

CONSTITUTION AND BY-LAWS

WIGGINS COMMUNITY CHURCH



Amended February 18, 2018

WIGGINS COMMUNITY CHURCH CONSTITUTION

ARTICLE I

NAME:

The name of this church shall be **WIGGINS COMMUNITY CHURCH (WCC)**.

ARTICLE II

MISSION STATEMENT:

Wiggins Community Church celebrates as a family of believers in Jesus Christ by welcoming all; providing a loving, encouraging haven and nurturing spiritual growth through worship, music, biblical teaching, and activities. We strive to reach out to our community in truth, love, and compassion by living the gospel of Jesus Christ.

ARTICLE III

POLICY:

This church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, as interpreted by the Holy Spirit through reason, faith and conscience, its guidance in matters of faith and discipline.

The government of this church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the State of Colorado.

Wiggins Community Church lives its faith in a non-denominational stance, answerable only to the highest authority, The Father, Son, and Holy Spirit.

ARTICLE IV

STATEMENT OF FAITH:

1. We believe the Bible, consisting of the Old and New Testaments, to be the only inspired, inerrant, infallible, authoritative written Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. 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.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers in Christ.
8. We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the ways of the Lord, made known or be known to us. We hold it to be the mission of WCC to proclaim the gospel to all humankind, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship. Depending as did our forbearers, upon the continued guidance of the Holy Spirit to lead us all into truth, we work and pray for the transformation of the world into the kingdom of God, and we look with faith for the triumph of righteousness and the life everlasting.

WCC'S STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive legal union, as delineated in Scripture. (Gen 2:18-25.)

3. We believe that any form of sexual immorality (including but not limited to: adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

4 We believe that in order to preserve the function and integrity of WCC as the local Body of Christ, and to provide a biblical role model to WCC members and the community, it is imperative that all persons employed by WCC in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of WCC.

ARTICLE V

MEMBERSHIP:

Becoming a member:

Request for membership may be made through the pastor or a member of the church board. Persons will be approved for membership by the pastor or church board in one of the following ways:

- a. Upon the presentation of a letter of transfer from any church
- b. By reaffirmation or confession of faith
- c. Upon confirmation
- d. In cases of persons who have varying views on membership, yet demonstrate active involvement in WCC, the pastor and/or the board has the right of exception to include these individuals as part of WCC

Individuals being received as new members may be honored at a New Membership Recognition Service. Individuals may be received by the pastor or church board, acting on behalf of the church.

Voting Membership:

- a. All members are eligible to vote in all congregational meetings. All members are encouraged to serve on the board and on any committee.

Termination of Membership:

Any member of the church desiring a release or transfer of membership may present his or her request in writing to the church board or pastor. The church board shall act upon the request as to the best interest of the member and the church.

BY-LAWS

A. SERVICES AND MEETINGS:

The services and meetings of the church shall be as follows:

1. WORSHIP

- a. Services of worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the church board.
- b. The Sacraments:
 1. The sacraments of the Lord's Supper shall be celebrated at such times as the church board and the pastor may determine.
 2. Service of elements for communion will be by board members, or other confirmed members.
 3. The baptism of adults and the dedication and /or baptism of children shall be administered by the pastor.
- c. Other services for worship, inspiration, prayer, and study may be held as determined by the church board and pastor.

2. BUSINESS MEETINGS:

- a. All Committee Meeting:

The All Committee Meeting for long-range planning shall meet semi-annually in January and June. The January meeting will include off-going, existing members, and interested parties, as well as church board members for the purpose of evaluating existing programs and planning future endeavors. The June meeting will be to evaluate the progress and encourage cooperative committee achievement of goals.
- b. Annual Meeting:

The Annual Meeting shall be held in February, the exact date to be set by the church board, to hear the yearly reports of the officers, organizations, and departments. Purpose of meeting will be to elect officers, transact business, and adopt the annual budget.
- c. Budget Meeting:

A meeting of the church for the proposal of a budget for the ensuing fiscal year will be held at least three weeks before the stewardship drive. At this meeting

the church shall provide proposals to the budget/stewardship committee in regards to the operating expenses for the ensuing year.

d. Regular Services as Business Meetings:

The regular Sunday meeting of the church shall be considered competent, in case of necessity to transact business, except corporate action requiring legal notice and business specifically referred to other meetings.

e. A Congregational Called Meeting:

A special meeting may be called by the congregation upon written request signed by 10% of the membership of the church. Written requests must be submitted to the church clerk.

