

***CONSTITUTION
AND BY-LAWS
of the
First
Congregational
Church
of
Berkshire, NY***

Revision Adopted April 2003

THE FIRST CONGREGATIONAL CHURCH OF BERKSHIRE, INC.

Berkshire, New York
Founded 1833

*Constitution and By-Laws as approved at a duly called and
attended Congregational meeting on April 10, 2003.*

THE CONSTITUTION

The Covenant by which this Church exists as a distinct body,
and which every member accepts, is as follows:

“Acknowledging Jesus Christ to be our Savior and Lord,
accepting the Holy Spirit as our rule of faith and practice, and
recognizing the privilege and duty of uniting ourselves for
Christian fellowship, the enjoyment of Christian ordinances, the
public worship of God and the advancement of His Kingdom in
the world, we do now, in the sight of God and invoking His
Blessing, solemnly covenant and agree with each other to associate
ourselves to be a Church of the Lord Jesus Christ, as warranted by
the Word of God.

“We agree to maintain the institutions of the Gospels, to
submit ourselves to the orderly administrations of the affairs of
this Church, and to walk together in brotherly love, mutually
endeavoring to aid one another in the needs of life and the ways of
Christian living.”

Mission and Vision of this Church

Mission:

To glorify God in all things through Jesus Christ. (1 Peter
4:11)

By edification of the saints (1 Cor. 14:26) through
creative Spirit led worship (John 4:23, 24)

To promote personal spiritual growth through fellowship and
Biblically based education (Eph. 4:11-16)

To foster a commitment to seek the lost in our community
and world. (Matt 28:19, 20)

In order to keep the commands Jesus gave us.

“And you shall love the Lord your God with all your heart,
with all your soul, with all your mind, and with all your
strength. This is the first commandment. And the second,
like it, is this ‘You shall love your neighbor as yourself.’
There is no other commandment greater than these.” (Mark
12:30,31)

“Go therefore and make disciples of all the nations,
baptizing them in the name of the Father and of the Son
and of the Holy Spirit, teaching them to observe all
things that I have commanded you; and lo, I am with
you always, even to the end of the age.” (Matt 28:19,
20)

Vision

To be a Christ-centered, Spirit-filled, gathered body of
believers, building each other up and sharing the life-saving
Gospel of Jesus Christ with our community and world.

The Statement of Faith

“I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible;

“And in one Lord Jesus Christ, the only-begotten Son of God, begotten of His Father before all worlds, God of God, Light of Light, very God of very God, begotten, not made, being of one substance with the Father, By whom all things were made; Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man, and crucified also for us under Pontius Pilate;

“He suffered and was buried, and the third day He rose again according to the Scriptures, and ascended into heaven and sitteth on the right hand of the Father; And He shall come again with glory to judge both the quick and the dead; Whose Kingdom shall have no end.

“And I believe in the Holy Spirit, the Lord and giver of life, who proceedeth from the Father and the Son, who with the Father and the Son together is worshiped and glorified; Who spoke by the prophets.

“And I believe in one universal and apostolic church; I acknowledge one baptism for the remission of sins, and I look for the resurrection of the dead, and the life of the world to come.”

“Amen” (Nicene Creed)

As an affiliated Church of the Conservative Congregational Christian Conference (CCCC), we also believe the Holy Bible, consisting of the Old and New Testaments, to be the only inspired, inerrant, infallible, authoritative Word of God written. (2 Tim 3:16, 2 Peter 1:21) We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt. 28:19) We believe in the present ministry of the Holy Spirit by Whose indwelling power and fullness the Christian is enabled to live a godly life in this present evil world (John 14:15-17, 16:13).

We cherish and uphold the Sovereignty of Christ as the Head of the Church and the Lord of the conscience (Rev. 22:13, Matt. 28:18). We believe in the unity of Christ’s church since all are redeemed by His death and empowered by His life. (Eph. 4:3-6, 1 Cor. 12:12) We uphold the liberty of Christ’s church within the fear of God and the limits of love. (John 8:36, 1 Pet. 2:16). We recognize the urgency of Christ’s Church in the need to evangelize the world and to edify the believer. (Matt. 28:19-20, Acts 1:8)

Amen

THE BY-LAWS

ARTICLE I – NAME

This Church, incorporated under the laws of the State of New York, shall be called “The First Congregational Church of Berkshire, New York, Inc.”

