



NORTH CENTRAL DISTRICT OF THE C&MA  
**NCD Bylaws & Regulations**

---

# **Bylaws & Regulations 2024**

**8860 College View Drive  
Saint Bonifacius, MN 55375**

**952.446.9318 | [office@ncdcma.org](mailto:office@ncdcma.org) | [ncdcma.org](http://ncdcma.org)**

## TABLE OF CONTENTS

District Vision Statement	1	<i>Pastors' Salaries &amp; Benefits Regulation</i>	7
C&MA Mission & Vision Statements	2	District Executive Committee	7
Bylaws & Regulations Explanation	3	Official Workers	9
District Conference	3	<i>Official Workers Regulations</i>	9
Conference Committees	4	Churches	9
Nominating Committee	4	Church Redevelopment	8
Committee on Finance	4	Affiliated Churches	9
Committee on Credentials	5	<i>Prayer Areas Regulation</i>	10
Elections	5	Disciplemaking Ministries	10
Committee on Bylaws and Regulations	5	District Camps	10
<i>Conference Procedures Regulation</i>	6	<i>District Camps Regulations</i>	11
Finance	6	Church Multiplication	11
<i>Insurance Regulation</i>	6	Continuing Ed. & Ministry Support	11
District Operating Budget	6	<i>Cont. Ed. &amp; Min. Support Regulation</i>	12
<i>DOB Regulation</i>	7	C&MA Men's Ministry	12
		Overseas and Intercultural Ministries	12

## DISTRICT OFFICE STAFF

**Dr. Dan Scarrow**, District Superintendent  
**Rev. Kyle Magstadt**, Associate Superintendent for Multiplication  
**Rev. Rob Mapstone**, Director of Placement and Recruitment  
**Rev. Dave Manske**, Missions Mobilizer  
**Mr. Dave Grandy**, Property Manager  
**Mrs. Sarah Guptill**, Operations & Finance Manager  
**Ms. Amanda Edin**, Executive Assistant to the District Superintendent  
**Mrs. Lisa Scarrow**, Director of Development Services

---

## NORTH CENTRAL DISTRICT VISION

- 1. Our Target:** Every Man, Woman, and Child – Jesus made clear that he wanted all people to have an opportunity to hear and respond to his offer of redemption.
  - **John 10: 9-11** – I am the gate; whoever enters through me will be saved. They will come in and go out and find pasture. The thief comes only to steal and kill and destroy; I have come that they may have life and have it to the full. "I am the good shepherd. The good shepherd lays down his life for the sheep.
  - **Matthew 24:14** – And this gospel of the kingdom will be preached in the whole world as a testimony to all nations and then the end will come.
- 2. Our Mandate:** To be the Light of the World. John 9:5 and Matthew 5:14 articulate a transition by which the people of God become light bearers in the world. We are profoundly responsible for the advance of light into darkness. We are called to push back darkness wherever it may be found in our circle of influence.
  - **John 12:46** – I have come into the world as a light so that no one who believes in me should stay in darkness.
  - **John 9:5** – While I am in the world, I am the light of the world.
  - **Matthew 5:14-15** – You are the light of the world. A town built on a hill cannot be hidden. "Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. "In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.
- 3. Our Process:** To develop God centered, Holy Spirit empowered leaders. The commission to make disciples in Matthew 28:18-20 was a command to invest deeply and constantly in the development of holistic, God centered, Holy Spirit filled leaders.
  - **Matthew 28:18-20** - Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. "Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age."
- 4. Our Objectives Over the Next 10 Years:**
  - 30 new Kingdom environments
  - 300 holistically renewed churches
  - 3,000 holistically developed leaders

## **MISSION STATEMENT OF THE C&MA**

Our mission is to know Jesus Christ; exalt Him as Savior, Sanctifier, Healer, and Coming King; and complete His Great Commission:

- Proclaiming the truth of God's Word by emphasizing the Lordship of Jesus Christ, the person and work of the Holy Spirit, and the imminent return of the Lord Jesus,
- Evangelizing and discipling persons throughout the United States and around the world, incorporating them into Christ-centered, community-focused congregations, and mobilizing them in a missionary effort designed to plant Great Commission churches among both unreached and responsive peoples worldwide, and
- Working collaboratively with other churches and organizations that share the mission and vision of The Christian and Missionary Alliance to extend Christ's Kingdom.

## **VISION STATEMENT OF THE C&MA**

The Christian and Missionary Alliance will be a movement of Great Commission Christians who are glorifying God by building Christ's Church worldwide.

