

1 **BYLAWS**
2 **First Christian Church of Greensboro, Inc.**

3
4 **Preamble**

5
6 We, the members of First Christian Church, Inc, a congregationally governed body, in order to
7 promote the work of the church in the spirit of Christ and thus advance His kingdom, do
8 hereby adopt these Bylaws on the day of the month in the year. Upon this date, any previous
9 written or implied Constitution and Bylaws are hereby nullified.

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11 I. Church and Fiscal Year

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13 A. The Church year shall begin on January 1.

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15 B. The Fiscal year shall begin on January 1.

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17 II. Congregation

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19 A. Membership

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21 1. Membership in this congregation shall consist of:

- 22 • Those who are members of the congregation upon adoption of this document
- 23 • Those who unite with it by confession of faith in Jesus Christ and subsequent
- 24 baptism by immersion
- 25 • Those who unite by transfer of membership
- 26 • Those who elect to unite with this church as associate members thereby
- 27 retaining their membership in their home church

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29 2. Associate members may not:

- 30 • vote on church business
- 31 • hold elected office
- 32 • chair committees

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34 B. Responsibilities

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36 1. The congregation shall faithfully define and carry out its mission, vision, and
37 goals.

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39 2. The congregation shall own, control, and encumber its property.

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41 3. The congregation shall establish its budgets and financial policies.

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43 4. The congregation shall call its minister(s) and sustain its minister(s) in
44 faithfulness and honor.

- 46 5. The congregation shall participate, through voting representatives, in Regional
47 and General assemblies of the Christian Church (Disciples of Christ).
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- 49 6. The congregation shall demonstrate its commitment by:
50 • Proclaiming the gospel
51 • Providing the rite of Christian baptism by immersion
52 • Providing weekly communion
53 • Providing for the spiritual nurture of its members
54 • Promoting the church as a universal fellowship
55 • Transcending societal barriers
56 • Being faithful Christian stewards and providing resources for the total life,
57 work, and witness of the Christian Church (Disciples of Christ)
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59 C. Meetings

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- 61 1. A congregational meeting may be called by the Board Chair or by vote of the
62 Board.
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- 64 2. A congregational meeting shall be called upon request of 10% of participating
65 membership as defined in the most recent Yearbook and Directory of Christian
66 Church (Disciples of Christ) or 36 members (whichever is less) when presented
67 to the Board Chair.
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- 69 3. Notice of a congregational meeting and its stated purpose shall be given two
70 weeks prior to such meeting. Such notice must be provided by first class mail
71 and announced at Sunday services two consecutive weeks prior to such
72 meeting.
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- 74 4. A congregational meeting shall be conducted according to *Robert's Rules of*
75 *Order Newly Revised*.
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77 III. Officers

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79 A. Election

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- 81 1. The following officers shall be elected by the congregation at the annual
82 congregational meeting held for this purpose:
83 • Board Chair
84 • Vice-Chair
85 • Secretary
86 • Financial Secretary
87 • Treasurer
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- 89 2. These officers shall also serve as officers of First Christian Church, Inc.
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- 91 3. A slate of officers shall be presented by the Nominating Committee Chair.

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4. Nominations shall be taken from the floor.

B. Term of Office

1. The Board Chair shall be elected to a term of one year. The Board Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
2. The Vice-Chair shall be elected to a term of one year. The Vice-Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
3. The Secretary shall be elected to a term of one year. The Secretary may be elected to a second and a third consecutive one year term, after which one year must elapse before being eligible for re-election.
4. There are three Financial Secretaries and they shall be elected to terms of three (3) years not to succeed themselves for a period of one year. (Upon adoption of this document, one Financial Secretary shall be elected to serve a three year term, one Financial Secretary elected to serve a two year term and one Financial Secretary elected to serve a one year term.)
5. The Treasurer shall be elected to a term of one year and may be re-elected for additional one year terms.