ARTICLE II – POLITY

The object of this Church shall be to bind together followers of Jesus Christ, for the purpose of sharing in the worship of God and in making His Will dominant in the lives of men, women, and children, individually and collectively, especially as that Will is set forth in the life, teaching, death and resurrection of Jesus Christ.

This Church acknowledges Jesus Christ as her head and finds in the Holy Scripture her guidance in matters of faith and discipline.

The government of this Church is vested in her members who exercise the right of control in all matters.

This Church is subject to the control of no other ecclesiastical body and is in fellowship with all who acknowledge Jesus Christ to be their Divine Redeemer and Lord, and pledges herself to share their common aims and work.

All elected officials shall be active adult members who demonstrate exemplary commitment to consistent attendance of worship services, support for the life and work of this Church in general and enthusiasm for the spiritual growth of her members.

ARTICLE III – MEMBERSHIP

Section 1: Qualifications

The full covenant membership of this Church shall consist of those persons who confess Jesus Christ as their Lord and Savior. They must also be recommended to this Church by the Pastor and Diaconate Board, be accepted by the vote of this Church, and subscribe to the Statement of Faith and the Constitution and By-Laws of this Church, entering into her Covenant by attending a New Member class and one of the following:

- A. on confession of faith and baptism (if not previously baptized)
- B. on presentation of letter of transfer from another church
- C. by re-affirmation of faith, if letter is not available, or by recognition of certificate of confirmation from a church that does not issue letters of transfer

Section 2: Reception

The reception of members shall be by public assent to the Covenant during the worship service. on a Communion Sunday

Section 3: Obligations and Responsibilities

Members shall pledge themselves (Ecclesiastes. 5:4,5) to:

- A. attend the regular worship of this church
- B. attend the celebration of the Lord’s Supper
- C. live the Christian life
- D. share in the life and the work of this Church
- E. contribute to her support and benevolences
- F. diligently seek the spiritual welfare of her membership and the community
- G. be in attendance at regular and special business meetings of this Church

Section 4: Classifications

A. *Active Adult* (eighteen years and over) – Those members who meet the obligations and responsibilities and continue to affirm this Church covenant in their lives shall be considered Active Adult members. They shall be granted full voting privileges in all matters.

B. *Active Junior* (under eighteen years of age) – Those members who have completed the Confirmation Class and meet the obligations and responsibilities, and continue to affirm the Church covenant in their lives shall be considered Active Junior members. They shall be granted full voice privileges in all matters, but no voting rights. (This is in accordance with the incorporations laws of the State of New York.) Upon the eighteenth birthday of an active Junior Member, full membership will be conferred by the Diaconate Board if the Junior Member wishes to confess continued faith in the Lord Jesus Christ and affirms their continued subscription to the Statement of Faith and the Constitution and By-Laws of this church. They will be received into full membership by the Church during worship service on a Communion Sunday.

C. *Inactive* –

- 1) Any member, who, for a period of six months, has not met the obligations and responsibilities of membership, will be transferred to the inactive list upon recommendation of the Diaconate Board and a majority vote at a business meeting.
- 2) Any active member upon making a written request will, with the approval by a majority vote of the Diaconate Board, receive Inactive status.
- 3) Initiation of Inactive Status may be made by the Diaconate Board if not initiated by the member.
- 4) Inactive members are not to be considered on the active voting list.
- 5) Upon written request, Inactive members may be reinstated as Active members by affirmative vote of the

Diaconate Board and a majority vote of the membership at a business meeting.

Section 5: Discipline

A. Violation of our Covenant is the sole basis for the discipline of members. Reconciliation is always the aim of Church discipline; therefore censure will be considered the last option. This procedure of discipline will be as given in Scripture in Matthew 18:15 - 17. Private attempts at reconciliation must precede any action taken by the Diaconate Board. The Diaconate Board must initiate any action taken by this Church, up to and including termination of membership.

B. A member on the active list who has not met the obligations and responsibilities of membership for a period of six months is in breach of covenant. He will be notified, if possible, by the Diaconate Board of the intent of this Church to place him on the inactive list.

