth Group at the beginning of their term.
- b. Sponsors are encouraged to attend leadership workshops and to suggest resources for purchase by the Christian Education committee. The congregation will purchase Group magazine for youth sponsors.
- c. MYF leaders will periodically be invited to the first half hour of Christian Education meetings to report in and discuss current MYF concerns.
- d. The Christian Education committee will arrange a meeting, with MYF leaders and parents to "kick off" the year. Periodic meetings, as deemed necessary by sponsors, parents, or the Christian Education committee, are encouraged.

Fall 1996

Appendix F.6: First Mennonite Youth Ministry Vision and Mission Statement

(This statement has been prepared by the conference youth offices – 1996. The Christian Education Committee of 1995/6 liked it very much and, with very few additions, offers it as a vision statement for youth ministry at First Mennonite Church of Champaign-Urbana.)

Vision (same as the Vision: Healing and Hope Statement)

God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy, and peace, so that God's healing and hope flow through us to the world.

Mission Statement

The mission of youth ministry is to invite every teenager to a lifelong adventure with Jesus surrounded with a supportive Christian network.

To this end:

1. We mentor youth toward wholeness of heart, soul, mind, and body by:
 - Guiding responsible decision-making in ethical and lifestyle choices
 - Promoting peace and justice as a way of life
 - Nurturing spiritual disciples
 - Promoting healthy habits of conflict resolution
 - Providing biblical teaching and Anabaptist history
 - Promoting biblical stewardship practices

2. We invite youth from church and society to be an integral part of congregational life in a loving and supportive climate by:
 - Strengthening family life systems
 - Encouraging healthy church life habits
 - Promoting a friendly and welcoming environment
 - Investing themselves, their time and their money
 - Embracing God's gift of multicultural and intergenerational diversity
 - Being an advocate for youth within our society

3. We affirm the giftedness of youth and release them for ministry through the power of the Holy Spirit by:
 - Seeking, recognizing, and nurturing the gifts and talents of youth
 - Educating, equipping, enabling, and empowering youth for ministries
 - Calling youth to ministry and mission involvements
 - Networking with congregations, denominational institutions and organizations

adopted 1996

Appendix F7: First Mennonite College Scholarships

Operating Principle

The operating principle of the student aid plan is to make up part of the difference that now exists between the cost of education at a church school/seminary and what a person would need to spend at a tax-supported, state-operated institution – to reduce the financial factor as a determinative in a student's decision.

Operational procedures

1. The College Scholarship Committee will be a subcommittee under the Christian Education Committee and will consist of three people. This committee will administer the College Scholarship Program for the congregation.
2. Aid is available to members of First Mennonite and their immediate families who have been with the church for at least 2 years. Special or exceptional cases should be submitted to the committee for consideration. In general, no more than a total of 4 academic year scholarships will be made to one individual. Exceptions may be made for students attending a Mennonite seminary.
3. Recipients must be enrolled full-time at a college or seminary that is related to the General Conference Mennonite Church or Mennonite Church.
4. Candidates for the scholarship shall follow the standard procedures of applying for admission and financial aid at a Mennonite college or seminary of their choice.
5. The committee will publicize the availability of the scholarship for those students eligible. Students should notify the committee of their interest in participating by March 1. Someone from the committee will notify the college financial aid offices of the names of students planning to enroll by March 15 and that each will be assured \$500 (the maximum amount currently matched by colleges, amount to be revised as needed in the future). (Allowances may be made for persons deciding to enroll after the deadline.)
6. The committee will be in charge of raising the needed funds. Pledges can be paid half in August and half in December of that year. Families of students are urged to contribute as they are able, but the program is based on mutual aid. The college scholarship giving is above budget and not to replace regular congregational contributions to the schools.
7. Shortly before each enrollment period the Bookkeeper or Treasurer of First Mennonite issues a check to the appropriate school for one-half the annual amount.

Appendix G: Pastoral Evaluation Guidelines

Evaluation Schedule:

1. For a Pastor new to First Mennonite Church of Champaign-Urbana, there will be an informal evaluation at the completion of the Pastor's first and second years of ministry. At the end of the third year, a formal evaluation will take place.
2. For a Pastor who has completed an initial three year term and been affirmed in continuing pastoral leadership at First Mennonite Church, the evaluation schedule will consist of a five year cycle – with an informal evaluation during the third year and a formal evaluation at the end of the fifth year. At any point during the five year evaluation cycle, the Pastor and/or Church Council could request an additional informal evaluation.

It is important that evaluation and schedules and actual evaluations are passed on to each new Church Council Chair.

Evaluation Process:

1. An informal evaluation consists of a short review by the Church Council, using a method to be chosen by the Pastoral Support Committee.
2. A formal evaluation consists of an entire congregational evaluation and affirmation vote. The exact schedule will be prearranged by the Pastoral Support Committee, but should be expected to take a full 6 months.
 - The first step will include an educational component to convey to FMC participants 1) the seriousness of a formal evaluation, 2) the importance of having a good Pastor/congregational match and 3) the necessity of prayer for the Pastor and the congregation. The details and timeline of this educational process will be worked out by the Pastoral Support Committee.
 - Next the congregation responds in the form of written evaluations using the Formal Evaluation Tool. (See below)
 - After the evaluations and votes have been turned in, a group appointed by council will meet to review and summarize the evaluations and count the votes.
 - The results will then be shared with the Church Council, the Pastor, and the congregation as to a prearranged schedule by the Pastoral Support Committee.

Formal Evaluation Tool:

Specifics of the evaluation tool will be developed by the Church Council, but should include the following four components for congregational response:

Part One: EVALUATION OF THE PASTOR

(This would include an encouragement to write strengths and affirmations of the Pastor, as well as areas that could use some improvement.)

Part Two: EVALUATION OF THE CONGREGATION

(This would include personal reflections and observations of how well the congregation is doing in our share of God's call to ministry, on the corporate and personal level.)

Part Three: EVALUATION OF THE PASTOR/CONGREGATIONAL MATCH

(This section of the evaluation would allow for the congregation to comment on the actual match or fit of the Pastor and the congregation.)

The first three parts of the evaluation will be signed by the evaluator with part four being a separate ballot.

Part Four: VOTE FOR THE PASTOR TO CONTINUE OR NOT TO CONTINUE AT FIRST MENNONITE CHURCH

(This ballot would be part of the evaluation sheet, but easily separated for anonymous voting purposes. The evaluator would mark either "I affirm pastor's name as Pastor at First Mennonite Church" or "I do not affirm pastor's name as Pastor at First Mennonite Church.")

