



Colorado Secretary of State
 Date and Time: 01/30/2019 02:48 PM
 ID Number: 20071512907
 Document number: 20191094279
 Amount Paid: \$10.00

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(Colorado Secretary of State ID number)

Entity name
Hmong Mennonite Church

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80-0155860

Hmong Mennonite Church Constitution

BY-LAWS

Amendment 1

Adopted January 8, 2017

Bylaws For Hmong Mennonite Church

CONTENTS

Article	Page(s)
I. Name of the Congregation	2
II. Our Faith.....	2
III. Purpose.....	3
IV. Affiliation.....	3
V. Membership.....	3-5
VI. Membership Withdrawal.....	5-6
VII. Leadership.....	6-9
VIII. Commissions (Job Description).....	9-13
IX. Minister(s).....	13-14
X. Meetings.....	14
XI. Baptism.....	15
XII. Communion.....	15
XIII. Dissolution.....	15
XIV. Amendments and Revisions.....	15
XV. Signature of Documents.....	16

Article 1. Name of Congregation/ Address / logo.

The Hmong Mennonite of Colorado planted its congregation on March of 1996 in Arvada Mennonite Church. Our first fellowship was established on August 7, 1997 and held in Arvada Mennonite, Colorado. The name of this congregation is “**Hmong Mennonite Church.**” Recently, located at “3583 West 76th Avenue, Westminster, CO 80030. Our *logo* is based on Mennonite Church USA, which included the simple dove, a live branch and name of our congregation. We will use for all legal documents such as signage, letterhead etc. This information is copyright and can be used only by permission.

Article 2. Our faith.

We believe that God exists and is pleased with all who draw near. We worship the God who is Father, Son and Holy Spirit eternally. We believe that God has created all things visible and invisible.

We believe in Jesus Christ, the Son of God and who is the Word become flesh (John 1:1). He is the Savior of the World, who has delivered us from sin and reconciled us to God, the Father by His death on a cross. He is the head of the church.

We believe in the Holy Spirit, who is the Spirit of God, who empowers the church. In addition, the Holy Spirit is poured out on those who believe as the guarantee of redemption.

We believe that all scripture is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We all accepted the Bible as the Word.

We believe that, through Jesus Christ, God offers salvation from sin and a new way of life. We repent and accept Jesus Christ as our Savior and Lord. We believe that, we (church) is the body of Christ, who is the assembly of all who have accepted Jesus as the head of the church. Our mission is to proclaim and to be a sign of the God's Kingdom. We believe Jesus calls us to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.

We believe that Jesus calls us to take our cross and follow him in the way of peace, doing justice, bringing reconciliation, and proclaiming nonresistance (Mennonite Confession of Faith, 1995).

Article 3. Purpose.

- 3.1 Preaching the Good News according to the Great Commission (Matthews 28: 18-20).
- 3.2 Loving one another according to the Great Commandment (Mathews 23:37-39).
- 3.3 Helping our church members become like Christ and mission-mined with Hmong and Anabaptist traditions.
- 3.4 Encouraging and developing leadership.

Article 4. Affiliation.

We are affiliated with Mountain State Mennonite Conference and Mennonite Church U.S.A. We seek to retain our Hmong tradition and identity while accepting the Anabaptist Theology as our guiding principles.

Article 5. Membership.

5.1 A new believer or a family who is converted to Christianity through our church and renew membership (see Article 6) shall:

- 5.1.1 Confessed Jesus as his/her Savior.
- 5.1.2 Completing the Church's Membership classes within 90 days from the date of converting and application for membership.
- 5.1.3 A pastor and elders of the congregation will teach New Believer Class.
- 5.1.4 All new believers must complete their membership form before becoming a member to this congregation. Approved applicants shall be formally received into membership at a regularly scheduled Sunday Service.

5.2 Church Transfer of Membership.

- 5.2.1 Transfer of membership from our congregation to other congregation must request release form from congregation pastor/elders.
- 5.2.2 Transfer from other congregations into our church, he/she must provide a membership transfer letter from previous congregation if applicable.
- 5.2.3. All incoming transfers to Hmong Mennonite Church must abide by HMC Bylaw and shall accept the congregation's Covenant of Membership before membership can be granted.

- 5.2.4. Completing the Church's Membership classes within 90 days from the date of Application for membership. Approved applicants shall be formally received into membership at a regularly scheduled Sunday Service.