B. VOTING PROCEDURES:

Election shall be by ballot, except as otherwise provided in the by-laws. Unless otherwise required, a majority vote is decisive, and all members of the church are entitled to vote.

C. OFFICIAL YEAR:

The fiscal year of the church shall begin January 1, and all officers, boards, and committees shall continue their duties in office until their successors are elected and installed following the annual meeting.

D. REPORTS:

All officers, boards, committees, and departments shall submit reports to the yearbook committee the week following the January All Committee Meeting. Annual reports will be given out two weeks prior to the annual meeting. All reports will be voted upon at the annual meeting. Committees may be asked to report to the church board periodically.

E. CHRISTIAN EDUCATION

1. It shall be the purpose of Christian Education at WCC to lead all into an increasing fellowship with God and in the development of a character that shall be genuinely and consistently Christian in all human relationships. It will endeavor to develop interest in the church as well as increase desire and ability to participate in its life and work.
2. Christian Education includes Sunday School, Youth Bible Study, Youth Group, Adult Bible Study, Vacation Bible School, Book Groups, Children's Church, and Library.

F. CONFIRMATION

The pastor shall meet with parents and students in the fall to determine scheduling of confirmation classes, attendance requirements, and other matters necessary to conduct

the confirmation process. The proposal will be presented to the church board for final approval.

G. OFFICERS:

The officers of the church shall be the following:

1. PASTOR:

- a. The pastor shall be called for an indefinite time by a two-thirds vote of the church. When a vacancy occurs in the pastorate, the church board will appoint a Pastoral Search Committee. This committee shall consist of voting members of the church, to include various age groups and genders, which should consist of five to nine people (maximum). This committee, after seeking the guidance of the Holy Spirit, shall make a canvass of available pastors; settle upon the one who, in their judgment, should be called to the pastorate; introduce him or her to the church; and, at a duly-called meeting, propose his or her election.
- b. When a pastor has been elected and has accepted the call, at the first opportunity, the pastor shall become a member of the church through formal installation or other public recognition.
- c. While the term of the pastor shall be indefinite, the church may at any time, by a majority vote at a congregational meeting called for this purpose, request the pastor's resignation with the expectation that it will be presented within thirty days. On the other hand, the pastor shall give sixty days' notice in case he or she wishes to leave of his or her own volition; however in case of the loss of ministerial standing on the part of the pastor, relation shall cease at once.
- d. The pastor shall be in charge of the spiritual welfare of the church with the assistance of the church board. The pastor shall seek to enlist individuals as followers of Christ, preach the gospel, administer the sacraments, take care of all services of public worship, including but not limited to shut ins, hospital and home visits and administer the activities of the church in cooperation with the various boards and committees of which he or she may be an advisor and ex-officio member. The pastor may also be a spiritual leader of the youth fellowship.
- e. Any changes made by the pastor in regard to the worship at WCC are subject to board approval.

2. MODERATOR:

- a. The moderator shall be an elected member of the board and chosen by vote at the first board meeting following the annual meeting. The moderator shall

facilitate any church business meetings. The moderator shall be the liaison between the congregation and the church board. He or she will serve a one-year term.

3. **BOARD CLERK/SECRETARY:**

- a. The clerk shall keep faithful record of the proceedings of the church board and business meetings. He or she shall be a member of the board and its secretary. The board clerk shall keep all minutes of board meetings, provide a copy to all board members within five days of meetings, and provide a copy to the church secretary for church filing. He or she shall provide to the church secretary all communications and written official reports to be filed. He or she shall conduct all correspondence so far as is not otherwise provided for and perform such other duties as are prescribed by law or as usually pertain to the office of a clerk or secretary of an assembly.