Evaluation Participants:

All adult participants who feel they have had enough time at First Mennonite to become familiar with the pastor and congregation are eligible to fill out the evaluation form and affirmation vote slip.

The Congregational Chairperson, or someone appointed by Church Council, will meet with youths of junior and senior high age prior to the evaluation tool being distributed. Education and discussion about what an evaluation and vote really means to the Pastor and/or congregation, the seriousness and importance of evaluation/vote to both the Pastor and congregation, etc. will take place in a group setting. Youths in junior high will expand that discussion with the Council Chair (or other designated person) to include a group evaluation with comments, affirmations, suggestions etc. being carefully recorded. A group vote will be held, noting on the ballot the number of junior youth voting. High school youth will have the group education and discussion noted above, but will fill out the evaluation and vote individually.

Revised January 2010

Appendix H: Church Calendar

January		
1 st or 2 nd Sunday	Communion	SLT
Council meeting (every 3 years)	Co-Council meeting Approve new fiscal budget proposal Finalize church appointments Plan for Pastor/Congregation evaluation, as needed	Council Out-going Chair invites new members In-coming Chair conducts meeting
4 th Sunday	Youth winter camps Noon potluck meal and Annual Business Meeting	CE HF, Council
February		
2 nd or 3 rd Saturday	Menno Nite / Talent Show Spring Bible study Parenting Workshop (optional) Congregational Leadership Retreat at Menno Haven	HF CE CE SLT, Council
March		
	Communion Mennonite Relief Sale in Bloomington	SLT Representatives
Spring		
(month varies)	Lent / Lenten prayer retreat (optional) Palm Sunday Maundy Thursday meal and communion Good Friday service Easter	SLT, Worship “ “ “ “
(option for fall)	All Church Retreat (away from Champaign on alternating years)	Committee
(alternating years)	Children’s musical	SLT, Music
April		
	Illinois Mennonite Spring Conference Spring workday	Delegates PF
May		
(need info early April)	Recognize high school and university graduates Farewells	CE SLT
2 nd Sunday	Mother’s Day – special refreshments Plan for summer church / preaching / vacation schedules	HF SLT, Council
June		
3 rd Sunday	Communion Central District Conference Annual Meeting Father’s Day picnic All Church Recital	SLT Delegates HF Music

	Church camps begin (through July)	CE
	College scholarship funds – prepare for fall payment	Committee
	Distribute work of the church forms to all participants	Discernment
July		
	Begin discernment for future Council nominations	Discernment, SLT
	Distribute Work of the Church forms	Discernment
August		
	Communion	SLT
	Quad Day at U of I (reserve table in advance) (optional)	SO
	Teacher Training Workshop	CE
last weekend	Mennonite Relief Sale at Arthur	Representatives
last Sunday (or 1 st Sunday in Sept.)	Back to School Sunday Commissioning of new teachers Presentation of Bibles to 3 rd graders	CE
September		
	Get-together of young adults; welcome new students	SLT
	Fall Bible Study	CE
	Formation of small groups	SLT
	Begin / continue process of discernment for next year Council / Committee / appointment vacancies Prepare recommendations for next Council meeting	Council, Discernment (SO, CE also have oversight responsibilities)
3 rd weekend	Women's Retreat at Camp Friedenswald	
October		
1 st Sunday	World Wide Communion Sunday	SLT
Council meeting	Approve the leadership slate; inform the congregation	Council
	Start preparing Budget for upcoming year	Council
	Review and propose line item changes	all Committees
	Review local mission giving allocations	SO
	Compute Pastor salaries using denominational guidelines	Chair + Treasurer
	College scholarship funds – prepare for spring payment	Committee
(option for spring)	All Church Retreat (away from Champaign on alternating years)	Committee
November		
	Fall workday	PF
Council meeting	Review Mission spending to date Present local mission giving proposal to Council	Council SO
	Begin preparing annual committee reports (due December)	all committees
	Congregation receives leadership affirmation ballot	Council
	Letter to congregation regarding holiday staff gifts	Chair
	Special Thanksgiving offering for MCC and AIMM	Treasurer

	Thanksgiving potluck dinner	HF
	Church decorating party for Advent	HF
1 st Sunday of Advent	Chrismon Service	SLT
<i>December</i>		
	Advent Sundays	SLT
	Progressive Dinner	HF
Council meeting	Review / approve budget draft	Treasurer, Council
	Approve Pastors housing allowances (sign letters)	(Chair)
	Communion	SLT
	Christmas Eve service	SLT
	Annual report prepared for January congregational meeting	Secretary

Appendix I: FMC Small Groups

FMC's Vision Statement identifies small groups as an important contribution to the church's spiritual health and growth by

- helping to establish and maintain a sense of church family
- providing an avenue for nurturing one another and
- providing an avenue for reaching out to others

With these purposes in mind, small groups are strongly encouraged. Spiritual Leadership Team facilitates their organization each fall and their maintenance throughout the year. While the typical pattern is for groups to disband and regroup each fall, this is optional and one may continue beyond a year. Their specific size, structure, and content may also vary from group to group to accommodate the needs and goals of the people within.

While there may be a high degree of variation among small groups, there are some characteristics that should be common to all. These goals include:

- **RESPECT.** Listen to and respect the thoughts and opinions of others, acknowledging that people will be at different points along their spiritual journey.
- **CONFIDENTIALITY.** Agree that conversations in the group will not be discussed elsewhere.
- **CARING.** The small group is a caring community where people express and experience God's unconditional love. Members make it a priority to attend and feel free to call on each other.
- **AUTHENTIC RELATIONSHIPS.** Always be loyal to those who are absent. If there is a problem with someone, go directly to the person to resolve it.

Appendix J: Volunteer Service Opportunities Associated with First Mennonite Church

For a current description of each group's purpose and service needs, contact the agency or contact person listed below.

