

## BYLAWS

### BYLAW I: COVENANT

- A. We covenant with the Lord and one with another and do bind ourselves in the presence of God to walk together in all His ways according as He is pleased to reveal Himself unto us in His blessed word of truth.

### BYLAW II: RELIGIOUS SERVICES AND SACRAMENTS

- A. Public worship shall be held each Sunday at the discretion of the Board of Deacons. Other worship services may be held upon the discretion of the Board of Deacons.
- B. This Church shall celebrate the Lord's Supper as planned by the Board of Deacons.
- C. The Sacrament of Baptism shall be administered to those who have not previously received this sacrament at the time of or prior to their admission to membership. Children may be presented for Baptism at any convenient time.

### BYLAW III: THE MINISTER

- A. The Minister may be any person called to serve as pastor by the Congregation. In calling a Minister, the Congregation may look beyond its own membership, but any person called to the Congregation as Minister must become a member of this Church in the same manner as other members. In calling a Minister, the Congregation shall examine the faith, education, experience and ability of the candidate to determine whether qualified to carry on the work required of a Minister of this Church. If such a person has not demonstrated qualifications previously by having been ordained as a Christian Minister, this Congregation may ordain such a candidate at any appropriate ordination service or license such a person to serve as Pastor. Before conducting an ordination service, the qualifications of the candidate should be examined by a vicinage council duly called by the Church Council. The recommendations of the vicinage council should be weighed heavily in considering the candidate for ordination.
  1. The Minister shall be called by the Congregation for a definite period of time as stated in a legal contract between the Minister and this Church and shall serve until the relationship is terminated in writing with a 60 day notice by either the Minister or the Congregation. In the event the Minister resigns with less than a 60 day written notice, salary and benefit payments will cease immediately upon receipt of written notice.

2. The Search Committee shall be composed of 4 members appointed by the Council and 4 members at large elected at a special Congregational Meeting called for that purpose.
- B. The Minister shall be charged with the spiritual welfare of this Church. To this end the Minister shall preach the Gospel, administer the sacraments, be responsible for all the services of public worship, be active in pastoral service to the members and administer the activities of this Church in cooperation with the Officers and Boards and Committees appointed by this Church. The Minister shall be a voting member of the Church Council and shall be an ex-officio non-voting member of all Boards and Committees.

#### BYLAW IV: OFFICERS, BOARD MEMBERS AND APPOINTED POSITIONS

- A. All officers and Board members must be certified voting members of this Church.
- B. Officers of this Church directly elected by the members of the Congregation shall be: Moderator, Treasurer, Financial Secretary and Church Clerk. Their terms of office shall be June 1 of the year of the election to May 31 of the following year.
1. The Moderator shall preside at all Congregational and Council Meetings and shall vote in case of a tie at any Council Meeting. The Moderator shall plan the order of business for the above meetings, to the end that the business shall be accomplished expeditiously, without denying to any point of view its full expression. The Moderator shall share with the Church Council responsibility for the general welfare of the Church and its activities.
    - a. The term of office for the Moderator shall be one year. No person may serve as Moderator for more than two consecutive years, with the following exception: the Nominating Committee is unable to find a qualified candidate and (1) approval is received from the Church Council; (2) the Congregation is properly notified 10 days prior to Election; and (3) the extended term is so designated on the ballot.
    - b. No person shall be elected to the office of Moderator unless having previously served this Church for two consecutive years as a member of a Board or as an officer.
    - c. In the event of a vacancy of any nature in the office of Moderator, the Clerk shall immediately so advise the Church Council, which shall then appoint a prior Moderator to fill the vacancy.
  2. The Treasurer shall receive from the Trustees or their designee a weekly report of income received and proper designation for each pledge/cash contribution. The Treasurer shall disburse all monies upon request by officers and boards and committees as necessary to carry out their work and in accordance with the budget as

adopted by the Annual Budget Meeting of the Church. The Treasurer shall keep a record of all disbursements and submit these records for periodic audits initiated at least annually by the Board of Trustees, and shall report records to the Congregation at the Annual Regular Meeting and to the Board of Trustees each month or as necessary.

a. The term of office for the Treasurer shall be one year. No person may serve as Treasurer for more than three consecutive years, with the following exception: the Nominating Committee is unable to find a qualified candidate and (1) approval is received from the Church Council; (2) the Congregation is properly notified 10 days prior to Election; and (3) the extended term is so designated on the ballot.

