

1                                   **CONSTITUTION AND POLICY MANUAL**  
2                                                           **OF THE**  
3                                   **SALEM-ZION MENNONITE CHURCH**

4   **NAME**

5   This congregation, organized in 1880 by the grace of God, incorporated in April 1957, is known  
6   as the Salem-Zion Mennonite Church, 27844 443<sup>rd</sup> Ave., Freeman, South Dakota, 57029.

7   **PURPOSE**

8   As followers of Jesus Christ, our purpose is to live and share the good news of Christ's kingdom,  
9   welcoming all as we worship, study, fellowship and serve others together.

10 **AFFILIATION**

11 This congregation is a member of Central Plains Mennonite Conference, and through that  
12 membership, part of Mennonite Church USA. Salem-Zion Mennonite Church accepts and seeks  
13 to follow the current *Confession of Faith in a Mennonite Perspective*. (A condensed version can  
14 be found in Appendix I.)

15 **MEMBERSHIP**

16 A Salem-Zion member is one who has accepted Jesus Christ as Savior and Lord, has committed  
17 him/herself to Christ, has been baptized (or baptized as an infant and confirmed) and requests  
18 membership.

19 Persons may be received as either **full** or **associate members** into the Salem-Zion fellowship by  
20 baptism, by letter of transfer, by confession of faith, by reaffirmation of faith, or by covenant.  
21 (Salem-Zion's covenant process is administered by the Board of Deacons and pastor(s) and is  
22 described in the church's Policy Manual.)

23 A **full member** shall have the privilege to:

- 24       1. Help guide the church's life and ministry by participating in congregational decision-  
25       making processes (voting or other).  
26       2. Use one's gifts where asked, and discern and call out the gifts of others.  
27       3. Support the church and its outreach through regular financial gifts.  
28       4. Use the church facilities according to the church's Policy Manual (Appendix I).  
29       5. Be buried in the church cemetery according to the church's Policy Manual.  
30       6. Be listed in the church's official statistical record, and be counted in  
31       conference/denominational statistics.

32 Persons may alternatively be received as **associate members**. Associate members enjoy the  
33 same privileges as full members, with the exception of #6 above.

34 Among those who may opt for associate membership are:

- 35       • Individuals who are temporary residents in our community.  
36       • Those who wish to retain membership in another congregation while associating with

- 37 Salem-Zion.  
38 • Those seeking a formal relationship with Salem-Zion other than traditional membership.

### 39 **DISCIPLINE AND RESTORATION**

40 Discipline should always be carried out in the spirit of redemptive love. If a member indicates  
41 through actions or words that he or she does not have a right relationship with God, the church,  
42 or other persons, he or she shall be dealt with as in Matthew 18:15-20.

43 Although all members share responsibility and concern for the spiritual life of each member, the  
44 pastor(s) and deacons are delegated the responsibility to take action in the name of the  
45 congregation. They shall counsel with the member in order to understand and to help. If it is  
46 determined that a problem exists that the member does not desire or will not make appropriate  
47 changes, the deacons or pastor(s) may consult as necessary with other resources offered by  
48 Central Plains Conference or other church-related service providers.

49 *Note: The congregational Safe Church policy may name specific disciplinary procedures for*  
50 *situations of abuse or misconduct. In such situations, that policy will take precedence over the*  
51 *guidelines stated above.*

### 52 **ORGANIZATION**

53 The congregation shall hold an annual business meeting late in fall. Additional meetings may be  
54 called by the Administrative Board, or by the Administrative Board at the request of the Deacons  
55 or other constituencies, if announced two consecutive Sundays prior to the meeting date. At any  
56 such meeting, the church moderator may decide if enough members are present to constitute a  
57 quorum. In questions of parliamentary procedure, Robert's Rules of Order will be followed.

58 The Administrative Board is the governing body of the congregation. It conducts the business of  
59 the congregation and has authority to make any necessary legal decisions on the congregation's  
60 behalf. The Administrative Board also appoints the statistician, the auditing and technical  
61 committees, the cemetery sexton, two members of the PCRC, the Turner County Fair Booth  
62 committee, and fills any occurring vacancies. The Administrative Board may appoint ad hoc  
63 committees as needed.

64 The board shall meet at least bi-monthly. Additional meetings may be called by the moderator or  
65 at the request of any member of the board.

66 The following persons serve on the Administrative Board:

- 67 • Moderator
- 68 • Assistant moderator
- 69 • Administrative assistant (non-voting)
- 70 • Pastor(s)
- 71 • Deacon representative
- 72 • Trustee/Plant Team representative
- 73 • Treasurer (non-voting)
- 74 • Outreach & Service Team representative
- 75 • Worship Team representative
- 76 • Spiritual Formation Team representative

77 The duties listed below pertain to each person's role primarily as it relates to the work of the  
78 Administrative Board. Full job descriptions for these positions, as well as other Administrative  
79 Board members, follow in this document.

- 80 1. Moderator and assistant moderator—The moderator presides at all business sessions of  
81 the church or Administrative Board, and prepares the agenda of the business meetings.  
82 Each year the congregation selects an assistant moderator, who fulfills the moderator's  
83 duties when the moderator is unable to do so. The assistant moderator becomes  
84 moderator the following year.
- 85 2. Administrative assistant—The administrative assistant is hired by the Board of Deacons;  
86 his/her contract is reviewed annually. The administrative assistant is to record and post all  
87 minutes of congregational and Administrative Board meetings.
- 88 3. Pastor(s)
- 89 4. Deacons—Deacons serve a three-year term. Together with the pastor(s), deacons guide  
90 the spiritual life of the congregation and are considered spiritual leaders in its life and  
91 witness.
- 92 5. Trustees—The trustees look after the church property. They supervise all necessary  
93 repairs, changes, improvements or new building projects and hire maintenance personnel  
94 and the treasurer. This group also serves as the congregation's Finance Committee.  
95 Trustees are selected by the congregation and serve a three-year term.
- 96 6. Treasurer—The treasurer is appointed by the trustees for a three-year term. He/she is to  
97 keep an account of all of the church's financial transactions and charitable giving, and to  
98 give a report at the annual business meeting of the congregation.

99 Notwithstanding constitutional prohibition, the Administrative Board shall produce a  
100 compendium of policies and procedures (i.e. Policy Manual) that shall govern the activities of  
101 the church. Affected constituencies of the church shall bring to the board for its approval  
102 initiatives or changes in current policy. Decisions of the Administrative Board will be on a  
103 two-thirds vote of members present. A minimum of two copies of the Policy Manual shall be  
104 available in the church building for reference, one each in the library and church office.

## 105 **PASTOR(S)**

106 The pastor(s) shall minister to the spiritual welfare of the congregation, nurture the congregation  
107 through instruction and the preaching of the scriptures, administer baptism and communion,  
108 conduct services of public worship, and shall be responsible for teaching, care giving, counseling  
109 and performing such other duties which are appropriate to the spiritual ministry.

110 When a pastoral vacancy occurs, the Administrative Board shall appoint a pastoral search  
111 committee which, working in cooperation with Central Plains Conference, shall submit the name  
112 of a qualified candidate to the congregation. Election shall be by ballot, with a two-thirds  
113 majority of votes cast required to constitute a call.

114 Once called, a pastor will serve an initial term of three years after which the congregation will be  
115 asked to affirm his/her continued ministry with the congregation. A two-thirds majority of votes  
116 cast is required.

117 Open and ongoing communication between the pastor(s) and the congregation is vital to  
118 maintain congregational health and to build trust, offer encouragement, and provide mutual

119 support and accountability. To this end, the Pastor-Congregation Relations Committee will  
120 formally review the pastor(s) annually and will facilitate a broader review by the congregation  
121 every three years. These reviews then become the means of assessing the ongoing relationship  
122 between pastor(s) and congregation. The review process is outlined in the Policy Manual.

123 Should a pastor or the congregation find it necessary to terminate their mutual relationship, either  
124 party shall give at least three months' notice to this effect if possible.

## 125 **AMENDMENTS**

126 This constitution may be amended at any annual or special congregational meeting, provided the  
127 proposed amendments have been announced two consecutive Sundays prior to the meeting.

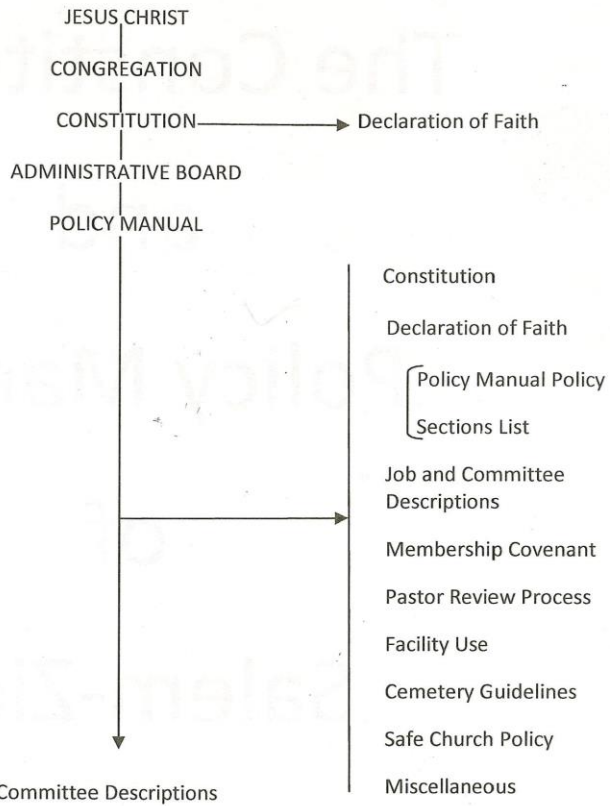
128 A two-thirds majority of all voters present is required for such amendments.

## 129 **APPENDIX I – CONDENSED *CONFESSION OF FAITH***

130 *Following is the Mennonite Church USA Confession of Faith as condensed by Helmut Harder.*  
131 *The complete Confession of Faith is available in the church library.*

- 132 1. We worship the only holy and loving God as Father, Son and Holy Spirit.
- 133 2. We believe in Jesus Christ, the Word of God become flesh.
- 134 3. We believe in the Holy Spirit, the eternal Spirit of God.
- 135 4. We believe that all Scripture is inspired by God through the Holy Spirit for instruction in  
136 salvation and training in righteousness.
- 137 5. We believe that God has created the heavens and the earth and all that is in them.
- 138 6. We believe that God has created human beings in the divine image.
- 139 7. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way  
140 to the tempter, and chosen to sin.
- 141 8. We believe that through Jesus Christ, God offers salvation from sin and a new way of life  
142 to all people.
- 143 9. We believe the church is the assembly of those who have accepted God's offer of  
144 salvation through faith in Jesus Christ.
- 145 10. We believe that the church is called to proclaim and to be a sign of the kingdom of God.
- 146 11. We believe that the baptism of believers with water is a sign of their cleansing from sin  
147 and a pledge before the church to walk in the way of Jesus.
- 148 12. We believe that the Lord's Supper is a sign by which the church thankfully remembers  
149 the new covenant which Jesus established by his death.
- 150 13. We believe that Jesus Christ calls us to serve one another in love as he did.
- 151 14. We believe that the practice of discipline in the church is a sign of God's offer of  
152 forgiveness and transforming grace.
- 153 15. We believe that ministry continues the work of Christ, who gives gifts through the Holy  
154 Spirit to all believers.
- 155 16. We believe that the church of Jesus Christ is one body with many members.
- 156 17. We believe that Jesus Christ calls us to take up our cross and follow him.
- 157 18. We believe that to be a disciple of Jesus is to know life in the Spirit.
- 158 19. We believe that God intends human life to begin in families and to be blessed through  
159 families.
- 160 20. We commit ourselves to tell the truth, to give a simple yes or no, and to avoid swearing

- 161 of oaths.
- 162 21. We believe that everything belongs to God who calls us to live as faithful stewards of all
- 163 that God has entrusted to us. We believe that peace is the will of God.
- 164 22. We follow Christ in the way of peace, doing justice, bringing reconciliation, and
- 165 practicing non-resistance.
- 166 23. We believe that the church is God's "holy nation", called to give full allegiance to Christ
- 167 its head and to witness to all nations about God's saving love.
- 168 24. We place our hope in the reign of God and in its fulfillment in the day when Christ our
- 169 ascended Lord will come again in glory to judge the living and the dead.