C. It shall be the charge of the Diaconate Board to make every effort to periodically communicate with each inactive member to ascertain their intention with regards to reaffirming their active adult status. Those without the intention of returning to this Church may be removed from membership.

Section 6: Termination

- A. A member in good standing may, on request and by majority vote at a business meeting, be granted a letter of transfer to any evangelical church.
- B. A member must be released from his Covenant and membership upon his own written request.
- C. A member may be removed from membership as a result of disciplinary action by the Diaconate Board and a majority vote of the membership at a business meeting.

- D. A member shall automatically be removed from membership upon his death.
- E. After one year of inactive status and periodic attempts by the Diaconate Board to contact them, inactive members may be removed from membership by recommendation of the Diaconate Board and a majority vote of the membership at a business meeting.

ARTICLE IV: OFFICERS

Section 1: The Officers

The officers of this Church shall be a Pastor, four Deacons, four Deaconesses, six Trustees, the Clerk, the Treasurer, the Assistant Treasurer, the Treasurer of Benevolences, the Head Usher, the Sunday School Superintendent, and the Youth Group Advisors. The Annual Meeting shall serve as the beginning of all terms of office.

The officers of this Church shall give evidence of hearty agreement with her Statement of Faith and her Covenant, and shall uphold the whole Constitution and By-Laws of this Church.

Section 2: The Pastor

A new Pastor shall be installed whenever the Pastoral candidate and this Church shall so decide. The Pastor shall be called for an indefinite time.

A candidate for Pastor of this Church shall be expected to have a life which is bearing the fruit of the Spirit, and which is marked by deep spirituality and the best of ethical practices. He shall show no evidence of habits or practices in his life which do not glorify God in his body which belongs to God, or which might cause any brother in Christ to stumble.

The Pastor shall be duly ordained and installed by this Congregation. Any person called by this Church to become Pastor who does not have a Ministerial License granted by the CCCC organization shall be considered Provisional Pastor. The Provisional Pastor will have one year to become a Licensed Ministerial Member of the CCCC as defined by the CCCC By-Laws. Ordination may proceed after this one year trial period.

The Pastor shall

- A) be responsible for the spiritual welfare of this Church
- B) seek to enlist persons as followers of Christ
- C) preach the Gospel
- D) administer the Sacraments
- E) have under his care all services of public worship
- F) give pastoral guidance
- G) oversee and administer the activities of this Church in cooperation with the various officers, boards, and committees
- H) be, ex-officio, an advisory member of all boards and committees.

While the term of the Pastor shall be indefinite, this Church may, at any time, request his resignation with the expectation that it will be presented within 90 days (see Article IV, Section 16). Likewise, the Pastor shall give 90 days notice in case he wishes to leave of his own volition.

Section 3: The Diaconate Board

The Scriptural qualifications for Deacons and Deaconesses are found in 1 Tim. 3:8-13. A Deacon and Deaconess shall be elected one each year to serve a term of four years. They may succeed themselves, but for no more than two terms in succession, after which they shall be ineligible for one year. In general, the

Diaconate Board will have care of all things pertaining to the spiritual welfare of this Church.

The Diaconate Board shall:

- A. provide for the supply of the pulpit in the absence of the Pastor
- B. with the Pastor, examine candidates for the admission to Church membership
- C. have jurisdiction of the “Deacons’ Fund”
- D. care for cases of need or distress in the Church family and community
- E. have supervision of the ushers at the worship services
- F. be responsible for the procurement and placing of flowers on the altar at the worship services as appropriate.
- G. be watchful for the spiritual interests of the Church
- H. do organized calling in coordination with the visiting committee.
- I. maintain accurate lists of all people in each membership category
- J. Appoint a representative to serve on the Goals Committee.
- K. Appoint a representative to serve on the Worship Committee.

In addition, the Deacons shall:

- A. serve the Lord’s Supper
- B. assist with Baptisms

In addition, the Deaconesses shall:

- A. supply the elements for the Lord’s Supper

Section 4: The Board of Trustees

The Scriptural qualifications for Trustees are found in II Kings 22:3-7 and also in Luke 12:42, I Cor. 4:2 and Titus 1:7-9. The Trustees shall be elected two each year to serve three years. They may succeed themselves, but for no more than two full terms in succession, after which they shall be ineligible for one year. No

renter of Church property or employee of this Church shall be elected to the position of Trustee.