## BYLAWS AND REGULATIONS OF THE NORTH CENTRAL DISTRICT

### Bylaws

Bylaws are the basic rules relating to this organization, not to be in conflict with the District or National Constitution or Charter. Bylaws (from Robert's Rules of Order):

1. define the primary characteristics of the organization in such a way that they serve as a fundamental instrument establishing our constitution and charter;
2. prescribe how the society functions; and
  - (a) include all rules that the society considers so important that they cannot be changed except by a two-thirds vote, and
  - (b) cannot be suspended except by a self-contained suspension clause or clauses.

### Amendments to Bylaws

Advance notice of the proposed amendments shall be communicated to accredited delegates and churches through the District's website and electronic notification via email, when feasible, at least 30 days prior to any action being taken.

Any proposed amendments to the bylaws shall be referred to the proper committee before being submitted to the District Conference for adoption. These bylaws may be amended by a two-thirds vote at any regular business session of District Conference.

### Regulations

- I. Regulations give directives for the procedures and/or operations set by the bylaws and are no less mandatory than bylaws. Any proposed amendments to the regulations shall be referred through the Committee on Bylaws before being submitted to the District Conference for adoption. These regulations may be amended by a majority vote at any regular business session of District Conference. *Regulations are in text boxes and printed in italics.*

### I. District Conference

- a. District Conference shall convene annually, with the dates and location selected by the District Executive Committee (DEXCOM).
- b. At least thirty days prior to Annual Conference, the District Superintendent shall notify the secretary of each Governance Authority of the responsibility to pay expenses of their delegates. Churches shall notify the district office of the delegates' intention to attend Conference.
- c. The DEXCOM, prior to Conference, shall appoint ushers/tellers for the needed tasks.
- d. At the discretion of the Corporate Secretary, assistant secretaries shall be appointed to record the minutes of the business sessions and public services held at conference.

- e. All persons elected to be officers and committee members of the North Central District shall be active members in good standing of a Christian and Missionary Alliance church and/or be credentialed by The Christian and Missionary Alliance.
- f. **Committee on Conference Committees**

The DEXCOM shall serve as the Committee on Conference Committees. It will appoint the conference committees at least two weeks prior to District Conference giving attention to the names of committee officers elected by the previous Conference. The DEXCOM shall notify each conference committee chairperson as to the members comprising his/her committee at the earliest opportunity following the committee's appointment.

## II. Conference Committees

- a. In preparation for the following District Conference, the nominating committee will present nominations to the current Conference for election of the chairman and secretary of each conference committee. Vacancies shall be filled by the DEXCOM.
- b. Conference committees shall consider all reports and matters presented to them and report their findings to the District Conference with their recommendations.

## III. Nominating Committee

This committee shall consist of no fewer than twelve members representative of the entire district and shall be elected at District Conference each year. The term shall begin following adjournment of District Conference and shall end upon adjournment of District Conference the year following. The members of the Nominating Committee shall include five officers, namely: The Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Vice Secretary. This committee shall meet at the close of the Conference and be active between Conferences in seeking candidates. This committee shall present one name in nomination for each office to be filled.

### a. Committee on Finance

This committee shall consist of not less than twelve members. It shall consider the District Treasurer's Report, review and make recommendations regarding the District Ministries Budget and the Big Sandy Camp & Retreat Center Budget, and shall consider any other business referred to it by Conference.

### b. Committee on Credentials

This committee shall consist of not less than five members who shall validate credentials for all delegates. It shall present to Conference a complete list of all official and corresponding delegates with a resolution asking for the approval of its posted report.

#### **IV. Elections**

- a. The first reading of the Nominating Committee's Report shall be early in Conference.
- b. The second reading of the Nominating Committee's Report with opportunity for delegates to make additional nominations and the final closing of nominations shall be given at a subsequent business session.
- c. The Nominating Committee shall prepare ballots with the names of all candidates, indicating the source of the nominations.
- d. Elections shall be held on the last day of Conference. If it appears at the time of the election that an election is not possible, the rule requiring a lapse of time in the reading of nominations may be suspended by a two-thirds vote of the delegates present and nominations from the floor for the position to be re-opened with elections to follow immediately.
- e. When a District Superintendent is to be elected, a District Superintendent Search Committee shall be established. This committee shall consist of the Chairperson of the Nominating Committee, one person appointed by the DEXCOM, and three persons elected by District Conference. In the event of death, resignation, or involuntary removal of the District Superintendent, DEXCOM shall appoint the three additional members. This committee shall report its findings to the Committee on Nominations.
- f. The annual District Conference shall elect a License, Ordination, and Consecration Council of six members for terms of three years, two to be elected each year. The District Superintendent shall be a member ex-officio and shall act as moderator. He shall appoint additional members when required by circumstances.
- g. A plurality vote shall determine all elections except that of the District Superintendent who shall be elected according to the conditions outlined in the Manual of The Christian and Missionary Alliance.