5.3 The Role of Membership.

- 5.3.1 Active full and associated members work together by sharing the Good News of Jesus Christ through word and deed, calling people to salvation in Christ, and to form Christian communities of love and service to others.
- 5.3.2 Active full and associated members should diligently pray and seek God's wisdom in the matter of participating in tithing or ten percent and offering.
- 5.3.3. Active full and associated members should participate on Sunday worship and attend Bible class regularly, and other fellowships, unless physical unable to do so. This promotes learning among us as God's people and an obedient response to His word.
- 5.3.4 In any dispute between members relating to the congregation's ministries, all parties involved will cooperate in good faith to resolve the dispute. The first appeal to resolving the conflict would be to the Church Elders. If the parties cannot resolve a dispute by these means, they shall contact Minister Conference if necessary.
- 5.3.5 A member who reached an age thirteen (13) or higher shall consist of baptized believers in Jesus Christ who seek to live their life based on Scripture and with the guidance of the beliefs represented in the Confession of Faith in a Mennonite Perspective (1995).
- 5.3.6 Members forfeit their membership in the congregation based on continued disobedience, which is not repented of, or persistent refusal to accept the counsel of the Elders. The Elders shall make every effort to restore any offending member to fellowship in the spirit of Matthew 18:15-17, Galatians 6:1, and James 5:19-20.
- 5.3.5 Membership status cannot be a member of two local churches.

5.4. Voting.

In order to be considered an eligible voting member, said member must meet the following requirements:

5.4.1 be accepted as a church member through official documentation.

5.4.2. be a full active member of the church.

5.4.3 be a least 13 years of age and Baptized.

Article 6. Membership Withdrawal.

6.1 Remove of Membership.

6.1.1 The church rescinds membership for cause. The process shall be based on the Scripture such as Matthew 18, I Corinthians 5:11, Titus 3:10-11, II Thes. 5:11 [see details 7.6.1] and HMC Bylaw.

6.1.2 Church Council in consultation with the pastor shall annually review the membership roll to consider changes in the status of members who are no longer active in the life of the church. If a member or family moves away or failure to participate regularly and continually in the life of the congregation, after six months his/her membership status may be changed or removed from HMC after attempts have been made to contact him or her through official documents. Any action on membership by Church Council shall be recorded in the minutes of Church Council meeting.

6.1.3 Letter of transfer shall be given by the congregation to persons in good standing who wish to participate at another congregation if applicable.

6.1.4 A Member who solemn violated the Biblical teaching, HMC bylaw and State or Federal laws, their membership status in the HMC will automatically change or removed.

6.1.5 If the case meets the criteria mentioned above, the church elders should call their advisers and explain the case. After counseling together, the elders will be asked for approval before anything else is done. If they approve, the church Moderator should gather a good sampling of church members to discuss the matter with the person in sin. If, in the judgment of the group assembled, the person is not repentant, they are empowered to remove the errant member from further attendance at any fellowship meetings for six months. If resolution cannot be reached between members, the Board of elder shall act in a confidential, pastoral capacity to address the matter. If the Board of Elder agrees that a membership should be rescinded membership

and forward its recommendation to the congregation for consideration. The congregation, meeting with proper notice, may remove a member by a four-five vote of those members in attendance.

Article 7. Leadership.

7.1 Board of Elders, consisting of the congregation's pastor and four members of the congregation. Elders are those to whom the full ministry has been committed, growing in faithfulness to Jesus Christ as Lord. They shall discharge their duties, including any duties as committee member in good faith according to Anabaptist Theology, with ordinary care, and in a manner, they reasonably believe to be in the best interest of the Unity in Christ. Their responsibilities for the areas of congregational life according to Job Description below.

7.1.1 A Moderator shall lead at all congregational meeting and quarterly meeting.

7.1.2 Their leadership authority in Hmong Mennonite Church should be expressed in serving one another rather than in lording it over others. By his/her own example, he/she demonstrated servant leadership.

7.1.3 They are to pray for the spiritual and physical well-being of members of the congregation.

7.1.4. They encourage the pastor to lead, which includes supporting him/her through prayer, providing encouragement, comfort, persuasion, Biblical counseling, teaching and accountability.

7.1.5 They have the authority to write and change By-law, administer discipline, officiate baptism and communion service with pastor, as well as preach and teach.