The Trustees shall meet a minimum of once per month. They shall:

- A. have charge of the financial and material welfare of this Church
- B. attend to the up-keep of the Church building, the grounds, and the parsonage
- D. provide for the hiring, supervision, and firing of this Church’s Secretary, Custodian, and Organist and provide for the assignment of duties generally performed by these employees as needed.
- C. provide an adequate financial system for this Church
- H. have care of all investments held by this Church
- E. have no power to buy, sell, mortgage, lease, or transfer any property of this Church without the vote of the membership
- F. have no power to use any part of legacies held as endowment except by vote of the membership
- G. need the empowerment of the membership to change the salaries of the Pastor and/or other Church employees
- I. Select a member to serve as Chairman of the Cabinet.

Section 5: The Clerk

The term of the Clerk is one year and he may succeed himself indefinitely.

The Clerk shall:

- A. faithfully keep full minutes of all transactions at all business meetings of this Church, and of all other matters occurring at other times that should be recorded
- B. keep a list of all members and their membership category
- C. keep a record of all receptions, transfers, and deaths of members
- D. keep a record of all baptisms, marriages and funerals

- E. issue “letters of transfer” upon approval by vote of the membership (see Art. III, section 6)
- F. have charge of the archives of this Church, keeping all records of this Church and other papers of value in a safe place
- G. give notice of all regular meetings and of special meetings, when so instructed.

The Clerk shall preside at all corporate meetings of the Church until a moderator is chosen. In cases of the absence of the Clerk, the Pastor or senior member of the Diaconate Board shall so preside.

Section 6: The Treasurer

The term of the Treasurer is one year and he may succeed himself indefinitely. The Treasurer shall:

- A. have charge of the funds of this Church
- B. distribute the funds according to the direction of the Trustees or the vote of the membership
- C. keep careful accounts and these accounts shall be audited annually by a committee of two appointed by the Church Cabinet
- D. submit a monthly report to the Board of Trustees
- E. have access to the safe-deposit box
- F. file all appropriate tax-related forms and other necessary financial documents
- G. submit a fiscal year report to the Board of Trustees by February 15, and to any member upon request.

Section 7: The Assistant Treasurer

The term of the Assistant Treasurer is one year and he may succeed himself indefinitely. The Assistant Treasurer shall:

- A. aid the Treasurer and the Treasurer of Benevolences

- B. fulfill the office of Treasurer in the absence or inability of the Treasurer
- C. have access to the safe-deposit box

Section 8: The Treasurer of Benevolences

The term of the Treasurer of Benevolences is one year and he may succeed himself indefinitely. The Treasurer of Benevolences shall:

- A. have the care of all the benevolent funds
- B. collect the missionary offerings
- C. keep faithful record of all missionary offerings and shall disburse such funds according to the direction of this Church
- D. the accounts shall be audited annually by a person appointed by the Church Cabinet
- E. serve as a member of the Missionary Committee

Section 9: The Ushers

The term of the Head Usher is one year and he may succeed himself indefinitely. The Head Usher shall:

- A. appoint other members to serve as the need arises
- B. assign and supervise the duties of the ushers which shall be to:
 - i. distribute bulletins
 - ii. collect tithes and offerings, including any special offerings
 - iii. direct people, as needed, to seats
- C. have the responsibility of assuring that the sanctuary is ready for worship
- D. be responsible to the Diaconate Board
- E. be responsible for the ringing of the bell
- F. be responsible for supervising the Acolytes

Section 10: The Sunday School Superintendent

The term of the Sunday School Superintendent is one year and he may succeed himself indefinitely. The Sunday School Superintendent shall:

- A. oversee and direct the program of the Sunday School and Vacation Bible School.
- B. serve as a permanent member of the Christian Education Committee
- C. in cooperation with the Christian Education Committee, choose curriculum materials for all classes
- D. seek and appoint teachers, with the approval of the Christian Education Committee
- E. oversee the training of teachers
- F. be available to assist teachers in any problem areas as needed
- G. appoint a Treasurer to have charge of all Sunday School funds.