#### **V. Bylaws and Regulations**

- a. A Committee on Bylaws and Regulations consisting of four members shall be elected by Conference for two-year terms, two of whom shall be elected each year. The District Superintendent shall appoint the chairperson each year.
- b. Bylaws Committee members shall not serve on conference committees but shall be available for consultation during committee sessions. Reports of conference committees shall be read and brought into proper form and wording by a member of the Committee on Bylaws before being brought to the conference floor.
- c. The committee shall report recommended Bylaw and Regulation revisions, throughout the year between Conferences to the DEXCOM. DEXCOM may recommend such revisions on to the District Conference, consult with the Bylaws Committee regarding further refinement, or decline to recommend them, in which

case a written explanation will be provided to the Bylaws Committee. The District Secretary will report recommended revisions to Conference.

- d. The bylaws and regulations will be made available by the District office to each church.

#### **Conference Procedures**

- I. Credentialed workers are required to attend the annual District Conference or to notify the District Superintendent explaining their absence. Delegates are to attend all sessions of the Conference unless excused by the District Superintendent.*
- II. Proposed budgets, recommendations from the District Superintendent's report, all recommendations from the DEXCOM, and all remaining reports deemed pertinent by the District Superintendent, shall be made available to official workers and lay delegates prior to Conference. No reports shall be read publicly. The Chairman of Conference may permit comments and references to pertinent points in all reports.*

#### **VI. Finance**

- a. The fiscal year shall be from January 1 through December 31.
- b. Actual income and disbursements for district administration shall be reported in the annual financial statement alongside the approved budget items for the year.

#### **Insurance**

- I. All district churches shall obtain liability, adequate fire and extended coverage insurance for all properties operated by and for the use of the local church.*
- II. All district churches shall obtain worker's compensation insurance as required by their State.*
- III. The DEXCOM shall be authorized to investigate, and be empowered to obtain liability, adequate fire and extended coverage insurance on all property held in the name of the district. It is assumed that where the buildings are used by the local church, the local church will pay the premiums.*

#### **VII. District Operating Budget**

- a. The District Operating Budget shall be supported by each local church by the following methods and payable monthly. Local churches with attendance lower than 50 shall contribute 3% of their church's income to the DOB. Churches over 50 in attendance shall contribute 7% of their church income up to \$300,000 and 3% of their church income above the \$300,000 level. Church income for missions, building funds, mortgage and rental payments for buildings, and designations for non-operational projects are excluded for purposes of these computations. Churches may designate up to 3% of their designated 7% giving to church planting or redevelopment in recognized partnerships with the District Office.



### **District Operating Budget**

- I. Existing and future proceeds from the sale or rental of district owned properties of closed churches shall be placed in the District Treasury with a view toward the advancement of Church Multiplication.*
- II. The District Superintendent is authorized to give all district credentialed workers the opportunity to support district ministries through faith promise giving.*
- III. A Conference registration fee, established by DEXCOM, shall be paid by each delegate to District Conference at the time of registration in lieu of receiving offerings at public sessions at Conference.*
- IV. Remuneration for travel expenses under the auspices of the district shall be determined by the DEXCOM.*

### **Pastors' Salaries and Benefits**

- I. The local Governance Authority shall complete an annual evaluation of the pastor's salary prior to the Annual Meeting of the church.*
- II. The local church shall include a report of the salary and benefits for the pastor and staff in the annual report sent to the District Office immediately following the church's Annual Meeting.*
- III. The District Superintendent shall make guidelines for the pastor's salary available to the local church that includes suggested allowances for automobile depreciation and expense, housing and utilities, health care, Social Security and retirement benefits based on the financial strength and size of the church.*

## **VIII. District Executive Committee**

- a. The District Executive Committee (DEXCOM) shall consist of the officers of the district (District Superintendent, District Treasurer and the District Secretary) as ex-officio members elected for four-year terms and eight additional members elected for three-year terms. Approximately one-third of the members and officers shall be elected each year. The District Superintendent shall chair the committee.
- b. The District Superintendent, District Secretary and District Treasurer are eligible for three consecutive terms. Other DEXCOM members are eligible for two consecutive terms.
- c. At least one lay person shall be elected to DEXCOM each year.
- d. The DEXCOM shall be empowered to acquire, dispose of, improve, encumber, and convey property, real and personal, on behalf of the Conference in accordance with legislation found under District Constitution relating to property in the Manual of The Christian and Missionary Alliance.