Locally Based Opportunities

1. Arthur Mennonite Relief Sale (for MCC)
Dannie Otto and Barb Shenk, FMC Contacts
Phone: 268-4417
2. Center for Women in Transition
Volunteer Coordinator
Phone: 352-7151
3. empty tomb, Inc. (a local Christian social service agency)
Marcia Gruschow, Local Works Coordinator
Phone: 356-2262
4. FMC Food Pantry (associated with empty tomb)
contact FMC's Food Pantry Delivery Coordinator
5. Habitat for Humanity
Phone: 355-6460
6. The TIMES Center (formerly Men's Emergency Shelter)
run by the Mental Health Center
Phone: 373-2430
7. The Vine (FMC's monthly newsletter)
contact current editor
8. Victim Offender Reconciliation Program (VORP)
Phone: 352-9287
9. WorldWide Gifts (MCC Ten Thousand Villages Store)
Naomi Rempe, Manager
352-8200

Regional, National, International Opportunities

1. Camp Friedenswald
contact FMC's Camp Representative
2. Central District Conference
contact FMC's Central District delegates
3. Chicago Mennonite Learning Center
Phone: (773) 735-9304

4. Christian Peacemaker Teams
Phone: (312) 455-1199

5. Illinois Mennonite Conference
contact FMC's delegates

6. Menno Haven Camp & Conference Center
contact FMC's Camp Representative

7. Mennonite Central Committee (MCC) Great Lakes
contact FMC's MCC delegate

8. Mennonite Disaster Service
Phone: (717) 859-2210

9. Mennonite Mutual Aid (MMA) Programs & Service
contact FMC's MMA Advocate

10. Mennonite Women
Phone: (316) 283-5100

Appendix K: Guidelines for Relationship of Service and Outreach Committee to Council pertaining to endorsements and mission spending (7/16/03)

1. **Spending of Service and Outreach Budget:** Like all committees, S and O has a small budget that is theirs to use in their work as they see fit. It may be wise for S and O to come up with some general guidelines on the basic policy for that budget, i.e. is it for an impromptu need, an ongoing service, a new project, etc? Are there any criteria that should be considered?
2. **Endorsements from the church or from S and O:** It is suggested that any endorsements that S and O would like to see FMC support be recommended by S and O and brought to Council along with the rationale for the endorsement. Other committees or individuals are welcome to do the same, although S and O is the most likely committee to be aware of such needs. It is recommended that all endorsements be approved by Council as an endorsement from FMC, not from any individual committee of FMC.
3. **Other Church Mission Spending:** Mission spending is recommended by Council and approved by the congregation as part of the budget process. Council recognizes the expertise of S and O and welcomes input to the budget as well as recommendations regarding other mission projects as S and O discerns need.
 - a. **Current Mission Spending**
 - i. **Budget Line Items:** Decisions about the budget line items are made by the Council at the time of the budget discussion in November and December. Council welcomes the recommendations of S and O regarding mission spending decisions and needs those recommendations by the November council meeting. A general guideline for local mission spending is that first a member or members of the congregation are personally involved in a local mission and then FMC supports that mission financially. Thus new missions such as VORP and Columbian Task Force have been added in recent years. Line items may also be deleted if it is decided that the money could be better used elsewhere, especially if there is no longer personal involvement by FMC people.
 - ii. **Arthur Relief Sale Monies: This money is given to FMC each year to be used for local missions. Again Council would welcome recommendation(s) from S and O as to the best use of the money. This decision** is usually made in September or October. Council has final say as to how the money is used.
 - b. **New Missions:**
 - i. **Mission Encouragement Money:** This is a line item in the budget, and can be used any time during the year to encourage a new mission with seed money. This money may be used for the same mission once or twice, but for the mission to be included in the yearly budget, at some point it should become a line item in the budget. Any committee or person may request this money for a mission in which they are involved.
 - ii. **Project Offerings:** Any group is welcome to come to the Council with a request for a special offering for a project. It is thought that these should not occur too often, as they could interfere with regular giving.
 - iii.
 - c. **Special Offerings**
 - i. **Thanksgiving Offering:** this money has traditionally been split between Anne Garber and MCC. Any committee or person may request Council to consider a change for the use of this offering.
 - ii. **Crismon Offering:** S and O traditionally recommends to Council a worthy purpose for the use of this offering.

Approved by Council 7/16/03

Appendix L: Election/Affirmation Guidelines

The following procedures shall be used in the leadership affirmation process:

- 1) All open leadership positions are presented to the congregation on one ballot. In a typical year, the ballot will include the nomination of chair-elect, one or two council persons, and an elder.
- 2) Each person nominated is to be affirmed separately. That is, there should be three to four separate affirmations on one ballot, rather than one affirmation for the entire ballot.
- 3) The church secretary counts the ballots and reports the results to the Congregational Chair. In general, 85% of the ballots cast must affirm the individual for the nominee to be accepted into the position. Ballots that contain no mark will not be counted in a nominee's totals. Therefore, there may be different ballot totals and percentage results for each nominee.
- 4) The out-going Congregational Chair is to review all ballots that include comments made by congregational participants. The chair may seek guidance on how to proceed with the leadership affirmation process. This may result in, but is not limited to, speaking with the pastors, members of the Spiritual Leadership Team or the Council. Persons should proceed with this process prayerfully and cautiously to avoid undue hurt and conflict within the congregation.
- 5) Possible outcomes from the full process include the following:
 - Affirmation of all individuals nominated;
 - Affirmation of some individuals, but not others; or
 - Withdrawal of the nomination of one, some, or all of the persons on the ballot.

Approved September 2004

Appendix M: Investment Policy Statement

First Mennonite Church

December 17, 2003

Adapted from the sample Capital/Endowment fund policy
developed by The Mennonite Foundation, Inc.

Investment Policy Discussion

What Is an Investment Policy Statement?

This investment policy outlines and prescribes a prudent and acceptable investment philosophy and defines the investment management procedures and long-term goals for the First Mennonite Church.

The Need for a Written Policy

The principal reason for developing a long-term investment policy and for putting it in writing is to enable First Mennonite Church and investment manager(s) to protect the portfolio from *ad hoc* revisions of sound long-term policy. The written investment policy will help First Mennonite Church maintain a long-term policy when short-term market movements may be distressing and the policy is in doubt.

The development of an investment policy follows the basic approach underlying financial planning: assessing the financial condition, setting goals, developing a strategy to meet the goals, implementing the strategy, regularly reviewing the results and adjusting the strategy or the implementation as circumstances dictate. Having and making use of an investment policy enables First Mennonite Church to become more disciplined and systematic, thus improving the probability of attaining investment goals.

The net effort of a written policy is to increase the likelihood that invested assets will meet financial goals that serve the mission of First Mennonite Church.

Introduction

This investment policy statement has been established to ensure prudent management of endowment funds, charity funds and other capital financial assets in order to meet the long-term needs of First Mennonite Church programs and mission. Investment and spending policies reflect the need for balance between current income needs and the preservation of purchasing power in perpetuity. In developing these policies, a balance will be maintained between the needs of current and future generations of residents. This policy is designed to reflect the unique needs and theological concerns of a Mennonite church committed to an Anabaptist understanding of faith and its practice.