4. **FINANCIAL SECRETARY:**

- a. The financial secretary shall take charge of all offering and special collections; keep an accurate account with each pledger; and pay all monies to the proper treasurer, taking receipts for the same. The financial secretary shall keep track of all pledges and provide a statement to the pledgers the following year (January). He or she shall deposit funds received into accounts held in the name of Wiggins Community Church. The financial secretary shall provide a monthly report to the board, along with an annual report to the congregation.

5. **TREASURER:**

- a. The treasurer shall receive all monies from the financial secretary and other monies of the church and give receipt of the same. Under the direction of the trustees, he or she shall have custody of all papers relating to the property of the church. The treasurer shall pay all bills of the church on order from the trustees or their properly appointed agent, shall keep accurate account of all receipts and disbursements, and give such bonds as the trustees shall prescribe. The treasurer, with board approval, can move money into different accounts held in the name of Wiggins Community Church. The treasurer shall provide a monthly report to the board, along with an annual report to the congregation.

6. **OTHER OFFICERS:**

- a. Other officers may be elected as need shall dictate.

H. CHURCH BOARD:

1. **Organization and Purpose**

- a. The church board shall consist of thirteen (13) members. The thirteen (13) members will be six (6) trustees, of which four (4) are elected trustees, plus the

financial secretary and treasurer, three counselors, board clerk/secretary, Christian Education Director, Youth Group Representative, and the pastor. All church board representatives must be members of the church.

- b. A quorum shall consist of seven (7) voting members.
 - c. All members of the church board are voting members, EXCEPT the pastor and Director of Christian Education.
 - d. The moderator shall **NOT** vote unless there is a tie. In that case, the moderator shall have the tie breaking vote or the right to table the motion.
 - e. It shall be the function of the church board to visualize the entire task of the church, to advise the pastor of the general direction of the church's activities, and to cooperate with him or her in the formation of a well-rounded program in the ministry of the church and the service to the community and to the world. It shall be the duty of the church board to assist in the services of Holy Communion. The church board shall provide for the supply of the pulpit in case of a vacancy and in the absence of the pastor.
 - f. In case a vacancy occurs on the church board, such vacancy may be filled by the appointment of a new member by the church board to fill the vacancy.
 - g. Members of the church board cannot hold a place of employment by the church while serving on the church board. Church board members who have immediate family that are salary employed by the church shall not be involved in any conversation nor vote for any interest that involves employed personnel.
 - h. It is the expectation that all board members be present at all board meetings and regularly attend Sunday services. If necessary, a conversation will be initiated by the board with the absent member.
 - i. The church board shall meet regularly once a month (second Monday of month), except as otherwise voted by the church board. This meeting is an open meeting.
2. JOB DESCRIPTIONS:
- a. Counselors: The counselors shall assist the pastor in the spiritual interest of the church, in caring for the poor, visiting the sick, promoting the work of evangelism, and seeking new members for the church.
 - b. Trustees: Under the direction of the church and except as otherwise provided, the trustees shall have the care and custody of the property of the church and have charge of its financial affairs, always subject to regulations prescribed by the laws of the state of Colorado. The trustees shall have no power to buy, sell, mortgage, or transfer property without the specific authority by vote of the church. The rental of the parsonage shall fall under the direction of the

trustees, and decisions associated with the rental shall be under the direction of the trustees also.

- b. Auditors: There shall be two auditors. One auditor shall be elected at each annual meeting to serve a two year term. They shall examine the accounts of the treasurer, financial secretary, Women's Fellowship, and Youth Group. Audit must be completed before the annual meeting and a report given at the annual meeting on all accounts.

I. PAID EMPLOYEES:

1. Church Secretary:

Duties shall include the following:

- a. Maintain set office hours (at his or her discretion) with hours being posted
- b. Provide written number of hours worked to treasurer monthly
- c. Prepare weekly bulletin
- d. Compile monthly newsletter
- e. Keep record of all baptisms, weddings, deaths, confirmations, and memberships
- f. Maintain a file on a yearly basis of all board minutes along with an annual book from the previous year
- g. Preserve on file all communications, contracts, and written official reports
- h. Maintain and order office supplies as needed and monitor contract equipment
- i. Work along with the pastor in fulfilling church duties

2. Custodian(s):

- a. Salaried position as agreed-upon in signed contract

3. Director of Christian Education: The Director of Christian Education (DCE) shall be hired by a special committee created from members of the church board, and is an hourly paid position. The committee will interview and select the best candidate for the position from applications received.