- e. Any four members of the DEXCOM together with the District Superintendent shall constitute a subcommittee which shall be responsible to the DEXCOM.
- f. The DEXCOM shall meet at least three times yearly.
- g. All local church plans for new buildings and their location, remodeling projects, and/or expansion programs over \$250,000 with proposed methods of financing must be submitted to the DEXCOM for approval.
- h. The DEXCOM shall appoint replacements to fill vacancies on district committees until the next District Conference.
- i. The DEXCOM shall be empowered to transfer title of properties held by the North Central District to local congregations.
- j. Electronic meeting options for DEXCOM –
  - i. VIRTUAL MEETINGS – Members of the DEXCOM or any committee thereof may participate in a meeting of the DEXCOM or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.
  - ii. ACTION WITHOUT A MEETING – Any action required or permitted to be taken at a meeting of the DEXCOM, or any committee thereof, may be taken without a meeting if each and every member of the DEXCOM in writing either:
    - 1. votes for such action; or
    - 2. (i) votes against such action or abstains from voting, and (ii) waives the right to demand that a meeting be held.
  - iii. Action is taken under this Section VIII.j.ii only if the affirmative vote for such action equals or exceeds the minimum number of votes that would be necessary to take such action at a meeting at which all directors then in office were present and voted.
  - iv. No action taken pursuant to this section VIII.j.ii shall be effective unless writings described in the action taken and otherwise satisfying the requirements of Section VIII.j.ii.1, signed by all directors and not revoked pursuant to Section VIII.j.ii.2, are received by the Corporation by email or other form of wire or wireless communication providing the corporation with a complete copy of the document, including a copy of the signature on the document . Action taken pursuant to this Section VIII.j.ii shall be effective when the last writing necessary to affect the action is received by the corporation unless the writings describing the action taken set forth a different effective date.
  - v. Any director who has signed a writing pursuant to the Section VIII.j.ii may revoke such writing by a writing signed and dated by the director describing the action and stating that the director’s prior vote with respect thereto is revoked, provided that such writing is received by the corporation before the last writing necessary to affect the action is received by the corporation.
  - vi. Action taken pursuant to this Section VIII.j.ii has the same effect as action taken at a meeting of the DEXCOM.

- vii. All signed written instruments necessary for any action taken pursuant to this Section VIII.j.ii shall be filed with the minutes of the meetings of the DEXCOM.
- viii. DEXCOM is to elect from its own members a vice-chair at its first meeting.

## **IX. Official Workers**

- a. No official worker may circularize the district with letters or distribute Alliance mailing lists without approval of the DEXCOM.

### **Official Workers:**

- I. When a new Senior Pastor is called to a church, he has the prerogative to make personnel changes on the pastoral and office staff. The process of evaluation and decision must be done in conformity with the Uniform Constitution for Local Churches and in consultation with the church governance authority and with district leadership.*

## **X. Churches**

- a. All district church buildings shall be clearly identified as being part of The Christian and Missionary Alliance.

## **XI. Church Redevelopment**

- a. The local congregation, through their Governance Authority, in consultation with the District Superintendent, may evaluate its inability to grow and sustain conversion growth, resolve internal conflict, operate successfully under the Uniform Constitution for Accredited Churches, or otherwise become a healthy Great Commission church. It shall appeal through the District Superintendent to the DEXCOM requesting to be placed in the Developing Church status. The church Governance Authority shall name the District Superintendent as the sole corporate member and the DEXCOM shall elect the District Superintendent as the sole director of the corporation as required by state law.
- b. The District Superintendent, in consultation with the church Governance Authority, may investigate the church in which there is sustained decline, lack of conversion growth, conflict, or inability to otherwise operate successfully under the Uniform Constitution for Accredited Churches and make the assessment that the church should be placed in the Developing Church status. He shall present his findings to the DEXCOM and request the determination of that status be approved. This ruling of the DEXCOM shall be binding on the local church. The DEXCOM shall direct the church to appoint the District Superintendent as sole director of the corporation by state law.

## **XII. Affiliated Churches**

- a. A non-Alliance church that wishes to establish an affiliation with The Christian and Missionary Alliance may negotiate with the District Superintendent and the DEXCOM to establish such a relationship. The terms of that relationship shall be

established according to guidelines approved and distributed by Church Ministries.