Investment Objectives

Purpose. The purpose of the investment policy is to ensure that capital funds belonging to First Mennonite Church are invested in a manner that ensures a reasonable rate of return, reasonable risk and supports the long-term capital fund needs of the congregation. The investment strategy will set a target rate of return of inflation plus 5%.

Risk Tolerance. Risk should be within prudent limits but should be adequate to allow for the attainment of the rate of return objective. Asset allocation guidelines should ensure adequate diversification in order to reduce the volatility of investment returns.

Investment Policies

Investment Constraints

1. Liquidity—Except for investment purposes and spend requirements, liquidity needs are low.
2. Time Horizon—The fund(s) has a long time horizon that is perpetual in nature.
3. Laws and regulations—“The Prudent Man Rule” governs the fund’s activities.

Asset Allocation. The manager(s) will broadly diversify the portfolio with assets allocated in a manner that is intended to achieve the return objectives of inflation plus 5%. The Property & Finance Committee will establish and monitor asset allocation. Asset allocation and asset class additions will be made when such actions are expected to produce incremental returns and/or reduce risk

Other Policies and Guidelines

1. Investment firms managing invested assets are expected to act in an ethical manner and with integrity in all phases of the investment process. All investment managers are expected to comply with the Code of Ethics and the Standards of Professional Conduct as established by the Association for Investment Management and Research (AIMR).
2. Investment firms managing First Mennonite Church portfolios are required to adhere to the Mennonite Mutual Aid Stewardship Investing Guidelines (please see Attachment A).

Investment Managers Selection And Performance Evaluation

Investment Manager(s). The Mennonite Foundation will be retained as the investment manager. Its responsibility will be to review the performance of additional portfolio managers, bring asset allocation recommendations and coordinate reporting of investment performance. The investment manager will act on behalf of the First Mennonite Church Property & Finance Committee to carry out policy decisions.

Performance Evaluation. The Finance Committee will meet no less than annually to review investment results and adherence to investment objective and guidelines.

Spending Policy

This policy will be part of The Organizational Guidelines, Section VII (Congregational Meetings and Decision-making),

Expenditures of the Invested Capital Funds of First Mennonite Church

Purpose: Funds may be designated by Church Council or restricted by donors as “capital” funds. The capital funds are to support First Mennonite Church over the long term. These funds are to provide a source of funds for major improvements and repairs to First Mennonite Church facilities.

These funds may be used and expended at any time, following the procedures outlined below.

- a. Any regular participant or standing committee of the church may bring a proposal for the use of the funds forward to the church council. The proposal should include specific description of the use of the funds, the amount to be used, the expected results of the use, and a timeline of the release of the funds.

- b. The council shall consider each proposal brought forward. The primary consideration of the council shall be to see if the proposal fits with the current mission and vision of the congregation and whether the proposal is clearly good stewardship of the funds. As necessary, the council should direct the participant or committee to modify the proposal so that it meets both of these criteria.
- c. Approval for spending levels:
 - i. On proposals that are for funding of \$10,000 or less, it is only necessary for the church council to vote on the proposal and that the proposal receive a majority vote of support from church council members.
 - ii. On proposals that are for funding of \$10,001 - \$25,000, the proposal must receive a majority vote from council that supports that the proposal is brought forward to the congregation. The council shall take the proposal to the congregation for consideration and approval. At minimum, the proposal is presented at a Congregational Business Meeting for consideration and approval. Approval of a proposal requires modest congregational support. That is, put to a vote, a proposal must be approved by 51% of the congregation. If necessary, a special congregational business meeting may be called for this vote in order to accommodate the timing of a project or proposal.
 - iii. On proposals that are for funding of \$25,001 and greater, the proposal must receive a majority vote from council that supports that the proposal is brought forward to the congregation. The council shall take the proposal to the congregation for consideration and approval. At minimum, the proposal is presented at a Congregational Business Meeting for consideration and approval. Approval of a proposal requires broad and strong congregational support. That is, put to a vote, a proposal must be approved by 67% of the congregation. If necessary, a special congregational business meeting may be called for this vote to accommodate the timing of a project or proposal.
- d. Previous to presenting a proposal at a congregational business meeting, the participant or committee, along with the council, are highly encouraged to present the proposal in other forums to receive feedback from congregational participants. For example, it will be appropriate for most proposals to be presented to Property and Finance committee. The proposing participant/s could hold an informational meeting about the proposal and make the proposal and improvement plans available for viewing on Sunday mornings.

Approved at the Congregational Meeting 1/25/04

INVESTMENT POLICY ATTACHMENT A

Socially Responsible Investing

Mennonite Mutual Aid Inc. (MMA), to which the Mennonite Foundation, Inc., is affiliated, approaches the task of socially responsible investing through its philosophy of **Stewardship Investing**. This is philosophy of financial decision making, motivated and informed by our 500 year-old Anabaptist faith convictions, holds in tension a responsibility for the productive use of resources and a deep-seated concern for the individuals, communities and environments impacted by our investment choices. MMA considers stewardship investing to be an intrinsic part of who we are as people celebrating God's generosity and actively following the example of Jesus Christ.

The MMA commitment to Stewardship Investing calls us to be active in two specific areas:

- 1) Company Evaluation and Selection
- 2) Shareholder Advocacy

Company Evaluation and Selection

Before MMA's financial analysts and fund managers make their final investment decision, each company must undergo a rigorous social evaluation before being placed in MMA's unique, **Stewardship Investing Universe**.

Rather than merely relying on a limited set of arbitrary negative screens, MMA seeks a complete and holistic understanding of a company's social performance. MMA utilizes its own internal SRI research team, external research sources, and an extensive network of corporate and NGO contacts to assess a wide range positive and negative corporate social behavior. This information is evaluated according to a set of Positive Core Values for business. These values include:

- 1) Respect for the dignity and value of all people and communities.
- 2) Contributions to building a world at peace and free from violence.
- 3) Efforts to promote justice in corporate, local, and global societies.
- 4) Actions that enhance the quality of life for all people.
- 5) Incorporation of sound practices of environmental stewardship.
- 6) Exhibition of exemplary practices of responsible management.

Adherence to these Positive Core Values leads MMA to generally avoid such areas as:

- Tobacco and alcohol production
- Military contracting and weapons production
- Gambling enterprises
- Pornography and abortifacient production

Recommendations from the SRI research team are assessed and evaluated by MMA's full staff investment committee, drawing on their collective knowledge and diverse backgrounds, before companies are placed in the Stewardship Investing Universe.

(A complete list of guidelines, with descriptions, are presented on the following pages.)