- a. The purpose of this position is:
 - i. To research and help define the needs of the educational processes of WCC and to maintain a process to continually keep those needs on the forefront of a defined plan of action.
 - ii. To give guidance to all education aspects of the church including but not limited to the following: Children's Church, Youth Group, Sunday School

for all ages, Vacation Bible School, After School Programs, Bible and Book Study Groups.

- iii. To develop a comprehensive plan of action to help coordinate all aspects of the Educational Program and to implement that plan.
- iv. To work closely with the pastor and be accountable to the church board informing them of all activities and strategies to carry out said plan.
- b. Responsibilities of the Director of Christian Education shall include but not limited to the following:
 - i. Curriculum development and research
 - ii. Oversight of all educational aspects
 - iii. Creative suggestions and alternatives to all parts of the educational process
 - iv. Training for teachers and leaders
 - v. Provide products and supplies to aid in education
 - vi. Help with fund-raising events
 - vii. Reports for projects in the educational aspects of the church
 - viii. To be an avenue for information to all teachers and leaders
 - ix. To coordinate with other churches in the community with educational events
 - x. Provide written number of hours worked to treasurer monthly
- 4. Media Personnel:
 - a. Responsible to the Pastor to provide audio-visual support as needed.

J. COMMITTEES:

The following committees shall be maintained: Mission Committee, Christian Education Committee, Altar and Flower Committee, Budget and Stewardship Committee, Building and Grounds Committee, Constitution and By-Laws Committee, Goals Committee (As set forth by the All Committee Meeting), Membership/Hospitality Committee, Memorial Committee, Music Committee, Nominating Committee, Usher Committee, and Yearbook Committee. Three members shall be elected to each of these committees (one new member elected each year). Members shall serve a three-year consecutive term (except Treasurer who will serve indefinitely). Committees may at any time expand their numbers as they deem necessary. Each committee should make an annual report for the yearbook and present it to Yearbook Committee one week after the January All-Committee Meeting.

It is not these members' responsibility to fulfill the duties of respective committees but rather to motivate, involve, and oversee God's people in the committees' direction!

*Pastoral Relationship Committee – This is an appointed committee that shall include four members. No annual report will be done for yearbook.

1. MISSION COMMITTEE:

It shall be the duty of this committee to do the following:

- a. Define, implement, and maintain ongoing mission projects that reach beyond the church into local, denominational, and wider entities (to help choose worthy projects to contribute to and ways to make mission/outreach a church-wide priority).
- b. Solicit, encourage, and aid additional projects that fit into the WCC Mission Statement.
- c. Work with God's people to promote and support special mission projects.

2. CHRISTIAN EDUCATION COMMITTEE:

This committee shall consist of three elected members, plus the pastor and the Director of Christian Education (total of 5). The committee shall supervise and direct the education of the church.

- a. The committee shall acquire a director for, and help with, Vacation Bible School.
- b. The committee shall acquire a director for, and help with, the Christmas Program.
- c. The committee shall plan the Advent Festival.
- d. The committee shall acquire Sunday School teachers and decide on the curriculum as well as help in any way it can with the Sunday School Program.
- e. The committee shall be responsible for the oversight and supervision of the Youth Groups.
- f. The committee shall supervise and direct the Children's Church Program.
- g. The committee is responsible for presenting information concerning the scholarships that are available and deciding on the recipients.

3. ALTAR AND FLOWER COMMITTEE:

Altar:

- a. Change altar cloths, pulpit cloths, banners, and bible marker at the different seasons.

- b. Keep cloths straightened.
- c. Keep candles filled with smokeless candle fuel.
- d. Order as needed, prescribed fluid for candles and any other altar items necessary.
- e. Change cloths to appropriate colors as coordinated with the pastor.

