

**BYLAWS OF MEHAN UNION CHURCH**  
Stillwater, Oklahoma

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## **PREAMBLE**

For the purpose of making clear the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the teachings of the Holy Bible, and for the purpose of preserving the liberties inherent in each individual member of this Church, and the freedom of action of this body we do declare and establish these bylaws.

Agreement with the Mehan Union Church Bylaws is not required of those worshiping or seeking the Lord with us. We welcome all to worship with us.

## **ARTICLE I - NAME**

The name of the Oklahoma non-profit religious corporation shall be The "MEHAN UNION CHURCH, INC.," hereafter referred to as the "Church."

## **ARTICLE II - PURPOSE**

The objectives of this Church are; worshiping, praising and serving The Almighty God, proclaiming salvation, nurturing of immortal souls and advancing the cause of Jesus Christ at home and around the world.

We recognize that a New Testament Church of The Lord Jesus Christ is a local body of believers who are associated by covenant in the Faith and Fellowship of the gospel, observing the ordinances of Christ, committed to His teachings, exercising the gifts of The Holy Spirit, rights and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

## **ARTICLE III - COVENANT**

Having been led by The Spirit of God to receive the Lord Jesus Christ as our Savior and, on the profession of our Faith, we do now in The Presence of God, Angels, and this assembly, most prayerfully and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of The Holy Spirit to walk together in Christian Love; to strive for the advancement of this Church, in knowledge, holiness, and comfort; to promote it's spirituality and prosperity; to sustain it's worship, ordinances and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of those in need, as we spread of The Gospel through all nations.

We engage to maintain private and family devotions; to religiously educate our children; to seek the salvation of kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements; to avoid all tattling, backbiting, gossip, malicious, injurious comments of others and excessive anger. In all things to be in moderation and self control as to not hinder our testimony unto The Lord Jesus Christ; and to be zealous in our efforts to advance the Kingdom of Our Savior.

We further engage to watch over one another in Christ like brotherly love; to remember one another in prayer; to aid one another in distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offence, and always be ready for reconciliation and to support, uphold and restore, being mindful of the rule of our Savior.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other Church where we can carry out the Spirit of this covenant and the principles of God's Word.

#### **ARTICLE IV - GOVERNMENT**

Section 1: The government of this Church shall be vested in the body of believers who compose it and whose majority is final; it acknowledges The Lordship of Jesus Christ and receives The Holy Bible as it's supreme guide in matters of faith and practice; it is subject to no other ecclesiastical body. This Church is an autonomous body, operating through democratic processes under The Lordship of Jesus Christ with all voting members having equal responsibilities and privileges.

Section 2: The Fiscal Year of the Church shall begin with the First day of January and end on the Last day of December.

#### **ARTICLE V - ORDINANCES**

The ordinances of the Church are The Lord's Supper and Water Baptism.

Section 1: Water Baptism:

Christian baptism in The Name of the Father, The Son and The Holy Ghost. It is an act of obedience symbolizing the believer's Faith in a crucified, buried and risen Savior, the believer's death to sin, the burial of the old life and the resurrection to walk in newness of life in Jesus Christ. Baptisms may be held at any worship service or as needed by the Church.

Section 2: Lord's Supper:

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through partaking of the bread and the fruit of the vine memorialize the death of our Lord Jesus Christ and Redeemer and anticipate His second coming. Observance of the Lord's Supper shall take place monthly during the worship service or as needed by the Church.

#### **ARTICLE VI - STATEMENT OF FAITH**

The Holy Bible is the inspired Word of God and is the basis for any statement of Faith. The Church is guided by it's doctrinal statement; we band ourselves together as a body of believers in Jesus Christ, personally committed to sharing The Good News of Salvation to lost mankind.

WE BELIEVE:

The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.

In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.

That Jesus Christ is true God and true Man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.

That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct, and empower the believer for godly living and service.

That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe. Only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.

That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

That the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.

That only those who are thus members of the true Church shall be eligible for membership in the local Church.

That Jesus Christ is the Lord and Head of the Church, and that every local Church has the right under Christ to decide and govern its own affairs.

In the personal and premillennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment.

## **ARTICLE VII - MEMBERSHIP**

Section 1: The only requirement is acceptance of Jesus Christ as personal Savior. The Church shall have the right to determine qualifications for membership.

