

UNITED EVANGELICAL CHURCH, UNITED CHURCH OF CHRIST
3200 DILLON STREET
BALTIMORE, MARYLAND 21224
CONSTITUTION AND BY-LAWS

CONSTITUTION
Preamble

For the maintenance of truth and order in the proclamation of the gospel of our Lord Jesus Christ, and in order to express more fully the oneness in Christ, we, the Congregation, have adopted this Constitution.

ARTICLE I--Name

The name of this Church is United Evangelical Church, United Church of Christ located at East Avenue & Dillon Street (3200) in Baltimore, Maryland, and is incorporated in accordance with the laws of the State of Maryland under the following corporate name: The United Evangelical Church. This Church is affiliated with the United Church of Christ.

ARTICLE II--Membership

Section 1--Conditions of Membership

Any person may become a member of this Congregation who:

- A-----Is baptized in the name of the triune God; and
- B-----Professes his/her belief in the Apostles' Creed, and
- C-----Accepts the Holy Scriptures as his/her rule of duty and life.
- D-----Agrees to pledge himself/herself to this Constitution and By-Laws.

Section 2--Application for Membership

Application for membership must be made to the Church Council, or to the Pastor.

Section 3-- Methods of Admission

Membership in the United Evangelical Church, U.C.C. may be obtained by:

- A-----Persons who have been received into its Communion by Confirmation after having been duly instructed in the doctrine of the United Church of Christ; or
- B-----A public confession of faith based on the Apostles' Creed made before the assembled Congregation, except in such cases where the Church Council deems it justifiable that this confession be made before the Pastor privately; or
- C-----A letter of transfer issued by a recognized Christian Church of which the applicant is a member in good standing; or
- D-----A re-statement of faith made before the assembled Congregation, or in private at the discretion of the Church Council.

Section 4--Reception of Members

Applicants who have been approved by the Church Council and Pastor shall be received into membership at a regular Church service, according to the ritual of the United Church of Christ, except in such cases as the Church Council or Pastor deem it advisable to permit private reception.

Section 5--Discipline

Members guilty of misconduct which brings reproach upon the Church shall be disciplined in accordance with the rules hereinafter set forth in the By-Laws.

Section 6-- Transfer of Membership

A member who desires to sever his\her relations with this Church shall by transfer to another church make personal application in writing to the Church Council requesting a letter of transfer, which will be granted if the member is in good standing.

ARTICLE III--ADMINISTRATION

Section 1--Church Council

The governing body of the Church shall be a Church Council, which shall consist of twelve members, six of whom shall be elected annually to serve for a period of two years. No Council member shall serve more than three consecutive elected terms, but shall be eligible for re-election after a sabbatical of one year. The Church Council shall:

A-----Have jurisdiction and oversight of the Congregation, and all of its organizations; and

B-----Be responsible for the care, control, maintenance and repair of the property of the Church, in accordance with the provisions of the Articles of Incorporation, and of this Constitution and the By-Laws of the United Evangelical Church, U.C.C.

C-----As new groups or outside groups are formed or request use of our buildings for the betterment of our Congregation, they must request Council's permission, supply a certificate of insurance and indicate the persons that are being covered.

D-----Require of all organizations a list of their membership and their officers.

Section 2-- Junior Church Council

Should there be enough interest for a Junior Church Council of the Congregation, the members shall be appointed by the Church Council.

ARTICLE IV--PASTOR

The Spiritual Leadership of this Church shall rest in the hands of an Ordained Minister who has standing in the United Church of Christ and whose background is beyond reproach.

Section 1--Selection

After careful consideration and investigation, the Church Council shall recommend to the Congregation, for its consideration, the name of a minister whom it believes is fully qualified to assume the duties of the pastorate of the United Evangelical Church, U.C.C.

Section 2--Election

No Minister shall be considered for election as pastor of this Church until he has presented a guest sermon to the Congregation and been voted upon by the Congregation. A majority vote is required for election.

Section 3--Severance of Relations

To sever the existing relationship between Pastor and Congregation a three month notice in writing shall be required by either party unless earlier separation shall be amenable to both parties. More immediate termination may take place should the Council determine such action is needed.

ARTICLE V--ORGANIZATIONS

All Church organizations are under the jurisdiction of the Church Council, and they shall submit written reports to the Congregation as the Church council deems necessary.