Administrative Department

Administrative Board  
 Moderator/Assistant  
 Moderator  
 Board of Education Ch.  
 Board of Deacons  
 Trustees  
 Household Treasurer  
 Mission Treasurer  
 Music Committee Ch.  
 Worship Committee Ch.  
 Board of Outreach and Service Ch.

Administrative Board Appointees

Statistician  
 Sexton  
 Technical  
 Auditing  
 Selection  
 Correspondents  
 Pastor/Congregation Relation Committee

Pastoral Leadership Department

*Pastor(s) Job Description*  
 Administrative Assistant  
 Pastor/Congregation Relation Committee

Worship/Church Function Department

Worship  
 Music  
 Hospitality  
 Ushers  
 Sunday Evening Fellowship  
 Cemetery  
 Young People's Fellowship

Service Department

Board of Outreach and Service  
 Mennonite Women  
 Wellspring  
 Mennonite Disaster Service  
 MCC Sale  
 Restore

Education Department

Board of Education  
 Adult Sunday School  
 Junior Sunday School  
 Freeman Academy Representative  
 Mennonite Tuition Sharing Fund  
 Head Librarian  
 Library  
 Daily Vacation Bible School

# SALEM-ZION MENNONITE CHURCH POLICY MANUAL

## Table of Contents

Salem-Zion Mennonite Church Policy Manual .....	7
Policy Manual Rationale .....	9
Department of Administration .....	9
Administrative Board Organization .....	9
Moderator and Assistant Moderator .....	10
Administrative Assistant (See Department of Pastoral Leadership) .....	10
Pastor(s) (See Department of Pastoral Leadership).....	10
The Board of Deacons .....	10
Trustees.....	11
Household Treasurer .....	12
Mission Treasurer .....	13
Board of Education.....	13
Music Committee .....	14
Worship Committee.....	15
Board of Outreach and Service.....	15
Administrative Department Appointees.....	16
Household Treasurer (See Administrative Board) .....	16
Statistician .....	16
Sexton .....	16
Technical Committee.....	17
Auditing Committee .....	17
Selection Committee .....	17
Pastor Congregation Relations Committee .....	18
Department of Pastoral Leadership.....	19
Pastor(s).....	19
Administrative Assistant .....	22
Pastor Congregation Relations Committee (See Administrative Board) .....	22
Department of Worship and Church Function .....	22
Worship Committee (See Administrative Board) .....	22
Hospitality Committee.....	22
Music Committee (See Administrative Board) .....	23
Ushers .....	23
Sunday Evening Fellowship Committee .....	23
Cemetery Committee.....	24
Mennonite Youth Fellowship.....	24
Department of Outreach and Service .....	24
Mennonite Women .....	24
Wellspring Committee.....	25
Mennonite Disaster Service Coordinator .....	25

South Dakota MCC Relief Sale Representative .....	26
Restore Representative .....	26
Department of Education .....	26
Board of Education (See Administrative Board).....	26
Adult Sunday school: .....	26
Junior Sunday school:.....	27
Freeman Academy Representative .....	27
Mennonite Education Tuition Sharing Fund Committee .....	28
Librarian .....	28
Library Committee .....	29
Daily Vacation Bible School .....	29
Salem-Zion Pastor Review.....	29
Facility Use Policy .....	30
General Information: .....	30
Conditions for use: .....	30
Salem Zion Mennonite Church Cemetery Policy .....	31
Burial rights:.....	31
Burial policies:.....	32
Body burials: .....	32
Cremation burials: .....	32
Foundations and memorial markers: .....	33
Miscellaneous:.....	33
Child and Youth Protection Policy .....	33
Purpose: .....	33
Rationale:.....	33
Guidelines for a Safe Environment .....	34
Guidelines for Safe Supervision of Children and Youth.....	34
Education and Training .....	35
Selection and Supervision of Paid Staff .....	35
Selection and Supervision of Volunteer Staff .....	36
Processing a Report of Suspected Abuse .....	36
Keeping of the Records .....	36
Participation Covenant Statement for Volunteers and Employees.....	37
Definitions of Child/Youth Abuse and Neglect .....	38
Pastoral Report of Suspected Child Abuse.....	38
Education and Information Resources.....	39
Miscellaneous Policies .....	39
Copier Policy: .....	39
Church Mailboxes: .....	40
Mennonite Church USA Delegate Assembly:.....	40
Central Plains Conference delegates: .....	40
Mentoring Committee of Salem-Zion Mennonite Church:.....	40

Swan Lake Christian Camp: .....	41
Appendix I.....	42
Facility/equipment procedures .....	42
Record of Changes to the Salem-Zion’s Policy Manual .....	44

174 **POLICY MANUAL RATIONALE**

175 The Constitution of Salem-Zion Mennonite Church states, in lines 113-119, that  
 176 “Notwithstanding Constitutional Prohibition the Administrative Board shall produce a  
 177 compendium of Policies and Procedures (i.e. The Policy Manual) that shall govern the activities  
 178 of the Church. Affected constituencies of the Church shall bring to the Board for its approval  
 179 initiatives or changes in current policy. Decisions of the Administrative Board will be on a two-  
 180 thirds vote of members present. A minimum of two copies shall be available in the church  
 181 building for reference, one each in the library and church office. Paper or electronic copies/files  
 182 are available to chairs of offices and committees, to potential members as well as the pastor(s).  
 183 Posting the manual on the web site makes it accessible to all with electronic media.

184 Policy Definition: A policy or change in policy is a substantive motion passed by the  
 185 Administrative Board which affects the governing of the Church for more than a year. It is for an  
 186 indeterminate time and is in effect until changed.

187 The Moderator and Administrative Assistant are responsible to identify a policy motion, for  
 188 recording it in The Policy Manual, and updating church attendees.

189 Policy Manuals should be available for members of the Administrative Board during Board  
 190 meetings.

191 The Policy Manual should be reviewed annually by committees and every five years by the  
 192 administrative board. Last reviewed 2016.

193 **DEPARTMENT OF ADMINISTRATION**

194 **Administrative Board Organization**

195 The congregation shall hold an annual business meeting late in fall. Additional meetings may be  
 196 called by the Administrative Board, or by the Administrative Board at the request of the Deacons  
 197 or other constituencies, if announced two consecutive Sundays prior to the meeting date. At any  
 198 such meeting, the church moderator may decide if enough members are present to constitute a  
 199 quorum. In questions of parliamentary procedure, Robert’s Rules of Order will be followed.

200 The Administrative Board is the governing body of the congregation. It conducts the business of  
 201 the congregation and has authority to make any necessary legal decisions on the congregation’s  
 202 behalf. The Administrative Board also appoints the household treasurer, the statistician, the  
 203 selection, auditing and technical committees, the cemetery sexton, and fills any occurring  
 204 vacancies. The Administrative Board may appoint ad hoc committees as needed.

205 The board shall meet at least bi-monthly. Additional meetings may be called by the moderator or  
 206 at the request of any member of the board.

207

208 The following persons serve on the Administrative Board:

- 209 • Moderator
- 210 • Assistant moderator
- 211 • Administrative assistant (non-voting)
- 212 • Pastor(s)
- 213 • Deacons
- 214 • Trustees
- 215 • Household treasurer (non-voting)
- 216 • Mission treasurer
- 217 • Chairpersons of the Board of Education, Music Committee, Worship Committee, the
- 218 Board of Outreach & Service and one representative each from Mennonite Youth
- 219 Fellowship and Sunday Evening Fellowship Committee.

## 220 **Moderator and Assistant Moderator**

221 *Overview:* The moderator functions as business administrator of the church and Administrative  
222 Board. The assistant moderator assists the moderator as requested, and fulfills the moderator's  
223 duties when the moderator is unable to do so.

224 The moderator and assistant moderator are both voting members of the Administrative Board.

225 *Terms and limits:* The assistant moderator is selected by the congregation and serves for one-  
226 year. The assistant moderator then becomes moderator the following year. There are no term  
227 limits for these positions.

228 *Specific duties* may include, but are not limited to the following:

- 229 1. Preside over all congregational business meetings (one Annual Meeting and additional  
230 meetings as necessary) and appoint tellers as needed.
- 231 2. Preside over all administrative board meetings. Prepare and distribute agenda and other  
232 needed documents/materials for these meetings in a timely manner (the church's  
233 administrative assistant makes paper copies and e-mails electronic files).
- 234 3. Communicate with any functioning ad hoc committees and invite updates to the  
235 Administrative Board on their progress.
- 236 4. Having knowledge of *Robert's Rules of Order* or parliamentary procedure.
- 237 5. Keep the Policy Manual up to date.

## 238 **Administrative Assistant (See Department of Pastoral Leadership)**

## 239 **Pastor(s) (See Department of Pastoral Leadership)**

## 240 **The Board of Deacons**

241 *Overview:* The Board of Deacons is responsible to look after the welfare of the congregation and  
242 to guide its spiritual life so that order, discipline and love may prevail. Deacons shall be ready to  
243 sustain peace and restore it to the best of their ability when misunderstandings occur.

244 As spiritual leaders of the congregation, deacons are to be trustworthy, sincere and honorable (I

245 Timothy 3:8), individuals “full of wisdom and the Spirit” (Acts 6:3).

246 Each deacon is a voting member of the Administrative Board.

247 Composition: The Board of Deacons is comprised of five people, ideally in a 3:2 gender ratio.

248 Terms and limits: Deacons are selected by the congregation for a three-year term. They may  
249 serve two consecutive terms. Additional terms may be served following a year’s absence.

250 General duties:

- 251 1. Provide general support and counsel to the pastor(s). Deacons recognize that it is a  
252 necessary and yet delicate task to be both a support and a place of accountability to the  
253 pastor. In the event that a conflict would arise between one of the deacons and the pastor,  
254 using the principles of Matthew 18, the deacons and pastor would work to solve the  
255 conflict internally first. If additional help is needed, the PCRC would be brought along  
256 for guidance and if further assistance is required, the Conference Minister and/or the  
257 Mediation Team from Central Plains Mennonite Conference would be consulted and  
258 utilized.
- 259 2. Promote an active congregational prayer life.
- 260 3. Encourage congregational conversations around sensitive/controversial topics.
- 261 4. Review and establish congregational goals utilizing information from the Pastor/  
262 Congregational Review Committee and other sources of input.
- 263 5. Assist with visitations and counseling members with concerns and special needs.

264 Specific duties:

- 265 1. Take office immediately after the Annual Meeting.
- 266 2. Meet ½ hour before Sunday School as needed and monthly for in-depth sessions.
- 267 3. Attend bi-monthly Administrative Board meetings.
- 268 4. Assist with baptism as needed (interview candidates, order Bibles, assist in service, etc.).
- 269 5. Prepare the elements and serve Communion.
- 270 6. Provide for pulpit supply and worship leaders as needed.
- 271 7. Create the offering calendar and determine “open” dates.
- 272 8. Conduct a “Time/Talent Survey” in a timely manner for current member information.
- 273 9. Administer the Deacon’s Sharing Fund, recipients of which are to remain confidential  
274 unless they choose to offer a public “Thank you.”
- 275 10. Assist in selecting delegates for Central Plains Mennonite Conference and Mennonite  
276 Church USA.
- 277 11. With input from the pastor(s), hire and evaluate job performance of the Administrative  
278 Assistant and set his/her annual salary.
- 279 12. Assist the Trustees with updating the Pastor’s financial package using the guidelines from  
280 MC USA.
- 281 13. Select the youth sponsor(s) and mentors for mentor/mentee program.
- 282 14. Administer a Service and Mission Sharing Fund for those serving with a Mennonite  
283 Organization.

## 284 **Trustees**

285 Overview: The Board of Trustees oversees the church property. They supervise all necessary  
286 repairs, changes, improvements or new building projects and hire operational personnel. They

287 serve as the congregation's Finance Committee.

288 Composition: The Board of Trustees is comprised of four members. Each trustee is a voting  
289 member of the Administrative Board.

290 Terms and limits: Trustees are selected by the congregation and serve a three-year term. Every  
291 third year, two trustees are selected. The trustee in the third year of his/her term will serve as  
292 chairperson. Every third year, either of the two senior trustees may serve as chairperson. A  
293 trustee may serve only two consecutive terms, but may serve again following a year's absence.