MMA Stewardship Investing Guidelines

In an effort to implement MMA's philosophy of Stewardship Investing, the following core values have been adopted to help guide the evaluation of a company's social performance. While few companies may reach the ideal in all aspects of social responsibility, these guidelines articulate our highest expectations for corporate behavior, as understood from the Anabaptist faith perspective. In making investment decisions, MMA strives to invest in companies that:

1. Respect the dignity and value of all people and communities.

Companies are expected to respect and support the basic human rights of all people to practice self-determination; to live free of fear, violence and intimidation; to lead healthy, well nourished lives; to have access to adequate shelter and sanitation. In a diverse, global society, we expect that companies will respect the dignity of individuals and ethnic/cultural groups. We anticipate companies will treat all people fairly, avoiding discrimination and stereotyping, and will seek to nurture and benefit from diversity in all aspects of corporate activity. We expect that companies will not attempt to benefit inappropriately from the misfortunes that befall disadvantaged individuals or communities or from relationships with oppressive political regimes and leaders.

2. Help build a world at peace and free from violence.

We believe that violence, in all its forms, hinders the growth, prosperity and freedom of humankind. It has no place in corporate structures, practice or production. We desire companies to be engaged in products and services that support life, not those designed to kill, maim, and injure. Violence, war and the expansion of the world's military establishments are not productive endeavors for humanity. We will avoid those companies for whom weapons production and military contracting is a focus of their energy, resources, and market development. We expect companies to profit from activities and practices that contribute to peaceful and healthy relationships between individuals, communities, nations and within society in general. We expect companies to commit to efforts that reduce violence and aggression in our culture, that value the sanctity of human life, and that promote alternative, non-violent forms of conflict resolution.

3. Internalize a concern for justice in a global society.

All people deserve opportunities for some form of social and economic prosperity. We expect companies to provide fair, sustainable compensation for all employees and subcontractors. We value corporate efforts to extend opportunities to the disabled, those who are disadvantaged, and to marginalized communities. We expect company behavior to be based on standards that move beyond base-line, legal requirements. We expect products and services are to be offered with honesty and without discrimination or undue preference. Individuals and communities deserve appropriate involvement in issues and decisions that affect their lives—companies are expected to recognize their interests and honor their voices. We expect corporations to act on a basis of shared prosperity recognizing the value and contributions of all stakeholders in creating and sustaining lasting success.

4. Exhibit exemplary practices of responsible management.

We believe that the manner in which a company goes about the conduct of daily business is a credible test of its integrity and commitments to social responsibility. We expect a company to operate in an honest, trustworthy, compassionate, and responsible manner. We desire as much transparency and openness about company policies, finances, and behavior as is feasible. We expect the company to value and empower all employees and to take all reasonable steps to ensure their health and safety. The company should respect workers rights to communicate with management, organize, and collectively bargain. We expect the company to negotiate and communicate in good faith and deal fairly and respectfully with all stakeholders. The company should engage in responsible resource management and obey or exceed all relevant laws for environmental concerns, safety, public disclosure, etc. We expect companies to employ sound practices of corporate governance, including issues of board independence, board and executive compensation, and structural integrity. It is our desire for companies to avoid unnecessary litigation and to pursue alternatives where possible. We expect companies to be aggressively engaged in the competitive marketplace but in a manner that is respectful of its competitors and values-centered in its decision-making.

5. *Commit to the active support and involvement of communities.*

Communities—within a workforce, around company facilities, or representing various ethnic, cultural or political groups—contribute directly and indirectly to the success of corporate endeavors. We believe a company is responsible, within reason, to contribute its people, expertise and resources to the support and development of these same communities. We expect companies to actively, creatively, and aggressively engage in practices of corporate charitable giving. Employee volunteerism, community involvement, and personal charitable giving should also be encouraged. Communities should be included, where appropriate, in decision-making on issues that affect them. Investments should be made that add value to local workforces, living environments, and community infrastructures. We expect companies to monitor, evaluate and take into consideration the impact their products and production methods can have on efforts to build healthy, productive communities. To this end, we will avoid companies materially engaged in alcohol and tobacco production and in the gaming industry. In general, companies should be good corporate citizens—accepting the responsibilities as well as claiming the rights and benefits this role entails.

6. *Engage in sound practices of environmental stewardship.*

We believe that the natural environment is a finite resource, the inheritance of future generations and a gift from God. We expect companies to employ policies that acknowledge and respect the real limits of natural resources and to work toward practices and models of environmental sustainability. We expect companies to “reduce, reuse, and recycle” and to pursue ever cleaner and more efficient production methodologies. We value a company’s involvement in the environmental technology and services arena. We expect companies to engage in honest, transparent environmental reporting, to support respected environmental principles and to publicly promote the value of the environment in our world. We expect companies to bear a deep concern for the welfare of animals and the minimization of animal testing, wherever possible.

Appendix N: Congregational Fund Descriptions and Guidelines

I. ANNUAL BUDGET FUNDS

Funds that record the ongoing, annual operating activity of the congregation as reflected by the annual budget, and are closed at the end of each year to begin recording the following year's activity. They should include only routine activity that can be expected to recur each year. In general, FMCCU budgets to pay for all its annual routine/ongoing activity from what it receives through general offerings (and possibly interest and rental income). This activity is reflected in each annual budget. Specific routine/ongoing activity should not normally be paid for from accumulated reserves. In other words, annual budgets should not be established to spend more than FMCCU expects to receive in offerings (plus interest and rental income).

Extraordinary expenditures that do not reflect routine annual activity are normally paid from reserve fund balances rather than budgeted funds. Certain large expenditures that can be anticipated to recur infrequently should be funded by including a portion of the anticipated cost in the annual budget, which is then set aside in a *budgeted reserve fund* (see below). When these infrequent expenditures are actually incurred, the expenditure is recorded directly from the reserve fund, not the annual budget fund. Only the annual contribution to the reserve is recorded as an expenditure of the annual budget fund.

FMCCU has two annual budget funds. Operating receipts are allocated to the funds over the course of the year based on the proportion budgeted to each:

A. Congregational Operations

Records expenditures used to carry out the ongoing, hands-on activity/mission of the congregation. This includes two major subdivisions: Congregational Life and Facility Operations. Congregational life activity pertains administering and managing the various ministries of the congregation by its employees, committees, and appointees. Facility Operations activity pertains to operating and maintaining the facility and grounds. Any surplus or deficit of receipts over/under expenditures remaining at the end of the year will be added to/subtracted from the congregation's undesignated fund balance.