7.1.6 Ensure a safety net for ministry areas and Hmong Mennonite Church related entities. In addition, they are to engage in activities that promote the church's mission and vision, both in their personal walk and in their influence over the walk of others.

7.1.7 Maintain and promote communication channels between congregation members, area conference and other denominations.

7.1.8 Received counsel from the pastor, advisors, minister conference.

7.2. Deacons/Deaconess.

7.4.4 The elders have usually been chosen from among congregation members who has experienced in leadership role in the Hmong Mennonite Church at least three to five years by a majority vote or by lot.

7.4.5 The deacons/deaconesses have usually been chosen from among congregation members who have experienced in leadership (HMC) at least one year by a majority vote or by lot.

7.4.5. An “Inactive Member” is not qualified to be elect and to serve in all positions above. An individual who meets any one (1) of the “Role of Membership” in 5.3 above criteria shall be considered.

7.5 Term of Serving.

All members of committees shall serve two-year-terms. These positions shall be elected every two (2) years. A person has right to continue to serve in the same position for four years or to be elected for second term. Afterward all ministry coordinators or deacons/deaconess and moderator must rest or serve different position for the next two years before to be elected to serve in the same position.

7.6 Position Resignation or Removal from Position.

If anyone want to resign from position, he/she must write an official letter to the congregation a month before leaving that position. However, if the congregation remove that person from the position and membership. Since our church discipline is a matter of service peace, love and justice, we decide how to proceed based on what it best for Biblical teaching and for the congregation, not based on group’s discipline. Our purpose is to give time for that person to repent his/her sin and allows the Holy Spirit time to work on the person. We should only threaten to remove someone from position and membership if the person’s case meets the following criteria.

7.6.1 The person’s sin problem as a part of lifestyle must be serious and disregard for biblical teaching or God’s will. For examples, sexual immorality, Idolatry, reviling [slander, rape, assault, domestic violence], drunkard, swindling [business cheaters, stealing of cheater, breaking marriage commitment for no good reason, unruly life (refusal to work according to

job description], division of the local church [collecting followers in opposition to the established leadership], false teaching (1 Cor 5:11, II Thes 3:6, Titus 3:10,11, I Tim 1:20).

7.6.1 If the person is removal from position, he/she will miss one cycle election before having right to return or to be elected by the congregational members to the leadership position (also see article 6).

7.6.2 If the case meets the criteria mentioned above, Church Moderator or The Church Council will write an official letter to explain the reason why he/she has been removed from position. Then, the congregation will elect a new person to run this empty position until finishing the two-year terms.

7.7 Qualification.

Because leadership is always so determinative on the well-being and spiritual growth of the body of Christ. The qualifications of Elders, Deacons and Deaconess are based on Biblical teaching or must meet scriptural qualification such as Matthew 20:26-28; Act 14:23; Romans 16:1;1 Timothy 3:1-7, 2:8, 3:4-13; Tius 1:5; 1 Peter 5:2, and following criterial.

7.7.1 Elders must meet the following requirements: (1) meet scriptural qualification, (2) meet job description, (3) to be considered as an active member, (4) became membership to Hmong Mennonite for three (3) years (5) and be at least 25 years of age.

7.7.2 Deacons and deaconess must meet the following requirements: (1) meet scriptural qualification, (2) meet job description, (3) to be considered as an active member, (4) became membership to Hmong Mennonite for one (1) years (5) and be at least 18 years of age.

Article 8. Commissions (Job Description)

A. Board of Elder

1. General Overview

1.1 They should be expressed in serving one another rather than in lording it over others. By his/her own example, he/she demonstrated servant leadership.

1.2 Pray for the spiritual and physical well-being of members of the congregation.

- 1.3 Encourage the pastor to lead, which includes supporting him/her through prayer, providing encouragement, comfort, persuasion, Biblical counseling, teaching and accountability.
- 1.4 Assist the pastor in writing and changing By-law.
- 1.5 Ensure a safety net for ministry areas and Hmong Mennonite Church related entities. In addition, they are to engage in activities that promote the church's mission and vision, both in their personal walk and in their influence over the walk of others.
- 1.6 Received counsel from the pastor, advisors, minister conference.