Communion:

- f. Purchase necessary items (grape juice, wafers, bread).
- g. Prepare elements after conferring with the pastor.
- h. Arrange communion items on altar using proper white cloth and covering items with lace cloth.
- i. Gather empty glasses after communion.
- j. Clean glasses, silver plates, and serving pieces; wrap with proper coverings and store.
- k. Polish the brassware on altar.

Flower:

- l. Change flowers to correspond to the different times of the year and to blend with altar cloths.
- m. Straighten or rearrange bouquets and greenery.
- n. Arrange and use real flowers as part of the decoration whenever possible.

4. BUDGET AND STEWARDSHIP COMMITTEE:

- a. This committee studies past expenditures of the church and uses these figures to plan for the future financial operations of the church on a yearly basis.
- b. This committee uses the studies it has made to create a proposed budget for the coming year. This budget is sent to the members to be used as a guideline when deciding on what to pledge for the coming year. This proposed budget shall be presented twice to the congregation prior to the annual meeting. The proposed budget is then presented at the annual meeting of the congregation in February for adoption.
- c. This committee is responsible for the Stewardship Campaign and any follow-up correspondence necessary.
- d. This committee meets on a regular basis beginning in July to start its plans for the Stewardship Campaign and presentation of the proposed budget.
- e. This committee provides Budget-Stewardship information for the newsletter.

5. BUILDING AND GROUNDS COMMITTEE:

- a. Do minor repairs when necessary, including work required on the church building and the parsonage, as well as the grounds.
 - b. Trim shrubs when needed.
 - c. Help with the tasks that may be above and beyond the duties of the custodian.
 - d. Meet with the church board quarterly.
 - e. Meet with the church board concerning cost of repairs if they are of a significant amount.
 - f. May be asked by the board to supervise work being done that is above and beyond what it can do, or that is being done by other volunteers, or contract work.
6. CONSTITUTION AND BY-LAWS COMMITTEE:
- a. This committee shall be formed as needed. It is recommended that a committee be appointed every three years, beginning in 2013, to reflect upon changes that need to be made.
7. MEMBERSHIP/HOSPITALITY COMMITTEE:
- a. Work in conjunction with the pastor in welcoming guests and visitors, arranging church greeters, and facilitating the general good atmosphere and well-being of the congregation.
 - b. Create and maintain a current list of people willing to provide rides and arrange for the rides when notified of those needs.
 - c. Assemble and pass out welcome bags to visitors and guests.
 - d. Send cards/post cards to guests/visitors, thanking them for sharing time with the church.
 - e. Review membership lists and update yearly.
 - f. Prepare new member packets containing cover letter, brochures, yearbook, picture directory, Constitution and By-Laws, and any other helpful material.
 - g. Keep the information rack in the foyer up to date.
 - h. Be responsible for a picture directory when a new one is to be made.

Confirmation Duties:

- a. Provide bibles for the confirmation students.
- b. Plan dinner for confirmation students, families, and church board as a welcome to the membership of the church.
- c. Secure a photographer for Confirmation Sunday and secure corsages or boutonnieres.
- d. Assist parents in obtaining robes for confirmation.

8. MEMORIAL COMMITTEE:

- a. Keep an accurate record of memorials purchased in the memorial book.
- b. Update the memorial tree.
- c. Make an annual report for the yearbook, listing the activities and any memorial purchases through the year.
- d. Be aware of the needs or desires of the various committees and church in general that would be a suitable memorial.
- e. Present a plan to the church board for approval.
- f. Discuss the suggested purchase with the family to get its approval and input for the use of the memorial funds for loved ones.
- g. If approved by the board and family, make the purchase.
- h. Once a purchase is made, make the necessary plans with the pastor and the church board for an appropriate dedication service.

9. MUSIC COMMITTEE:

- a. The music committee shall oversee the following music segments of the church:
1. Organist 2. Pianists, 3. Choirs 4. Special music 5. Praise band 6. Praise teams 7. Media and sound system personal
- b. Contact various persons for their consent to fill the above positions.
- c. Review and approve the purchase of new music or hymnals and new equipment for the choir and congregation.