C. Qualifications

1. Officers must have been members of the congregation for at least one year.
2. Officers must be members who are active in the life of the congregation and in the promotion of good will and Christian fellowship within the congregation and the community.
3. Officers must have a willingness to fulfill assignments on behalf of the congregation.
4. Officers should have demonstrated skills or potential to carry out the responsibilities of the office to which elected.
5. The persons serving as Secretary and Financial Secretaries should possess basic computer skills.
6. The person serving as Treasurer should possess accounting and computer skills equal to the task.

138 D. Responsibilities

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- 140 1. The Board Chair shall preside over all meetings of the congregation and the
- 141 Board, including setting and publicizing the agendas and other such duties
- 142 normally associated with the office of Board Chair. The Board Chair serves as
- 143 an ex-officio, non-voting member of all committees and the Cabinet.
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- 145 2. The Vice-Chair shall serve to support the Board Chair and preside in the absence
- 146 of the Board Chair at meetings of the congregation and the Board. The Vice-
- 147 Chair shall preside at all meetings of the Cabinet and perform such other duties
- 148 normally associated with the office of Vice-Chair. The Vice-Chair, in cooperation
- 149 with the Board Chair and Senior Minister, shall coordinate the selection of
- 150 committee chairs.
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- 152 3. The Secretary shall keep accurate minutes of all meetings of the congregation,
- 153 the Board, and the Cabinet and ensure that these minutes are reviewed and
- 154 approved by their respective bodies. Minutes shall be on file in the church office
- 155 for review by church members. The Secretary shall record amendments to these
- 156 Bylaws and forward approved amendments to the Trustees.
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- 158 4. The Financial Secretaries shall receive all income and gifts on behalf of the
- 159 congregation. The Financial Secretaries shall keep accurate records of the
- 160 source and amount of such income and gifts, deposit such income and gifts to
- 161 proper accounts, and provide appropriate quarterly written reports of such
- 162 income and gifts to individual donors. A Financial Secretary shall notify the
- 163 Treasurer of all deposits weekly. The Financial Secretaries shall be members of
- 164 the Stewardship Committee.
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- 166 5. The Treasurer shall be responsible for recording all deposits and paying all
- 167 authorized accounts of the congregation. The Treasurer will provide accurate
- 168 records of all expenditures and make regular written reports to the Board. These
- 169 reports shall also be made available to the congregation. The Treasurer shall be
- 170 a member of the Stewardship Committee.
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172 IV. Board

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174 A. Membership

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176 The Board shall consist of:

- 177
- 178 • Board Chair
 - 179 • Vice-Chair
 - 180 • Secretary
 - 181 • Treasurer
 - 182 • Immediate-past Board Chair, one year ex-officio, non-voting term when
 - 183 applicable
 - Fifteen individuals elected at-large from and by the congregation

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- Minister(s) of the congregation, ex-officio, non-voting member(s)
 - The Chair of the Elders, ex-officio, non-voting member (if not serving in any other capacity)

188 B. Terms of Office

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- 190 1. Terms of office shall be for one year for all members except at-large members.
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- 192 2. An at-large member shall be elected to a term of three years after which one
- 193 year must elapse before being eligible for re-election. (Upon adoption of this
- 194 document, five at-large members shall be elected to serve three year terms, five
- 195 elected to serve two year terms, and five elected to serve one year terms.)
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197 C. Meetings

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- 199 1. The Board shall determine and publicize a regular monthly meeting day.
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- 201 2. The Board shall meet in January, November and not less than six (6) additional
- 202 months per year.
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- 204 3. The Board shall notify the congregation of any changes in the meeting schedule.
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- 206 4. Board meetings are open and members of the congregation have the right to
- 207 attend these meetings and express opinions.
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- 209 5. Special meetings of the Board may be called by the Board Chair or upon request
- 210 of at least 50% of the voting members of the Board.
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- 212 6. In order to conduct the business of the church, at least two-thirds of the voting
- 213 members of the Board must be present at a meeting.
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- 215 7. Board meetings shall follow an agenda and be governed by *Robert's Rules of*
- 216 *Order Newly Revised*.
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- 218 8. The agenda will be made available to the congregation on the Sunday morning
- 219 before the Board meeting. The Board Chair shall be informed of any new
- 220 business at least three (3) days in advance of the Board meeting so that it can be
- 221 placed on the agenda.
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- 223 9. Items received less than three (3) days in advance of the Board meeting can be
- 224 placed on the agenda at the Board Chair's discretion.
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226 D. Authority

