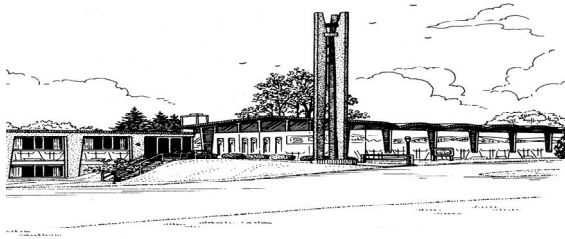


# CONSTITUTION & BY-LAWS

OF

## FIRST CONGREGATIONAL CHURCH OF MUKWONAGO



**231 Roberts Drive  
Mukwonago, Wisconsin 53149**

May, 2009

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## **Preamble of The First Congregational Church of Mukwonago**

The government of this Church is vested in its members, who freely accept the privilege and responsibility of cooperation with other Congregational Churches in their associated activities, but recognize the duty and exercise the right of final control in all matters pertaining to the property, work and government of this Church. This Church receives the word of God, contained in the Bible, as its guide in matters of faith and practice. This Church receives members on their assent to a covenant, and does not require assent to a creed.

### **Church Covenant of The First Congregational Church of Mukwonago**

We covenant with you, O God, and with one another to walk together in all your ways, as you reveal yourself to us in your blessed word of truth. We work and pray for the transformation of the world into the Kingdom of God; and look with faith for the triumph of eternal life.

## **Vision Statement of The First Congregational Church of Mukwonago**

To be a growing body of Christian believers characterized by a loving, forgiving, accepting community, modeled after the Life and Teachings of Jesus Christ, where people can grow to their full spiritual potential.

## **Mission Statement of The First Congregational Church of Mukwonago**

The mission of The First Congregational Church is to provide the spiritual presence of Christianity in the lives of all, by sharing the collective resources of Jesus Christ, the Church and the Congregation.

Dated May, 2009

# CONSTITUTION

## ARTICLE I: NAME

The name of this Church shall be THE FIRST CONGREGATIONAL CHURCH OF MUKWONAGO, WISCONSIN.

## ARTICLE II: POLITY

- A. Head of Church: This Church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.
- B. Authority: The government of this Church shall be vested in its members, who exercise the right of control in all its affairs.
- C. Associations: While this Church recognizes no superior denominational church law, it accepts the obligations of mutual council, and cooperation involved in the free fellowship of the Congregational Christian Church and pledges itself to share their common aims and work with the National Association of Congregational Christian Churches of the United States and the Wisconsin Congregational Association.

## ARTICLE III: DOCTRINE

- A. Rule of Faith and Practice: This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teachings of Jesus Christ as the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his/her own conscience under the enlightenment of the Holy Spirit.
- B. Statement of Faith: The statement of faith is not a test but an expression of the spirit in which this Church interprets the Word of God. We believe in God the Father, infinite in wisdom, goodness, and love; and in Jesus Christ, his Son, our Lord and Savior, who for us and our salvation lived and died and rose again and lives forever more; and in the Holy Spirit, who takes the teachings of Christ and reveals them to us, renewing, comforting, and inspiring the souls of men.

## ARTICLE IV: MEMBERSHIP

- A. Admission: Any person may become a member of this Church upon approval by the Board of Deacons, acceptance by the members of this Church during a service of worship, and upon furnishing satisfactory evidence of Christian character in one of the ways described in the BY-LAWS.

## **ARTICLE V: CHURCH SERVICES**

- A. Sunday Services: Services of worship shall be held each Sunday at such time as may be determined by the Board of Deacons.

## **ARTICLE VI: BUSINESS MEETINGS**

- A. Business meetings shall be held three times a year on dates scheduled by the Church Council.

## **ARTICLE VII: PASTOR**

- A. Qualifications:
- a. graduation from an accredited seminary
  - b. shall have been ordained or shall be ordained within one year
  - c. ascribe to congregational polity
  - d. become a voting member of this church
- B. Responsibilities: The Pastor is responsible to the congregation.

## **ARTICLE VIII: GOVERNANCE**

- A. The workings of the church shall be governed by the Church Council, Boards and Committees.