Section 2: The membership of this Church shall consist of persons who have made a public profession of their faith in Jesus Christ as Savior and Lord, and who desire to be numbered among His disciples.

Section 3: The Pastor and congregation shall hear his/her personal testimony.

Individuals shall be received into the fellowship of this Church by majority consent of the membership in open meeting. New members names will be entered into the roll book by the Pastor or the Church office secretary. That book to be maintained by the office secretary.

If someone is considering membership; they will be provided with a copy of the Statement of Faith of the Church for review.

The Applicant shall read the Statement of Faith and be willing to accept the provisions thereof.

### **Section 4: RIGHTS**

Members who are active and in good standing may act and vote in all transactions of the Church. An Active member is one who has voted at least once and been in Church attendance during the previous fiscal year of the Church. After being an active member for one year, member would be eligible to hold a Church office.

### **Section 5: TERMINATION**

Members shall be removed from the Church roll for the following reasons:

1. Death,
2. Personal request of the member,
3. If any member can give a reason for another member to be removed from the membership roll, the matter will be brought before the Pastor and then before the congregation if there is a need.
4. Dismissal by congregational vote according to the following conditions:
  - i. The member's life and conduct is not in accordance with the Church covenant and statement of faith in such a way that the member hinders the ministry influence of the Church in the community.
  - ii. Procedures for dismissal of a member shall be according to Matt.18:15- 17.
5. The Church shall have the right to discipline it's members according to the leadership of the Holy Scriptures.

### **Section 6: RESTORATION**

Members dismissed by the Church may be restored by the vote of the Church according to the spirit of II Corinthians 2: 7-8.

#### Section 7: DUTY

Members are encouraged to be faithful in all duties essential to the Christian life: to attend habitually the services of this Church, to serve in its organized work, and to give regularly for the support of its ministries.

### **ARTICLE VIII - CHURCH OFFICERS**

All Church officers shall be members of the Church and elected as needed. The officers of this Church shall be as follows:

1. Senior Pastor
2. Treasurer
3. Trustees

The Church officers shall be nominated by the Nominating Committee and elected by the Church in regular business meetings. The Church officers shall serve a one (1) year term except the Trustees who shall serve a three (3) year term and may be eligible for re-election. The Pastor, once called and elected, shall remain in office until a call for a vote to dismiss passes with 3/4 vote of those active/resident members present, or upon his resignation. For Treasurer & Trustees, it takes a 3/4 vote of those active resident members to vote them in or to vote them out; and it only takes a simple majority (50% + 1) to retain. The Church officers shall have attained the age of 21 years. The Church officers are described as follows:

#### Section 1: SENIOR PASTOR

- a. The Senior Pastor shall be ordained or licensed and eligible for ordination.
- b. The Senior Pastor shall be responsible for leading the Church in functioning as a New Testament Church. The Senior Pastor shall lead the congregation, the organization, and the Church Staff in performing their tasks and shall be ex-officio member of all Standing and/or Special Committees. The Senior Pastor shall perform pastoral responsibilities. The Senior Pastor shall be the leader of worship, proclamation, education, and pastoral ministries.
- c. The Senior Pastor is chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose by the Pulpit Committee.

At least 14 days notice shall be given by mail to all active/resident members stating the general nature of the meeting. A 3/4 vote is required of those active/resident members present (refer to Article VII, Section 4), and voting to call or dismiss a Senior Pastor. The pastoral relationship may be dissolved at any time that is desired by either the Senior Pastor or the Church. In either case, there shall be a thirty day (30) written notice given prior to the dissolution. The time may be abbreviated if agreeable to both parties.

d. Church business meetings shall be moderated by the Senior Pastor or someone appointed by the Senior Pastor. In the absence of the Moderator, the Clerk/Secretary shall call the Church to order and an acting moderator shall be elected.

