

THE GARDINER –MAMMOTH MINISTRY

BY-LAWS

Approved by the committee for “The Gardiner-Mammoth Ministry” on March 6, 1959

Revised: January 20, 1974, February 11, 1976, May 21, 2000, October, 2014

ARTICLE 1. NAME, PURPOSE, AND MISSION

The name of this fellowship is the Gardiner-Mammoth Ministry , hereafter referred to as GMM. The purpose of the GMM is to glorify God and bring people to Jesus Christ using all methods and means to make and release disciples and send missionaries. The GMM’s mission as a nonprofit, religious corporation, organized and operated exclusively for religious, charitable, and educational purposes, is to minister to spiritual, emotional, physical, and social needs.

ARTICLE 2. OFFICE AND LOCATIONS

The principal office of the church is in Mammoth, YNP, WY as well as in Gardiner, MT. The governing committee of the GMM may change the principal office from one location to another. Any such change shall be recorded in corporation minutes, but shall not be processed as an amendment to these bylaws. The church governing committee may establish places to conduct meetings.

ARTICLE 3. AFFILIATION AND GOVERNANCE

Section 1. Affiliation

GMM is an interdenominational fellowship whose purpose is Christian fellowship, worship, witness, and service borne in cooperative program development and implementation of its local church bylaws, standard operating procedure, and policy and in affiliation with “A Christian Ministry in the National Parks” (ACMNP).

Section 2. Governance Documents, Records, and Reports

The church shall keep and maintain at least the following corporate documents:

- A. Articles of incorporation and amendments.
- B. Statement of Faith and amendments
- C. Bylaws of the church and amendments.
- D. Minutes of meetings of the governing committee
- E. Financial reports and records

Section 3. Governing Committee

- A. This committee shall consist of the Resident Minister, four people from Gardiner, and four people from Mammoth. Each group of four shall consist of two men and two women, all of whom are elected to serve by the people of their respective congregations. The chairman of the Superintendent’s Chapel Committee shall be invited to serve as a voting *ex-officio* member of the committee. The secretary/financial secretary shall serve as a nonvoting

member of this committee whose role will be to take notes, write minutes, and present monthly financial reports.

- B. Vacancies occurring in the committee membership due to the inability to serve shall be filled through nomination and election by the committee.
- C. When it is known that a committee member is unable to participate actively in the work of the committee for a period of two months or more those members of the committee representing his congregation shall elect a temporary substitute.
- D. When committee member fail to fulfill their obligations for three successive meetings without adequate reason, they shall automatically forfeit their committee membership, and their position shall be declared vacant, and filled as outlined in Article IV, Section 2.
- E. Committee members shall be elected by the congregations for a two-year term during the month of September. Committee members may not serve along with a spouse.
- F. The members of this committee shall be the trustees for properties held in Gardiner. They shall be responsible for establishing rules and guidelines for building use and maintenance. An annual building inspection shall be made every spring by these trustees.
- G. In managing the business affairs, the committee shall have the authority to hire both temporary and permanent employees or to contract with independent contractors, enter into contracts and agreements, to purchase and maintain both real and personal property and to do such other actions to carry out their responsibility for the general management and operation of the church and church properties.
- H. By laws should be read yearly once new Board members are chosen in October.

Section 4. Officers of the Committee

- A. The chairman shall be the Resident Minister who shall call the meetings and preside.
- B. The vice-chairman shall serve as chairman in the absence of the chairman.
- C. The secretary-financial secretary shall maintain the records of the committee proceedings, and at the direction of the chairman, notify members of scheduled meetings, and send out copies of the minutes to members. The secretary/financial secretary shall be authorized to sign checks.

Section 5. Meetings of the Committee

- A. The committee shall meet as many times as deemed necessary to conduct properly the business and program of this ministry. It is understood that there shall be a minimum of six meetings per year.
- B. A quorum shall consist of at least one-half of the membership of the committee and the resident minister
- C. The meeting will be conducted according to standard parliamentary procedures and shall include a benediction.