294 Specific duties may include, but are not limited to the following:

- 295 1. Supervise all necessary repairs, changes, improvements or new building projects of the  
296 church property.
- 297 2. Oversee the raising of sufficient funds for the operation and maintenance of the church.
- 298 3. Along with the household treasurer, administer any estate funds in the congregation's  
299 possession.
- 300 4. Present their budgetary needs to the congregation at its annual meeting.
- 301 5. Trustees shall place a notice to receive bids for maintenance, groundskeeper, housekeeper  
302 personnel in the church bulletin two weeks before the due date of April 1. Employment  
303 will be from May 1 to April 30 of the following year.
- 304 6. The trustees appoint a household treasurer for a three year term which begins at the  
305 beginning of the church fiscal year. They shall also determine the details of the  
306 employment and review them annually with the household treasurer.
- 307 7. Responsible to oversee the work of the maintenance, groundskeeper and housekeeping  
308 personnel.

### 309 **Household Treasurer**

310 Overview: The Household Treasurer is to keep an account of all the church's financial  
311 transactions, and to give a report at the annual business meeting of the congregation.

312 The Household Treasurer is a non-voting member of the Administrative Board.

313 Terms and limits: The Household Treasurer is appointed by the trustees for a three year term.  
314 The number of terms is not limited. The details of the employment are to be mutually agreed  
315 upon by the trustees and the treasurer.

316 Specific duties may include, but are not limited to the following:

- 317 1. Pay monthly bills and payroll.
- 318 2. Pay bills that are turned in by individuals from the congregation, and acquire the  
319 individual's signature on bills that were charged.
- 320 3. Along with the mission treasurer or another church representative, count offerings before  
321 leaving church and make weekly deposits.
- 322 4. Issue year-end receipts for any donations of \$250 or more, unless given through  
323 Mennonite Foundation.
- 324 5. Keep all contributions confidential.
- 325 6. Report on major receipts and disbursements monthly in the church bulletin; bi-monthly at  
326 the Administrative Board meeting ("balance on hand" for each fund); annually in a  
327 detailed written report for all trustees.

- 328 7. At the end of the fiscal year, prepare a detailed report of the household treasury. Submit it  
329 to the church's administrative assistant for the annual meeting and yearbook after it has  
330 been approved by the auditing committee. Attend the annual meeting to answer any  
331 questions.
- 332 8. File and submit IRS forms as required by law.
- 333 9. A nonprofit report needs to be completed each year for the Secretary of State; this report  
334 comes via email.
- 335 10. Keep on file monthly bank statements, IRS statements including tax forms and social  
336 security forms, nonprofit statement for South Dakota (this is filed annually and is  
337 different than the report in #7), annual reports prepared for the congregation.
- 338 11. Keep records on file at the church for a minimum of seven (7) years.
- 339 12. When rental payments from non-members and organizations unrelated to Salem-Zion are  
340 received, pay the church housekeeper \$35.00 and the church custodian \$25.00.

### 341 **Mission Treasurer**

342 Overview: The mission treasurer collects and disperses all mission offerings monthly.

343 Terms and limits: The mission treasurer is selected by the congregation and serves a three-year  
344 term. He/she may serve only two consecutive terms, but may serve again, following a year's  
345 absence.

346 Specific duties may include, but are not limited to the following:

- 347 1. Along with the household treasurer or another church representative, count offerings  
348 before leaving church.
- 349 2. Distribute all Sunday morning mission offerings.
- 350 3. Collect and distribute miscellaneous mission offerings such as Sunday Evening  
351 Fellowship offerings, Junior Department Sunday School quarterly offerings, Daily  
352 Vacation Bible School offerings, etc.
- 353 4. Collect joint Thanksgiving service offering when it is held at Salem-Zion; transfer half of  
354 this offering to the Salem (South) Church Mission Treasurer.
- 355 5. Issue a receipt for each contribution of \$250 or more unless it is received through  
356 Mennonite Foundation.
- 357 6. Submit a monthly report of mission offerings for the church bulletin.
- 358 7. Reconcile the checking account monthly.
- 359 8. At the end of the fiscal year, prepare an annual report of the mission fund. Submit it to  
360 the administrative assistant for the annual meeting and yearbook after it has been  
361 approved by the auditing committee. Attend the annual meeting to answer any questions.
- 362 9. Attend administrative board meetings.

### 363 **Board of Education**

364 Overview: Studying together, according to our congregational purpose statement, equips us to  
365 "live and share the good news of Christ's kingdom." The Board of Education coordinates and  
366 promotes the various educational ministries at Salem-Zion.

367 The chairperson of this board is a voting member of the Administrative Board.

368 Composition: The Board consists of representatives of the adult and junior Sunday School  
369 superintendents and assistant superintendents; the librarian; a pastor or deacon; Daily Vacation  
370 Bible School Co-chairs; one youth sponsor; one representative from the Mentor/Mentee  
371 committee; and two additional persons selected by the congregation to serve as chairperson and  
372 secretary.

373 Terms and limits: Members of the Board of Education serve a term congruent with the position  
374 for which they were appointed to the board. A chairperson and secretary are each selected by the  
375 congregation for a three-year term. Each person may serve two consecutive terms and can be re-  
376 elected later, following a year's absence.

377 Specific duties may include, but are not limited to the following:

- 378 1. Encourage open communication between the different programs represented.
- 379 2. Provide mutual support, feedback and inspiration for various individuals involved in  
380 education.
- 381 3. Plan long-range goals and programs.
- 382 4. Assist the Junior department in selecting Sunday School teachers.
- 383 5. Offer teacher training workshops.
- 384 6. Coordinate the ordering, distribution and collection of educational materials.
- 385 7. Appoint the church librarian for a five-year term.

## 386 **Music Committee**

387 Overview: The Music Committee is responsible to organize special music for worship and to  
388 identify directors and accompanists for the standing musical groups within the congregation. The  
389 committee seeks to maintain a standard of quality music in the church and yet use the gifts of all  
390 who are willing and interested to use them.

391 Composition: The committee is comprised of the choir directors (currently children's, ladies',  
392 men's and chancel), the choir presidents, and the head organist. Each year the committee selects  
393 one member to serve as chairperson; often, the choir directors rotate in this role. The chairperson  
394 is a voting member of the Administrative Board.

395 Terms and limits: There are no set terms or number of terms for this committee.

396 Specific duties may include, but are not be limited to the following:

- 397 1. Call meetings in late summer to set the choir schedule and in mid-May to set the summer  
398 special music schedule; committee members assist in contacting individuals to provide  
399 special music.
- 400 2. Serve as the contact person for any visiting choirs and other requests for special music  
401 that arise (i.e. Mission Fest or pre-Easter services) and consulting as necessary with the  
402 other committee members on these matters.
- 403 3. Communicate with the Sunday Evening Fellowship Social Committee chairperson about  
404 the Christmas choirs program lunch.
- 405 4. Submit a press release to the Freeman Courier and Marion Record to publicize the  
406 Christmas choirs program.
- 407 5. Submit information (music committee personnel, etc.) for the church yearbook as  
408 requested.

- 409 6. Attending bi-monthly Administrative Board meetings.  
410 7. Each director is responsible to maintain his/her choir's music files in the northeast corner  
411 room.

## 412 **Worship Committee**

413 Overview: Corporate worship, according to our congregational purpose statement, is an  
414 important way in which we bear witness to “the good news of Christ’s kingdom.” The Worship  
415 Committee is responsible to direct, plan, and provide continuity in the corporate worship of the  
416 congregation, taking into consideration the varied needs of worshippers.

417 Areas of major responsibility include planning worship during Advent and Lent, the service at  
418 Swan Lake and other services (i.e. Commissioning, Peace Sunday, etc.) as requested.

419 Composition: The worship committee is comprised of the pastor(s), one deacon, one youth, one  
420 music committee representative, and three members at-large. Each year the committee selects  
421 one member to serve as chairperson; often, the senior member at-large fills this role.

422 Terms and limits: Most committee members serve a term congruent with the position for which  
423 they were selected for the committee. The three members at-large are selected by the  
424 congregation for a three-year term. They may serve two consecutive terms and can serve again  
425 later, following a year’s absence.

426 Specific duties may include, but are not limited to the following:

- 427 1. Review appropriate worship resources (i.e. Leader Magazine published by Mennonite  
428 Church USA).
- 429 2. Identify and contact worship leaders, musicians, scripture readers, children’s time  
430 planners and other participants.
- 431 3. Communicate as necessary with organists, choir directors, ushers, technology committee  
432 and others who may be involved with worship.
- 433 4. Communicate to the administrative assistant items for the weekly bulletin.
- 434 5. Consider the visual elements in the worship space (i.e. banners, displays and symbols)  
435 and communicate with flower committee if necessary.
- 436 6. For Swan Lake Sunday, communicating with SLCC about set-up needs, hymnals, etc.  
437 and contacting the social committee if a potluck is planned.
- 438 7. Be mindful of ways to keep corporate worship intentional and vibrant through the  
439 creative use of the symbols and actions associated with worship: Scripture presentation,  
440 musical styles, congregational sharing/testimony, offering of gifts, etc.
- 441 8. Receiving and respond to overall feedback—affirmations and concerns—about worship  
442 at Salem-Zion.
- 443 9. Additional duties of the committee chair include calling meetings, setting agenda and  
444 leading the planning process for various services/seasons throughout the year. The  
445 chairperson is also a voting member of the Administrative Board.

## 446 **Board of Outreach and Service**

447 Overview: Serving others together, according to our congregational purpose statement, is one  
448 way in which we “live and share the good news of Christ’s kingdom” with those beyond our

449 walls. The Board of Outreach and Service cultivates a culture of outreach among church  
450 members and coordinates the various outreach ministries of Salem-Zion. The chairperson of this  
451 Board is a voting member of the Administrative Board.

452 Composition: The Board consists of representatives of the following committees and  
453 partnerships, including, but not limited to the following: Mennonite Disaster Service, MCC Meat  
454 Canning, Mennonite Women, South Dakota MCC Relief Sale, and Shalom Mennonite Church  
455 partnership (or other current congregational partnership) liaison. Representatives from additional  
456 groups may be invited at the discretion of the Administrative Board or the Board of Outreach and  
457 Service itself.

458 Terms and limits: Members of the Board of Outreach and Service serve a term congruent with  
459 the position for which they were appointed to the board. A chairperson is selected by the  
460 congregation for a three-year term. The chairperson may serve two consecutive terms and can be  
461 re-elected later, following a year's absence.

462 Specific duties may include but are not limited to the following:

- 463 1. Encourage open communication between the different programs represented.
- 464 2. Provide mutual support, feedback and inspiration for various individuals involved in  
465 outreach and service.
- 466 3. Bring needs before the congregation for prayer, financial support and volunteerism as  
467 appropriate.
- 468 4. Explore and identify ways to strengthen Salem-Zion as a resource for the broader  
469 community.
- 470 5. Explore opportunities to participate in and support existing service and outreach efforts in  
471 the larger community (i.e., regional food pantries).

## 472 **ADMINISTRATIVE DEPARTMENT APPOINTEES**

### 473 **Household Treasurer (See Administrative Board)**

### 474 **Statistician**

475 Overview: The Statistician is in charge of the church record book.

476 Terms and limits: The Statistician is appointed for a three year term. Terms are not limited.

477 Specific duties:

- 478 1. Keep a record of full and associate members
- 479 2. Record all baptisms, marriages, divorces, births and deaths.

### 480 **Sexton**

481 Overview: The sexton keeps all records of burials and place of burials and informs individuals  
482 about cemetery regulations. The sexton is not a member of the Cemetery Committee, but works  
483 very closely in conjunction with the Cemetery Committee to assist in their duties.

484 Composition: The sexton is appointed by the Administrative Board.

485 Terms and limits: Appointed for three year terms. Terms are not limited.

486 Specific duties:

- 487 1. Maintain records and maps of all burials, indicate placements of burials, inform persons
- 488 of cemetery policy, and receive donations for burial plots.
- 489 2. Maintain a copy of Permit for Disposition of Dead Human Remains provided by funeral
- 490 home and provide a copy to Turner County Register of Deeds.
- 491 3. Collect payments for burial plots from non-members which will be transferred to the
- 492 Salem-Zion Household Treasurer. Treasurer will provide a receipt to the buyer and a
- 493 copy to the sexton. The receipt will indicate the amount paid, the section, row, and plot
- 494 that have been reserved. The household treasurer will maintain a record of all receipts.
- 495 The sexton will record the information on cemetery records and maps.
- 496 4. Work together with church administrative assistant to update directory and library
- 497 information on a yearly basis.