ARTICLE VI--AMENDMENTS TO THE CONSTITUTION

Section 1--Amendments

Amendments to this Constitution shall be submitted to the President of the Church Council in writing, signed by three voting members of the Congregation for consideration by the Church Council. If, in the opinion of a majority of the Church Council, the proposed amendment or amendments warrant the consideration of the Congregation, said amendment or amendments shall be introduced at the next Congregational meeting. If, in the opinion of a majority of the Church Council, said proposed amendment does not warrant such consideration, it may be brought before the Congregation through a written petition signed by twenty-five members in good standing which shall be submitted to the President of the Church council. Action on the proposed amendment or amendments shall be taken at the subsequent regular or special Congregation meeting. All members shall be notified by mail, from the Pulpit and through the bulletin of a meeting regarding the proposed amendments.

Section 2--Approval

A two-thirds affirmative vote of the members present at the said Congregational meeting is necessary to adopt any amendment to this Constitution.

Section 3--Other Constitutions

By adoption of this Constitution all former Constitutions and Amendments are declared repealed.

BY-LAWS

The following shall be the By-Laws of the United Evangelical Church U.C.C., and are intended to implement the provisions of the Constitution of this Congregation so as to enable the governing body of said Church to more effectively perform its duties.

ARTICLE I--Association

Section 1-- Contributions to the United Church of Christ.

This Congregation shall contribute regularly toward the support of the United Church of Christ through budgetary procedures.

Section 2--Conference Meetings

Delegates and alternates from this Congregation shall attend the annual meeting of the Central Atlantic Conference of the U.C.C. with which this church is affiliated. Said delegates and alternates shall be selected prior to said annual meeting. Delegates are determined by Church size according the U.C.C. ruling.

Section 3--Expenses

Traveling expenses and registration fees of both the Pastor(or Pastors), and delegates shall be defrayed by the Congregation.

ARTICLE II--Membership

Section 1--Duties of a Member

It shall be the duty of every member to take an active part in all functions of the Church to the glory of God and uplifting of humanity. Such duties shall include:

A-----Regular attendance at worship services; and

B-----Devout use of the Holy Scripture; and

C-----Fervent prayer for the welfare of the Church; and

D-----Regular financial contributions toward the maintenance and benevolent undertakings of this Church; and

- E-----Support of Church activities; and
- F-----Obedience to Church established laws and orders; and
- G-----Encouraging the unchurched to join the Church and its organizations and
- H-----Extending the spirit of Christian fellowship toward all Church members; and visitors; and
- I-----Participation in all Church organizations, wherever possible; and
- J-----Careful attention to the religious training of the young people of the Church; and
- K-----Regular participation in Holy Communion.

Section 2--Inactive Member

A-----An inactive member is one who, according to the Church records, for the preceding year has not fulfilled the duties and obligations of Church membership as set forth in Article II, Section 1, such inactive status to be determined by the Church Council after due deliberation.

B-----A member who has failed to fulfill the responsibilities of Church membership for the preceding year without satisfactory explanation shall not be privileged to vote or hold office.

Section 3--Voting Privileges

Members of good and regular standing who have been confirmed and attained the age of eighteen years shall be qualified voters at any Congregational meeting of this Church but are not allowed to hold office until having attained the age of twenty one years.

Section 4--Dismissal

All members guilty of conduct which brings public reproach upon the Church shall be referred to the Church Council for such action as it shall deem necessary. Such member shall have the right of appeal at the next Congregational Meeting.

Section 5--Deletion

Any member who fails to fulfill the responsibilities of Church membership for a period of one year shall be notified that he\she is classified as an inactive member. If the same situation prevails after the second year such inactive member shall again be notified as to his\her status and unless remedial action is taken by said member, his/her name shall be deleted from the membership rolls.

Section 6--Transfers

All transfers shall be governed by Article II, Section 6, as outlined in the Constitution.

Section 7--Reinstatement

Any member who has been dismissed, deleted from active status, or transferred shall be reinstated as a new member after favorable action shall have been taken by the Church Council upon the written request by the person.

ARTICLE III--ADMINISTRATION

Church Council

A-----Members eligible for election will ideally be twenty-one years of age or older, however exceptions will be allowed based on an individual's maturity level as determined by the council. 50% of council will have been members in good standing for one year or more.

B1.---At the September meeting of the Church Council the President of the Council shall appoint a nominating committee of three members from said body to secure candidates to run for election to the Church Council.

2.----They shall interview the candidates, obtain their consent to serve and report their nominees to the Church Council.

3.----Names of the nominees shall be placed on a ballot alphabetically and additional nominations may be made by the Congregation prior to the election.