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- 228 1. The Board shall perform its duties according to the authority granted in the
- 229 Articles of Incorporation or otherwise delegated by the congregation.

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2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority for all actions shall rest with the congregation.

E. Responsibilities

1. The Board shall serve as the Board of Directors of the corporation.
2. The Board shall conduct its affairs in harmony with these Bylaws. Regular reports of Board activity shall be made to the congregation.
3. The Board shall be responsible for conducting the business of the congregation. It shall oversee the planning, coordination, research, evaluation, and implementation of congregational activities.
4. The Board shall approve the creation of special committees as needed to conduct the work of the Church.
5. The Board shall approve, when necessary, the creation of a Search Committee for the purpose of securing a minister for the congregation.
6. The Board shall present proposed amendments to these Bylaws to the congregation.

V. Elders, Trustees, and Deacons

A. Election and Term of Office

1. The congregation, at an annual meeting for this purpose, shall elect six elders, one trustee, and not more than twenty (20) deacons.
2. Elders and trustees are elected for terms of three (3) years not to succeed themselves for a period of one year. Deacons are elected for terms of three (3) years and may be elected for additional three year terms. (Upon adoption of this document, an appropriate number of elders, trustees, and deacons shall be elected.)

B. Qualifications

1. Elders, trustees, and deacons must be members who are active in the life of the congregation and in the promotion of good will and Christian fellowship within the congregation and the community.
2. Elders, trustees, and deacons must have a willingness to fulfill assignments on behalf of the congregation.

276 3. Elders, trustees, and deacons should have demonstrated skills or potential to
277 carry out the responsibilities of the office to which elected.
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279 C. Responsibilities

280 1. Elders shall:

- 281 • Promote the growth and welfare of the church
- 282 • Preside with the minister at communion
- 283 • Provide communion to home-bound individuals upon request
- 284 • Assist the minister(s) with pastoral functions
- 285 • Provide spiritual leadership to the congregation
- 286 • Provide supportive counsel for the minister(s) regarding the spiritual life and
- 287 development of the congregation
- 288 • Organize and elect a Chair
- 289 • Meet a minimum of eight (8) months in a calendar year
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292 2. Trustees shall:

- 293 • Update insurance coverage when needed
- 294 • Assure appropriate transactions are executed in a timely manner when gifts
- 295 of cash value are received
- 296 • Participate in the management of trust funds
- 297 • Review these Bylaws every three (3) years for accuracy, proposing
- 298 amendments when necessary
- 299 • Ensure amendments are incorporated into these Bylaws
- 300 • Study needs and make recommendations regarding property improvements
- 301 in cooperation with the Property Committee
- 302 • Organize and elect a Chair
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304 3. Deacons shall:

- 305 • Cooperate with the elders in promoting the growth and welfare of the
- 306 congregation
- 307 • Greet, usher, and count worshipers
- 308 • Collect the offering
- 309 • Prepare and distribute the communion
- 310 • Organize and elect a Chair
- 311 • Meet not less than quarterly
- 312 • Perform other duties, as requested
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314 VI. Cabinet

315 A. Membership

316 1. The Cabinet shall consist of the following:

- 317 • Board Chair, ex-officio, non-voting member
- 318 • Vice-Chair
- 319 • Treasurer
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- Secretary
- Chairs of Functional and Standing Committees
- Chairs of Elders, Trustees, and Deacons
- Chairs of women’s and men’s groups
- Youth representative selected by the youth
- Minister(s), ex-officio, non-voting member
- Adult youth advocate, ex-officio, non-voting member appointed by the Senior minister

2. The Vice-Chair shall serve as Chair of the Cabinet. In the absence of the Vice-Chair, the Chair serves.

B. Meetings

1. The Cabinet shall determine a regular monthly meeting day which shall occur at least four (4) days before the regularly scheduled Board meeting
2. The Cabinet shall meet in January and then a minimum of seven (7) additional months per year.
3. The Chair of the Cabinet may call additional meetings as needed.