Section 6. Elections and Terms of Committee Members

- A. The procedure for nomination shall be as follows:
 - i. The congregation shall be asked, on two consecutive Sundays, in September, to submit candidates to permit the election of one man and one woman from each congregation to serve for a two-year term beginning October 1st to succeed those members whose terms have expired. Candidates nominated must be contacted and agree to serve before their names are presented to the congregations.

- ii. Members whose terms are expiring may not be elected to succeed themselves until at least one full term has expired.
- B. The procedure for election shall be as follows:**
 - i. Each congregation (Gardiner/Mammoth) shall elect their two committee representatives during the regularly scheduled services of worship held during the month of September.
 - ii. In the event candidates have not been nominated from one of the congregations (Gardiner/Mammoth), candidate positions may be filled by the other congregation.
 - iii. A simple majority vote of those present is necessary for election.

ARTICLE IV. PASTOR

Section 1. Definition

The pastor is the shepherd of the flock. The pastor, under the guidance of God, in consultation with the governing committee of the GMM, will provide vision and practical direction to the church body.

Section 2. Eligibility

The pastor shall exemplify the characteristics of a godly, Christian life and possess the qualities of a spiritual leader as stated in 1 Timothy 3:1-13. The pastor shall possess at least a Masters of Divinity degree or similar credential from an accredited seminary or bible college. Pastors are eligible for yearly reelection providing they are in good standing with the GMM.

Section 3. Pastoral-Selection Process

The pastoral-selection process shall be conducted by the governing committee of the GMM under the bylaws of this fellowship. The governing committee will work in consultation with the Executive Director of ACMNP, but has final authority to select the pastor.

Section 4. Pastoral Review

The governing committee shall annually review the pastor for purposes of providing positive feedback, suggesting areas needing attention or correction, and determining continuation of service. This review shall be conducted no later than two months prior to the pastoral reelection vote by the governing committee.

Section 5. Pastoral Duties

- i. Be the spiritual and corporate leader of the church. The pastor shall minister to the spiritual needs of and guard the membership against dissension and be devoted to the mission of the church.
- ii. Call and lead meetings of the governing board.
- iii. Consistently work to strengthen Christian life among the membership and in the community.
- iv. Have full responsibility for the supervision of all services and meetings of the church, except as otherwise provided in these bylaws, have general supervision over all ministries and auxiliary activities, and be an ex-officio member of all church bodies.
- v. Appoint members of the governing board as prescribed in these bylaws.
- vi. Recommend all pastoral and staff positions and personnel, both paid and unpaid, for approval or appointment by the governing board.
- vii. Provide at least 60 days written notice to the governing board and executive director of ACMNP prior to resignation.

Section 6. Pastoral Reelection

The first reelection of the pastor shall be a governing committee election. Any pastor in good standing whose initial term has expired shall be eligible for reelection.

- i. At least four weeks prior to the expiration of the pastor's first term, the governing committee will convene to discuss and vote on reelection. A simple majority is needed to reelect the pastor to another term. The governing committee reserves the right to extend the pastor's term to two years if a 2/3's majority of the committee votes in favor.
- ii. Prior to the annual review, the governing committee and pastor will agree on an evaluation tool to use for the pastor's job review.
- iii. In the event the pastor is reelected, the secretary shall send immediate, written notice, of reelection to the executive director of ACMNP.
- iv. In the event the pastor is not reelected, the secretary shall send immediate, written notice, of failure to reelect the pastor to the executive director of ACMNP. A failure to reelect will initiate the pastoral selection process as prescribed herein using the pastor-committee bylaws model.

Section 7. Financial Support

- A. Compensation and Benefits** – The pastor shall be compensated for services by a compensation and benefits package. The governing committee shall review the pastor's compensation and benefits package at least annually. The governing committee shall submit the compensation and benefits package to the executive director of ACMNP who shall provide confidential assessment and counsel.
- B. Housing Allowance** – The pastor may annually submit a signed request to the governing committee for a portion of his compensation to be classified and recorded in minutes as housing allowance and excluded from federal taxes as provided by the IRS. Housing allowance requests shall always be submitted and approved in advance of implementation.
- C. Event and Ministry Function Expenses** – The governing committee shall give consideration the payment of expenses incurred by the pastor's attendance at national board meetings of ACMNP, continuing education conferences, and other ministry functions. The governing committee shall pay, reimburse, or provide an offering to help defray such expenses, according to the ability of the church.
- D. Account Reimbursement Plan** – The governing committee shall establish an accountable reimbursement plan for the payment of approved, ministry expenses upon the presentation of receipts.