4.----The six candidates obtaining the most votes shall be elected.

5.----The newly elected members of the Church Council shall be installed into office in accordance with the prevailing custom by the Pastor on the Sunday following their election.

6.----The President of the Church Council, after a majority vote, shall declare the office of any member vacant who is absent from three (3) consecutive meetings without a reasonable or acceptable excuse.

7.----The President of the Church Council shall within (2) months fill any vacancy that occurs in its membership for the unexpired portion of the term, using where possible, the next highest vote getter from the last election ballot.

C-----The officers of the Church Council shall consist of the President, Vice-President, Treasurer, Financial Secretary and Recording Secretary who shall be elected by the Church Council prior to the conclusion of the December meeting to assume their duties January 1st of the succeeding year.

ARTICLE IV-- MEETINGS AND DUTIES OF THE COUNCIL

Section 1--Regular Meetings

The Church Council shall meet regularly on the first Tuesday of each month but may, in exceptional cases, as decided by the President, change the date of any particular meeting.

Section 2--Special Meetings

A-----The Church Council may be called into special meetings by its President at any time; and

B-----In the absence of the President, the Vice-President shall have the authority to call said special meetings; and

C-----In the absence of the President and Vice-President said special meeting may be called by a quorum of the Church Council, and presided over by the Treasurer.

Section 3--Quorum

Seven duly elected Council members shall constitute a quorum for the regular transaction of business.

Meetings shall be presided over by the President, or, in his\her absence, by the Vice-President, or, in their absence, by the Treasurer, Financial Secretary, or Recording Secretary in that order.

Section 4--Duties of the Officers

A-----President--It shall be the duty of the President to preside at all meetings of the Church Council and the Congregation. This officer shall be ex-officio member of all committees. All committees shall be appointed by the President.

B-----Vice-President--In the absence of the President, it shall be the duty of the Vice-President to perform the duties of the President. At congregational meetings this person shall monitor the list of absentee voters to ensure that each individual votes only once. This officer shall be a member of the Property Committee.

C-----Treasurer--The Treasurer shall receive all Church monies, issue receipts to the proper party, and keep an accurate account thereof. All monies received by this officer shall be deposited promptly in the duly authorized depository as specified by the Church Council. This officer shall turn over to his\her successor all funds, books, accounts, papers, and other property of the Congregation in the Treasurer's custody at the expiration of this officer's term of office.

D-----Financial Secretary--The Financial Secretary shall keep accurate records of all Church monies received; render a complete monthly statement of the receipts and disbursements of the Church and all special funds at the regular meetings. The Financial Secretary shall be a member of the Finance Committee. This officer shall, upon the expiration of their term of office, deliver to the successor all monies, papers, and other Church properties belonging to the Congregation which may be in the custody of this officer.

E-----Recording Secretary--The Recording Secretary shall keep accurate minutes of the proceedings of the Congregational and the Church Council meetings. This officer shall incorporate into the minutes of the Church Council reports of all committees. This officer shall keep a record of all documents placed in the safe. This officer shall upon the expiration of this his\her term in office, deliver to their successor all records, papers and all other properties belonging to the Congregation which may be in his\her custody.

F-----All officers who are designated to sign checks or contracts, with the exception of the Recording Secretary, shall be bonded by a corporate bond in the amount of not less than Five thousand dollars (\$5,000), the premium for which shall be paid out of Church funds.

G-----All checks drawn on the checking account of the Church shall be signed by three officers of the Church Council. This applies to deposits withdrawn from saving accounts.

Section 5--Duties of the Church Council

The Church Council Shall:

A-----Promote the spiritual life and welfare of the Church members.

B-----Exercise due care that the Word of God be preached in accordance with the doctrine of the United Church of Christ.

C-----Set a good example of Christian living by regular attendance at the divine services and partaking of Holy Communion.

D-----Secure and preserve quiet and order in and about the Church during divine services.

E-----Represent the Congregation in all business and legal transactions: have supervision over all Church property; have charge of and preserve all documents of the Congregation in a safe deposit box.

F-----Have the right to make and pay bills for obligations in connection with Church work.

G-----Have the power to borrow funds not exceeding Five thousand dollars (\$5000.00), and execute the necessary papers under the seal of the Church.

H-----For improvements to Church property it shall be limited to the expenditure of the sum of Five Thousand dollars (\$5000.00) for any single item. Items in excess of five thousand dollars require Congregational approval by a specially called meeting. Including prior notification and discussion with a majority vote for the expenditure required.