3. The Financial Secretary shall keep records of all contributions (pledge/cash) and submit these records for periodic audits initiated at least annually by the Board of Trustees. These records shall be reported to the Congregation at the Annual Regular Meeting and to the Board of Trustees each month or as necessary. The Financial Secretary shall prepare and distribute quarterly and annual financial statements to all contributors. The Financial Secretary shall maintain the right of secrecy of pledges as established by Bylaw VII, A.1.

a. The term of office for the Financial Secretary shall be one year. No person may serve as Financial Secretary for more than three consecutive years, with the following exception: the Nominating Committee is unable to find a qualified candidate and (1) approval is received from the Church Council; (2) the Congregation is properly notified 10 days prior to election; and (3) the extended term is so designated on the ballot.

4. The Church Clerk shall keep a complete record of all affairs of this Church including Church membership, baptisms, marriages, births within member families, and of the transactions of all business meetings of this Church. The Clerk shall notify all Officers, members of Committees and Boards and Delegates of their election or appointment. The Clerk shall issue letters of withdrawal and recommendation. The Clerk shall publish from time to time, at least annually, a complete list of the membership of this Church. The Clerk shall bring to the notice of the members of this Church all communications intended for this Church and, when not otherwise provided, conduct all of its correspondence. The Clerk shall preserve on file all communications made in the name of this Church, and written official reports and give legal notice of all meetings as required by these Bylaws and by the Articles of Association, and perform all other duties that usually pertain to secretaries of assemblies.

a. The term of office for the Church Clerk shall be one year. No person may serve as Church Clerk for more than three consecutive years, with the following exception: the Nominating Committee is unable to find a qualified candidate and (1) approval is received from the Church Council; (2) the Congregation is properly notified 10 days prior to election; and (3) the extended term is so designated on the ballot.

- C. Chairmen of the following Boards shall be chosen from and by the elected members of their respective Boards: Board of Trustees, Board of Deacons, Board of Christian Education and Board of Christian Service.
1. The term of office for Board Chairmen shall be one year.
- D. Positions of this Church which may be appointed are: Superintendent of Church School and Assistant Treasurer and Assistant Financial Secretary.
1. The Superintendent of the Church School shall be responsible for the administration of the Church School in accordance with the policies established by the Board of Christian Education and the principles of faith and polity as outlined in the Articles of Association and the Bylaws. The Superintendent shall be a voting member of the Board of Christian Education.
    - a. The term of office for the Superintendent shall be indeterminate and at the discretion of the Board of Christian Education.
    - b. The Superintendent of the Church School shall be appointed by the Board of Christian Education.
  2. The Assistant Treasurer shall assist the Treasurer in the disbursement of funds, in the maintenance of records and disbursements, and in the preparation of such financial reports which are required of the Treasurer. The Assistant is to act for the Treasurer during an absence.
    - a. The term of office for the Assistant Treasurer shall be indeterminate and at the discretion of the Board of Trustees.
    - b. The Assistant Treasurer shall be appointed by the Board of Trustees.
  3. The Assistant Financial Secretary shall assist the Financial Secretary in the maintenance of records covering income and in the preparation of such financial reports which are required of the Financial Secretary. The Assistant is to act for the Financial Secretary during an absence.
    - a. The term of office for the Assistant Financial Secretary shall be indeterminate and at the discretion of the Board of Trustees.
    - b. The Assistant Financial Secretary shall be appointed by the Board of Trustees.

#### BYLAW V: BOARDS AND COMMITTEES

- A. The standing Boards and Committees of this Church should be Board of Trustees, Board of Deacons, Board of Christian Education, Board of Christian Service, Guidance and Planning Committee, and Nominating Committee. Terms of office begin on the June 1 following election and expire on the applicable May 31.

All Board and standing Committee members must be members of this Church.

1. The following Bylaws shall apply when the church clerk indicates the official membership rolls show 150 members or more.

- a. Each Board shall consist of two members for each 50 members on the Church rolls, with a minimum of six.
- b. All Board Members are elected for three years, with one third of the terms expiring each year as closely as possible.
- c. No Board member finishing two full consecutive three year terms (on any Board or combination of Boards) may be elected to succeed oneself, or be elected to another Board, until one year has elapsed with the following exception: the Nominating Committee is unable to find a qualified candidate and (1) approval is received from the Church Council; (2) the Congregation is properly notified 10 days prior to election; (3) the extended term is so designated on the ballot.

2 The following Bylaws shall apply when the church clerk indicates the official membership rolls show less than 150 members.

- a. Each Board shall consist of two members for each 50 members with an optimum of 6 and a minimum of 4.
- b. The normal term for a Board member is three years. If it is not possible to find enough members who can serve three years, one or two-year terms may be designated.

3. All other Bylaws shall apply regardless of the number of members listed on the official membership rolls.

B. Special Committees may be established, appointed and organized as required by the Church Council for specified purposes and time periods.