C. Responsibilities

1. The Cabinet shall plan and administer the church program through the committees and other functional groups.
2. The Chair of the Cabinet shall:
 - Prepare the agenda for the meeting
 - Report Cabinet activities to the Board
 - Forward any new item(s) of business to the Board Chair to be placed on the Board meeting agenda
3. The Cabinet shall:
 - Study the needs of the church and plan for programs that meet those needs
 - Schedule church activities
 - Approve the appointment of functional committee members
 - Perform other duties, as requested

VII. Functional Committees

A. Committees Names

1. Outreach
2. Christian Education

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3. Congregational Enrichment
4. Property
5. Stewardship
6. Worship

B. Selection

1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior Minister, and Board Chair (and immediate-past Board Chair, when applicable) shall select the functional committee chairs for the next church year. These selections are submitted for approval at the November Board meeting.
2. A functional committee Chair may not serve on any other functional and/or standing committee.
3. A person may chair the same committee for two consecutive years, after which one year must elapse before being eligible for re-election.
4. Functional committee members shall be selected by the respective committee chairs and approved by the Cabinet.
5. The Vice-Chair presents the functional committee member roster at the January Board meeting.

C. Responsibilities

1. Each functional committee shall:
 - Oversee and coordinate the business for which it is responsible
 - Coordinate its work with other areas of church work via the Cabinet
 - Manage its current budget
 - Project the following year's financial needs by submitting a proposed budget to the Stewardship Committee by October 1st of each year
 - Make regular reports to the Cabinet, and, through the Cabinet, to the Board
 - Initiate and implement new programs only with Board approval
2. Immediate-past functional committee chairs shall serve as ex-officio, non-voting members of their functional committees for the first 6 months of the new year.

D. Purpose and Duties

1. The **Outreach** Committee oversees and coordinates the church's outreach activities. This includes, but is not limited to:

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- Providing financial assistance to community agencies
 - Sending disadvantaged youth to camps
 - Encouraging congregational volunteerism
 - Developing monetary goals for the church's Special Offerings
 - Promoting each Special Offering campaign and reporting total offering received
 - Providing and enlisting support for other benevolent projects
2. The **Christian Education** Committee oversees and coordinates the educational program of the church. This includes, but is not limited to:
- Planning and directing all youth activities such as Sunday School, Children's Church, Vacation Bible School, and Youth Groups
 - Providing curriculum and supplies for Sunday School, Children's Church, Vacation Bible School, and Youth Groups
 - Advising adult Sunday School classes
 - Providing opportunities to improve teaching and leadership skills
 - Distributing Christian literature
 - Providing other worthwhile educational opportunities
3. The **Congregational Enrichment** Committee oversees and coordinates activities related to church membership. This includes, but is not limited to:
- Evangelizing
 - Promoting the community's awareness of the church
 - Keeping accurate records of members and potential members
 - Publishing membership directories
 - Nurturing members by visitation
 - Scheduling greeters for worship services
 - Orienting new members into the life and fellowship of the church
 - Promoting fellowship by coordinating and publicizing events such as meals, receptions, and socials
4. The **Property** Committee oversees and coordinates the care of all church property. This includes, but is not limited to:
- Maintaining real property and capital equipment
 - Studying needs and making recommendations regarding property improvements, in cooperation with the Trustees
 - Supervising custodial and grounds keeping services
5. The **Stewardship** Committee oversees and coordinates the financial program of the church. This includes, but is not limited to:
- Preparing the annual budget
 - Soliciting annual pledges
 - Reconciling the annual budget
 - Promoting an ongoing program of stewardship awareness and understanding within the congregation