10. NOMINATING COMMITTEE:

- a. The committee shall be made up of three elected individuals and two appointed from the church board and pastor to prepare nominations for all officers, boards, and committees not otherwise provided for.
- b. It should be the nominating committee's responsibility to go over all duties of each committee, searching for the best possible candidate to fill the position.
- c. Submit a yearbook report at least three weeks prior to the annual meeting, in which any position up for election is left blank until voting at annual meeting.
- d. This committee shall prepare a ballot, and such nominations shall be read from the pulpit and posted on the bulletin board or submitted in writing at least two weeks prior to the annual meeting. **Nominations will also be called for from the floor at the annual meeting with the consent of the nominees prior to voting.**
- e. In the case of an opening throughout the year, the committee shall find a new candidate and present the name to the board for approval to finish out the term.

11. PASTORAL RELATIONS COMMITTEE:

Purpose:

- a. To promote a better understanding of the congregation's expectations of the pastor and of the pastor's expectations of the congregation.
- b. To be a communication link between the pastor and the congregation. It is important that the pastor have an opportunity to reflect in confidence about personal concerns, hopes, ambitions, and frustrations. It is equally important for the committee to openly and honestly communicate feelings and reactions of church members to the pastor.
- c. To help the church and pastor deal with conflict.
- d. To advocate for continuing education for the pastor.
- e. To develop and monitor an annual evaluation process of the pastor.
- f. To review the pastor's compensation annually and make recommendations to the Budget and Stewardship Committee prior to the first draft of the proposed budget for the following year.
- g. To assist a new pastor in startup procedures.
- h. To assist a pastor who is leaving with termination procedures.

Makeup:

- a. The Pastoral Relations Committee will include four members and the pastor.
- b. The members will consist of the following: (one) appointed by the church board; (two) nominated by the nominating committee of the congregation, serving 3 year terms; and (one) appointed by the pastor on a yearly basis.
- c. The committee and pastor shall meet quarterly and as needed.
- d. The committee shall notify the board that such meeting has taken place.

12. USHER COMMITTEE:

- a. Arrive at worship at least 15 minutes early.
- b. Provide three people to cover stairs, parking lot, and elevator.
- c. Light the altar candles at the beginning of the prelude and begin circulating the attendance books. Extinguish the candles during the last hymn.
- d. Ring the church bells before the prelude and after the service before the postlude.
- e. Count the people present during the children's sermon, including the ones downstairs, then record the number.
- f. Following the service, at least two of the ushers (one being an adult) count the money for the financial secretary.

- g. If there is a baptism, confirmation, or special occasion, put the reserve signs out and seat the families in the reserved area.

13. HISTORIAN/PHOTOGRAPHER:

- a. At the annual meeting a historian shall be elected and keep a journal of all occurrences of interest to the church. A report shall be given to the yearbook committee three weeks prior to the annual meeting. Pictures are always a welcome gift to all.

14. YEARBOOK COMMITTEE:

- a. Gather reports from all the various committees and boards three weeks prior to the annual meeting.
- b. Receive the updated church membership, including correct addresses, phone numbers, and information from the membership committee and include this in the annual yearbook.
- c. Print and assemble yearbooks and present to all members two weeks prior to the annual meeting.

K. CHURCH USAGE:

- a. Any organization that desires the use of the church building and grounds shall get permission from the board. The board shall maintain oversight over approved organization.

L. OTHER:

- a. In all matters not covered by these By-laws, the church board shall act as an advisory board for the church, and the church itself shall have final authority by a vote of the majority of its members present at any regular business meeting of the church.

M. AMENDMENTS:

- a. Article I through V of this Constitution may be amended only by a two-thirds vote of the church members present at an annual meeting, the proposed amendment having been laid before the church in writing not less than two months previously, having been read before the congregation on three Sundays, preceding such annual meeting, and copies having been made available to the members of the church.
- b. Sections A through H of these By-laws may be altered or amended by two-thirds at any regular or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed changes shall have been given from the pulpit or printed in the calendar or submitted in writing at a meeting of the church at least two weeks preceding such meeting.

**** Constitution and By-laws last amended February 2018****