#### 498 **Technical Committee**

499 Overview: Members are responsible for the electronic equipment in the church.

500 Composition: Three members are appointed by the Administrative Board.

501 Terms and limits: Members serve a three year term. Terms are staggered with a new member

502 appointed every year. The member serving the longest will be chairperson. Terms are not

503 limited.

504 Specific duties:

- 505 1. Run the PA systems at worship services, funerals, Sunday Evening Fellowship Programs,
- 506 weddings, and most church functions.
- 507 2. Be responsible for all of the church electronic and A/V equipment.
- 508 3. Give permission to take the digital projector outside the building.

#### 509 **Auditing Committee**

510 Overview: To audit the financial books before the annual congregational business meeting.

511 Composition: Three members appointed by the Administrative Board.

512 Terms and limits: Members serve a three year term. Terms are staggered with a new member

513 appointed yearly. Terms are unlimited.

514 Specific duties:

- 515 1. Audit the record books of the household treasurer and mission treasurer.
- 516 2. Submit a report at the annual congregational meeting.

#### 517 **Selection Committee**

518 Overview: The Selection Committee facilitates the filling of leadership positions in the Church.

519 This should be a joint effort by both the selection committee and the church leadership.

520 Composition: Three members are appointed by the administrative board.

521 Terms and limits: Members serve a three year term. Terms are staggered with a new member  
522 being appointed every year. The member serving the longest will be chairperson. Terms are  
523 limited to 2 terms per member.

524 Guidelines:

- 525 1. Meet with the Administrative Board prior to the start of summer education selection.  
526 process and autumn general selection to discuss any changes, issues, concerns or updates.
- 527 2. Work with the administrative assistant to review and update vacancies for the selection  
528 sheets and distribute the sheets to the congregation.
- 529 3. Encourage congregational participation through oral and bulletin announcements  
530 throughout the process.

531 Specific duties:

- 532 1. Prepare, distribute and collect selection sheets that identify vacancies.
- 533 2. Tally and review the responses.
- 534 3. Identify and contact those selected and ask each to serve.
- 535 4. Set the schedule to have summer selection completed by July 1 and the general selection  
536 by November 15.

### 537 **Pastor Congregation Relations Committee**

538 Overview: The Pastor Congregation Relation Committee cares for the relationship between the  
539 pastor(s) and the congregation and, when necessary, mediates conversations between members  
540 of the congregation, pastor(s), and the Administrative Board.

541 Composition: The committee is composed of three members. Two members, who are not  
542 members of the Administrative Board, are appointed by the Administrative Board. These  
543 appointees should be one female and one male. Another member, who is not a member of the  
544 pastor's own family, is chosen by the pastor(s).

545 Terms and limits: Members shall serve a three year staggered term. The longest serving member  
546 will act as chairperson. Terms are not limited. The PCRC is accountable to the Administrative  
547 Board.

548 Guidelines:

- 549 1. Acquire education and training in the role of the PCRC and training in mediation,  
550 preferable utilizing Mennonite material and personnel.
- 551 2. Support and empower both congregation and pastor to voice concerns, test perceptions.  
552 and resolve conflicts through active listening and mutual feedback.
- 553 3. Be available to both pastor(s) and congregation to hear concerns, test perceptions and  
554 deal with conflicts upon request.
- 555 4. Assist the pastor(s) in assessing their goals in order to meet their job descriptions.
- 556 5. Assist the pastor(s) to assess ministry load responsibilities, priorities, limits and  
557 boundaries.
- 558 6. Assist the pastor(s) to identify personal growth needs and determine a strategy for  
559 meeting those goals.
- 560 7. Communicate regularly and sensitively the responsibilities and needs of the pastor(s) to

561 the congregation.  
562 8. Prepare an instrument to evaluate the relationship of pastor(s) and congregation. See  
563 Pastor Review #5 for time sequence requirements.

564 Responsibilities:

- 565 1. Attend to both sides of the pastor-congregation relationship.
- 566 2. The PCRC must maintain a balanced, third-party stance and listen to all voices.
- 567 3. Be alert to potential conflicts arising between committees, the pastor(s) and the PCRC.
- 568 4. Meet with the pastor(s) 3-4 times a year and as circumstances dictate and annually with
- 569 5. spouse(s).
- 570 6. Meet as a committee in October, January and April, or more often if necessary.
- 571 7. Coordinate the process of securing a sabbatical leave for the pastor as per MCUSA
- 572 recommendations, working with the Ad Board, Deacons, Trustees and Pastor as
- 573 necessary.

574 Confidentiality: It is of utmost importance to members of the PCRC. All matters of concern or  
575 discussion must be kept in strict confidence.

576 **DEPARTMENT OF PASTORAL LEADERSHIP**

577 **Pastor(s)**

578 Salem-Zion calls a pastor to serve on a full time basis to fulfill the following duties and  
579 responsibilities. Pastoral duties can be delegated or shared as strengths and limitations of the  
580 pastor dictate.

581 **Qualifications:**

- 582 • The pastor(s) should be an ordained minister or nearing the completion of the ordination  
583 process.
- 584 • The pastor(s) should have completed seminary coursework or a pastoral ministry  
585 program approved by the Central Plains Conference and local congregation.
- 586 • The pastor(s) should be knowledgeable of Anabaptist history & theology.
- 587 • The pastor(s) should demonstrate the ability to formulate and present a scriptural based  
588 sermon that illuminates the scriptures and challenges the congregation.
- 589 • The pastor(s) should be an effective communicator.
- 590 • The pastor(s) should be willing to pursue continuing education and growth in spiritual  
591 disciplines.
- 592 • The pastor(s) must submit all ministerial credentials to the Conference office.

593 **Ethical Standards:**

- 594 • The pastor(s) will be held to the highest ethical standards of the congregation and those  
595 outlined in “*A Mennonite Polity of Ministerial Leadership*” (Everett J. Thomas, ed. Faith  
596 and Life Press, Newton Kansas/Winnipeg MB, 1996). Reference pages 106-127.
- 597 • The pastor(s) will adhere to the principles of “*The Confession of Faith in a Mennonite*  
598 *Perspective*” (Herald Press/Faith and Life Press, 1995).

- 599     **Accountability:**
- 600     • The pastor(s) is accountable to the Board of Deacons and the Administrative Board.
- 601     **Support:**
- 602     • The Board of Deacons is the pastor’s primary support team.
- 603     • The pastor(s) and Board of Deacons work together on the daily, short term initiatives of
- 604     the church.
- 605     • The pastor(s) is encouraged to attend occasional meetings of other appointed and elected
- 606     boards and committees to gain knowledge of their work and to provide encouragement
- 607     and leadership to members serving in those groups.
- 608     • The pastor(s) should know and use the resources of the Central Plains Conference and
- 609     Mennonite Church USA in performing the duties and responsibilities of the position.
- 610     • The conference minister is available to the pastor(s) for counsel, instruction and support.
- 611     **Duties and Responsibilities:**
- 612     ***Spiritual Formation:***
- 613     • Preaching
- 614         ◦ Sermon texts are based on one or more scriptural references
- 615         ◦ Reflects and upholds Anabaptist history & theology
- 616         ◦ Congruent with the Mennonite Confession of Faith (MCUSA)
- 617     • Model and teach disciplines of spirituality.
- 618     • Lead congregation in active prayer life beyond worship service.
- 619     • Teaching
- 620         ◦ Annual Bible Study for Youth and adults
- 621             ▪ Themes should speak to the needs/interests of the congregation.
- 622         ◦ Encourage members in lay ministries, i.e. worship leading and visitation
- 623         ◦ Catechism
- 624     • New member orientation
- 625     • Pre-marital counseling (at least 3 sessions)
- 626     • Perform dedications, weddings and funerals.
- 627     ***Pastoral Care:***
- 628     • Visit the ill and those in special care facilities.
- 629     • Comfort and aid the bereaved and those in crisis situations.
- 630     • Be available for personal and family counseling.
- 631         ◦ Make appropriate referrals.
- 632     • Contact visitors and potential new members.
- 633     • Mentor youth sponsors.
- 634     • Keep deacons informed of critical situations.
- 635     • With the help of the deacon board, establish and implement a plan for all members of the
- 636     church (local) to be visited.
- 637         ◦ Train lay members for effective visitation ministry.
- 638         ◦ Keep in contact with college students and members living at-a-distance.

- 639 ***Worship Experience:***
- 640 • Work with the worship committee and others to provide a meaningful/creative worship
  - 641 experience for the congregation.
  - 642 • Support an active music component in the worship experience.
  - 643 • Involve children, youth and adults in worship.
  - 644 • Incorporate ideas and worship forms that encourage freshness and vibrancy.
- 645 ***General Ministry:***
- 646 • Support the efforts of Central Plains Mennonite Conference and Mennonite Church USA
  - 647 Mission objectives.
  - 648 • Encourage members to participate in missional opportunities (*for example, short-term*
  - 649 *service, outreach, etc.*) through sermons, prayers, moments of commissioning during
  - 650 worship, etc.
  - 651 • Assist the congregation in forming goals for ministry in the community.
  - 652 • Work with local ministerial to address community interests and needs
  - 653 • Support youth experiences in mission & service endeavors.
  - 654 • Alert the congregation to issues of peace and justice that we can address.
  - 655 • Minister to members in the margins or shopping for another church.
- 656 ***Administration:***
- 657 • Communicate frequently with other church employees.
  - 658 • Maintain regular office hours at the church.
  - 659 • Attend Administrative Board meetings, special meetings of the congregation and the
  - 660 annual meeting.
  - 661 • Prepare and present a “Pastor’s Report” for regular Administrative Board meetings and
  - 662 the Annual Congregational meeting.
  - 663 • Write and respond to official church correspondence.
- 664 ***Personal and Relational attributes:***
- 665 • Empathy – the ability to feel another person’s emotional state
  - 666 • Friendliness – able to interact with all ages, male and female
  - 667 • Use the time before, between and after services to socialize with attendees
  - 668 • Seek out visitors or church seekers; connect them with other church members
  - 669 • Be visible at school and community events involving our youth
  - 670 • Follow up promptly on calls, emails and requests in person
- 671 ***Professional Growth and Development:***
- 672 • Seek performance feedback from deacons and other individuals or committees as
  - 673 appropriate.
  - 674 • Participate in annual performance reviews initiated by the PCRC.
  - 675 • Once every 3 years, participate in a formal performance review by the congregation,
  - 676 facilitated by the PCRC.
  - 677 • Establish professional goals.
  - 678 • Attend conferences, workshops, and courses for personal renewal and development in the
  - 679 vocation of pastor.

- 680 • Work at self-care so that wellness of body, mind and spirit is possible.

681 **Administrative Assistant**

682 Overview: The administrative assistant keeps regular office hours which overlap with the  
683 pastor(s). This position is the communication center for the congregation. She/he also looks for  
684 ways to assist communication within the congregation.

685 Composition: The pastor(s) supervise this part-time position, which is up to 20 hours a week.

686 Terms and limits: There are no terms or limits.

687 Specific duties:

- 688 1. Greet visitors.
- 689 2. Communicate information to the congregation, Board of Deacons, and pastor(s).
- 690 3. Collect and respond appropriately to USPS mail, e-mail, voice messages, and notes left in  
691 the church office, including distributions for church mail boxes.
- 692 4. Prepare and print weekly bulletins, children's bulletins and bulletins for special weekday  
693 worship services.
- 694 5. Arrange for bulletins to be distributed to long-term care facilities .
- 695 6. Prepare agenda, with collaboration of moderator, for the Administrative Board meetings  
696 and distribute unapproved minutes to Board members.
- 697 7. Attend all Administrative Board meetings and take minutes, post approved minutes; keep  
698 record of past minutes—both digital and hard copy.
- 699 8. Prepare, print and distribute a monthly newsletter.
- 700 9. Maintain listings of college age, service workers and other members working and/or  
701 living away from the community.
- 702 10. Order church and office supplies which includes the following: Sunday School material  
703 for junior and adult classes, *Rejoice!*, *Leader Magazine*, and *Upper Room*..
- 704 11. Report computer needs; schedule maintenance for printer.
- 705 12. Keep historical digital records in multiple locations.
- 706 13. Collect and print the agenda and financial reports for the annual church business meeting.
- 707 14. Collect,, organize and proofread information for the annual church yearbook. Supervise  
708 printing and distribution of yearbooks.