Section 11: The Youth Group Advisors

The term of the Youth Group Advisors is one year and they may succeed themselves indefinitely. There shall be one male and one female advisor for each age group comprising the Youth Group.

Responsibilities of the Youth Group Advisors are to:

- A. guide the youth during the business and worship portions of their regular meetings, assisting, training and disciplining as required
- B. be available to the youth to assist with problems or resolve issues of concern
- C. be involved and present at youth activities
- D. oversee the Youth Group Treasury
- E. insure that all Youth Group officers are performing their assigned responsibilities

- F. select one advisor as a representative to the Cabinet

Section 12: The Election of Officers

The officers of this Church are elected at the Annual Meeting. Vacancies shall be filled by this Church at a Quarterly Meeting or at a special business meeting called for that purpose.

Section 13: Reports

Quarterly and Annual reports are required from the following:

- A. the Pastor
- B. a representative of the Diaconate Board, including the Deacon's Fund
- C. a representative of the Board of Trustees
- D. the Clerk
- E. the Treasurer
- F. the Treasurer of Benevolences
- G. the Sunday School Superintendent, including the Sunday School Treasurer
- H. the Head Usher
- I. the representative of the Youth Advisors
- J. a representative from each Auxiliary
- K. a representative from each standing committee
- L. a representative from each ad hoc committee

Quarterly reports shall cover the activities of the previous three months. The Annual report shall review the events of the entire year.

Section 14: Resignation of Officers

An officer wishing to resign shall submit a dated letter of resignation to the Church Cabinet. A member of any Board shall also submit a copy of the letter to that board.

Section 15: Removal of Officers

Officers, except the Pastor, may be dismissed by a two-thirds vote of the members present at an Annual or Quarterly meeting of this Church. A special business meeting may also be called for the purpose of dismissal of an officer. Any meeting called for or including the dismissal of an officer must be announced from the pulpit for two Sundays immediately preceding the meeting.

Section 16: Removal of the Pastor

At all meetings called to vote upon the removal of a Pastor, a majority of the active members shall be necessary to transact business. Notice of such meeting shall be announced from the pulpit two Sundays immediately preceding the meeting.

ARTICLE V – THE CHURCH CABINET

Section 1: The Composition of the Church Cabinet

The Church Cabinet shall consist of:

- A. the Pastor
- B. the Senior Deacon and Deaconess
- C. the Chairman and one other member of the Board of Trustees, who shall serve as Chairman of the Church Cabinet.
- D. the Clerk, who shall serve as the Secretary of the Cabinet.
- E. the Treasurer or the Assistant Treasurer
- F. the Treasurer of Benevolences
- G. the Head Usher
- H. the Sunday School Superintendent
- I. one Youth Group Advisor
- J. all auxiliary Presidents
- K. all standing committee chairmen

Section 2: The Duties of the Church Cabinet

The Church Cabinet shall meet within two weeks after the Annual Meeting. This meeting will be called by the Chairman of the Cabinet.

The Cabinet shall

- A. meet monthly
- B. meet at least two weeks prior to the Quarterly and Annual Meetings
- C. hear pertinent business from the officers, boards, and standing and ad hoc committees
- D. plan the agenda for the Quarterly and Annual Meetings
- E. appoint a Nominating Committee prior to the October Quarterly meeting
- F. appoint auditors prior to the October Quarterly meeting
 - 1) two auditors to examine the Treasurer's accounts for the year
 - 2) an officer of the Church to examine, with the Pastor, the Clerk's records for the year
 - 3) an auditor to examine the Treasurer of Benevolences' accounts for the year
 - 4) an auditor to examine the Sunday School Treasurer's accounts for the year

In general, it is the duty of the Church Cabinet to ensure the smooth functioning of and coordination between the officers, boards, auxiliaries, and committees (both standing and ad hoc) of this Church. This duty may include, but is not limited to:

