

Proposed Amendments to Constitution and Bylaws submitted by the Constitution and Bylaws Committee

After reviewing the current Constitution and Bylaws document adopted by the church on Dec. 8, 2024, the Constitution and Bylaws Committee requests the church's approval for the following amendments to the document to align with current practices:

- 1) Change the title of Financial Secretary to Financial Administrator and add the Communication Coordinator as indicated in the sections below:

- a. Page 4, Section 1./Church Officers, Staff, and Employees.

"The officers, staff, and employees of this church shall be the Pastor and other ministerial staff members as deemed necessary to meet the ministerial needs of the church and voted on by the church. Other staff members may include the Organist*, Pianist*, Secretary**, Financial Administrator**, Custodian*, Deacons, Moderator, Trustees, Clerk, Assistant Clerk, Treasurer, two Assistant Treasurers, the Church Librarian, Church Hostess, Communication Coordinator, and other officers, staff members, and employees as shall be required for the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing."

- b. Page 6, Section II./Church Officers, Staff, and Employees/Section 2. Selection and Duties/B. Other Staff Vacancies.

"Other Staff Vacancies: Other staff may include the Organist, Pianist, Secretary, Financial Administrator, Communications Coordinator, and Custodian."

- c. Page 10, Section 3./Committees, 6. Counting Committee.

"This committee shall consist of the Financial Administrator and at least five other members. The duties of this committee shall be to count the receipts received and deposited in the bank."

- 2) Amend the description of the Finance Committee on p. 10 to remove the reference to the Treasurer as a committee member.

"This committee shall consist of at least nine members serving 3-year terms, the Treasurer, and the professional church staff who shall serve as ex-officio members. The function of the committee is to administer the church budget and to provide for a review to be conducted at least every 2 years internally by a sub-committee of the Finance Committee or a separate audit committee. At least every 5 years, an audit shall be accomplished by a professional/outside entity."

3) Amend the description of the Property Committee on p. 11 as follows:

This committee shall consist of at least ~~nine~~ **seven** members. These members shall serve a term of at least 3 years, with ~~three members rotating off each year~~ **no limit, based on the church's needs**. This committee shall be responsible for providing and maintaining the property, building, and equipment needed by the church in its total ministry.

4) Amend the description of the Usher Committee on p. 12 to state that it is comprised of 10 members, and remove "seating members and guests and for."

"This committee shall consist of at least **10** members. The committee shall have the responsibility of collecting offerings. It shall also be responsible for ~~seating members and guests and for~~ the general comfort and well-being of the congregation assembled for all services."

5) In the Table of Contents, p. iv, Church Finances/Section 2, remove Item F., Petty Cash and Kitchen Fund, from the list. (These funds no longer exist.)

6) Remove Item F., Petty Cash and Kitchen Fund description on p.18, under Church Finances/Section 2. (These funds no longer exist)

F. Petty Cash and Kitchen Fund

~~A petty cash fund in an amount not to exceed \$75 and a kitchen fund not to exceed \$100 shall be authorized. The petty cash fund and the kitchen fund shall be the responsibility of a church staff member as directed by the church. The petty cash fund shall be used for small amounts to reimburse members for their expenses when such are budgeted and authorized by the church. Receipts for expenditures subject to reimbursement shall be required in all cases, and entries to the appropriate budget account shall be made by the church Treasurer.~~