I-----Engage and exercise control over all employees and determine their salaries.

J-----Support the United Church of Christ to the best of the Congregation's financial ability.

Section 6--Junior Church Council

When appropriate, A Junior Church Council may be instituted for the purpose of training and developing young people for future service as members of the Church Council, and for giving them adequate representation in the governing body of the Congregation. In order that members of the Junior Church Council may become acquainted with the spiritual and business affairs of the Congregation, the Junior Church Council shall be invited to the meetings of the Church Council with voice in the deliberations, but no vote, except when granted by the Council. Junior Church Council members shall be chosen for committees for which they are particularly fitted by age, association and experience.

ARTICLE V--PASTOR

Section 1--Duties of the Pastor

It shall be the duty of the Pastor, in his ministry among us, to set a good example to his Congregation. He or she shall be responsible for all Church services: to direct the work of religious education; administer the Holy Sacraments: visit the sick; comfort the distressed: and to perform all such other duties as are required of a Pastor. He\she shall keep accurate records of all services performed and present an annual report to the Congregation in addition to the monthly report to the Council.

Section 2--Selection of a Pastor

A-----In case of a vacancy in the Pastorate of the United Evangelical Church, the Church Council President shall notify the Conference Minister of the Central Atlantic Conference and receive from him\her the names of possible candidates.

B-----A Pulpit Nominating Committee shall be appointed to select a candidate for the Pastorate of this Church. The committee shall, after receiving names of candidates from the Central Atlantic Conference Minister and those recommended by members of the Congregation, contact all candidates to ascertain the names of those interested in the position of Pastor and secure letters of reference. Upon receiving a tentative choice the committee shall visit the minister in his\her home field of labor wherever practical, interview him\her, hear him preach, and ascertain his\her qualifications from personal observation and information that may be secured from reliable sources. The committee shall decide on the Minister who in its judgment is best qualified to fill the vacancy and recommend his\her election to the Church Council. The Church Council shall vote to approve this individual to deliver a guest sermon and meet with the Congregation informally afterwards. Every member of the Congregation shall be invited by mail to meet the visiting minister.

Section 3-- Election of a Pastor

A-----Election of the Pastor shall take place at a special meeting called within two weeks after the prospective Pastor has visited the Congregation. A majority vote of the members present shall be necessary for election. Voting shall be by secret ballot. Every member shall be notified by mail of the time, place and purpose of this meeting. This special meeting shall be announced from the pulpit and in the bulletin at least two Sundays prior to the meeting.

B-----A written Call stating salary and other sustaining benefits, signed by the President and Secretary of the Church council, shall be sent to the Pastor-elect.

C-----The Pastor-elect shall assume his\her duties within three months after his\her acceptance of the Call.

Section 4--Rights of the Pastor

The Pastor is ex-officio member of the Church Council, all committees and all organizations within the Church. As long as he\she is Pastor no other minister shall perform any religious ceremonies in connection with the work of the Church, including weddings, funerals, and baptisms without first obtaining his\her permission.

Section 5--Severance of Relations of Pastor and Congregation.

Upon the termination of his services as Pastor, he must turn over to the Church all books, papers, seals and other property of the Church in his\her custody.

ARTICLE VI--CONGREGATIONAL MEETINGS

Section 1--Regular Meetings

The annual meeting of the Congregation shall be held the last Sunday of January after the 2nd Service at which time all organizations of the Church shall present written reports of their aims and accomplishments.

Section 2-- Election Meeting

A-----This meeting shall be held the third Sunday after the 2nd Service in November, at which time six members of the Church Council shall be elected.

B-----At this meeting the budget for the coming year shall be presented for consideration by the Congregation, and such other business as may come before the Congregation.

Section 3--Special Meetings

The President of the Church Council shall call a special meeting upon the request of two-thirds of the members of the said Council or twenty-five (25) voting members of the Congregation in good standing. The latter request must be made in writing stating the reasons thereof.

Section 4- Procedure for Calling a Congregational Meeting

Notice of all meetings and their purpose shall be given from the pulpit and through the bulletin on three consecutive Sundays. In case of emergency where a meeting is deemed necessary on shorter notice, notification from the pulpit or bulletin may be omitted.

Section 5--Quorum

Twenty-five (25) members in good standing shall constitute a quorum. Absentee ballots shall not count toward a quorum.

Section 6 – Absentee Voting
Any member in good standing who cannot attend a congregational meeting can request an absentee ballot. The procedure governing absentee ballots is found in the “Policies and Procedures” section of this document.