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6. The **Worship** Committee oversees and coordinates the worship services, the music program, and the building's aesthetics. This includes, but is not limited to:
 - Setting the order of worship with advisement from the Senior Minister
 - Caring for the baptistery and baptismal robes
 - Assisting baptismal candidate(s) and minister(s) during the baptismal service
 - Planning special worship services with advisement from the Senior Minister
 - Ensuring that the pulpit is filled in the absence of the Senior Minister
 - Scheduling worship leaders
 - Assisting in the hiring of the music staff
 - Approving aesthetic and decorative changes to the building's interior so as to maintain a worshipful atmosphere
 - Determining the acceptability of proposed gifts of decorative or artistic nature

VIII. Standing Committees

A. Committees Names

1. Personnel
2. Nominating
3. Finance

B. Selection

1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior Minister, and Board Chair (and immediate-past Board Chair, when applicable) shall select the incoming standing committee chairmen for the next church year. These selections are submitted for approval at the November Board meeting.
2. Standing committee members shall be selected by their respective committee chairs and approved by the Board at the January Board meeting.
3. The Vice-Chair presents the standing committee member roster at the January Board meeting.
4. The Personnel, Nominating, and Finance committees each consist of six members who serve three year terms. A member shall not succeed himself for a period of one year. (Upon adoption of this document, there shall be two members of these committees serving three year terms, two serving two year terms, and two serving one year terms).
5. Members of these standing committees may not serve on multiple standing committees. They may, however, serve on, but not chair other functional committees.

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C. Responsibilities

1. Each standing committee shall:
 - Oversee and coordinate the business for which it is responsible
 - Coordinate its work with other areas of church work via the Cabinet
 - Manage its current budget, if applicable
 - Project the following year's financial needs by submitting a proposed budget to the Stewardship Committee by October 1st of each year, if applicable
 - Make regular reports to the Cabinet and, through the Cabinet, to the Board
 - Initiate and implement new procedures only with Board approval
2. The immediate-past chairs of these Standing Committees shall serve as ex-officio, non-voting members of their respective committee for the first 6 months of the new year.

D. Purpose and Duties

1. The **Personnel** Committee oversees and coordinates all matters dealing with church personnel. This includes, but is not limited to:
 - Maintaining current employment agreements for all employees
 - Facilitating annual performance reviews of paid staff
 - Assist the Senior Minister in addressing and documenting employee performance issues
 - Submitting the employee compensation budget to the Stewardship Committee
 - Reviewing and revising Personnel Policies and Job Descriptions on an annual basis
 - Presenting changes to Personnel Policies and Job Descriptions for Board approval
 - Distributing revised Personnel Policies and Job Descriptions to employees
2. The **Nominating** Committee oversees and coordinates the nomination of all those individuals elected by the congregation. This includes, but is not limited to:
 - Soliciting potential nominees from the congregation
 - Explaining the responsibilities of elected positions to potential nominees
 - Presenting a slate of nominees to the congregation on the third Sunday in September for election to full terms of office as set forth in these Bylaws. The slate shall include Officers of the Congregation, At-Large Board Members, Elders, Deacons, Trustees, and when applicable, candidates for Emeritus status
 - Recommending nominees to fill vacancies in unexpired terms with such nominees being approved to serve by the Board
3. The **Finance** Committee oversees and coordinates the financial affairs of the church. This includes, but is not limited to:

- 552 • Implementing and maintaining financial procedures in cooperation with the
- 553 Financial Secretaries and the Treasurer
- 554 • Managing memorial funds in cooperation with the Financial Secretaries and
- 555 the Treasurer
- 556 • Evaluating vendor services
- 557 • Providing for an internal audit annually and after change of Treasurer
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559 IX. Pastoral Relations Committee

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561 A. The **Pastoral Relations** Committee shall act as a liaison between a minister and the

562 congregation. The committee shall meet on a regular basis with its frequency

563 determined by the committee. However, there should be no fewer than two (2)

564 meetings a year.