C. The Board of Deacons shall assist the Minister in caring for the spiritual needs of this Church and the members of the Congregation, take an active interest in the sick and needy, secure supply for the pulpit in cooperation with the Moderator and the Board of Trustees when necessary and provide for the administration of the Lord's Supper. It shall also be their responsibility to confer with all candidates for Church membership to determine their willingness to support the principles of faith and polity as outlined in the Articles of

Association and to make appropriate recommendations to the Congregation regarding their candidacy. The Board of Deacons shall be responsible for informing the Church Clerk of the additions and the deletions from the membership rolls of this Church.

1. The Board of Deacons, as much as possible, should be equally divided between men and women.

- D. The Board of Trustees shall be responsible for the financial welfare of the Church and the care of its real and personal property. It is their duty to safeguard adequately the financial and material possessions of this Church and to authorize each disbursement of its operating funds. They shall also take such steps as are necessary to provide for adequate service to this Church including office and maintenance personnel, facilities and utilities. The Board of Trustees shall be responsible for entering into all financial contracts obligating this Church. To be considered legally binding, all contracts must be signed by responsible agent(s) of the outside contractor, agreed upon by Board of Trustees and signed by two Officers of the Church. The Trustees are further responsible for the review of the annual operating budget prior to the Annual Budget Meeting and for the preparation of recommendations to the Congregation of the proposed operating budget.

1. The Trustees must report at least quarterly to the Congregation showing the total amount of cash received and the expenditures actually made since the last report with the expenditures being itemized in the same detail as on the budget approved by the Congregation.

2. The Board of Trustees shall act in all matters as determined by Act #53 of the Public Acts of the State of Michigan for 1901 as amended. In carrying out their duties as Trustees, they are the agents of the Congregation and their actions must follow the expressed will of the Congregation. They shall specify a particular bank as depository for Church funds and specify the officer or officers and number of signatories on checks drawn against these funds.

3. The Board of Trustees shall initiate periodic audits of income and disbursements, including Christian Service, at least annually and shall report the results of such audits to the Congregation.

4. The Board of Trustees shall be composed of the elected members, plus the Treasurer and Financial Secretary (elected annually).

5. A resident agent of the Congregation shall be appointed by the Board of Trustees to serve as a liaison between Pilgrim Church and political governments which exert an influence upon this Church.

- E. The Board of Christian Education shall be responsible for the continuing religious education of all the members of this Church and

their children. It is their duty to organize and supervise and direct all the religious educational activities of this Church including a Church School and adult religious education programs. The Board of Christian Education is responsible for the appointment of the Superintendent of Church School and for recruiting and training all Church School teachers. It is further responsible for the selection of Church School curriculum and training materials.

1. The Board of Christian Education shall consist of the elected members (plus Sunday School Superintendent, if one is appointed).

F. The Board of Christian Service is responsible for the Christian outreach of this Church. It shall be the purpose of this Board to study and make recommendations to the congregation.

1. Its areas of responsibility are:

a. The responsibility of the Congregation to Church extension shall include the investigation of areas where there is a need for the establishment or encouragement of a Church of corresponding faith and polity and for recommendations to the Congregation for assistance to such Churches or organizations commensurate with the capacity of this Church.

b. The responsibility of the Congregation to missions shall include the investigation of the various ways in which this Church can support Christian missionary work both at home and abroad and for bringing to the attention of the Congregation those missionary activities which need and deserve our support.

c. The responsibility of the Congregation to provide Christian works shall include the investigation of areas of need where combined personal time and efforts are recommended.

d. The Board of Christian Service is authorized to establish and maintain a separate checking account to disburse the Pilgrim Church Christian Service monies.

e. The Board of Christian Service shall keep a record of all income and disbursements and submit these records and cancelled checks for periodic audits initiated at least annually by the Board of Trustees.

f. The Board of Christian Service must report at least quarterly to the Congregation showing the total amount of cash received, cash balance of account and the disbursements actually made since the last report with the disbursements being itemized as to their nature and identity of the recipient.

G. The Guidance and Planning Committee shall be responsible for the development and maintenance of long range plans for the Church.

Long term plans for development of facilities, improvements in Church administrative structure, and obtaining facilities shall be submitted to the Congregation for its consideration and implementation. Additionally, the Guidance and Planning Committee shall advise the Church Council, the standing Boards and Committees and Special Committees when called upon.