## **ARTICLE IX: CHURCH COUNCIL**

- A. The following members are elected by the congregation and they shall sit on the Church Council: Moderator, Moderator Elect, Past Moderator, and Member at Large. The chairpersons of the Board of Christian Education, Board of Deacons, and Board of Trustees shall also serve on this Council. The Moderator is the chairperson of the church council.
- B. The purpose of the Church Council is to facilitate communication between the various Boards and other leadership of the Church.
- C. The Church Council shall answer and interpret any constitutional questions that may arise.

## **ARTICLE X: OFFICERS**

- A. The Church Officers are: The Moderator, Moderator Elect, Past Moderator, Clerk, Financial Secretary, Treasurer, and Member at Large.

## **ARTICLE XI: BOARDS**

- A. Members of the Boards of Christian Education, Deacons and Trustees shall be elected by the congregation.

## **ARTICLE XII: COMMITTEES**

- A. Committees shall be established by the congregation, the Church Council or the Boards and shall serve as long as the establishing organization determines or as stated in the By-Laws.

## **ARTICLE XIII: PROPERTY AND DISSOLUTION**

- A. The Church shall have the right to own both real and personal property and to hold the same, sell, mortgage or otherwise deal in both real and personal property. Upon the dissolution of the Church, the net assets of the Church after payment of all debts shall be distributed as deemed by the will of the congregation.

## **ARTICLE XIV: AMENDMENTS**

- A. These Constitution Articles may be amended by an 85% vote of the voting members present at any regular or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit or printed in the Sunday Service Bulletin on the two Sundays preceding said meeting.

# BY-LAWS

## ARTICLE I: MEMBERSHIP

- A. Membership may be achieved by one of the following:
1. By letter of transfer from another church.
  2. By Affirmation of faith or by confession of faith.
  3. Upon confirmation in this church
- B. Applicant shall have given assent to the covenant of the Church, an agreement to attend services, contribute financially, take part in some work of the Church and shall have received instructions on the meaning of church membership. This shall be the responsibility of the Pastor and the Board of Deacons.
- C. Membership in this church shall consist of three classes: Members, Associate Members and Friends.
1. Members shall be loyal to the Church of Christ, wherever they are, and uphold it by their prayers, presence, gifts and service. Members who have demonstrated regular Sunday attendance or active service during the past 12 months are voting members and may vote at any congregational meeting. Those who do not meet these requirements are non-voting members. Any questions with respect to voting rights shall be resolved by the Board of Deacons.
  2. Associate Member: An Associate Member shall be one who maintains membership in another church and who, because of residence, position or educational situation, also desires affiliation with this Church. Associate Members are not entitled to vote at any congregational meeting.
  3. Friend: The Church extends its welcome to those friends who, while participating in the life of the Church, do not choose to become members. In so doing, the congregation gives, in the spirit of Christian fellowship, its concern, love and support. While subject neither to the implications of Church Covenant nor to the responsibilities of membership, friends are invited to participate fully in worshiping and serving God. Friends are not entitled to vote at any Congregational Meeting.
- D. Termination of Membership: Membership in the Church may be terminated as follows:
1. Letter of Transfer/Certificate of Standing: Any member who desires a letter of transfer/certificate of standing and recommendation to another church is entitled, upon request, to receive it. Membership in this Church shall cease when the letter is granted.

2. Upon verification that a present member has become a full-fledged member in another religious body, associate membership in this church may be offered to the individual.

3. Discipline: This church will follow the biblical model as stated in Matthew 18:15-17, 'If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church and if he refuses to listen even to the church, let him be to you as a gentile and a tax collector.'

E. The Board of Deacons may reinstate a former member if he/she shall have indicated a desire to fulfill the qualifications of such membership, however voting privileges are as described in article I.C.1 of the BY-LAWS.

## **ARTICLE II: CHURCH SERVICES**

A. Sunday services may be suspended only by affirmative vote of two-thirds of the members present at a meeting called for that purpose.

B. Communion: Communion shall be celebrated at such times as the Board of Deacons and the Pastor may determine. Any member of the church may assist the Pastor serving communion.

C. Baptism: The baptism of children and adults shall be administered by the Pastor, or in the Pastor's absence by a Pastor appointed by the Board of Deacons.

D. Other Services: Other services for worship, inspiration, prayer, and study may be held as determined by the Pastor, the Board of Deacons, or the members.