B. Mission Contributions

Records the portion of annual contributions from our regular offerings to be donated to other external institutions for financial support of their programs. This activity functions as a "tithe" of the year's undesignated operating receipts. It represents funds disbursed to *other* institutions for *their* administration and use. "Mission-type" activity that is directly administered/performed by congregational members is not recorded in this fund, even if it is performed in collaboration with external agencies.

The amount expended each year is always a pre-determined percentage of the total budget, not necessarily the specific dollar amount budgeted. The basic process for developing the associated budget involves 1) Council proposing the percentage of budget to be spent on missions (and therefore allocated to this fund); 2) Service and Outreach Committee proposing which institutions (other than Mennonite Church USA and affiliated conferences) should receive how much money; 3) Council proposing how much should go to MCUSA and church conferences.

If receipts are higher than budgeted, mission contributions will also be higher than budgeted. If receipts are lower than budgeted, mission contributions will always be lower than budgeted. There will never be a net surplus or deficit in this fund at the end of the year.

To accommodate this practice, expenditures to recipient institutions will be made based on budgeted amounts during the first three quarters of the fiscal year. Expenditures made during the final quarter will be made following the year's final offering and will remit the balance actually remaining in the fund to bring its balance to zero (even if the checks need to be written slightly after January 1). In the

event of major shortages or overages of receipts, Council will determine how to administer the variance in relation to the organizations included in the initial budget.

II. RESERVE FUNDS

Funds that remain intact at the end of each year and are carried over into subsequent years for future expenditure. *The nature of these funds vary depending on whether they represent later designations by the congregation of initially undesignated money, or whether they were received from donors with the understanding they will be used for a specific purpose. Funds that are designated by the congregation can always be reversed and “undesignated” by congregational actions. Funds that are designated by the donor are legally restricted to the use for which they were given. If the congregation does not want to use them for the donor-designated purpose, they must either be returned to the donor or permission from the donor must be obtained to use them for another purpose. FMC has five major groupings of reserve funds:*

A. Budgeted Reserve Funds

Records money set aside from annual budgeted receipts or undesignated reserve funds to be accumulated for future, infrequent expenditures. *Annual contributions from the budget are recorded as receipts in these funds and expenditures in the budgeted funds. Expenditures for which the funds have been accumulated are recorded directly to these funds, not the Annual Budget Funds.*

This category may also include the congregation’s assignment of undesignated funds to be set aside for a specific purpose. Examples of this category might include funds allocated from undesignated reserves to pay for start-up costs of a new program or funds to be reserved and invested for future facility expansion.

Whether originating directly from a current budget line item or from assignment of previously undesignated reserve funds, the main criteria for inclusion in this category is that 1) it is to be used for a specifically identified purpose and 2) as an internal designation, it is the congregation (not a donor) that has decided the purpose for using it. FMCCU is therefore never legally obligated to use the funds in a certain way, and the congregation may change the use later if they decide to do so.

Budgeted Reserve Funds include:

1. Repair and Replacement Fund

Money accumulated to be used for expenditures more than \$500 that reflect infrequent, one-time repairs; improvements to the facility and grounds; or replacement of old/obsolete equipment. *Expenditures less than \$500 should be expended from the annual budget. Property and Finance Committee may approve expenditures from this fund up to \$3,500; Council may approve expenditures from this fund up to \$10,000; congregational approval is required for approval of expenditures >\$10,000. [See also Organizational Guidelines section VII.E.] Examples of such expenditures include furnace replacement, roof replacement, repairs from storm damage, major energy efficiency improvements, major repainting projects, computer replacement, etc.*

2. Sabbatical Funding Fund

Money accumulated to pay for speakers and additional pastoral support while a pastor is on sabbatical.

B. Donor-Designated FMC Project Funds

Records money received in support of ongoing, extra-budget projects undertaken and administered by the congregation or a subset of the congregation. *Examples include:*

1. Empty Tomb Food Pantry

2. MYF Convention

3. College Scholarship [See Appendix F7]

4. College Care Packages

5. Mutual Aid Fund: *The Mutual Aid Fund is to help individuals with specific needs. Contributions to the fund may be made at any time and are encouraged as a thank offering on communion Sundays. Contributions may not be designated for use by a specific individual recipient (see also Appendix C). The Spiritual Leadership Team prayerfully distributes the funds as they learn of needs, and anyone is welcome to contact SLT members with needs of their own or of which they have become aware. Examples of past needs which have been addressed include emergency housing, health care, or adoption needs. The fund is most often used for individuals within the congregation, although occasionally needs outside the congregation are considered. It is most often used for crisis or short-term needs, although larger needs may be considered. SLT seeks to discern God's guidance through prayer and discussion so that the fund is available to address real needs of many kinds in Christ's name. Distributions are usually kept confidential.*

6. Sound System

7. Columbia Task Force

8. Peace and Justice Initiative

9. Adoption Fund. *This fund was established by Chuck and Rhonda Gibson as an expression to celebrate the adoption of their son, Jonathon. It is intended to help recognize the "ministry" of adoption chosen by many at first Mennonite, provide symbolic recognition of the unique circumstances and special commitments often involved in pursuing adoptions, and offer some token financial assistance to FMCCU participants who choose to adopt in the future. Guidelines for administering the fund include:*

- Responsibility for decisions about distributing funds rests with the Spiritual Leadership Team (SLT).
- At the point a child is legally adopted by any active participant (as described by the congregation's Organizational Guidelines), the parent/s will be awarded a stipend of \$500 to support the costs of their adoption.
- In the case of adopting more than one child, a separate stipend will be awarded for each child adopted.
- If the fund balance is inadequate to provide the stipend at the point of adoption, SLT may decide to either award a reduced stipend or use additional funds from the congregation's mutual assistance fund to award the full \$500.
- SLT may always offer additional support to adoptive parents from the mutual aid fund if circumstances warrant it.
- In order to comply with tax regulations and congregational policy that prohibit designated giving to individuals from passing through the congregational treasury, care must be taken *not* to solicit contributions to this fund in support of a *specific* adoption; contributions must be given to the fund generally to replenish or increase the fund balance without reference to specific recipients.
- Should the fund develop a surplus balance that exceeds the likely need to award stipends in the future, SLT may decide to either increase the amount of the standard stipend for future awards or, with Church Council approval, transfer a portion of the funds to other congregational uses.
- Should the fund eventually be deemed unnecessary, SLT may recommend its dissolution and discontinuance, dependant on Church Council approval.
- Whenever eligible, FCMCCU will seek to take advantage of Mennonite Mutual Aid or other similar matching gifts for adoptive parents.

