

By-Laws
Revised: **June 2011**

- I. The church financial year shall begin January 1st, and the church program year on July 1st.

- II. The General Board:
 - A. Shall hold its regular meetings monthly.
 - B. Shall hold special meetings as required on call of the Chair/Moderator or upon request of seven or more members of the Board.
 - C. Shall consider more than one half (50%) of the current elected General Board as constituting a quorum.
 - D. Shall observe the following recommended order of business:
 1. Meeting called to order by presiding officer.
 2. Devotions and prayer.
 3. Reading and approval of minutes of previous meeting.
 4. Minister's report.
 5. Financial report.
 6. Regular and special committee reports
 7. Action of recommendations growing out of reports.
 8. Consideration of unfinished business carried over from previous meeting.
 9. New business and program suggestions for future activities.
 10. Inspiration moment and benediction.
 11. Adjournment

- III. The plan of procedure for administering the church program shall be as follows:
 - A. The tasks of administering the program of the Church shall be delegated to the following functional committees:
 1. Worship
 2. Christian Education
 3. Evangelism
 4. Membership Development
 5. Christian Outreach
 6. Stewardship and Finance
 7. Property

 - B. The membership of each functional committee shall be selected in the following manner, subject to the confirmation of the General Board:

1. The Chair/Moderator, Vice-Chair/Vice-Moderator, Secretary/Clerk, Treasurer and Minister(s) shall constitute a committee to select the respective committee chairpersons.
 2. No member shall be selected to serve as chairperson of more than one functional committee or a member of more than two functional committees.
- C. Each functional committee shall organize itself to conduct the business of which it is responsible, meet regularly to attend to its business, and plan its general program which shall be presented to the General Board. Upon approval by the General Board the committee shall proceed to administer its program in cooperation with other functional committees. Regular written reports shall be made to the General Board.
- D. The purpose of duties of the functional committees shall be as follows:
1. Worship Committee
 - a. It shall be the purpose of this committee to lead the membership in a genuine experience of worship in the public and to enrich personal and family devotional life.
 - b. It shall be responsible for the public worship in the church, its pulpit supply, the administration of baptism and the Lord's Supper, music, ushering, greeters, announcements, acolytes, children's moments, children's worship programs, special services, and the encouragement of the devotional life among individual members and homes of the church.
 2. Christian Education Committee
 - a. It shall be the purpose of this committee to develop an effective program of religious education/faith formation for the entire constituency of the church in keeping with general objectives of Christian Education.
 - b. It shall be responsible for planning and administering the total educational program of the church, including church school, youth activities, mid-week educational projects, leadership education, and distribution of Christian literature and fostering Christian home life.
 3. Evangelism Committee

- a. It shall be the purpose of this committee to cultivate an evangelistic spirit within the church and to plan and administer the evangelistic program in order to help bring others in our community closer to Christ through the ministries of this congregation.
- b. It shall be responsible, along with the Pastor(s), for developing an evangelistic church, sponsoring a year round program of evangelism which reaches into every age level and every phase of the church life, compiling a list of prospective members and planning and directing special evangelistic projects. This can include advertising efforts, welcoming and following-up with visitors, occasional programs to educate the congregation on the meaning of evangelism, helping to draw others into relationship with God and Christ, as well as projects to encourage members to extend personal invitations to others. In cooperation with the membership committee it shall aid in the retention of new members.

4. Membership Committee

- a. It shall be the purpose of this committee to maintain the closest possible contact with the entire church membership to the end that each member may function effectively in the life of the church and to develop a spirit of comradeship and love within the congregation founded on a common love for Christ.
- b. It shall be responsible for the pastoral oversight of the membership; promoting visitation projects; calling on the indifferent, sick and unfortunate, and organizing others to do likewise; providing an adequate program of social life for the church; and giving publicity to church life and activities.
- c. It shall be responsible, working cooperatively with the Evangelism Committee, for orienting new members into the life and fellowship of the church.

5. Christian Outreach Committee

- a. It shall be the purpose of this committee to create and foster a world vision within the church and its auxiliary organization and to lead in planning and administering the world work program of the church.