- A. giving advice to all officers, boards, auxiliaries, and committees
- B. encouraging and supporting the efforts of the officers, boards, auxiliaries, and committees of this Church
- C. ensuring the completion of any tasks assigned by this Church to the officers, boards, auxiliaries, and committees
- D. monitoring the activities of the officers, boards, auxiliaries, and committees to ensure those activities fit within the

framework of the Mission, Vision, and Goals of this Church

- i) the Cabinet shall assign members of all standing committees as stated in these By-Laws
 - ii) the Cabinet may dismiss, if necessary, any member of a standing committee
 - iii) the Cabinet shall be able to request justification of any project or action instituted by the officers, boards, auxiliaries, and committees of this Church
 - iv) the Cabinet shall have the authority to disallow projects of the officers, boards, auxiliaries, and committees of this Church that do not fit within the framework of the Mission, Goals and Vision of this church.
 - v) any such judgment may be subject to review and/or modification by the membership of this Church at any regular business meeting or special meeting called for that purpose
- E. monitoring the activities of outside persons or organizations using Church facilities, to ensure those activities, practices, or events are fully consistent with the Mission, Vision, and Goals of this Church
- i) such activities, practices, or events may be terminated or prohibited by the Cabinet
 - ii) any such judgment may be subject to review and/or modification by the membership of this Church at any regular business meeting or special meeting called for that purpose

ARTICLE VI – COMMITTEES

Section 1: The Christian Education Committee

This committee shall consist of 5 members, three of whom shall be appointed by the Cabinet, one each year, to serve a term of 3 years. The remaining members shall be the Sunday School Superintendent, and a Youth Group Advisor.

The Christian Education Committee shall:

- A. Assist the Sunday School Superintendent in teacher recruitment and training.
- B. Examine educational policies to ensure compatibility with the Mission, Vision, and Goals of this Church.
- C. Have oversight of all educational materials used in Church sanctioned programs such as Sunday School, Youth Group, Bible Studies, and similar activities to ensure they are compatible with the Statement of Faith of this Church.
- D. Work to provide educational programs for all who wish such opportunities and encourage participation in existing programs.

Section 2: The Goals Committee

The Goals Committee shall consist of five (5) members. Four (4) of these will be appointed by the Cabinet, two (2) each year for a term of two (2) years. The fifth member shall be a representative of the Diaconate Board.

The Committee shall:

- A. Meet a minimum of two times per year, once within one month of the April and October Quarterly meetings. Other meetings shall occur as needed.
- B. Evaluate the current progress of the goals accepted by the Congregation.

- C. Formulate new goals as needed within the framework of the Mission and Vision of this Church and propose such to the membership.

Section 3: Library Committee

The Library Committee shall consist of two (2) members appointed by the Cabinet, one each year for a two-year term. The third member of the committee shall be the Librarian. The Cabinet shall be in charge of selecting a Librarian.

The committee shall aid the Librarian in:

- A. Selecting new books for the library .
- B. Reviewing the current holdings of the library.
- C. Cleaning and organizing the library.
- D. Maintaining the upkeep of the books in regard to shelving and processing.
- E. Encouraging the use of the library.

Section 4: The Missionary Committee

The Missionary Committee shall consist of the Treasurer of Benevolences and two other members, one appointed each year by the Church Cabinet to serve a term of two years. The Missionary Committee shall be responsible for

- A. providing a missionary message for the first Sunday of each month in the Sunday School worship, as well as the regular morning worship.
- B. shall be responsible for organizing the activities and making provisions for any visiting missionaries.
- C. shall also be responsible for keeping in regular contact with any mission supported by this Church.
- D. seek to create and develop among the members of the Church an active interest in missionary giving and other mission concerns.

Section 5: Nominating Committee

This Committee shall be comprised of five members; two from the Cabinet and three members-at-large.

At the October meeting, the Church shall receive from the floor nominations for all offices. Those who have been nominated will be contacted by the Committee at a later date to give the nominees time to know what their responsibilities would be for the position and to prayerfully accept or reject the nomination. The Committee shall actively seek candidates for all position(s).

This Committee shall then present to the Church a slate of nominations for all offices to be voted upon at the Annual Meeting. The committee will be active for the entire year, and will seek candidates to fill any vacancies. These nominations would be voted upon at the next Quarterly Meeting, or at a special business meeting called for that purpose.