1. The Guidance and Planning Committee shall be composed of the Minister and all past Moderators active in the Church.

2. The Guidance and Planning Committee shall meet at the call of the Moderator, the Minister or any past Moderator.

H. The Nominating Committee shall be responsible for the nomination of all candidates for all Offices and Boards. It shall consider all candidates for such Offices and Boards, shall request from the Congregation suggested nominees and shall submit to the Congregation, by mail at least ten days prior to the Annual Regular Meeting, its recommendation for the various elected Offices and Boards. In addition, the Nominating Committee, at the specific request of the Church Council, shall be responsible for the appointment of members to serve on Church Committees for specific time intervals as designated by the Church Council.

1. The Nominating Committee shall be composed of six persons including the Minister, the immediate past Moderator, a past member or current member of the Board of Deacons, Board of Trustees, Board of Christian Education and Board of Christians Service. In the event that an immediate past Moderator is unable to serve, the Church Council shall appoint another past Moderator. The current Moderator shall be responsible for convening the initial meeting of the new Nominating Committee at which time the members shall elect a Chairman for the Committee.

a. Those who shall serve for the next year will be designated by their respective boards and announced at the regular Annual Meeting.

b. No member of the congregation shall be asked to serve in an office or on a Board until the Nominating Committee has convened and discussed a potential slate of officers and board members.

2. In the event of a vacancy or non-function on any elective Board or Committee, the Nominating Committee shall solicit from the Board or Committee, including its own, recommendations for appointment to fill the vacancy, and shall make an interim appointment to be effective until the date of the next Annual Regular Meeting, at which time the un-expired term shall be filled by nomination and election in the regular manner. The Church

Council will advise the Nominating Committee when a vacancy or non-function of a Committee or Board Member is deemed to exist.

#### BYLAW VI: CHURCH COUNCIL

- A. The Church Council shall co-ordinate the various Boards and Committees of this Church and determine all areas of activities not specified in the Bylaws for all Boards, standing Committees and special appointed Committees. They may recommend changes or improvements to the Bylaws or make recommendations for additions to the Bylaws covering responsibilities and areas of activities.
1. The Church Council shall consist of the Moderator, Treasurer, Financial Secretary, Church Clerk, Minister, Chairman of Board of Deacons, Chairman of Board of Trustees, Chairman of Board of Christian Education, Chairman of Board of Christian Service and the President of the Women's Fellowship, all of whom shall have equal voting rights.
  2. The Church Council shall meet upon the call of any of its members.
  3. They shall have the final responsibility for all decisions involving two or more Boards or Committees of this Church.
  4. They shall have responsibility for advising delegates and alternates to other organizations (such as associations and conferences of continuing Congregational Christian Churches and Councils of Churches of several denominations).
  5. In the event that the elected office of Church Clerk, Treasurer or Financial Secretary shall become vacant, or may reasonably be assumed to be vacant due to non-function of the office holder or due to readily apparent circumstances such as incapacity, the Moderator shall immediately so advise the Church Council, which shall then appoint either a person of previous experience in that office or one of its own number to act, in addition to any current position duties, in that capacity.
  6. The Church Council may appoint, for specific purposes, such additional Committees and additional positions as may seem desirable, such Committees to be responsible to the Council unless otherwise designated. Such Committees as Music Committee (responsible for the Director of Music and Organist), Social Committee and Gifts and Memorials Committee, and such positions as Historian, Publicity Chairman, but not limited to these, are included.

#### BYLAW VII: RIGHTS OF MEMBERS IN CHURCH POLICY

- A. Each member of this Church, recognizing the obligations of membership, has numerous rights. These include but are not limited to the following:
1. The right of secrecy of pledges.

2. The right to remain in membership while supporting this Church and/or serving in its organized work.
3. The right to petition the Board of Deacons in event of the Board's proposed termination of membership for alleged non-participation as specified in Article VI - B.2.a.
4. The right to vote as specified in Article VII - F.
5. The right to petition for special meetings as specified in Article VII - C.
6. The right to add any subject to the agenda for discussion at the Annual Regular Meeting, or any Special Meeting of the Congregation.
  - a. This action must be taken at least 10 days prior to the meeting by notifying the Moderator and Church Clerk.
7. The right to observe any meeting of the Church Council, any standing Board or Committee specified in Bylaw V - A., or any special Committee organized pursuant to Bylaw V - B.
8. The right to meet with the Church Council or any Board or Committee of this Church by appointment to discuss specified business.

#### BYLAW VIII: AMENDMENTS

- A. Any amendment or change to these Bylaws must first be presented to the Congregation in a duly called Congregational Meeting.
- B. An exactly worded copy of the proposed amendment or change and a ballot shall be delivered to each eligible voter not less than thirty (30) days prior to the Congregational Meeting at which results of the letter ballot will be announced.
- C. A simple majority of acceptance by the certified voting members of the Church constitutes passage of amendments or changes to these Bylaws