ARTICLE V. FINANCE

All funds given to or received by the church for operation, development, and maintenance shall be deposited in governing committee approved banks or other federally insured institutions under the supervision of the treasurer. The church may accept gifts of real and/or property at the discretion of the committee.

Section 1. General Fund

All undesignated contributions shall be part of the general fund.

Section 2. Donor-Designated/Restricted Funds

All donor-designated contributions shall be held as restricted funds and expended only according to the designation of the donor.

Section 3. Other Offerings and Fund Raising

Ministries of the church may receive offerings and raise funds as authorized by the governing committee. Monies shall not be solicited or collected from member by a member of the church for any cause without the consent of the pastor or governing board.

Section 4. Handling of Offerings and Receipts

- A. Offerings shall be counted by at least two, authorized individuals, not related by blood or marriage, before the funds are removed from the church facility. An offering-receipts report shall be signed by those counting the offering and submitted to the treasurer or Committee designated third party.
- B. The treasurer shall receive and the financial secretary shall record all offerings and other funds obtained by this ministry, maintain the financial records, keep separate records for each congregation, and pay outstanding indebtedness from the joint account. In addition the financial secretary shall:
 - i. Present financial reports to the committee.
 - ii. Prepare an annual financial statement for the congregation.
 - iii. Submit the books to be audited by an independent auditor appointed by the chairman. This shall be done during the last month of each fiscal year.
 - iv. Deposit of the offering may be made by the treasurer or a Committee designated third party.
- C. The fiscal year of the ministry shall be from October 1st to September 30th.

Section 5. Disbursements

Disbursement of funds shall be under the supervision of the Resident Minister and the GMM. Checks shall require one approved signature. Approved signatures shall include the financial secretary and one other officer or member of the governing committee. Checks shall not be pre-signed nor affixed with a stamped signature.

Section 6. Investments

The church shall not invest its funds in non-governmentally regulated investments or in a business in which the pastor, member of governing committee, officer, or employee has a personal interest. The church may raise revenues through fund raising activities and contributions consistent with the nonprofit laws of the state and IRS code as it applies to 501(c)(3) corporations.

Section 7. Contracts

The governing committee may, by a majority vote and as documented in official minutes, authorize officers to enter into contracts or execute and deliver instruments in the name of and on behalf of the church. Such authority may be general or restricted to specific instances.

Section 8. Indebtedness

The governing committee shall not incur indebtedness above \$5000 without approval by a majority of active participants at two consecutive Sunday meetings after worship.

ARTICLE VI. PROPERTY

All property, real or chattel, shall be received, held, sold, transferred, or conveyed in the name of the church corporation. Real property owned by the church shall not be sold, leased, mortgaged, or the title otherwise encumbered without first submitting written details of the transaction to and receiving approval from the governing committee and subsequently and simple majority vote from active participants of the fellowship.

ARTICLE VII. AMENDMENTS

These bylaws may be amended by a three-fourths vote of the governing committee members in attendance at any given meeting provided that a quorum is present. The motion to amend shall be made in writing by any committee member, read at two meetings, and voted on immediately after the second reading.

ARTICLE VIII. CESSATION

Section 1. Dissolution

Should the GMM become extinct or dissolved, all assets remaining after discharging the obligations and responsibilities of the corporation shall be turned over to A Christian Ministry in the National Parks. Such recipient organization or organizations must also be exempt from federal income taxation under the provisions of Section 501(c)(3) of the IRS Code. In no event may any of the assets of the church, upon dissolution thereof, be paid to or inure to the benefit of any individual member, member of the governing board, officer of the corporation, or any other private individual.

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Committee Members:

Keith Short – Vice Chairman

Leslie Young – Secretary/Treasurer

Lisa Bernethy

David Perius

Jean Broadhead

Cheryl Young

Alana Darr

Keith Young

John Darr

Steve lobst – ex officio, Supt. Chapel Committee