709 **Pastor Congregation Relations Committee (See Administrative Board)**

710 **DEPARTMENT OF WORSHIP AND CHURCH FUNCTION**

711 **Worship Committee (See Administrative Board)**

712 **Hospitality Committee**

713 Overview: This committee is responsible to supervise the welcoming experiences/situations of  
714 the church

715 Composition: Three members, or three couples, are selected by the congregation

716 Terms and limits: Members serve a three year term. Terms are staggered with a new member(s)

717 selected each year.

718 Specific duties:

- 719 1. Provide greeters.
- 720 2. Organize the annual “Guess Who’s Coming to Dinner?” event.
- 721 3. Coordinate lodging for special guests of our church.

## 722 **Music Committee (See Administrative Board)**

### 723 **Ushers**

724 Overview: The ushers attend to the needs of members and visitors to the church.

725 Terms and limits: Ushers are selected by the congregation for two-year unlimited term. Five  
726 ushers are selected yearly.

727 Specific duties may include but are not limited to the following:

- 728 1. Greet guests and ask them to sign the guest book. Inform them of church facilities:  
729 (restrooms, Fellowship Hall, Sunday school rooms etc.) Assist them to seating if desired.
- 730 2. Assist aged and physically limited individuals into the building. Offer assistance with  
731 seating, mobility devices etc. as might be needed.
- 732 3. Wait upon the congregation for offerings.
- 733 4. Disseminate materials to congregants as directed.

### 734 **Sunday Evening Fellowship Committee**

735 Overview: This committee plans programs for Sunday evening presentations that are  
736 inspirational, informative and promote Christian fellowship.

737 Composition: The committee consists of a program chair and co-chair, a social committee chair  
738 and co-chair and a head usher. The chair and co-chair may recruit additional people to assist  
739 them in their duties either as individuals or committees.

740 Terms and limits: Terms, which begin January 1, are for two years and are not limited. Co-chairs  
741 become chairs during their second year.

742 Specific Duties/Program Chairs: may include but are not limited to the following:

- 743 1. Plan programs as opportunities present themselves.
- 744 2. Check the church calendar, confirm and date with the pastor(s) and program provider.
- 745 3. Find a program chairperson who gives the welcome and acts as leader.
- 746 4. Obtain a pianist, if appropriate.
- 747 5. Publicize the program in appropriate media.
- 748 6. The program chair attends Administrative Board meetings.

749 Social chairperson’s specific duties may include but are not limited to the following:

- 750 1. Plan and serve the social following the Christmas Choir Program.
- 751 2. Plan and serve socials following Sunday Evening Fellowship programs as appropriate.

752 Specific Duties/Usher:

- 753 1. Assure a sufficient supply of ushers for each event.

## 754 **Cemetery Committee**

755 Overview: Committee members are responsible for the major upkeep of the cemetery.

756 Composition: Three members are selected by the congregation with one member being selected  
757 each year.

758 Terms and limits: Selected members serve three year terms and are not term limited. Third year  
759 members serve as chairperson.

760 Guidelines:

- 761 1. The Cemetery grounds start at the driveway from church to the cemetery.
- 762 2. The Cemetery should be mowed at least twice before Memorial Day and more often in  
763 wet times.
- 764 3. Frequency of mowing and grooming will be indicated by the cemetery committee.
- 765 4. Mowing and grooming includes under the evergreen trees, around the cemetery signs,  
766 and up to and under the perimeter fence.
- 767 5. Grooming includes brush cutting between the memorial headstones, around the entrance  
768 gate and any other vegetation taller than the grass.
- 769 6. Mow in such a way to prevent cut grass, as much as possible, from blowing into shrubs,  
770 under trees, into fence line, and against memorial markers.
- 771 7. Salem-Zion will provide all necessary equipment and fuel for the groundskeepers.

772 Specific duties may include but are not limited to the following:

- 773 1. Maintain the general appearance which may include filling or leveling grave sites,  
774 seeding grass, leveling headstones, cleaning headstones when necessary, maintaining dirt  
775 box and shrubs, maintaining fences and gates, and other general maintenance as required.
- 776 2. Control rodents in the cemetery
- 777 3. Responsible to acquire or hire an individual, preferably twice a year, to spray entire  
778 cemetery with broadleaf and clover spray and spray under the perimeter fence with a  
779 weed and grass control product

## 780 **Mennonite Youth Fellowship**

781 [Job Description Not Available]

## 782 **DEPARTMENT OF OUTREACH AND SERVICE**

783 **Board of Outreach and Service (See Administrative Board)**

## 784 **Mennonite Women**

785 Overview: Mennonite Women exists to promote service to the congregation of Salem-Zion and  
786 beyond.

787 Composition: Any member of Salem-Zion or regular attendees may be members. The

788 organization shall be governed by an executive committee composed of a chairperson, treasurer,  
789 and two at-large members elected at an annual meeting. The executive committee will appoint  
790 committees to facilitate the activities of the group. The chairperson is a member of the Board of  
791 Outreach and Service.

792 Terms and limits: Terms begin January 1 and are unlimited.

793 Specific duties:

- 794 1. Organize workers to serve the meal at the Banquet in Sioux Falls and collect funds to  
795 support these efforts.
- 796 2. Plan bridal showers for brides with ties to Salem-Zion through membership or for  
797 members.
- 798 3. Provide flowers/plants for the church, primarily the sanctuary, with costs incurred to be  
799 the responsibility of the Household Treasury.
- 800 4. Organize Salem-Zion contribution to the lunch for the workers at the annual Meat  
801 Canning Project.
- 802 5. Maintain the nursery and provide child care during worship services and church  
803 programs. Expenses incurred to be responsibility of the Household Treasury.
- 804 6. Organize material aid projects and prepare a report for the yearbook.
- 805 7. Plan supper and program for the annual women's Salem/Salem-Zion Spring Salad Supper  
806 in alternate years.
- 807 8. Organize a card ministry for those celebrating birthdays 84 years and older and also to  
808 sick and bereaved members or regular attendees.
- 809 9. Oversee the church kitchen, serving potlucks and funeral lunches.
- 810 10. Oversee collection and transportation of donated items.
- 811 11. Plan food and find workers for serving at the annual MCC Relief Sale.
- 812 12. Plan, supervise, assemble and send care packages to Salem-Zion young people or regular  
813 attendees; eligibility ends after 4 years post high school.

## 814 **Wellspring Committee**

815 Overview: To represent the congregation at the annual Wellspring business meeting

816 Composition: Three members selected by the congregation

817 Terms and limits: Members serve a three year term. Terms are staggered with a new member  
818 selected each year

819 Specific duties:

- 820 1. Represent and report to the Administrative Board on the happenings of Wellspring.

## 821 **Mennonite Disaster Service Coordinator**

822 Overview: A church contact person (CCP) coordinates congregation members to volunteer to  
823 give of their time, talents, possessions, and energies to help relieve disaster caused suffering. The  
824 coordinator is a member of the Board of Outreach and Service.

825 Terms and limits: The coordinator is selected every other year by the congregation to serve a  
826 two-year term as CCP. Terms are not limited.

827 Specific duties may include but are not limited to the following:

- 828 1. Work in conjunction with the South Dakota Mennonite Disaster coordinator.
- 829 2. Contact church members to volunteer as needed.
- 830 3. Assist in disaster relief when possible.

### 831 **South Dakota MCC Relief Sale Representative**

832 Overview/Specific Duty: This person acts as a contact person between the congregation and the  
833 sale board. She/he is also a member of the Board of Outreach and Service.

834 Composition/Terms and limits: This representative is appointed by the Administrative Board for  
835 a three year term with no limits.

### 836 **Restore Representative**

837 Overview: The Restore Representative represents Salem-Zion on its Board of directors. She/he is  
838 also a member of the Board of Outreach and Service.

839 Terms and limits: The Restore Representative is appointed by the Administrative Board to a  
840 three year term. Terms are not limited.

841 Specific duties:

- 842 1. Participate in Restore activities as Salem-Zion Representative.
- 843 2. Inform the congregation as to Restore's activities and programs.

## 844 **DEPARTMENT OF EDUCATION**

### 845 **Board of Education (See Administrative Board)**

#### 846 **Adult Sunday school:**

847 Overview: The Salem-Zion Adult Sunday School Program promotes the study of God's word  
848 and encourages the living of the truth therein among the adult members of the congregation. The  
849 program is run in conjunction with Sunday Morning Worship, either before or after the service.

850 Composition: The program is administered by a superintendent and an assistant superintendent  
851 selected by the congregation. The assistant superintendent is selected annually and becomes the  
852 superintendent the following year. All members and regular attendees are encouraged to  
853 participate in Adult Sunday School.

854 Terms and limits: There no term limits.

855 General duties:

- 856 1. The superintendent and assistant are members of the Board of Education.

857 Specific duties may include but are not limited to the following:

- 858 1. Secure suitable space for the various classes.
- 859 2. Facilitate the procurement of appropriate study materials with the help of the classes and  
860 other officials.

- 861 3. Assure that teachers (discussion leaders) are adequate in number.  
862 4. Prepare special sessions to provide interest and variety.  
863 5. Obtain adequate teachers and select study material for the high school class. Do this in  
864 conjunction with the Junior Sunday School Department.

865 **Junior Sunday school:**

866 Overview: The Junior Sunday school program includes nursery through high school age students.

867 Composition: The program is administered by a superintendent and an assistant superintendent  
868 who are selected by the congregation. The assistant superintendent is selected annually and  
869 becomes the superintendent the following year.

870 Terms and limits: There are no term limits.

871 General duties:

- 872 1. The superintendent and assistant are members of the Board of Education.

873 Specific duties may include but are not limited to the following:

- 874 1. Obtain appropriate teaching material in conjunction with the Board of Education.  
875 2. Obtain teachers for the classes, in conjunction with the Board of Education.  
876 3. Facilitate a Christmas Program or other special events, with the help of other committees  
877 (or in some cases with the Salem Church).  
878 4. Identify quarterly offering projects. At the end of the quarter, that quarter's money is  
879 given to the mission treasurer for disbursement. As appropriate, the congregation is  
880 invited to also contribute money or goods (i.e. a mitten/cap drive).  
881 5. Plan regular opening for the full group.  
882 6. Identify satisfactory classrooms, in conjunction with Adult Superintendent and Assistant  
883 7. Make sure classrooms are available and supplies are stocked.  
884 8. Maintain open communication with teachers throughout the year about any materials or  
885 other needs.  
886 9. Select material and obtain teachers for the high school group, in conjunction with the  
887 Adult Superintendent and Assistant.

888 **Freeman Academy Representative**

889 Overview: The Freeman Academy Representative is the person responsible for promoting the  
890 concerns of Freeman Academy to the congregation.

891 Composition: A representative and assistant representative comprise the office. An assistant will  
892 be appointed annually by the Administrative Board and will become the representative the  
893 following year.

894 Terms and limits: Terms are not limited.

895 Specific duties:

- 896 1. Solicit funds from Salem-Zion for Freeman Academy with the help of appropriate school  
897 officials or organizations.  
898 2. Keep the congregation informed as to school programs.

899 **Mennonite Education Tuition Sharing Fund Committee**

900 Overview: Salem-Zion encourages the educational development of its members. The mission of  
901 this fund is to reduce tuition costs for students who attend Mennonite schools.

902 Composition: Committee consists of two members.

903 Terms and limits: Terms are set at four years with a new member joining in alternating years.

904 Guidelines and Procedures:

- 905 1. Administer policies of the fund.
- 906 2. Serve as custodians of the fund.
- 907 3. Promote contributions to the fund.
- 908 4. Promote availability to students.
- 909 5. Determine the dispersal of funds.
- 910 6. Be responsible to the administrative board.

911 Specific Duties:

- 912 1. Committee members will determine yearly the amount that will be awarded to Mennonite  
913 colleges/universities and seminary students with the balance of disposable funds divided  
914 equally among those attending Mennonite grade schools and Mennonite high schools.
- 915 2. The fund fiscal year shall be August 1 through July 31.
- 916 3. All contributions will be deposited in a separate account by the Household Treasurer.
- 917 4. Distributions and reserves will be determined by the committee.
- 918 5. The Household Treasurer will issue payments to schools per direction of the Tuition  
919 Sharing Fund Committee.
- 920 6. The Household Treasurer will inform the committee as to the balance of the fund on a  
921 regular basis or as requested by the committee.
- 922 7. Students or parents of students need to request funds from the committee and indicate the  
923 school which they will attend one month before the start of the fiscal school year.