ARTICLE VII--COMMITTEES

The following committees shall be appointed by the President of the Church Council prior to the January Church Council meeting:

A-----Property Committee--This committee shall consist of four(4) Council members, one of whom shall be the Vice-President of the Church council. This Committee shall maintain all Church property and equipment and make and present plans for any property improvements, and repairs. Congregation members can also be added.

B-----Finance Committee--This committee shall consist of four(4) Council members, among whom shall be the Treasurer and Financial Secretary. It shall be responsible for the finances of the Church; the proper counting of the monies; the banking of the same; the proper paying of the bills and planning the budget for the ensuing year. This budget is to be presented to the Church Council at its November meeting for consideration.

C-----Membership Committee--This committee shall consist of a chairperson and four Council members. Its duties shall be to review the membership list of the church and in conjunction with the Pastor, or Pastor of Visitation, pursue visitation of those in need of visitation.

D-----Altar Committee--This committee shall consist of a chairperson and one other Council member plus a group of Congregational volunteers. Its duties shall be to place flowers in the chancel, be responsible for altar changes and the everlasting light. It shall also have care of the communion and altar ware, and decoration of the sanctuary at special occasions.

E-----Church Fellowship Committee--This committee shall consist of the chairperson and three (3) Council members and other volunteers from the Congregation. It shall be responsible for the planning of all fellowship programs of the Congregation, and for placing into the Church calendar Church-wide events of fellowship which shall be of a benefit to the Congregation.

F-----Christian Education Committee--This committee shall consist of a chairperson and representatives of all Church organizations. It shall study, with representatives of all groups of the Church, the entire education program of the Church and seek to undergird the thrust, of Christian Education in the total life of the Church to help organizations to enrich the year's activities through proper program planning.

G-----Calendar Committee--This committee shall consist of the chairperson, the Recording Secretary of the Church Council, and in addition, such other personnel of the Church who may be qualified. This committee shall receive requests for the use of the Church property for special occasions and make recommendations to the Church Council for its approval. It shall use its influence to prevent an excessive number or a massing of social functions. All organizations of the Church planning special functions should consult this committee before fixing the date. It may suggest to organizations suitable times for particular entertainments.

H-----Ushering Committee--This committee shall consist of the head usher and members of the Council and Church whose duties shall be to provide sufficient members to welcome the congregation and all visitors at the Church Services, and to assure their physical comfort: receive the offering at the Church services and turn it over to the Financial Secretary or Treasurer for the proper handling of same. It shall assist at the celebration of the Lord's Supper.

I-----Music Committee--This committee shall consist of three members; one from the Church Council, the organist and the Pastor. It shall be responsible for the organization and maintenance of a choir of an adequate size. It shall, to the best of its ability, promote the use of good music in all religious services, and use all means in its power to develop in the Congregation a growing understanding and appreciation of truly good music in divine service.

J-----Auditing Committee--This committee shall consist of a chairperson and two members, at least one of whom shall not be a member of the Church Council. It shall audit the books of the Church and shall submit a report in writing. In this report it may express its opinion as to financial condition of the Church and shall be entitled to make suggestions that it may deem advisable to improve the method of handling funds or the general financial condition of the church.

K-----Spiritual Committee--This committee shall consist of a chairperson and five (5) other Council members. Its duties shall be:

- 1.---To have concern for the study of the membership of the Church: and
- 2.---To work hand in hand with the Pastor on charity: and
- 3.---To assist the Membership Committee in cases requested by the Pastor; and
- 4.---To be of assistance in spiritual matters when requested by the Pastor and be responsible for all communion services.

L-----Endowment Fund Committee--The Committee shall consist of 5 members of the Congregation in good standing who shall serve a term of 2 years with a limit of 3 consecutive terms. No more than two members shall be members of the Council. For Committee continuity the terms of the members shall be staggered such that 2 members are elected one year and 3 members elected in the following year.

The members shall be elected by the congregation at the annual November election meeting. The Church's Nominating Committee is responsible for presenting a slate of names for nomination.

A quorum shall consist of 4 persons. The Committee shall meet quarterly or more frequently if needed. The Committee shall elect annually a chairperson, a financial secretary and a recording secretary.

If a member of the Committee is unable to fulfill their term or misses 3 consecutive meetings, an alternative Committee member shall be appointed by the Council.

1. Purpose

- a. The Committee is charged with the responsibility of monitoring the Fund, communicating with the Fund managers and the Congregation and encouraging continued giving to the Fund.

