

**Appendix to Bylaws  
Revised February 2024**

**1. Clerk**

- a) The Clerk shall be elected at the Annual Meeting of the Church.
- b) In conjunction with the Church Administrative Assistant, shall keep or cause to be kept a register of Church members together with their current addresses and the dates of their reception and/or removal from membership.
- c) In conjunction with the Church Administrative Assistant, shall keep or cause to be kept a record of Births, Baptisms, Marriages and Deaths of Church members.
- d) To issue letters of transfer and recommendations of the Congregation.
- e) To give notice of all meetings, or to delegate that responsibility, as required by these bylaws.
- f) To conduct or cause to be conducted all official correspondence of the Church as it relates to the duties of the Clerk.
- g) Shall submit a report for inclusion in the Annual Report.

**2. Treasurer**

- a) Shall make payments as directed by the Trustees.
- b) Shall keep separate records of expenses of the Church and those of the Pastor.
- c) Shall see that the records are maintained and give accurate accounting of the financial transactions of the Church.
- d) Shall make a report at the Trustees, Church Council, and Annual meetings and such other times as the church may require.
- e) Shall be responsible to provide all financial records to be reviewed prior to the Annual meeting.

**3. Diaconate**

- a) Assume Christian leadership.
- b) The Pastor will be evaluated annually as of the date of hire by the Diaconate and the Pastor will be given a signed written report of his/her evaluation.
- c) Prepare for the administration of the Sacraments of the Lord's Supper.
- d) Assist the Pastor in the work and care of the Church.
- e) Have general oversight of the spiritual life of the Church

**Appendix to Bylaws**  
**Revised February 2024**

- f) Care for the supply of the pulpit in the absence of the Pastor.
- g) Care for the supply of the music in the absence of music director.
- h) They shall elect a member to act as chairperson.
- i) Be responsible for the Church service and other matters pertaining to the works of the Church. The Deacons may appoint special committees within the Diaconate to fulfill these needs.
- j) Call on new people in the community.
- k) Update the membership rolls every odd year.
- l) They shall meet monthly or as deemed necessary.
- m) Shall make a report at the Church Council and Annual meetings and as such times as the Church may require.
- n) Along with the Pastor to direct the duties of the Pianist/Organist and the music program.

**4. Trustees**

- a) Shall have joint charge, control and management of the physical property and providing custodial care.
- b) Shall have the care of the funds of the Church.
- c) Shall have the power and authority to perform all acts of the church relating to business affairs of the church, not inconsistent with these Bylaws or with any action taken at a meeting of the Church.
- d) Shall have the care of all Endowment Funds of the Church. The Endowment Fund disbursements shall be limited to 5% of the average fair market value of the fund as of the (three) 3-year period ending on the last day of the previous fiscal year. The average fair market value of the Fund is defined as the sum of the year end market value of each of the preceding (three) 3 years divided by (three) 3.
- e) Shall prepare and recommend an annual budget to be voted on at the Annual Meeting.
- f) Shall make a report at each Church Council and Annual Meeting and when the Church may require.
- g) Shall conduct and review all the Church's financial records of the previous year and submit a report at the Annual Meeting.
- h) Shall meet monthly or as deemed necessary.

**Appendix to Bylaws**  
**Revised February 2024**

- i) Hiring of Administrative Assistant (see duties, Appendix 9) and other support staff.
- j) The following items would require a Special Church meeting and a majority vote of approval by church members in attendance before any expenditure could be made:
  - 1) Any loan against the church,
  - 2) Disbursements greater than 5% from the Endowment Funds in the event of an emergency.
- k) The Trustees shall adopt standards for the Discretionary Endowment Fund to ensure that the Discretionary Endowment Funds used in accordance with its purpose and to ensure appropriate records are kept by the church. The Discretionary Fund is an Endowment Fund and shall be subject to such standards as the Trustees adopt.

**5. Missions**

- a) Shall consist of five (5) members, to be elected for three (3) year terms. One (1) member of the Board shall be elected as Mission Chairperson/Treasurer.
- b) The Chairperson/Treasurer shall have custody of all funds donated to the Church's use for Mission purposes, making payments as approved by the Church Council.
- c) The Mission Board shall meet regularly to discuss and propose mission needs and projects.
- d) The proposals will be presented to the Church Council and are subject to approval from said Council.
- e) The Mission Chairperson/Treasurer shall make a report at the Church Council and Annual meetings and at such times as the Church requires.
- f) The Mission Board will oversee the Memorial donations along with the church Treasurer. *See Article X-c Section 3*

**6. Church Council**

- a) Shall consist of the Moderator, Deacons, Trustees, Treasurers, Superintendent of Sunday School, Chair of Board of Christian Education, Mission Chairperson

**Appendix to Bylaws**  
**Revised February 2024**

and two (2) other members at large chosen from the Church membership for three (3) year alternating terms.

- b) A Member-at-large of the Church Council is a spokesperson for the people of the Church. They act as a representative for the general membership. Their focus should be on how any policies and procedures the Church Council wishes to enact will affect these members and to raise concerns if the membership suffers in any way. They shall have voting privileges.
- c) Shall sustain by votes the recommendations of the Nominating Committee.
- d) Shall elect a Chair and Vice Chair from the group.
- e) Shall fill vacancies, on any board or committee as they deem necessary.
- f) Shall meet every other month or as deemed necessary.
- g) Special meetings may be called by five (5) members of the Council.
- h) Shall appoint special committees as they deem fit.
- i) All new ministries of the Church to be brought to the Council for guidance. They shall provide a report to the Council when deemed necessary.

**7. Board of Education**

- a) The Board of Christian Education shall be composed of the Sunday School Superintendent(s), a representative of the Pilgrim Fellowship Advisor(s) (youth leader), four (4) other members, two (2) of whom shall be parents of Sunday School student(s), each elected for a three (3) year term, with alternating terms at the Annual Meeting.
- b) Shall elect its own Chair and shall meet monthly and as deemed necessary throughout the year.
- c) A majority constitutes a quorum for a vote.
- d) Shall make a report at the Church Council and Annual Meetings and at other such times as the Church requires.
- e) The Superintendent of the Sunday School will have general oversight of all activities of the Sunday School
  - 1) May appoint an Assistant Superintendent of the Sunday School

**Appendix to Bylaws**  
**Revised February 2024**

- 2) Shall direct the affairs of the Sunday School in providing classes, teachers and study materials.
- 3) Shall strive to promote religious and spiritual instruction.
- 4) Shall be elected at the Annual Meeting with the term of office to be effective July 1 to June 30 of the following year.

**8. Nominating Committee**

- a) The Nominating Committee shall consist of one (1) Deacon, one (1) Trustee, and one (1) Church Council member-at-large not up for election and two (2) members from the church body, not on any Board or committees.
- b) Shall meet in October to start the selection process of boards and committees.
- c) Further nominations, along with the Nominating Committees recommendations, may be made from the floor at the Annual Meeting.
- d) A majority will be required to hold a Nominating Committee Meeting.
- e) This Board shall elect a Chairperson from within the group.

**9. Administrative Assistant**

- a) The Administrative Assistant shall be an employee of the Church, hired by the Trustees and directed by the Pastor.
- b) In conjunction with the Clerk, shall keep or cause to be kept, a register of Church members together with their current addresses and the dates of their reception and/or removal from membership.
- c) In conjunction with the clerk, shall keep or cause to be kept, a record of Births, Baptisms, Marriages and Deaths of Church Members.