2. Specific Responsibilities:

- 2.1. The church moderator shall moderate all church business meetings.
- 2.2 Developing congregational vision and mission and keep these things in focus.
- 2.3 Working together with deacons/deaconess to ensure all ministry areas run in focus.
- 2.4. Lead the congregation in self-evaluation and in pastoral review every four years or as needed in cooperation with Church Council.
- 2.5 Resolve problems or conflicts among church members. In addition, guard the congregation against harmful influences, confronting those who are contradicting biblical truth or continuing in a pattern of sinful behavior.
- 2.6 Preaching on Sunday Service as needed.
- 2.7 Assist the pastor in Baptism, communion, funeral, wedding. In addition, assist in visiting members and persons in the community.
- 2.8 Announce all church news and submit report for all meeting as needed.
- 2.9 Keep in touch with area conference and other organization and visiting members.
- 2.10 Review renewal members and applications for members requests for transfer and new members.
- 2.11 Plan for short and long term church budgets and work closely with treasurers to ensure all church's budget is on tract.

B. Treasurer(s).

1. Receive and disburse funds for the church.
2. Provide the congregation with quarterly, mid-year and annual conference written financial reports and annual receipts.
3. Work closely with Elders to assemble the data for the preparation of annual Budget.
4. Serve as a member of the Stewardship Commission.
5. Manage the payroll for the employees of the congregation, including paychecks and tax reporting.
6. Attend all meetings as needed to present and report church budgets to the meeting.

C. Trustees.

1. Oversight and care of all church properties, building.
2. Trustees annually review property, liability, and crime insurance coverage on church owned property, buildings, and equipment.
3. Annual budget requests to the committee on finance for property maintenance and improvement, as a new property purchase.
4. Working closely with Worship Coordinator to ensure that the church facility is safe and ready to use for Sunday Service and other activities.
5. Attend all meetings as needed to present and report his/her ministry to the meeting.

D. Worship Coordinator

1. Provide leadership, vision, and passion for church members in music worship ministries.
2. Develop and administer an annual budget for the worship ministry in accordance with the financial policies of the church.
3. Provide schedule for Sunday Service responsibility.
4. Assist in planning, implementing and leading worship for special events outside of Sunday worship service. Responsibilities include preparation for leading rehearsals, as well as consulting with the pastor to coordinate the music for the Sunday services.

5. Attend all meetings as needed to present and report his/her ministry to the meeting.

C. Christian Education Coordinator

1. Plans and coordinates, in consultation with the pastor for multifaceted program of Christian education, including Sunday School, Bible study, and Spiritual formation for all age groups.
2. Provide trainings, seminars for Sunday School teacher and leaders in relationship to Sunday School and other Christian Education and formation ministries.
3. Encourages and assists Children, Youth and adults in participating in all facets of the church's life and work, particularly in worship leadership and responsibilities.
4. Write Budget plan for Christian Education.
5. Attend all meetings as needed to present and report his/her ministry to the meeting.

D. Secretary

1. Organization and maintenance of the church calendar and scheduling of events.
2. Keep accurate membership records (Baptisms, weddings, deaths, new members, member addresses, phone numbers and emails.
3. Schedule church meetings, send note to remind all groups and people about meetings.
4. Record all meetings minutes, send the minutes to all groups and people after each meeting.
6. Assist the pastor and elders in writing official letter to church members, organizations, denomination and conference as needed.
5. Pick up local mail daily or weekly.
7. Attend all meetings as needed to present and report his/her ministry to the meeting.

E. Men and Women's Ministry Coordinator

1. General Overview:

- 1.1 Demonstrated traits of a disciple of Jesus, spiritual mature and healthy marriage and family life.
- 1.2 Oversee and develop the existing men's ministry in keeping with church purpose and direction.
- 1.3 Equip men and women to be godly and effective disciples, husbands, wife and fathers

2. Specific Responsibilities:

- 2.1 Plans and executes various activities such as men/women's retreats, fellowship and events to grow spiritually.
- 2.2 Develops men/women's small groups by recruiting, training, and regularly communicating with leaders and assimilating men/women into groups.
- 2.3 Responsibilities include preparation for Sunday School teaching, as well as consulting with the pastor and Christian Education Coordinator to coordinate the teaching for the Sunday School.
- 2.4 Plan their annual budget and present to the congregation for approval. In addition, he/she must attend all meetings as needed to present and report his/her ministry to the meeting.
- 2.5 Develop and administer an annual budget for the men/women ministry in accordance with the financial policies of the church.
- 2.6. Attend all meetings as needed.