2. Committee Duties

- a. Set up a disbursement policy and deposit procedures with UCF.
- b. Publish within all Church communication venues requests for proposals not less than 2 months prior to submission deadline. Review, weigh and make determinations on all proposals within one month of proposal submission deadline, and communicate all determinations to respective committees.
- c. Record minutes from all meetings and submit a copy to the Council for its next meeting.
- d. Appropriate acknowledgements are to be sent to all Fund donors.
- e. The Committee will educate themselves on how to encourage continued giving to the Fund. Each year the Committee shall consider a program to raise awareness of the Fund.
- f. The Committee shall have the right to decline gifts that are inappropriate, have restrictions, or have a potential liability for the Church.

3. Responsibilities of Officers

- a. The chair shall be responsible for convening quarterly meetings and assuring that all the officers complete their responsibilities. The chair shall also render a full and complete account of the Fund for the preceding year at the congregation's annual January meeting.
- b. The financial secretary of the Committee shall be responsible for maintaining all financial records and correspondence between UCF and the Committee.
- c. The recording secretary shall be responsible for taking minutes at all meetings and for all correspondence between the Committee and the Congregation, donors, and the Church Council.

All committees shall come under the jurisdiction of the Church Council.

ARTICLE VIII--POLICIES AND PROCEDURES

The following rules, regulations, and procedures concerning the usage of the property and being, of United Evangelical Church exist for the betterment, safety, and health of all members of the Congregation.

A-----Alcohol is permitted on Church premises for Church sponsored functions only.

B-----Smoking is not allowed at any time in the Church buildings.

C-----Storage by any organization of flammable material (propane, butane, and etc.) is not allowed in the Church buildings.

D-----Keys to all Church property should be kept to as small a number as possible. Duplication is forbidden unless approved by the property chairperson.

E-----Food baskets at holiday times should be limited to members of the Congregation who are in need. Excess supplies and names of those requesting baskets who are not members will be referred to the local food bank.

F-----Confirmation and Acolyting--Young people of at least 12 years of age who are attending Sunday Church School and acceptable to the Pastor are eligible.

G-----Any member in good standing can request an absentee ballot for an upcoming congregational meeting. Ballots will be mailed along with a return envelope with the members name on the bottom of the return envelope. Ballots must be returned to the church the Friday before the meeting. The ballots can be delivered in person to the church office. The ballots and a list of names of all who have returned ballots are compiled

by the church office or other neutral person and given to the Council President. The Vice President will be responsible for monitoring the list to ensure no absentee voter votes again at the meeting. Those who are tallying the ballots are to ensure that the number of absentee ballots matches the number of people on the compiled list. The ballots are added to those collected at the meeting without any identifiers that they are different (i.e. different color, size, etc.)

Copies of the Policy and Procedures for the above stated items shall be kept in detail in the Church Office files.

ARTICLE VIX--AMENDMENTS TO THE BY-LAWS

Proposed amendments to these By-Laws shall be submitted to the President of the Church Council in writing signed by three voting members of the Congregation for consideration by the said Council. A two-thirds affirmative vote of the members of the Church Council shall be required for adoption. By adoption of these By-Laws all former amendments and By-Laws are hereby repealed.

This Constitution and By-Laws, which have been revised and adopted this 26th day of January 1997, are consecrated and dedicated to the Glory of God.

William A. Voelker, Chairman
Harvey Jacob
Clarence Rowell
Ruth Beckwith

ORDER OF BUSINESS

1. Opening of meeting with prayer.
2. Reading of minutes of previous meeting.
3. Report of receipts and expenditures.
4. Report of committees and recommendations of the Church Council.
5. Consideration of communications.
6. Unfinished business.
7. New business.
8. Adjournment and prayer.

MEMORANDUM OF AGREEMENT WITH PACT PRESCHOOL

- 1 - The Director of the P.A.C.T. program will turn in the sheets for the teachers and herself giving the total hours and rates of pay for the month.
- 2 - The salary checks are then made out and given to Director to distribute.
- 3 - The Church Officer handling the transactions should then provide the P.A.C.T. Treasure, who ever it maybe at the time, with the gross amount of those salary checks and the amount of social security the Church will have to cover for the month. This may be done by leaving the amounts in writing in a designated spot in the Church Office. The Treasure will pick it up.
- 4 - The treasure will then leave a check for the total amount in the Church Office to cover this expense.

In addition, the P.A.C.T. bank statement that comes directly to the Church Office should also be left in the office to be picked up by the P.A.C.T. Treasurer.