## Section 2: TREASURER

The Treasurer shall be a resident member of the Church actively supporting the Church program through his/her attendance and cooperation.

a. The Treasurer shall be responsible for all monies contributed or paid into the Church or that have been deposited to the account in such banks as approved by the Board; the Treasurer shall pay out monies only upon the instruction from the Church giving a check under the name of the Mehan Union Church of Stillwater, OK by him/herself, as Treasurer.

b. The Treasurer shall keep a true, accurate and confidential account of the receipts and disbursements of the church monies and submit to the Board of Trustees a monthly report which, after careful study, will be summarized to the Church during the following regular Congregational Business Meeting.

c. The Treasurer's accounts shall be audited annually at the close of the fiscal year by a committee or auditor recommended by the Board of Trustees and approved by the Church.

d. Books are to be made available for inspection to any member upon serious request, within a reasonable amount of time.

e. Whenever a vacancy occurs the Board of Trustees shall seek a qualified candidate and make a recommendation to the congregation for approval.

## Section 3: TRUSTEES

The Church Board shall be made up of 7 mature members, in good standing, elected per the bylaws. ( Initially one-third (1/3) shall be elected for one (1) year, one-third shall be elected for two (2) years, and one-third shall be elected for three (3) years). Thereafter, Board Members shall be elected for a term of three (3) years at each annual business meeting.

### a. Qualification

A Trustee shall have attained the age of 21 years and shall be a resident member of the church actively supporting the programs of the Church through his faithful attendance and cooperation. Each member elected to the church board must have been a member of the Church for at least two years prior to nomination.

Other requirements are:

aa. Has pursued the requirements set forth in First Timothy 3

ab. Of good reputation, full of the Holy Spirit and of wisdom..., Acts 6:3

ac. A faithful member who supports the Church's programs and activities (i.e. Sunday School, prayer

meetings, etc.)

ad. Tithes cheerfully and regularly

b. Duties

They shall be charged with the financial management of the Church. They shall hold in trust for the Corporation, the real and personal properties of the Church. They shall have no authority to sell, mortgage, lease or by any means encumber the church, in excess of financial limits set by a majority vote of the congregation. They shall be charged with the fiduciary responsibilities of the Church. It shall be the function of the Trustees to affix their signature to legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signatures of the Trustees are required. Acting as a quorum (5 of 7 board members required) their duties shall include but not be limited to:

Structuring annual budgets

Determining rules for facilities use

Hiring, dismissing, and determining compensation for all "Non Titled Employees".

Structure and post the agenda for official board meetings at least one Sunday prior to any meeting.

c. The Trustees shall conduct regular open meetings and shall keep minutes of their meetings.

d. The Trustees shall represent the Church as legal representatives in all transactions as required by the Church.

e. Dismissal of Board Members

The Board shall recommend removal of a board member to the congregation at a regular congregational meeting. When approved by their majority, for reasons of failure to adequately discharge his duties or for actions that are not consistent with Acts 6:3, they shall be dismissed. This action shall require a 3/4 majority of the members of the congregation in which it is presented.

f. Board President and Secretary

The senior member on the board shall serve as Chairman. The Board Secretary shall be the next most senior member.

**ARTICLE IX - COMMITTEES**

Section 1: COMMITTEE POLICIES AND PROCEDURES

TYPES OF COMMITTEES

All committees shall be classified as standing or as special. A standing committee works throughout the year. A standing committee has a standing list of duties that requires regular performance. Each standing committee shall have a minimum of 3 members and a maximum of 7 members. A special committee is initiated by the Senior Pastor with a unique job to do that terminates at a specific point in time. When the special job is completed, the special committee is dismissed.

## COMMITTEE MEMBERSHIP

### 1. PERSONNEL

i All standing committee members shall be Church members.

ii Personnel for standing and special committees are recommended to the Church for Church approval by the Nominating Committee.

iii An ex-officio except for the Senior Pastor and Church Staff is nominated by the Nominating Committee and approved by the Church to assist in a particular committee as a resource only (he or she has no voting right within this committee). An ex-officio shall generally be a Board Member.

### 2. ROTATION

Membership on all standing committees shall be on a rotation basis. One-third (1/3) of the committee will rotate off each year.

### 3. TERM OF OFFICE

The committee membership year is from January to December. A person is elected for three (3) years and is not eligible to succeed himself. A person may return to the same committee after one (1) year leave.

## OFFICERS

Each committee shall have a chairman, vice-chairman, and secretary. These officers shall be selected by the committee. The chairman is responsible for calling and conducting the monthly meetings.

## MEETINGS

All standing committees shall meet at least monthly, preferably the week before the Church Board Meeting. Each committee member is expected to attend at least five (5) committee meetings and three (3) business meetings each year.