Article 9 – Minister(s).

9.1 Youth Pastor

9.1.1 General Review:

- a. Demonstrated traits of a disciple of Jesus, spiritual mature and healthy marriage and family life.
- b. Commitment to Mennonite's doctrine, HMC's vision, values, and beliefs.
- c. Must have a love for God, a love for teenagers/young adults, and a pastoral heart.

9.1.2 Specific Responsibilities.

- a. Oversee and develop the existing youth ministry in keeping with church purpose and direction.
- b. Equip youth to be godly and effective disciples, child.
- c. Plans and executes various opportunities for youth to grow spiritually.
- d. Responsibilities include preparation for Sunday School teaching, as well as consulting with the senior pastor and Christian Education Coordinator to coordinate the teaching for the Sunday School.
- e. Develop and administer an annual budget with youth committee for the youth ministry in accordance with the financial policies of the church.
- f. Counsel and equip youth to minister to each other, to the congregation, to inactive youth and to unchurched youth.
- g. Attend all meetings as needed.

9.2 Senior Pastor

- 9.2.1 The senior pastor of Hmong Mennonite Church is nominate by a Search Committee appointed by Church Council with Area Conference and called for a four-year-terms according to Pastor Contract Form.
- 9.2.2 The pastor will be installed by Conference Minister or conference representative during a worship service.
- 9.2.3 After one year of service, a pastor will be eligible for ordination (if applicable), initiated by Church Council.
- 9.2.4 Pastoral responsibilities are based on the HMC Job description for pastor, and receive counsel from the Board of Elders, Advisors and Minister Conference.
- 9.2.5 Withdrawal of pastoral position, a pastor has right to resign from pastor position, but must write an official letter to inform the Church Council about six months before the effective date. On the other word, a pastor's resignation becomes effective six months after his resignation.

Article 10. Meetings.

- 10.1. Congregation shall meet as a congregational meeting two times a year.
- 10.2 The Board of Elders shall meet anytime as needed.
- 10.3. The Board of Elders and Deacons/ Deaconesses shall meet every three months in regular session.

Article 11. Baptism.

- 11.1 We provided baptism for an assistant member who has age thirteen or higher and confess his/her sin, repent, accept Jesus Christ as Savior and Lord and commit his/herself to follow Jesus as example.
- 11.2 The pastor with two elders will be in charged for the baptism process.
- 11.3 Baptism can be done in different ways such as immerse, pouring, and sprinkling depend on place and situation.

Article 13. Communion.

- 13.1 The pastor has right to perform the communion only.
- 13.2 The HMC's elder will be called to help the pastor for church communion.
- 13.3 All full members are eligible to participate in the communion.

Article 14. Dissolution.

Upon dissolution of the congregation called "Hmong Mennonite Church", any remaining assets will be turned over to the congregational local conference called "Mountain State Mennonite Conference" and will be used exclusively for exempt purposes, such as charitable, religious, missionary and/or upon the conference's purpose. Once the remaining assets are turned over to the conference, the Hmong Mennonite Church boards of elders, deacons/deaconess and members are not allowed to collect any remaining assets before or after the dissolution of the congregation.


Article 15. Amendments and Revisions.

- 15.1 No one has right to write a new Church Bylaws for HMC. Any proposed change to the bylaws shall be presented to the congregation by Church Council a month preceding a congregational meeting to consider any proposed change.
- 15.2 Any proposed change to the bylaw shall be approved 2 of 3 from the congregational meeting.
- 15.3 All Church members who violate this bylaw, the elder boards will remove that person from membership status.
- 15.4. Our Scripture is the first tool in using to solve all problems among church members, but for those who is not obey the Bible, the board of elder will use HMC bylaws to negotiate with that person.

Article 16. Signature of Documents.


For legal purposes, either the Moderator or Minister of Hmong Mennonite Church may sign documents requiring an official signature on behalf of Hmong Mennonite Church, unless otherwise directed by the Elders Board.

This Constitution, adopted by the Hmong Mennonite Church on January 13, 2019 will supersede all prior resolutions, precedents, and actions of the Church not in harmony with its provisions.



Signature of Minister

01/13/2019
Date



Signature of Moderator

01/20/2019
Date