## **ARTICLE III: BUSINESS MEETINGS**

A. Rules of order:

1. Fiscal Year: The Fiscal Year of this Church shall be from January 1 to December 31.

2. Official Year: The official year of this Church shall be from July 1 to June 30. All Officers and Boards shall assume their duties on July 1 after their election at the Annual Meeting. See Article III.B.2. They shall continue in office for the period for which they are elected and until their successors are elected and assume office.

3. Voting Members: Those members entitled to vote at any meeting of the Church shall be members who are designated as voting members under Article I.C.1 of the BY-LAWS.
4. Voting: Voting Members must be present at a meeting to vote. Proxy votes will not be accepted. Unless otherwise required, a majority vote on any question is decisive. Election of Officers, Boards, and Committee Members shall be by written ballot if there are more candidates than positions to be filled.
5. Quorum: A quorum shall consist of voting members in attendance at the meeting.
6. Roberts Rules of Order, Revised: Shall be the standard in deciding questions of parliamentary procedure and practice at all Church meetings.
7. Moderator Pro Tem: In the absence of the Moderator, Moderator Elect and Past Moderator the voting members present shall elect a Moderator Pro Tem from among their number.

B. Business meetings:

1. January Business Meeting: The fiscal budget will be approved, one Nominating Committee member shall be elected as well as any other church business brought before the meeting.
2. May Business Meeting: The Annual May Meeting shall be held to hear the written yearly business reports of The Pastor, Officers, Boards, and Committees and related organizations, to elect Officers, Boards and Committees, to transact business as well as set up plans for the coming Official year, and any other church business brought before the meeting.
3. October Business Meeting: The Board of Trustees shall present a proposed budget for the coming Fiscal year that will be acted upon at the January Business Meeting. An Auditing Committee member will be elected, as well as any other church business brought before the meeting.

C. Calling meetings:

1. Dates of Stated Meetings: The Church Council will set the date of any stated meeting.
2. Notice of Meetings: Notice of all stated business meetings of the Church shall be given from the pulpit or be printed in the Sunday Service Bulletin on each of the two Sundays next preceding the date of such meeting.
3. Agendas, reports and/or constitutional amendments must be in written form and presented to the congregation for their consideration at least two weeks prior to the stated meeting date.

- D. Special Meetings: Special meetings for business may be called by the Pastor, the Church Council, any of the Boards, the Pastoral Search Committee, or by the Clerk upon the written request of at least five of the voting members. The nature of the business to be transacted shall be stated in the call. Notice of all Special Meetings of the Church shall be given from the pulpit or be printed in the Sunday Service Bulletin on each of the two Sundays next preceding the date of such meeting.

#### **ARTICLE IV: PASTOR**

- A. Duties: The pastor shall administer the sacraments and lead the spiritual welfare of the Church with the assistance of all members of the church. He/she shall seek to enlist men and women as followers of Christ, preach the gospel, administer the sacraments, have under his/her care all services of worship, and administer the activities of the church in cooperation with the Officers, Boards and Committees. His/her membership on all Boards and Committees shall be ex officio without the right to vote.
- B. Call: A prospective pastor shall be submitted by the Pastoral Search Committee (as defined in Article V.C of the BY-LAWS), after careful investigation and due deliberation. The candidate shall first give a presentation sermon to the congregation. Action on the candidate shall be taken at a special meeting of the Church called by the Pastoral Search Committee for that purpose. This special meeting shall be in the form of a resolution on which shall contain the name of the candidate, his/her present place of residence, a statement of his/her qualifications including ordination, education and any other information deemed pertinent. A two-thirds vote of the voting members of the Church present at the meeting called for the purpose of selecting a pastor shall be necessary to extend a call.
- C. Term: The term of the pastor shall be indefinite as long as there is mutual agreement.
- D. Pastoral-Parish Relations Committee: A three person Pastoral-Parish Relations Committee will provide two-way communication between the pastor and the congregation. This committee's goal is to nurture a healthy, productive relationship between the pastor and the congregation. The committee members shall not be members of other church boards. Upon serving a three year term, a committee member may be elected for a second term of 3 years. Upon serving a second term of 3 years, the member shall be ineligible for reelection to the same committee until after the expiration of one year. The committee shall conduct an annual appraisal of the pastor's performance and the congregation's performance based upon mutually agreed upon goals set after the preceding evaluation period. The results of this pastoral and parish appraisal shall be presented to the congregation at the annual meeting.