C. Donor-Designated External Recipient Funds

Records money given to FMC with the stipulation that they be given to some external institution for the support of that institution's programs. *Contributions function as a "pass-through" to legitimate not-for-profit organizations. Contributions given to FMC to be "passed though" to individuals specifically identified by the donor must not be accepted or disbursed by FMC (see Appendix C). The categories/titles of these funds depend entirely on the diverse purposes for which the funds are collected/received. As "pass-though" funds, they typically should not accumulate balances for extended periods, but should be promptly remitted once received. These may include funds collected by specially designated offerings or by unsolicited gifts from individuals, as follows:*

1. Event Offerings (Examples):

a. Chrismon

b. Thanksgiving

c. Bible School

d. Children's Offering

2. One-Time Offerings/Other (Examples):

a. Columbia Sister Church

b. Gideons

c. MCC-General

d. MCC-Tsunami

e. MCC-Bangladesh

f. MCC-Blankets

g. Arthur Relief Sale

h. Mennonite Mission Network

i. Chinese Education

D. Undesignated Reserve Funds

Records money received without specific designations or restrictions externally imposed. *These may be used at the discretion of the congregation. Examples of possible uses may include special donations to conferences or external programs, special program start-up costs, large non-routine/one-time purchases, establishing a reserve for future facility expansion. This category includes:*

1. Memorial Funds

Records money given in memory of a loved one at the request of their family.

2. Sales Proceeds

Funds accumulated from the sale of property.

3. Undesignated Fund Balance

Net funds accumulated over time from annual operating budget surpluses and deficits. *It represents the accounting equivalent of “retained earnings” in a for-profit company.*

Appendix O.1. Building Use: Events Not Associated with Congregational Programming

Scheduling:

- Priority is always given to church-related events, and there must be adequate time following the event for clean-up prior to an FMCCU event.
- Before scheduling the event, the church calendar must be open for the requested time, and prior consent of the Custodian and at least one the Pastors or the church Secretary must be obtained.
- Any event that might cause offense or embarrassment to church participants must always be approved by one of the Pastors, who will consult with others as needed.
- Before an event may be approved, an FMCCU participant must be found who is willing to provide building supervision and assure clean-up. (They will be compensated if desired.)
- Events such as recitals should not be scheduled more than six weeks in advance.
- Weddings of people not related to FMC should not be scheduled more than six months in advance. No weddings should be scheduled during the month of December, and no more than one wedding should be scheduled in any given month.

Charges:

- Weddings: \$200 refundable deposit (\$150 if downstairs is not used)
\$100 for use of sanctuary
\$75 for use of downstairs for reception (optional)
\$10/hr fee for an FMC person to open, close, and supervise building use (mandatory) – 2 hour min.
\$12/hr cleaning fee (charged only if cleaning by Custodian is required – per hour Custodian’s time)
- Recitals: \$50 for use of sanctuary, light use of downstairs
\$10/hr fee for an FMC person to open, close, and supervise building use (mandatory) – 2 hour min.
\$12/hr cleaning fee (charged only if cleaning by Custodian is required – per hour Custodian’s time)
- If the event does not fall into these two categories, the charges should be calculated using the above as a guideline. For example, intensive use of other areas of the church may merit an additional charge.
- An additional fee may be assessed for cleaning or property damage if more than ordinary clean-up or repairs are required.
- If an FMC participant is willing to provide the event supervision services for free, those fees are waived.
- If an FMC participant is directly involved in the event, or if the event is being held by a group with an FMC connection (e.g., VORP) the building use fees may be waived or lowered at the discretion of church staff.

Cleaning:

- The person providing building supervision should note the condition of the space when the group leaves to determine if cleaning charges are appropriate. Custodians will provide clean-up and let the Secretary know how much additional cleaning time, if any, was required.
- The people or group using the building are encouraged to avoid the cleaning fee by participating in the clean-up, under the supervision of the designated FMCCU participant. Clean-up must happen *immediately* after event.

Rules for users of the building:

- First Mennonite Church is a smoke-free building. If smoking occurs outside the building, all smoking materials must be disposed of in a way that does not litter our grounds or cause a fire risk.
- Please check with the designated FMCCU event supervisor regarding the use of any supplies or equipment in the church. These items may or may not be available for your use.
- Any significant changes made to the sanctuary or other areas must be done with the consultation of the FMCCU event supervisor. The church must be left in the condition it was found in. Please note that the piano in the sanctuary will require several people to move. It must be returned to its original position at the end of the event.
- If food or drink (non-alcoholic only) is to be served, it must be limited to the downstairs area.

If circumstances render these guidelines unreasonable, the person scheduling the event should check with one of the Pastors to pursue an alternate plan. Circumstances far out of the ordinary should be reviewed by the Property and Finance Committee.

FMCCU reserves the right to modify these guidelines according to the circumstances of each case.

Appendix O.2. Use of Administrative Resources by Committees and Participants

The following outline, prepared in collaboration with our pastors and Church Council, helps to clarify expectations about the use of congregational administrative resources by our committees and our participants. It emerged from conversations about the need to avoid overtaxing these resources and to help keep expenditures reasonably within their budgeted framework. Please make note of it, and let me know if questions arise regarding.

Committee use of copier:

- May use copier to create monotone copies for materials related to internal FMC matters and events that focus on FMC participants
- Otherwise, use committee budget (or personal funds) to reimburse FMC as follows:
 - Monotone copies of materials related to external events or matters focused on non-FMC participants @ 5 cents per copy
 - Color copies for any reason @10 cents per copy
 - Report usage to the Treasurer for reflection in current budget

Committee use of paid staff time:

- May use paid staff time for assistance in matters related to internal FMC activities/issues that focus on FMC participants
- Otherwise, obtain own clerical support for typing, mailing, copying, stuffing mailboxes, etc.