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566 B. The Pastoral Relations Committee is composed of:

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574 C. In addition, Search Committee members serve on the Pastoral Relations Committee

575 for one (1) year from their minister's installation date.

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577 X. Special Committees and Other Functional Groups

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579 A. When needed to administer the work of the church, the Board shall approve the

580 creation of special committees. Committee members shall be appointed by the Board

581 Chair. These committees shall perform specific duties as assigned and shall function

582 for such time as designated.

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584 B. The responsibility of other functional groups shall be outlined separately. These

585 groups shall cooperate with standing committees in planning and administering the

586 total program of the church.

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588 XI. Ministerial Staff

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590 A. Positions

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592 1. The congregation shall be served by a Senior Minister. If the Senior Minister

593 position is vacated, an Interim Senior Minister shall be called.

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595 2. In addition to the Senior Minister, the congregation may be served by other

596 ministerial staff. If any other ministerial position is vacated, an Interim Minister

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B. Ministerial Responsibilities

1. The Senior Minister shall be the spiritual leader of the congregation.
2. The Senior Minister, in cooperation with the Board, shall be the chief administrator for the congregation.
3. The Senior Minister shall assure that the life and work of the congregation complies with the congregation's Bylaws, policies and procedures.
4. The Senior Minister shall give special attention to the training of the congregation's leaders.
5. The Senior Minister shall be an ex officio, non-voting member of all committees and functional groups of the congregation.
6. The Senior Minister shall supervise and evaluate the work of the church staff.
7. The responsibilities of ministerial positions shall be adapted to meet current congregational needs.

C. Selection

1. The Board Chair shall select a Search Committee consisting of six members and a Chair.
2. This committee shall represent diverse segments of the congregation and shall be approved by the Board.
3. The Personnel Chair shall serve as an ex-officio, non-voting member of this committee.
4. The Search Committee shall utilize the services of the congregation's Regional Minister for information and counsel concerning prospective candidates.
5. The Search Committee shall interview only one prospective minister at a time; however, information may be secured on multiple candidates.
6. The Search Committee shall present its recommendation for a prospective minister to the Board.
7. The Search Committee shall make information on a prospective minister available to the congregation.

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- 8. The Search Committee shall present its recommendation to the congregation at a congregational meeting.
- 9. If at least three fourths of those voting at this congregational meeting approve the recommendation, the Chair of the Search Committee shall extend a call to the prospective minister on behalf of the congregation.

D. Terms of Employment

- 1. Compensation, terms of employment, and termination procedures shall be stipulated in a letter of call/employment agreement.
- 2. Copies of this letter of call/agreement are to be kept by the Personnel Committee Chair, the Treasurer and the Minister.
- 3. The Senior Minister shall meet at least semi-annually with the officers of the Corporation and the Chair of the Elders to review the church's mission, vision, and goals. Minutes of these meeting shall be on file in the church office for review by church members.

XII. Amendments to Bylaws

- 1. A proposed amendment to these Bylaws must be presented to the Board Chair in written form and must be accompanied by the written support of at least fifteen (15) members of the congregation or all serving Trustees.
- 2. The Board Chair shall assure that a proposed amendment is mailed to the members of the Board at least two weeks prior to the Board meeting at which the amendment will be considered.
- 3. The Board shall present a proposed amendment to the congregation. The Board will also present its recommendation, non-recommendation, or no comment.
- 4. A copy of the proposed amendment and the Board's opinion must be made available to the members of the congregation at least two weeks prior to a vote being taken at a congregational meeting.
- 5. A proposed amendment shall be approved by a two thirds majority of the members of the congregation voting on the proposed amendment.
- 6. An approved amendment is recorded by the Secretary and forwarded to the Trustees, who shall ensure the amendment is incorporated into these Bylaws.