- E: Termination: Either the pastor or the church may initiate action to terminate the pastor. Action by the church shall be by a two-thirds vote of the members present and entitled to vote at a Special Meeting duly called for the purpose. Voting on termination shall be by written ballot. Whether initiated by the pastor or the church, termination shall be effective within 60 days.

## **ARTICLE V: CHURCH COUNCIL**

- A. Members on the Church Council:
1. Moderator
  2. Moderator Elect
  3. Past Moderator
  4. Member at Large
  5. Chairpersons of the Boards of Deacons, Trustees, and Christian Education.
- B. Responsibilities: The Church Council is responsible for outreach, public relations, setting dates for business and special meetings. It is also responsible for fellowship activities, summer picnics, coordinating special activities and support of team ministries. This council selects the members of the Pastoral-Parish Relations Committee. It is to serve as the communications network of the church. In addition the Church Council shall facilitate communications between the Boards and when necessary, any concerns, problems or issues within the congregation.
- C. Pastoral Search Committee: The Church Council shall select a Pastoral Search Committee of five members to be approved by a vote of the members of the Church. (For further information on the duties and terms of office of the Pastoral Search Committee see Article IV.B of the BY-LAWS).

## **ARTICLE VI: OFFICERS**

- A. Moderator: The Moderator shall be chairperson of all regular and special meetings of the church. He/She shall serve to the close of the Official Year following his/her election and shall be the chairperson of the church Council.
- B. Moderator-Elect: The Moderator Elect shall fill in if the Moderator is absent.
- C. Past-Moderator: The Past-Moderator shall fill in if the Moderator and the Moderator-Elect are absent.

- D. Clerk: The Clerk shall keep a record of all business meetings of the Church, a roll of members together with the date of their admission or termination of membership and the manner of it; a record of baptisms, marriages, and deaths and shall report these to the congregation at the Annual Meeting of the Church. He/She shall be responsible for keeping an official copy of the constitution and by-laws including all amendments and revisions thereof.
- E. Financial Secretary: The Financial Secretary shall receive all monies coming to the Church of whatever kind or source. He/She shall keep an account of all money received including an account with each member and produce a quarterly statement to be rendered to each member. A report on receipts shall be made to the Board of Trustees at their monthly meeting and to the members of the Church at Annual and stated meetings. All monies received shall be promptly deposited in a bank and written receipt given to the church secretary.
- F. Treasurer: The Treasurer shall have charge of disbursements of the monies of the Church. As directed by the Board of Trustees, the Treasurer shall pay all bills.
- G. Member at Large: At the annual meeting the congregation shall elect the Member at Large who sits on the Church Council. The Member at Large shall not be a member of any Board.
- I. Other Officers: Other officers may be elected as needed.
- H. Tenure of Office: The positions of Moderator, Moderator elect, Past Moderator and Member at Large shall be for one year. The positions of Clerk, Financial Secretary and Treasurer may be elected for a maximum of three consecutive years.

## **ARTICLE VII: BOARDS**

- A. Membership:
  - 1. Membership: The Boards of Christian Education, Deacons and Trustees shall each consist of five to seven voting Church members. Upon ratification of this Constitution and By-Laws board members shall be elected as follows: Upon serving one term he/she may be elected for a second term of three years. Upon serving a second term of three years, a Board Member shall be ineligible for reelection to the same Board until after the expiration of one year. Boards shall elect their own Chairperson and such other officers, as they deem necessary. A Board Member may only be elected as Chairperson for no more than two of a three-year term.

2. The Boards shall publish the minutes of their meetings by the Sunday following their meetings and distribute the minutes to all members of the Church Council