924 Eligibility:

- 925 1. Must be a Salem-Zion member, child of a Salem-Zion member or of any regular  
926 attendees.
- 927 2. Recipients must be attending a Mennonite grade school, Mennonite high school,  
928 Mennonite college, or Mennonite seminary.
- 929 3. No other criteria shall be used to determine who shall receive granted funds.

930 Contributions are received from:

- 931 1. Parents and individuals
- 932 2. Salem-Zion offerings
- 933 3. Everence
- 934 4. Interest, foundations, and other

935 **Librarian**

936 Overview: The librarian is the director of all activities of the library.

937 Terms and limits: One librarian is appointed by the Board of Education for a five year term.

938 Specific duties:

- 939 1. Direct the selected members of the Library Committee in the use and supervision of the  
940 library and the purchase of materials.

#### 941 **Library Committee**

942 Overview: Members of this committee are responsible for the supervision of the library.

943 Composition: Three members selected by the congregation.

944 Terms and Limits: Members serve a three year term. The terms are staggered with a member  
945 selected each year.

946 Specific duties:

- 947 1. Supervise, under the direction of the librarian, the use of the church library.
- 948 2. Purchase library materials.

#### 949 **Daily Vacation Bible School**

950 Overview: The committee works with a similar committee from Salem Mennonite Church to  
951 organize a joint Vacation Bible School session.

952 Composition: The committee consists of co-chairs selected by the congregation. Together with  
953 a similar committee from the Salem Church they form the joint DVBS Committee.

954 Terms and limits: The co-chairs are selected together every other year.

955 Specific duties:

- 956 1. Plan for the time and schedule for the DVBS session.
- 957 2. Choose the program for the session.
- 958 3. Obtain adequate teachers and auxiliary personnel.
- 959 4. Make sure facilities are available and appropriate.
- 960 5. Alternate between the churches with the hosting church's co-chairs in charge of the  
961 sessions.

#### 962 **SALEM-ZION PASTOR REVIEW**

963 Overview: Salem-Zion believes that the basic purpose of a pastor's review is to facilitate growth  
964 toward more effective ministry. This growth can be best accomplished by relating in an  
965 affirmative rather than a critical way. The Anabaptist value in shared vision, shared ministry and  
966 congregational partnership is not reflected in one person, the pastor(s), but also in the entire  
967 congregation. Some reflection on the congregation's vision and goals needs to precede or  
968 accompany the pastoral review.

969 Process:

- 970 1. The review should be oriented toward growth and improvement in ministry.
- 971 2. The primary goal is to build on the pastor(s) existing strengths.

- 972 3. Information and assistance from Conference material and personnel shall be utilized.  
973 4. The conference minister may be informed, consulted and utilized in pastoral reviews.  
974 5. The Pastor/Congregation Relations Committee will be responsible to conduct the pastoral  
975 review, following the time sequence below. After the 3 years, the process will continue  
976 from the beginning.

977 Years 1 and 2

- 978 1. Survey the Administrative Board with the prepared evaluation instrument.  
979 2. Tabulate the results.  
980 3. Give the results to the following entities for their review in this order, :  
981 1<sup>st</sup>-Deacons  
982 2<sup>nd</sup>-Pastor(s)  
983 3<sup>rd</sup>-Administrative Board

984 Year 3

- 985 1. Survey the congregation with the prepared evaluation instrument.  
986 2. Tabulate the results.  
987 3. Follow the order as “C” above for review.  
988 4. Report the results to the congregation.

989 After the third year, if the congregation affirms the pastor(s) service, he/she will continue to  
990 serve continually until such a time when either party determines otherwise.

991 **FACILITY USE POLICY**

992 **General Information:**

993 The church sanctuary will seat approximately 500 people. The Fellowship Hall is air-conditioned  
994 and will seat approximately 180 at 20 tables or approximately 200 without tables. The kitchen  
995 includes three sinks, one electric 4-burner stovetop, 3 electric ovens, one microwave oven, one  
996 refrigerator, 2 electric roasters, electric coffee makers, and one automatic dishwasher.

997 **Conditions for use:**

- 998 1. The Salem-Zion Board of Trustees reserves the right to impose any additional rules or  
999 regulations, whether or not expressly provided herein, which may be in the best interest  
1000 of the church and operation of its facilities. Any additional rules/regulations shall be  
1001 binding to the client. The Salem-Zion Board of Trustees reserves the right to deny the  
1002 rental to anyone whose planned use of the space does not comply with these terms and  
1003 conditions.  
1004 2. The church facilities are available at no cost to church organizations (i.e. MCC, MDS,  
1005 Central Plains Mennonite Conference, Mennonite Church USA, Freeman Academy,  
1006 Restore...).  
1007 3. The administrative assistant will serve as the contact person to receive inquiries, facility  
1008 use agreements and payments regarding the use of church facilities.  
1009 4. The pastor and administrative assistant coordinate the church calendar, which shows the  
1010 schedule of use.

- 1011 5. A facility use agreement needs to be submitted and signed prior to use by any member,  
1012 non-member, private activity or non-church-related organizational activity. Dates will not  
1013 be confirmed or placed on the church calendar until a facility use agreement has been  
1014 signed and filed with the church office.
- 1015 6. Weddings of non-members officiated by an ordained Christian minister are permitted in  
1016 the church.
- 1017 7. All fees are payable to “Salem-Zion Mennonite Church Household Treasury” and shall  
1018 be mailed or delivered to the church office (27844 443rd Ave. Freeman, SD 57029).
- 1019 8. The Board of Trustees reserves the final right to determine the proper use of the facilities.
- 1020 9. No alcoholic beverages, tobacco or illegal drug use of any kind are permitted on church  
1021 property.
- 1022 10. The church office and its equipment are not available for use by renters. Photo copies,  
1023 which can be made by the administrative assistant, cost \$.15/page or \$.10/page when  
1024 paper is provided.
- 1025 11. The public address (PA) system and video projector are not to be operated by renters and  
1026 must be operated by a church Technical Committee member, who will be contacted by  
1027 the administrative assistant.
- 1028 12. Children must be supervised at all times throughout the church premises — both inside  
1029 and outside.
- 1030 13. Damage to equipment or property is the responsibility of the renter.
- 1031 14. Salem-Zion Mennonite Church is not responsible for loss or damage to personal  
1032 belongings or for personal injury or loss.
- 1033 15. The renter is responsible to return chairs, tables and other furnishings to the same  
1034 location as originally found and in the same condition.
- 1035 16. The Salem-Zion Board of Trustees reserves the right to review this policy and make  
1036 changes as it sees fit.
- 1037 17. Church members may rent kitchen/fellowship hall supplies to be removed from church  
1038 premises for personal use as listed in “Appendix I”. Rental donations for items in  
1039 “Appendix I” are to be made to Mennonite Women. The administrative assistant must be  
1040 notified of any items rented to avoid conflicting use.
- 1041 18. Non-members may not rent or remove any equipment unless special arrangements are  
1042 made with the Board of Trustees.
- 1043 19. Permission to take the multimedia projector out of the building must come from the  
1044 Board of Trustees or Technical Committee.

1045 **SALEM ZION MENNONITE CHURCH CEMETERY POLICY**

1046 Whenever a death occurs, family members must contact the Church Sexton in order to review  
1047 policies and procedures.

1048 **Burial rights:**

- 1049 1. Every member and un-baptized offspring up to age 18 is entitled to one body burial plot  
1050 or one cremation plot.
- 1051 2. Persons who are not members of Salem-Zion, but wish to be buried in the cemetery may,  
1052 with the permission of the sexton, acquire a burial plot for a donation of \$500 plus a fee  
1053 of \$50.00 for marking the cemetery plot location and placement of the headstone. This  
1054 fee applies to both a single plot or a double plot. The household treasurer will pass this

1055 fee on to the sexton yearly in mid-October.  
1056 3. Members or non-members wishing to purchase their memorial marker prior to their death  
1057 may do so and have it erected in the current contiguous line. Their plot or plots will be  
1058 reserved after the memorial company bill of sale is shown to the sexton. On body burial  
1059 plots, they must indicate if the plots to be reserved are for 1 or 2 persons. Non-members  
1060 are expected to contribute the suggested donation for each burial plot requested.

1061 **Burial policies:**

- 1062 1. Funeral directors, grave diggers, headstone installers, and any others involved in the  
1063 burial process, whether it is a body burial or cremation burial, must confer with the  
1064 Salem-Zion Sexton prior to any digging of a grave, or placement of a headstone.
- 1065 2. All burials shall be in a contiguous line. Plot location cannot be chosen by individuals.
- 1066 3. When a married Salem-Zion member dies, the adjoining plot will be reserved as a  
1067 companion plot for the spouse, unless the family indicates otherwise.
- 1068 4. The minimum suggested plot donation from non-members for either type of plot is  
1069 \$500.00 plus a fee of \$50.00 for marking the cemetery plot location and placement of the  
1070 headstone. This fee applies to both a single plot and a double plot. The household  
1071 treasurer will pass these fees on to the sexton yearly in mid-October.
- 1072 5. When a non-member spouse of a deceased non-member couple requests a double burial  
1073 plot for their burials in Salem-Zion cemetery, \$500.00 + \$50.00 fee will be due for each  
1074 plot for a total of \$1,100.00 at the time of the first burial.

1075  
1076 When a Salem-Zion member is buried and the non-member spouse requests an adjacent  
1077 plot, the \$500.00 + \$50.00 fee for the non-member is due at the time of burial of the  
1078 Salem-Zion member.

1079  
1080 With the assistance of the church sextons, the Salem-Zion Household Treasurer will  
1081 receive payments and keep records. Payment notices may be sent if necessary.

1082 **Body burials:**

- 1083 1. Body burial plots shall be 4 feet wide and 12 feet long. The West 2 feet of the plot are  
1084 reserved for a headstone. Double plots (companion plots) shall be 8 feet wide and 12 feet  
1085 long. All body burials are required to be placed in a vault. Only one body burial shall be  
1086 allowed for each plot. Green burials are permitted as long as the body is placed in a grave  
1087 box or liner.

1088 **Cremation burials:**

1089 (Section 4; Rows 4-9)

- 1090 1. Cremains are to be placed inside an enclosed container for burial.
- 1091 2. Row 4 is reserved for cremation plots exclusively. These plots are 4 feet wide and 8 feet  
1092 long with the West 2 feet reserved for a memorial marker. Each plot may receive up to a  
1093 total of 4 cremains (spouses and children). Any family names that are not listed on the  
1094 memorial marker but are buried in their family plot may have one flat ground level  
1095 plaque bearing the additional names installed over their cremains. Plaques shall not

- 1096 interfere with machine mowing.
- 1097 3. Rows 5, 6, 7, 8, and 9 are reserved for cremation plots exclusively. These plots are 6 feet
- 1098 wide and 8 feet long with the West 2 feet of the plot reserved for a memorial marker.
- 1099 Plots in rows 5, 6, 7, 8, and 9 may receive up to a total of 6 cremains (spouses and
- 1100 children). Any family names that are not listed on the memorial marker, but are buried in
- 1101 their family plot, may have one flat ground level plaque bearing the additional names
- 1102 installed over their cremains. Plaques shall not interfere with machine mowing.
- 1103 4. The sexton will indicate the area of the cremation plot where to bury the cremains with
- 1104 records kept for future burials. Non-members will contribute the suggested donation for
- 1105 each cremation burial.
- 1106 5. Cremation burials may be allowed in an existing plot containing a coffin burial upon
- 1107 approval by the sexton and cemetery committee.

1108 **Foundations and memorial markers:**

- 1109 1. It is suggested that some type of memorial marker be installed at each burial site. If it is
- 1110 not possible for someone to memorialize the burial plot with a memorial marker, the
- 1111 sexton will record such occupied lot with location and name of the deceased.
- 1112 2. Except for a memorial marker, there are to be no obstructions on the burial plot so that
- 1113 grass will grow on level ground and can be mowed with a machine.
- 1114 3. Any nontraditional memorial marker must be approved by the sexton and cemetery
- 1115 committee.
- 1116 4. The sexton must stake out the location of the memorial foundation. It is preferred that a
- 1117 24 inch wide and appropriate length foundation of cement or granite be placed for the
- 1118 memorial marker. Foundations may not extend into or infringe on an adjoining plot
- 1119 unless the foundation is for companion plots.
- 1120 5. Funeral directors are requested to install a temporary marker at each burial site including
- 1121 name, birth date and death year.