## MINUTES

All standing committees shall maintain permanent minutes of all meetings. One (1) copy of the minutes shall be submitted to the office secretary. The committee secretary will keep a copy.

## REPORTS

All standing committees shall make a report to the Church quarterly.

#### VACANCIES

The Nominating Committee shall recommend new members to fill vacancies that occur during the year.

#### BUDGETING

All standing committees shall submit requests for budget monies to the Board during budget planning time. The Board shall be consulted before requesting funds for non-budgeted items. All committees shall abide by the policies and procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the Church.

#### STAFF ADVISORS

The Senior Pastor and Church Staff shall be responsible for assisting committees in fulfilling their responsibilities.

#### Section 2: CHURCH STANDING COMMITTEES

a. The Nominating Committee shall:

Select, interview, and enlist standing and special committee members.  
Distribute Church leadership personnel resources according to priority needs.  
Present roster of willing committee members to the Church for approval.

b. Maintenance Committee shall:

Plan and coordinate maintenance and repair of Church grounds, interior and exterior, so as to provide a clean, safe, and comfortable place of worship.

Such as but not limited to:

Lawn Care

Lawn Care Equipment

Janitorial Staffing

Janitorial Supervision

Parking Lot

Safety Equipment

Recommend and procure Board approved purchases of Church appliances and equipment.

c. The Kitchen Committee shall:

Plan, coordinate and maintain all Kitchen and Fellowship Hall facilities and supplies, as needed in order to support food service and preparation for Church functions.

d. The Activities Committee shall:

Plan and coordinate an annual calendar of events.

e. The Head Usher and Welcome Committee shall:

Enlist ushers for weekly worship services and schedule monthly rotation of those ushers.

Train ushers to assist in worship (i.e. offering collection, serving the Lord's Supper, seating worshipers, distributing programs, hymnals, and Bibles and counting offering and attendance).

Instruct ushers in: welcoming worshipers, guiding worshipers, encouraging a worshipful attitude, and promoting Church etiquette.

Select a team to count, certify and secure all offerings.

f. The Nursery Committee shall:

Recommend and publicize nursery policies and procedures.

Recommend and purchase necessary furnishings and supplies for the nursery and its activities.

Coordinate preschool rooms regarding space and safety for the well being of the children in the nursery.

Work with the Church in selecting, training, and supervising employed nursery workers and volunteers.

Schedule nursery workers for Church activities.

g. The Visitation Committee shall:

Welcome visitors at Church

Keep track of Church prospects/visitors with the Senior Pastor.

Visit Church prospects/visitors.

Develop and maintain Church phone directory

Provide names of Church prospects/visitors to Pastor for ministry.

h. The Food Committee shall:

Plan, coordinate and maintain all food procurement, storage, distribution, and clean-up.

i. Local Mission Committee shall:

Plan, coordinate and maintain areas of ministry and participation recommendation.

j. Bus Committee shall:

Plan, coordinate and maintain Bus Ministry.

k. Ordinance Committee shall:

Plan, maintain, and coordinate baptism and communion service.

l. Long Range Planning Committee shall:

Plan for future development of buildings and grounds and available resources.

## **ARTICLE X - CHURCH MEETINGS**

### Section 1: CONGREGATIONAL BUSINESS MEETING (QUORUM)

An agenda must be posted at least one (1) Sunday before the meeting, and with at least three (3) board members present.

No action can be taken that is not congruent with the agenda.

Members at least eighteen (18) years of age who are active and in good standing, may act and vote in all transactions of the Church.

No pastoral employment action can be taken without two (2) Sunday's notice, and four (4) board members present.

Business Meeting shall be held quarterly as scheduled by the Board.

### Section 2: CHURCH MEETINGS

#### a. WORSHIP SERVICE

The Church shall meet regularly for preaching, instructions, evangelism, and the worship of Almighty God on each Lord's Day. These meetings shall be open for the entire membership of the Church and for all people, and shall be conducted under the direction of the Senior Pastor.

#### SPECIAL BUSINESS MEETING

May be held to consider emergency matters of significant nature that may arise between regularly scheduled meetings, and must be called by Senior Pastor or Board of Trustees.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

"Robert's Rules of Order" (newly revised) shall govern the proceedings of the Church in all cases not provided for in these bylaws.

## **Article XII - BYLAW AMENDMENTS**