Section 6: Organist Committee

It shall be the responsibility of the Organist Committee, comprised of three (3) members appointed by the Cabinet, to seek candidates for the position of organist when there is a vacancy. The candidate(s) shall be presented to the Trustees for final selection.

Section 7: The Pulpit Committee

It shall be the responsibility of the Pulpit Committee, comprised of the Diaconate Board and two other members appointed by the Church Cabinet, to seek a Candidate when there is a vacancy in the office of Pastor. The candidate shall be presented to the membership for final approval.

Section 8: The Visiting Committee

The Visiting Committee shall consist of a minimum of four members, two of whom shall be appointed by the Church Cabinet every year to serve two years. This committee shall assist the Pastor and the Diaconate Board in doing organized calling in behalf of the Church. This committee shall operate under the direction of the Diaconate Board.

Section 9: Worship Committee

The Worship Committee shall consist of five (5) members, three (3) of which shall be appointed by the Cabinet one each year, to serve a term of three (3) years. Appointments shall be made as needed. The remaining members shall be the organist and a representative from the Diaconate Board.

The Committee shall:

- A. C. Receive input from the Congregation regarding any and all aspects of the worship service.
- B. Endeavor to bring the worship service of this Church to as high a degree of spiritual beauty and excellence as possible.
- C. A. Strive in all ways to ensure the worship services of this Church are under the guidance of the Holy Spirit.

Section 10: Other committees

This Church may, at any time, appoint such other committees as it deems needful.

ARTICLE VII – MEETINGS

Section 1: Worship Services

Worship Services shall be held each Sunday at specified hours as determined by a vote of the Church members. In an emergency, the Diaconate Board can decide to alter scheduled meeting times.

Other services for worship, inspiration, and prayer may be appointed by the Pastor and Diaconate Board.

Section 2: Sunday School

The Church shall maintain a Sunday School and shall provide for the expense of the same whenever the latter may be unable to meet its own expenses.

Section 3: Meetings for Business

- A. All meetings shall be called to order by the Clerk, who shall preside until a Moderator is elected. At the Annual Meeting, a Trustee must be elected as Moderator.
- B. The Annual Meeting and Roll Call shall be held during the month of January, at a date and time determined by the Trustees. The purpose of the meeting is to hear the yearly reports of the officers, boards, committees and organizations; elect new officers, review and approve plans and goals of the ensuing year, and to transact any other business which may come before it. The Annual Meeting date shall be announced from the pulpit on the two Sundays prior to the meeting. Written Annual reports will be available at worship services the Sunday two weeks prior to the Annual Meeting. Any reports not picked up at this time will be mailed the next business day.
- C. Quarterly Business meetings of this Church shall be held on the second Thursday of April, July, and October, unless otherwise

authorized by the Trustees. Written reports will be available at worship service on the Sunday preceding the Quarterly Meeting. Any reports not picked up will be mailed the next business day.

- D. Special Business Meetings may be called at any time by the Pastor, Diaconate Board, or the Board of Trustees, or may be called by the Clerk upon the written request of ten or more members. Notice of such meetings shall be given from the pulpit the preceding Sunday, together with the specific business to be transacted; the meeting cannot be held less than 3 days after said notice.

Section 4: Quorum

At all business meetings of this Church, fifteen (15) active members shall constitute a quorum, unless otherwise specified. (As in Article IV, Section 16 and Article VII, Section 5)

Section 5: Meeting for calling or removing a Pastor

At all meetings called to vote upon the calling or removing of a Pastor, a majority of the active members shall be necessary to transact business. Notice of such meeting shall be announced from the pulpit two Sundays immediately preceding the meeting.

ARTICLE VIII – MISCELLANEOUS

Section 1: Amendments to By-Laws

By-Laws may be amended at any regular business meeting or at any special meeting called for that purpose. A two-thirds vote of members present is necessary for passing of Amendments which shall be announced on two preceding Sundays.

Section 2: The Church Fiscal Year

The Church fiscal year shall run from February 1 through January 31 of the subsequent year.

Section 3: Rules of Order at Meetings

Robert's Rules of Order shall be followed as to proper Parliamentary procedures.

Section 4: By-Law Review

The Cabinet shall appoint a committee to review the By-Laws of this Church every five (5) years.