1122 **Miscellaneous:**

- 1123 1. Memorial and flowers may be brought to the grave site 4 days before Memorial Day and
- 1124 must be removed within 2 weeks after Memorial Day. No permanent plantings are
- 1125 allowed.
- 1126 2. The cemetery directory located at the cemetery site provides a cemetery map, an
- 1127 alphabetical listing, and a location listing of known burials. Further information can be
- 1128 obtained by going to the following web site.
- 1129 <http://www.rootsweb.ancestry.com/~sdturner/cemetery/Salemzion/salemzion.html>

1130 **CHILD AND YOUTH PROTECTION POLICY**

1131 Adopted March 14, 2016

1132 **Purpose:**

1133 The purpose of this policy and accompanying guidelines is to help ensure that Salem Zion

1134 Mennonite Church is a place where our beloved children and youth can thrive in a family of faith

1135 where they are safe, valued and respected. By implementing this policy, Salem Zion seeks to

1136 maintain a church environment that is safe from abuse, protective of church volunteers and staff,  
1137 and nurturing for children, youth and adults.

1138 **Rationale:**

1139 Each child is a special gift from God. We acknowledge the high value that Jesus placed on  
1140 children during his earthly ministry. Christ welcomed children, blessed and healed them. God  
1141 calls us to protect our children and youth and to nurture them so they will know they are deeply  
1142 loved by God. As adults, we are responsible for creating and maintaining safe places for  
1143 children to grow in faith. We realize that churches are places where abuse may occur. When  
1144 abuse occurs in the place that ought to be safe, devastating and long lasting damage is the result.

1145 Therefore, the following policy and guidelines have been developed in order to reduce the risk of  
1146 incidents of abuse, to educate ourselves regarding abuse and to develop clear direction for  
1147 dealing with allegations of abuse. The administration of this policy and guidelines is the  
1148 responsibility of the administrative board.

1149 These guidelines were developed in accordance with recommendations from Mennonite Church  
1150 USA and Central Plains Mennonite Conference. Additional resources used include Dove's Nest  
1151 ([www.dovesnest.net](http://www.dovesnest.net)), *Let the Children Come* by Jeanette Harder, Herald Press, 2010, and review  
1152 of child protection policies implemented by churches in Central Plains Mennonite Conference  
1153 and Mennonite Church USA. The definitions of abuse and neglect and the procedure outlined  
1154 for reporting a suspected incident of abuse conform to the requirements of South Dakota statutes  
1155 and law.

1156 **Guidelines for a Safe Environment**

- 1157
- 1158 • There will be a window in the door of all offices, nursery and classrooms for children and
  - 1159 youth. If this is not the case, the door will be left open while the office is in use for
  - 1160 counseling or the classroom is in use for children and youth.
  - 1161 • A fully stocked first aid kit will be available in the church office.
  - 1162 • The basement will be locked. Cleaning and other chemicals will be kept in a locked

1163 **Guidelines for Safe Supervision of Children and Youth**

- 1164 • 2 adults should be present during any church activity involving children and youth. The
- 1165 2 adults rule should be followed for overnight activities or activities in homes or other
- 1166 private locations. An exception would be on Sunday morning in an individual classroom
- 1167 or the nursery.
- 1168 • The Sunday School superintendent or adult designee will make periodic tours of the
- 1169 facility wherever Sunday school classes meet during regular worship hours.
- 1170 • Children and youth may volunteer to help with children's programs, provided at least one
- 1171 adult is present. A child or youth (17 or younger) may not care for other children without
- 1172 adult supervision.
- 1173 • Physical discipline is prohibited. Emotionally abusive discipline is also prohibited.
- 1174 • All displays of verbal and physical affection shall be non-sexual in nature and intent and
- 1175 have the prior consent of the recipient. Examples of appropriate displays of affection

- 1176 include a side-to-side hug, handshake or pat on the back. Any refusal of such a display of  
 1177 affection will be respected.
- 1178 • The two-person standard does not apply to mentoring relationships. In order for an adult  
 1179 to serve as a mentor, he/she must regularly attend SZ for at least 2 years and will  
 1180 participate with the required youth protection educational opportunities.
  - 1181 • Parental permission including signed consent must be obtained for special trips, overnight  
 1182 activities, and if a staff person or volunteer will be spending time alone with a  
 1183 child/youth, i.e.; mentor or pastoral counseling.
  - 1184 • An individual must regularly attend Salem Zion for at least 6 months before being  
 1185 allowed to volunteer for child/youth programs and teaching. Persons employed as church  
 1186 staff are exempt from this guideline.
  - 1187 • Adults with criminal child abuse or violent crime arrests, indictments, or prosecutions  
 1188 will not be allowed to work with children or youth at Salem Zion.
  - 1189 • Parents/guardians will be responsible for diaper changing.
  - 1190 • Parents/guardians will be responsible for bathroom assistance for young children unless  
 1191 verbal permission is granted by the parents/guardians to another adult for assistance as  
 1192 needed.

1193 **Education and Training**

1194 **Staff and volunteers:**

- 1195 • All volunteers and staff will be given a copy of the Child and Youth Protection Policy.
- 1196 • All volunteers and staff working with children and youth will be provided education re-  
 1197 garding abuse on a regular basis
  - 1198 ○ At the start of each Sunday school year, the Board of Education committee will or-  
 1199 ganize a meeting/workshop to review this policy. All volunteers and staff working  
 1200 with children and youth will complete a participation covenant form at that time.
  - 1201 ○ Educational material regarding abuse will be made available (video and/or written  
 1202 materials) for all volunteers and staff. Training should include, but not be limited  
 1203 to: SD requirements for reporting procedures and forms, signs and symptoms of  
 1204 child abuse and child sexual abuse, awareness of risk factors for abuse and neglect,  
 1205 and related topics such as child safety and child development and family violence.

1206 **Congregation and children/youth:**

- 1207 • Distribute copies of this policy to all households in the congregation
- 1208 • Education will be provided to persons of all ages in an appropriate format during Sunday  
 1209 school or other organized program. i.e.; Circle of Grace curriculum for children, adult  
 1210 book study, highlight resources in church library and online.

1211 **Selection and Supervision of Paid Staff**

- 1212 1. Employees must meet the qualifications for the position as described in the position  
 1213 description.
- 1214 2. They must complete an application, which includes references.
- 1215 3. Reference check forms will be completed for each reference or documentation provided as  
 1216 to why that was not possible.
- 1217 4. Each applicant will complete an authorization and request for Criminal Records Check

- 1218 form.
- 1219 5. Candidates for paid positions must undergo a personal interview. The interview shall
- 1220 include, but not be limited to, the person’s motivation for providing the service; their
- 1221 awareness of boundary issues such as: dress code, use of appropriate language, and
- 1222 demonstrations of affection or encouragement; their willingness to be supervised; their
- 1223 awareness of the limits of their training and expertise; and their willingness to work within
- 1224 such limits.
- 1225 6. All information will be kept confidential and reviewed by the Personnel committee in
- 1226 conjunction with the person(s) supervising the position. Forms will be stored in a secure
- 1227 location in the church offices.
- 1228 7. All staff shall be made aware of this policy and guidelines prior to beginning their duties.
- 1229 There shall be written acknowledgement that this information has been read, understood,
- 1230 and will be followed (Participation Covenant Statement form).
- 1231 8. Ongoing monitoring for paid employees will involve a formal performance review at
- 1232 minimum every three years, at which time a renewal of commitment to follow this policy
- 1233 and guidelines will occur in writing.

#### 1234 **Selection and Supervision of Volunteer Staff**

- 1235 1. The applicant must have attended Salem Zion Mennonite Church on a regular basis for at
- 1236 least six months prior to applying.
- 1237 2. All volunteers will receive a copy of the Child and Youth Protection Policy and sign the
- 1238 Participation Covenant Statement.
- 1239 3. All information will be kept confidential and reviewed only by the person supervising
- 1240 that position. Forms will be stored in a secure location in the church offices.

#### 1241 **Processing a Report of Suspected Abuse**

- 1242 • The incident shall be reported to local child abuse authorities or law enforcement in a
- 1243 timely manner.
- 1244 • Any incident shall immediately be reported to the Church Sunday School Superintendent, a
- 1245 member of the Deacons, or the pastor. The accused party will not be notified.
- 1246 • A written incident report will be completed by the person receiving the report. This report
- 1247 shall be completed based on statements and facts, but is not to be considered
- 1248 “investigatory.” The report shall be kept confidential, with knowledge only being given to
- 1249 those directly involved (including the victim’s family), the pastor, deacons and Church
- 1250 Sunday School Superintendent (if appropriate). If one of these parties is an accused person,
- 1251 he or she shall remove themselves from the proceedings of the incident. The written report
- 1252 will be filed in a secure location in the church offices.
- 1253 • The person / family reporting the abuse will be kept informed of this process.
- 1254 • The accused party will be removed from his or her assignment pending the outcome of the
- 1255 investigation.
- 1256 • Members of the Deacon Committee shall be available to minister to the needs of both the
- 1257 accuser and the accused, with different Deacons responding to each person.
- 1258 • A church representative will be assigned as a spokesperson to the media. Only this person
- 1259 will be authorized to speak on behalf of the congregation.

1260 **Keeping of the Records**

1261 Records required for this policy include Volunteer forms (application and participation covenant)  
1262 and Employee forms (applications, references and participation covenants.) These records shall  
1263 be organized by last name and kept in manila file folders in a file cabinet in the pastor's office.  
1264 Any records related to reports of incidents or complaints will be kept in a separate file folder at  
1265 the back of the file cabinet. The file cabinet will be locked at all times except during the access  
1266 times for filing or retrieving records. In addition, the pastor's office is locked at those times when  
1267 the pastor is not in. Individuals with access to the key for the records may include the pastor,  
1268 Church Sunday School Superintendent and a member of the Deacons. When materials are  
1269 accessed, the record of entry should be noted on the manila file folder with the date of access.

1270 Records will be kept as long as the volunteer or employee is participating in the life of the church.  
1271 Any record of incident or complaint will be kept as long as the person making the complaint is  
1272 participating in the life of the church and/or as long as the accused party is either a part of the life  
1273 of the church or living in the area.

1274 When material is destroyed it should be shredded.

1275 **Participation Covenant Statement for Volunteers and Employees**

1276 **Working with Children / Youth**

1277 Salem Zion Mennonite Church is committed to providing a safe and secure environment for all  
1278 children, youth, and volunteers who participate in ministries and activities sponsored by the  
1279 church. The following policy statements reflect our congregation's commitment to preserving this  
1280 church as a holy place of safety and protection for all who would enter and as a place in which all  
1281 people can experience the love of God through healthy relationships with others.

- 1282 1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse or  
1283 emotional abuse) should work with children or youth in any church-sponsored activity.
- 1284 2. All adults involved with children or youth of our church must be regular in attendance in  
1285 the congregation for at least six months before beginning the assignment. Persons  
1286 employed as church staff are exempted from this expectation.
- 1287 3. All adult volunteers with youth shall follow the two-adult policy unless an exception is  
1288 outlined in the guidelines.
- 1289 4. Adults working with children and youth shall attend regular training and education events  
1290 provided by the church to keep informed of church policies and state laws regarding child  
1291 abuse.
- 1292 5. Adult persons shall immediately report to their supervisor any behavior that seems  
1293 abusive or inappropriate.

1294 **Please answer each of the following questions:**

- 1295 1. As a volunteer / employee in this congregation, do you agree to observe and abide by all  
1296 church policies regarding working in ministries with children and youth? yes no
- 1297 2. As a volunteer / employee in this congregation, do you agree to observe the Two Adult  
1298 Policy at all times? yes no
- 1299 3. As a volunteer / employee in this congregation, do you agree to participate in training and  
1300 education events provided by the church related to your assignment? yes no

- 1301 4. As a volunteer /employee in this congregation, do you agree to promptly report abusive  
 1302 or inappropriate behavior to your supervisor? yes no  
 1303 5. As a volunteer /employee of this congregation, do you agree to inform the pastor (before  
 1304 beginning your assignment) if you have ever been convicted of child abuse? yes no

1305 I have read this **Participation Covenant**, and I agree to observe and abide by the policies set  
 1306 forth above.