#### **Prayer Areas**

- I. Each area shall organize, elect officers, and meet regularly for prayer, continuing education and camaraderie. Prayer points may also be established as an alternative for a specific area.*
- II. The elected chairman of each area shall take as his official responsibilities to:
  - a. Act as convener and prayer leader;*
  - b. Upon notification by the District Office, welcome and arrange, in cooperation with the local church, the installation of new pastors in his area;*
  - c. Act as or appoint an “elder brother” to young pastors who are beginning their ministry in his area. This shall continue as a special spiritual responsibility until the individual is ordained into ministry. In the event the “elder brother” moves, another shall be appointed to fulfill this ministry;*
  - d. Be responsible to the district.**
- III. Changes (size or alignment) shall be under the direction of the Committee on Continuing Education and Ministry Support.*

#### **XIII. Disciplemaking Ministries**

- a. The DEXCOM shall appoint the District Director of Disciplemaking Ministries for a term coinciding with the term of the District Superintendent. The Director shall chair the District Disciplemaking Ministries Committee and perform such duties as directed by DEXCOM.
- b. The DEXCOM shall appoint annually a District Disciplemaking Ministries Committee which will consist of three members: a Children’s Coordinator, Youth Coordinator, and an Adult Coordinator. This committee shall perform such duties as directed by DEXCOM.
- c. The District Superintendent shall appoint annually with DEXCOM approval at least three members to each of the following commissions: A Children’s Commission, a Youth Commission, and an Adult Commission. The coordinators shall chair respective commissions. The district Director of Disciplemaking Ministries shall be an ex-officio member of each commission.

#### **XIV. District Camps**

- a. The Big Sandy Board
  - i. This board shall consist of eleven persons. In addition to ex-officio members there will be eight regular members: four pastors or licensed full-time workers, and four lay people. Members shall be appointed by the DEXCOM for three-year terms, with one pastor or licensed full time worker and one lay person appointed each year. There will be no more than two regular members of this committee from any one church.

- ii. The District Superintendent, Big Sandy Executive Director, and the Big Sandy Treasurer (as approved annually by DEXCOM) shall be ex-officio members.
- iii. The Chairman of the Board will be appointed by the DEXCOM from the eight regular members.
- iv. The Board shall be amenable to the DEXCOM which shall have final authority in all matters relating to the Big Sandy Camp.

### **District Camps**

#### **Big Sandy Camp**

- I. *A fund shall be established for Big Sandy separate from the District Operating Budget in which monies designated for capital improvement can be placed.*
- II. *Each church served by Big Sandy shall contribute 25 cents per person per month based on the average attendance of their morning service for the previous year. Each non-participating district church shall contribute \$25 per year to the camp in its area.*
- III. *Each church shall have a camp promotion day on or before April 30 of each year.*
- IV. *Each pastor shall participate in at least one week of ministry at his area camp when requested.*
- V. *Every church within the Big Sandy area shall appoint an interested lay person to represent and promote Big Sandy by receiving and recommending to the church the camp's literature or promotion and scheduling. The name and address of this lay person shall be forwarded to the Camp Executive Director for his information.*

#### **All District Camps**

- I. *All district camps shall report to District Conference each year.*

### **XV. Church Multiplication**

- a. The DEXCOM shall appoint annually a District Church Multiplication Committee which will consist of three or more members. This committee will advise the district staff in regard to planting and oversight of church plants.

### **XVI. Continuing Education and Ministry Support**

- a. The DEXCOM shall appoint the District Committee for Continuing Education and Ministry Support which shall consist of the District Superintendent, ex-officio, and four additional members: the president of Crown College or his representative, and three pastors appointed on alternating three-year terms. The District Superintendent may appoint other non-voting support personnel as he deems necessary.
- b. The committee, in cooperation with the District Superintendent, shall plan annual events which are designed to meet the purpose as stated above. The churches shall pay the expenses for events planned by this committee.

**Continuing Education and Ministry Support:**

- I. The purpose of this committee is to facilitate continuing education training and interpersonal encouragement and support for those in ministry. It shall work in cooperation with the District Superintendent, and the Prayer Area leaders to accomplish its purpose.*
- II. The committee shall be responsible to inform and promote opportunities in fulfillment of the requirements in continuing education as currently set by the National Office.*

**XVII. C&MA Men's Ministry**

- a. The C&MA Men's Leadership Team shall place a name in nomination for the position of District Director for C&MA Men to the District Nominating Committee. The election will then follow the election procedures set by the district.

**XVIII. Overseas and Intercultural Ministries**

- a. The DEXCOM shall appoint a District Mission Committee composed of the District Superintendent, the district director of Great Commission Women and the district director of C&MA Men, or their designates, as ex-officio members. At least three (3) additional members shall be appointed whose terms shall be for one (1) or three (3) years. The chairperson shall be nominated by the District Superintendent and elected by the DEXCOM.