- b. It shall be responsible for planning and promoting a definite program of missionary education in every department of the church; recommending the church's annual missionary and benevolent budget; enlisting support of missions and brotherhood causes; caring for local and general benevolent needs not otherwise provided for; sponsoring interdenominational activities and projects of social action; promoting conventions, conferences and retreats.
- c. It shall be responsible for stimulating the congregation's interest and cooperation with social agencies of the community in behalf of the church and develop and supervise the church's program of relief and service.

6. Stewardship and Finance Committee

- a. It shall be the purpose of this committee to develop within the membership an understanding of the full meaning of Christian Stewardship and so to direct the financial program of the church that it will not only supply the financial needs but prove a means of spiritual enrichment and character building for each one participating.
- b. It shall be responsible for keeping alive in the congregation the realization of its stewardship obligations, promoting stewardship education, supervising the preparation and subscribing of the church budget, keeping accurate records, supervising all endowment and trust funds and also encouraging additional endowments for future developments in the church and world work.

7. Property Committee

- a. It shall be the purpose of this committee to care for all properties of the church.
- b. It shall be responsible for keeping all property, vehicles and equipment in proper condition, studying needs and making recommendations for improvements, superintending the work of the custodian, caring for grounds and keeping the properties adequately insured against possible loss or damage.

E. Special Committees

- 1. When needed to administer the work of the church, the Chair/Moderator shall appoint, with the approval of the General

Board, such special committees as may be needed. These committees shall perform duties assigned and shall continue for such time as designated.

2. In the event a special committee recommends policies or policy changes which will improve the quality of the programming, work or management of the church, these policies shall be adopted with approval of the General Board.

F. Auxiliary Organizations

1. The purpose and responsibility of each of these groups shall be outlined in their own Constitution, By-Laws, or Plan of Procedure.
2. These organizations shall cooperate with the functional committees of the church, not only in planning and administering the total program of the church, but also in developing their individual programs in the best interests of the total program.

G. Financial Affairs

1. All checks written from monies received from the offering, from monies received from the Ingersoll Trust or from monies received by special gift, are the responsibility of the Bookkeeper. Requests for all committee expenditures must be submitted to the Bookkeeper by written voucher or purchase order. All checks written in amounts of Two Hundred and Fifty Dollars (\$250.00) or more will require two signatures. The recommended order of signatures is: Treasurer, Chair/Moderator, Vice-Chair/Vice-Moderator. All checks written in amounts less than Two Hundred and Fifty Dollars (\$250.00) will need only one signature of the above referenced officers.
2. Each week two elders will be assigned to the counting duties of the offering. After counting the offering and recording a detailed report for the Bookkeeper and the Treasurer, the elders will deposit the offering in the bank. The Bookkeeper and the Treasurer will confirm the offering and record it in the computer records of the church.
3. At the end of each church financial year there will be a compilation or equivalent audit completed independently by someone other than the Chair/Moderators, the Vice-Chair/Vice-Moderator, the Treasurer or the Bookkeeper.

IV. Church Staff

- A. A Personnel Committee shall be appointed by the Board. It shall have five members who will be appointed for three years on a staggered basis with at least three remaining on the committee to provide continuity.
- B. The Personnel Committee shall review staff needs with other groups in the church and develop a job description prior to considering any new staff member except the hiring of a minister(s). The procedures for hiring a Pastor(s) are part of the Constitution. The Board will receive this information and approve both the position and the person(s) being recommended. It will review all employee job descriptions and recommend any changes and adjustments to the Board prior to the beginning of the new year.
- C. It will work to foster a good working relationship within the staff and with the congregation. It will serve as the grievance committee and take appropriate response to resolve misunderstandings, conflicts, and other problems that may arise.
- D. It will meet with every staff member at least once each year to review working conditions, hear concerns and share suggestions and appreciation for work accomplished.
- E. It will recommend to the Finance Committee the staff budget including salary, fringe benefits, and employee-related expenses for inclusion in the total budget of the church.
- F. The General Board acts for the church in hiring and dismissing staff members except the minister who is called by the congregation.

- V. These By-Laws may be amended by a 2/3 vote of the members of the General Board present and voting in regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the General Board at least two weeks prior to the vote thereon.