1307 \_\_\_\_\_

1308 Signature of Applicant Date

1309 \_\_\_\_\_

1310 Print full name

1311 **Definitions of Child/Youth Abuse and Neglect**

1312 *Physical Abuse:* any non-accidental physical injury to the child, or any action that results in a  
 1313 physical impairment of the child. Examples include: punching, slapping, shaking, burning,  
 1314 choking or throwing a child. For the purposes of this policy, any corporal punishment such as  
 1315 hitting or spanking is included.

1316 *Sexual abuse:* Sexual abuse, sexual molestation or sexual exploitation of a child by the child’s  
 1317 parent, guardian, custodian, or any other person responsible for the child’s care. When any  
 1318 person who has less maturity or power is tricked, persuaded or coerced into sexual contact or  
 1319 interaction for the sexual stimulation of the abuser. Examples include: any sexual contact with a  
 1320 child, fondling, intercourse, exposure to pornography, exhibition of any sexually explicit  
 1321 conduct, and inappropriate language. Sexual exploitation includes allowing a child to perform in  
 1322 pornographic pictures or videos or to engage in prostitution.

1323 *Emotional abuse:* A pattern of behaviors that attacks a child’s emotional development, causing  
 1324 emotional harm or mental injury, which impairs the child’s ability to function. Examples  
 1325 include: attempting to control a person through the use of derogatory language, or threats. Being  
 1326 shamed or told he/she is bad; constantly criticizing, teasing, belittling, insulting, rejecting or  
 1327 isolating the child.

1328 *Neglect:* the failure to provide proper or necessary food, clothing, shelter, supervision, education,  
 1329 medical care, or any other care necessary for the child’s health, safety, guidance, or well-being.  
 1330 Exposing a child to an environment that is being used for the manufacture, use or sale of  
 1331 methamphetamine or any other unlawful controlled drug.

1332 **Pastoral Report of Suspected Child Abuse**

- 1333 1. Name and title (e.g. SS teacher, church member) of person observing or receiving disclo-  
 1334 sure of possible child abuse: \_\_\_\_\_  
 1335 2. Child’s name: \_\_\_\_\_  
 1336 Child’s age/date of birth \_\_\_\_\_  
 1337 3. Name of person accused of abuse of child: \_\_\_\_\_  
 1338 Relationship to child: \_\_\_\_\_

- 1339 4. Date and time incident reported to Pastoral staff: \_\_\_\_\_  
 1340 5. Summary of incident reported to Pastoral staff:  
 1341  
 1342  
 1343  
 1344 6. Date and time of call to child's Parent/Guardian: \_\_\_\_\_  
 1345 7. Summary of call:  
 1346  
 1347  
 1348  
 1349 8. Date and time of call to local law enforcement and/or Child Protective  
 1350 Services: \_\_\_\_\_  
 1351 Name and Title of person contacted: \_\_\_\_\_  
 1352 Recommendations made by agency/law enforcement:  
 1353  
 1354 9. Name and title of person completing this form: \_\_\_\_\_  
 1355

1356  
 1357 Signature: \_\_\_\_\_  
 1358 Date/Time: \_\_\_\_\_

1359 If appropriate, notification of legal counsel and insurance company should be completed and  
 1360 documented.

1361 **Education and Information Resources**

- 1362 1. [www.dovesnest.net](http://www.dovesnest.net)  
 1363 2. [www.centralplainsmc.org](http://www.centralplainsmc.org)  
 1364 3. Circle of Grace curriculum for grades K-12. Available in Salem Zion church library  
 1365 4. "Let the Children Come: Preparing Faith Communities to End child Abuse and Neglect"  
 1366 by Jeannette Harder.  
 1367 5. Department of Social Services: Division of Child Protection Services:  
 1368 WEB: [dss.sd.gov](http://dss.sd.gov)  
 1369 Phone: 605-668-3030  
 1370 Call center with intake specialists (8-5 mon-fri) 1-877-244-0864

1371 **MISCELLANEOUS POLICIES**

1372 **Copier Policy:**

- 1373 1. The administrative assistant and pastor(s) should be the primary users of the copier in the

- 1374 church office. The administrative assistant trains individuals on the use of the copier and  
1375 sets copy codes for the following church positions:
- 1376 a. Pastor(s) (1-2)
  - 1377 b. Deacons (2)
  - 1378 c. Trustee (1)
  - 1379 d. Sunday School Superintendents (2)
  - 1380 e. Assistant Sunday School Superintendents (2)
  - 1381 f. DVBS Superintendents (2) (one month of the year)
  - 1382 g. Music Committee Chair (2)
- 1383 2. Requests for copies should be made prior to Sunday morning to coordinate with office  
1384 hours.
  - 1385 3. Regular maintenance and repairs are arranged by the administrative assistant.
  - 1386 4. Replacement of the copier requires trustee approval.
  - 1387 5. Copies for personal use not related to church activities will be assessed a fee of \$.15 per  
1388 page or \$.10 per page if they provide their own paper. Payments should be given to the  
1389 administrative assistant.
  - 1390 6. A copier for general church use is available to all in the Sunday School Office (NE  
1391 corner) and is maintained by the trustees.

1392 **Church Mailboxes:**

1393 Church mailboxes are to be used for the distribution of information and literature from the  
1394 Conference, official church communication or communication between members. The source of  
1395 each item must be clearly identified. Other uses require approval of the Deacon Board or the  
1396 pastor(s).

1397 **Mennonite Church USA Delegate Assembly:**

1398 Delegates attending the MC USA Delegate Assembly receive \$750.00 for registration and  
1399 related costs from the household treasury.

1400 **Central Plains Conference delegates:**

1401 Salem-Zion will pay the registration fee and lodging for each delegate (pastor, lay or youth) plus  
1402 an additional flat rate of \$100 per delegate per day for days with business sessions. The number  
1403 of delegates permitted is tied to the yearly census.

1404 **Mentoring Committee of Salem-Zion Mennonite Church:**

1405 Overview: This program's purpose is to provide young people with a mature Christian model  
1406 outside of the family unit, to offer a structure through which youth may seek advice and counsel  
1407 relating to faith and life issues, and to encourage inter-generational friendships. Any youth who  
1408 are in high school and one year beyond high school are eligible to be participants as are any  
1409 adults who agree to serve as mentors.

1410 Composition: Three members are appointed by the deacons, thus are accountable to the Board of  
1411 Deacons. These members are to be adults interested in this program's objectives and actively  
1412 involved in the life of Salem-Zion. The member in his/her third year shall serve as chairperson.

1413 Terms/Limits: Each committee member shall serve three years. One member is to be appointed  
1414 by the Deacon Board each August, preferably from among persons who are current or former  
1415 mentors. An outgoing committee member may be reappointed for an additional term of three  
1416 years.

1417 Guidelines:

- 1418 1. The mentor is always of the same gender as the mentee.
- 1419 2. An adult shall mentor only one young person at any given time.
- 1420 3. Mentors may be chosen from among adults active at Salem-Zion without regard to  
1421 marital status.
- 1422 4. Attempts should be made to avoid pairing a young person with the parent of someone of  
1423 his/her age.
- 1424 5. Mentors shall understand that parental guidelines and standards for behavior are to be  
1425 respected in all activities of the mentor/mentee pair.
- 1426 6. Provide resources and spiritual oversight to mentor/mentee pairs.
- 1427 7. Be a liaison between mentor/mentee pairs and the Deacon Board.

1428 Specific Duties:

- 1429 1. Each young person is asked to present (with parental approval) three possible choices for  
1430 his/her mentor.
- 1431 2. Match mentor/mentee pairs in July.
- 1432 3. The committee meets in late summer with all potential mentees and their parents to  
1433 explain the program.
- 1434 4. Organize mentor/mentee social events.
- 1435 5. Meet with the Board of Deacons each September to report on activities, needs, concerns  
1436 and accomplishments
- 1437 6. Submit at least three names by August 1<sup>st</sup> to the Board of Deacons as choices for  
1438 replacement of outgoing committee member

1439 **Swan Lake Christian Camp:**

- 1440 1. Salem-Zion will pay 50% of the tuition for children, youth and adults for Salem-Zion  
1441 members or regular attendees of Salem-Zion. This applies to summer and winter retreats
- 1442 2. Salem-Zion will match 100% of the camp staff pay for Salem-Zion members, youth of  
1443 members or of regular Salem-Zion attendees.
- 1444 3. Swan Lake Christian Camp staff will bill Salem-Zion Household Treasurer for Salem-  
1445 Zion attendees according to terms above.

1446

1447 **APPENDIX I**

1448 **Facility/Equipment Procedures**

1449 **Donations for use:**

1450 Kitchen rental includes use of all kitchen appliances, serving dishes and utensils.

1451 Salem-Zion Mennonite Church, its auxiliary organizations and church-related groups (i.e., MCC,  
1452 MDS, Central Plains Mennonite Conference, Mennonite Church USA, Freeman Academy and  
1453 Restore) may hold events at NO CHARGE. However, these groups are required to submit a  
1454 facility use agreement, have events placed on the church calendar through the pastor and  
1455 administrative assistant, and to clean up after their use.

1456 **Rental Rates:**

1457 For members of Salem-Zion Mennonite Church wishing to hold a private event (wedding  
1458 reception, recital, concert, anniversary open house, birthday party, family gathering, baby  
1459 shower, etc.):

1460 Kitchen/Fellowship Hall

1461 50 people or less.....minimum of \$25.00

1462 More than 50 people ..... larger donation is appropriate

1463 *Funerals are excluded from this policy*

1464 Sanctuary..... no charge

1465

1466 For non-members and unrelated organizations:

1467 Kitchen/Fellowship Hall .....\$150.00

1468 Other fees may be added at the discretion of Mennonite Women or Trustees

1469 Sanctuary.....\$150.00

1470 Sanctuary and Kitchen/Fellowship Hall .....\$200.00

1471 Sound Technician..... add \$50.00

1472 *Minister and musicians are not included in this policy and must be hired and paid separately.*

1473

1474 **SUGGESTED DONATIONS FOR KITCHEN/FELLOWSHIP HALL ITEMS**

1475 (AVAILABLE TO SALEM-ZION MEMBERS ONLY)

1476 Tables.....\$3.00

1477 Brown Chairs .....0.50

1478 Trays .....0.25

1479 Flatware (per dozen) .....0.50

1480	Sugar, Creamer .....	0.25
1481	Juice or Tall Glasses .....	0.10
1482	Electric Roasters .....	5.00
1483	Coffee Carafes .....	0.50
1484	Water Pitchers .....	0.50
1485	Small Punch Bowl.....	3.00
1486	30-cup Coffee Maker .....	5.00
1487	100-cup Coffee Maker .....	10.00
1488	Silver Service... ..	10.00
1489	Child Booster Seat .....	1.00

1490

THE FOLLOWING ITEMS ARE NOT FOR RENT:

1491	
1492	55 Cup Coffee Maker
1493	Fostoria Punch Bowl
1494	Lace Tablecloths
1495	Corelle Ware Dishes
1496	Crystal Spoon Holder
1497	Gray Chairs
1498	

1499 **RECORD OF CHANGES TO SALEM-ZION'S POLICY MANUAL & CONSTITUTION**

1500 This Policy Manual was approved on January 11, 2016. Updates to the document have occurred  
1501 in these sections:

- 1502 May 8, 2017 Worship Committee
- 1503 Jan 14, 2019 Trustees, Household Treasurer
- 1504 May 13, 2019 Mennonite Education Tuition Sharing Fund
- 1505 July 8, 2019 Household Treasurer, Facility Use Policy, Appendix I
- 1506 Sept 9, 2019 Department of Pastoral Leadership section
- 1507 Nov 11, 2019 Board of Deacons' Job Description (general duties), Pastor's Job Description
- 1508 (Professional Growth and Development)
- 1509 Nov 9, 2020 Salem-Zion Cemetery Guidelines; Burial rights; Burial policies
- 1510 Jan 11, 2021 Salem-Zion Correspondents
- 1511 May 10, 2021 Mennonite Disaster Service Coordinator
- 1512 Nov 8, 2021 Various committee and position job descriptions updates, remove
- 1513 Correspondents position
- 1514 Sept. 11, 2023 Salem-Zion Cemetery Policy Burial policies
- 1515 Sept. 9, 2024 Central Plains Conference delegates; Mennonite Church USA Delegate
- 1516 Assembly
- 1517 Nov. 24, 2024 Changes to the church constitution involving the composition of the
- 1518 administrative board and the position of treasurer