B. Board of Deacons:

1. Duties: It shall be the duty of the Board of Deacons to cooperate with the Pastor in ministering to the spiritual interests of the Church and community. The Deacons shall have supervision and direction of the benevolence of the Church. The Deacons shall be attentive to new and prospective members and introduce them into the life of the Church. They shall approve the reception of new members and they shall be responsible for the revision of the Church roll. This shall be done on an annual basis prior to the May Meeting. They shall provide for the supply of the pulpit in the absence of a duly called Pastor. They shall be responsible for Lay Participants to assist during worship services. They shall meet once each quarter or more often as the need may require.
2. The Deacons are responsible for filling the following committee chair positions and /or stated positions: Decorating and Flower Committee, Hospitality and Social Committee, Music Committee, Head Usher, Historian and Librarian positions.
  - a. Decorating and Flower Committee: Membership: The Decorating and Flower Committee shall consist of four members. Duties: The Decorating and Flower Committee shall provide flowers or other suitable decorations for the Services of Worship and for other occasions where deemed suitable
  - b. Hospitality and Social committee: Duties: The Hospitality and Social Committee shall provide greeters for each service of worship. They shall foster a feeling of welcome and friendship between the members and friends of the church.
  - c. Music Committee: Membership: The Music Committee shall consist of three members. Duties: The Music Committee, in cooperation with the Pastor, Choir Director, and Organist, shall be responsible for the musical program of the Church. They shall provide the Choir Director and the Organist, determining any salary or honorarium in consultation with the Board of Trustees.
  - d. Head Usher: A head usher shall be appointed at the Annual Meeting to serve until the next Annual Meeting. He/she shall select a committee to serve at the Services of worship and business meetings of the Church

e. Historian: The Historian shall make and keep a journal of all pertinent events concerning the Church. He/She shall make a report of these events at the Annual Meeting.

f. Librarian: The Librarian shall receive and classify all appropriate books, papers, and pamphlets coming into possession of the Church library. The Librarian shall provide a proper card system so that a record may be kept of withdrawals and returns. The Librarian shall set up and post rules for the use of the Church library.

C. Board of Trustees:

1. Duties: The Board of Trustees shall administer the business affairs of the Church as a corporate entity consistent with the provisions of this constitution and By-Laws, the Certificate of Incorporation of the Church dated October 11, 1889, and recorded in the Office of the Register of Deeds of Waukesha County; and the laws of the State of Wisconsin, particularly Section 187.10 entitled "Congregational Church" and any amendments thereto.
2. The Board of Trustees shall have no power to buy, sell, lease, or transfer any of the real estate and fixtures of the Church without the specific authority of the Church. They may invest reserve funds, establish separate foundations or trusts for specific purposes and name the trustees thereof.
3. The Board of Trustees shall prepare, in cooperation with the various Boards, Officers, and Committees, an itemized budget of estimated expenses of the Church to be presented at the October meeting.
4. The Trustees shall meet once each month throughout the calendar year and more often as the need may require.
5. Employees: The Board of Trustees shall approve and determine the compensation for the: Pastor, Secretary for the Church office, Custodian of the Church property, Choir Director, Organist, all employees of Pilgrim Playmates and such other employees as they shall deem necessary. The Trustees are responsible for ensuring that employee reviews are done annually.
6. The Trustees are responsible for filling the following committee chair positions and /or stated positions: Director of the Stewardship Committee and Furnishing and Memorial Committee.

- a. Stewardship Committee: The Chairperson of the Stewardship Committee shall appoint and supervise sufficient volunteers to conduct the every member canvas which shall be made in the fall of the year whereby the annual budget be underwritten.
  - b. Furnishing and Memorial Committee: The Furnishing and Memorial Committee shall consist of three (3) members. Duties: The Furnishing and Memorial Committee shall be responsible for carrying out the terms and conditions accompanying any gift or memorial presented to the Church. With the advice of the Pastor and the Boards of Deacons or Trustees, they may reject any such gift or memorial if it shall be deemed inappropriate or the terms or conditions accompanying such gift or memorial are in conflict with the objects, polity, and doctrines of this Church. Undesignated monetary gifts shall be under the control of this Committee until applied, but shall be held by the Treasurer in an identifiable account. The Committee shall make and keep an up-to-date accurate inventory of all church fixtures and movable property, including monies under its control. The Committee shall plan, select, replace, and add to the furnishings of the Church. They shall consult with the Board of Trustees concerning financial out-lays and shall submit a proposed budget for the same.
7. Nursery School (Hereafter to be known as Pilgrim Playmates Nursery School):
- a. The First Congregational Church establishes and operates a Nursery School for pre-school age children.
  - b. The Nursery School shall be operated by a Nursery School Committee. The Committee shall consist of five (5) church members appointed by the Trustees.
  - c. The Board of Trustees shall be authorized to hire and compensate staff for the Nursery School. Nursery School staff shall be screened and interviewed by the Nursery School Committee, who then shall recommend candidates to the Board of Trustees.
8. The First Congregational Church of Mukwonago declares officially and publicly that our fellowship is open to all who qualify for membership without any restrictions as to gender, race, class, or ethnic background. Also our policy of calling Pastors and employing Church staff members is without any restrictions as to gender, race, class or ethnic background.