Participants' personal use of copier:

- Intended only for infrequent, low-volume use
- Reimburse FMCCU as follows, placing the reimbursement in the "Donations" canister on the bottom shelf to the left of the copier.
 - Monotone copies @ 5 cents per copy
 - Color copies for any reason @10 cents per copy

Adopted March 2005

Appendix P: Creating a Safe Church Environment

PURPOSE

First Mennonite Church affirms our denominational statement “God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy and peace, so that God’s healing and hope flow through us to the world.” We seek to provide a safe and secure environment for all people; and this policy regarding child abuse was written with the intent to protect our preschoolers, children, youth, employees, volunteers and our entire church family. This concern for safety and support for those who have been or could be harmed does not negate our concern for those who offend and our willingness to offer to all healing and hope. We do not absolve offenders from ongoing responsibility of working to change their behaviors. Neither do we deny that past actions have consequences that limit their options with children today. Having said that, we also believe that finding common ground in the tasks of restoration will serve us all, as together we seek to live in healthy relationships.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, full and/or part time, who will have the responsibility of supervising the activities of preschoolers, children, and youth.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. “Preschooler,” “child,” “children,” “youth,” and “minor” shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. “Adult” shall be defined as an individual at least eighteen (18) years of age (and whose mental capacity is that of an adult).
3. “Worker” shall be defined as any adult who serves as a volunteer given the responsibility of working with or caring for minors and all paid staff.
4. “Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, minor, or anyone whose mental capacity is that of a minor.
5. “Child Sexual Abuse” shall be defined as any sexual activity with a child whether in the home by a caretaker, in a day care situation, a foster/residential setting or church or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child. Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready. Child sexual abuse includes behaviors that involve touching and non-touching aspects.
6. “Criminal Background Check” (CBC) is the procedure used by the Illinois State Police to perform a Conviction Information Name Check Request search under the Illinois Uniform Conviction Act or any other procedure used to check background for criminal activity.

7. "Church Program or Activity" shall be defined as any activity or ministry sponsored by First Mennonite Church.

WORKER ENLISTMENT

1. All paid employees of FIRST MENNONITE CHURCH will be required to complete a Screening Form.
2. Whether a paid employee or a volunteer, each worker desiring to work with minors, will also be required to complete a Worker's Statement form which is specifically designed for workers who will be working with minors.
3. After the Screening Form is received by the FMC Personnel Committee, prior employment and volunteer service and personal references may be checked. If checked, a written memorandum will be made of the contents of those telephone conversations.
4. Any prospective worker who has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where he/she would have contact with minors.
5. A Conviction Information Name Check Request will be performed on each prospective worker prior to being enlisted as a worker. Annual background checks will be performed on workers, randomly or as deemed necessary. For paid staff and mentors, a more extensive background check will be required.
6. No volunteer will be allowed to work with minors until they have been a participant of the church for a minimum of six (6) months.

WORKER TRAINING

Each new worker will be given a copy of this policy. New workers will also be required to view child abuse prevention video(s) and read the written materials available on this subject to help them learn to recognize signs and symptoms of child abuse and also to help them learn methods of prevention of child abuse.

WORKER INFORMATION FORM AND RELEASE

In addition to all other employment application procedures, all employees, teachers of minor and volunteers who work with minors at FIRST MENNONITE CHURCH will be required to comply with all requirements for obtaining an Illinois State Police Conviction Information Name Check Request including any release requirements.

Whether disclosed voluntarily or by result of the criminal background check or by any other means, the following items can automatically disqualify a worker from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use or sale of drugs or controlled substances;
- Sexual abuse;

- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child;
- Solicitation, conspiracy or attempt to commit any of the above enumerated offenses.

All criminal charges and any convictions for any crimes not listed above will be considered in the application process.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts or omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to a church minister or the First Mennonite Personnel Committee after the safety of the child, children, youth, or minor involved has been assured.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of physically abusive behavior, bodily injury, or mental or emotional injury of a minor.
- The presence or possession of obscene or pornographic materials at any function of FIRST MENNONITE CHURCH.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- Physical neglect including failure to provide adequate supervision in relation to the activities of First Mennonite Church.

WORKER SUPERVISION

1. The church will adopt the “two worker” rule, which means no worker shall be left alone with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children. The exception will be that one worker may supervise children without a second worker present only with the written permission of the parents involved. This would include the mentor program.
2. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
3. In counseling sessions with minors, parental permission shall be obtained prior to a

minister/worker meeting privately with a minor, or the two worker rule shall be used in that instance. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular minister/worker. However, recognizing that some counseling is of such a sensitive nature, there may be infrequent occasions when a minister is unable to ask for parental permission or follow the two person rule for the protection of the child/youth.

4. Parental permission shall be obtained to cover a particular time period (i.e., a school year) when his/her child will be transported by a minister/adult worker.
5. Lists of workers that meet church approval, as workers with minors shall be posted.
6. Those who only volunteer occasionally must also go through the entire worker enlistment process. There are to be no exceptions for anyone to go through the complete process.
7. Only teenagers 13 and over can serve as teen workers in child care, activities, studies, or programs for preschoolers or children. All teen workers (13-18 years of age) will need to fill out a Screening Form for Teens Working with Minors or Mentally Handicapped and go through the training. (See attached form.) The only step in the process they are exempt from is a criminal background check.
8. A door without windows shall remain open at all times.
9. Use a “check-in/check-out” procedure for all kindergarten aged children and younger.
10. Educate all staff and workers with minors as to the church’s policies and procedures concerning this matter.

CHILD ABUSE PREVENTION REPORTING

Any person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person’s belief in accordance with this procedure.

1. Do not treat the suspicion as frivolous.
2. Upon the first suspicion of an instance of child abuse, a person is required to report his/her suspicions as soon as reasonably possible to the First Mennonite Personnel Committee or one of the paid staff ministers of the church.
3. The recipient of the initial report will be responsible for confirming the facts reported and the condition of the child, within 24 hours of when the first report was made.
4. Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
5. If the evidence suggests the probability of abuse to the recipient(s), the suspicion(s) will be reported within 24 hours to the Illinois Department of Child and Family Services Hot Line at (800) 25-ABUSE, or 217-524-2606.
6. Confidentiality of the investigation will be maintained as much as possible. Emphasize confidentiality of the victim and any accused.

7. Cooperate fully with law enforcement officials.
8. Suspend any accused from the performance of duties involving children until the investigation has been completed.
9. Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations.
10. In instances where child abuse is confirmed by the Illinois Department of Child and Family Services, the church will immediately dismiss the worker from that position.
11. In instances where the evidence is inconclusive, the church will take appropriate action, attempting to honor the request of the victim's family with regards to safety for their child and insuring also the rights of the accused.
12. Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation will hear about the investigation from within the church.
13. Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church can emphasize through the media to the public the church's position on child abuse, its concern for the victim, and the steps the church is taking to address the present occurrence and to reduce the risk and to provide and maintain a safe environment for other children.
14. Every allegation of abuse shall be investigated promptly and thoroughly by officials and reported to the church insurance company immediately. It is unlikely the problem will ever be handled by relying on promises of the employee or volunteer to reform.

INSURANCE

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage that are required for limited immunity.

CONCLUSION

FIRST MENNONITE CHURCH desires to be "a church that cares" through the implementation of the above policy. Adoption of these provisions will enable FIRST MENNONITE CHURCH to provide a more safe and secure environment for each individual of our church family and its guests.

Adopted October 2005