D. Board of Christian Education:

1. Duties of the Board of Christian Education: The Board of Christian Education shall have supervision and direction of the educational work of the Church as follows:
  - a. The Sunday School and its adjuncts such as Vacation Bible School, weekday religious education, courses of lectures and instruction in religious subjects.
  - b. Adult Christian education
  - c. It shall be the purpose of the Board of Christian Education to lead all church members into an increasing experience of fellowship with God and in the development of a character, which shall be genuinely and consistently Christian. It shall endeavor to develop interest in the Church and an increasing desire and ability to participate in its life and work.
2. Organization and support of the Wisconsin Congregational Association of Pilgrim Fellowship and encourage continuation of such activity on the part of young people after graduation from high school in Heritage of Pilgrim Endeavor.
3. The Board of Christian Education shall appoint a Superintendent of the Sunday School. The Sunday School Superintendent shall have general supervision of the Sunday School under the direction of the Board of Christian Education. He/She shall be a non-voting member of the Board of Christian Education, ex officio. The term of the Superintendent of the Sunday School shall be 3 years and may be elected for a 2<sup>nd</sup> 3-year term.
4. The Board of Christian Education shall have full power to appoint and remove any teachers and any other persons assisting in the operation of the Sunday School.
5. The Board of Christian Education shall propose an estimated budget to cover expenses for the coming year to the Board of Trustees prior to the October meeting, the same to be included in the Church budget.
6. The Board of Christian Education shall meet once a month through the period from September to June.

## **ARTICLE VIII: COMMITTEES**

- A. Committee members for all committees except the Furnishings and Memorial Committee, Pilgrim Playmates Nursery School Committee, [Pastoral-Parish Relations Committee, Auditing Committee, and Nominating Committee] shall be appointed for one-year terms, and cannot be appointed for more than three consecutive years.
- B. The following committees [of three members each] shall be filled by voting church members: Auditing Committee and Nominating Committee.
1. Auditing Committee: They shall examine the accounts of the Financial Secretary and the Treasurer and report thereon at the January meeting. The term of office is three years. One member is elected each year at the October meeting.
  2. Nominating Committee  
Membership: The term of office is three years. One member is elected each year at the January meeting. Duties: The Nominating Committee shall prepare a slate of Officers, Boards, and Committee members for election at the forthcoming Annual Meeting. No nomination may be presented unless the nominee shall have consented to serve, if elected. In case any church office shall become vacant between regular meetings, the nominating committee may fill the vacancy by interim appointment until the next regular meeting, at which time the vacancy shall be filled for the unexpired term. Nominations submitted by the Nominating committee shall not prevent nominations from the floor.
  3. Representatives of the Church to recognition services, installation services, or ordinations and or ordinations, and other duly called meetings shall be elected in the same manner as delegates.
  4. Other Committees: Other Committees may be appointed and/or elected by the Congregation, Church Council and Boards as needed.

## **ARTICLE IX: APPOINTED POSITIONS**

- A. Delegate: A Delegate and an Alternate to the National Association of Congregational Christian Churches, the Wisconsin Congregational Association, and any other organizations to which the Church should regularly send delegates shall be elected at the stated meeting preceding the date of such meetings, or at a special meeting.
- B. Services, or ordinations and other duly called meetings shall be elected in the same manner as delegates.

- C. Vacancies: Vacancies occurring in any elected Office, Board, or Committee of the Church shall be filled by the Nominating Committee for the unexpired time of the current church year.

#### **ARTICLE X: AUXILIARY ORGANIZATIONS**

- A. Organizations: There shall be associated with the Church the usual auxiliary organizations such as Women's Fellowship, Men's Fellowship, Pilgrim Fellowship, and any other auxiliary groups deemed necessary. These and any groups using its property and equipment shall be regarded as integral parts of the Church and under its general jurisdiction.

#### **ARTICLE XI: AMENDMENTS**

- A. These BY-LAWS Articles may be amended by a simple majority of the membership present at any regular or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit or printed in the Sunday Service Bulletin on the two Sundays preceding said meeting.