

**CONSTITUTION and BY-LAWS**

**Of the**

**UNITED EVANGELICAL SUNDAY SCHOOL  
East Avenue and Dillon Street,  
Baltimore 24 Md**

**Adopted June 14, 1960**

PROPOSED CHANGES TO THE PRESENT CONSTITUTION AND BY-LAWS OF THE SUNDAY SCHOOL

Article I	No Change
Article II	No Change
Article III	No Change
Article IV	Changed
Article V	Changed
Article VI	Changed
Article VII	Changed
Article VIII	No Change
Article IX	Changed
Article X	Changed
Order of Business	--- No Change

Respectfully submitted,

Carol Bauersfeld, Chairlady

J. Edwin Myers

Maxim R. Hoffmann

May 10, 1960

The name of this organization shall be the United Evangelical Sunday School, hereinafter referred to as the Sunday School.

ARTICLE II -- PURPOSE

The Sunday School shall have for its purpose the creation and sustaining of interest in Christian education and the building of Christian character among the Church Congregation from infancy through adulthood.

ARTICLE III -- ORGANIZATION

The Sunday School shall be part of the United Evangelical Church and as such be subject to the rules and regulations of the Church Council and Church Constitution and By-Laws.

ARTICLE IV -- DIRECTORS

A - SPIRITUAL LEADERS

- 1. Pastor
- 2. Assistant Pastor

B - OFFICERS

- 1. Superintendent *CLARENCE ROWELL*
- 2. Assistant Superintendent
- 3. Treasurer *ED MYERS*
- 4. Assistant Treasurer
- 5. Recording Secretary
- 6. Corresponding Secretary } *PAT JENKINS*

C - WORKERS

- 1. Departmental Superintendents
- 2. Assistant Departmental Superintendents
- 3. Teachers
- 4. Departmental Secretaries

ARTICLE V -- DUTIES

A - SPIRITUAL LEADERS

Section 1 - The Pastor, generally considered, shall function chiefly as the spiritual head, the inspirer and encourager of all. He shall be consulted in matters of importance regarding the Sunday School and its workers. He is ex-officio a member of all councils and committees.

Section 2 - The Assistant Pastor shall assist the Pastor in all duties mentioned above and in the absence of the Pastor act in his capacity.

B - OFFICERS

Section 1 - The Superintendent shall be the platform and executive administrator of the Sunday School. He or she will preside over all executive and workers conference meetings, and appoint all committees. He or she shall order all Sunday School lesson supplies, and take care of all necessary correspondence.

Section 2 - The Assistant Superintendent shall assist the Superintendent in planning of the school program. He or she shall act as executive administrator and preside at meetings in the absence of the Superintendent. In addition to the above duties, he or she shall be the Liaison Officer between the Sunday School and

Section 3 - The Treasurer shall keep records and entries of offerings and contributions that will indicate the financial standing of the Sunday School at any time. He or she shall present monthly financial reports at the executive and workers meetings and compile annual financial report to be submitted to the Church Council at the yearly (November) Congregational Meeting. The above office is to be bonded.

Section 4 - The Assistant Treasurer shall assist the Treasurer in all duties mentioned above and in the absence of the Treasurer act in his or her capacity. He or she shall verify the departmental offerings and record same on Weekly Report Sheet and submit same to the Treasurer for recording purposes. He or she shall make weekly deposits of all monies. The above office is to be bonded.

Section 5 - The Recording Secretary shall record the minutes of the Executive and Workers Conference meetings. He or she shall have charge of the Seal (Church Seal) and shall sign with the Superintendent such instruments as require his or her signature. He or she shall perform such other duties incident to the office. In addition to the above, he or she shall maintain a separate record of the Constitution and By-Laws and all subsequent changes to same. He or she shall also handle all correspondence relating to persons outside of the Sunday School.

Section 6 - The Corresponding Secretary shall prepare the Sunday School permanent records of enrollment, and maintain an active and inactive file system of same. He or she shall also send out notices of all executive and teacher workers conference meetings.

C - WORKERS

Section 1 - Departmental Superintendents shall supervise all activities and lead devotional sessions in their respective departments.

Section 2 - Assistant Departmental Superintendents shall act in the capacity of Departmental Superintendents in their absence and assist in Departmental work.

Section 3 - Teachers shall upon receipt of their lesson quarterly prepare the lesson and teach same to pupils on Sunday mornings.

Section 4 - The Departmental Secretaries shall keep individual class records, in their respective departments and cooperate with the Treasurer and Corresponding Secretary in compiling the permanent Sunday School records and etc.

D - DISMISSAL

Section 1 - Any vacancies in office shall be filled by the Executive Council, the successor officer to serve to the end of the term so filled.

Section 2 - Any Officer or Worker may be removed for neglect of duty, incompetence or any other just cause as the case may be by a majority vote of the school faculty.

A - OFFICERS

- Section 1 - Election of officers will be held in November of each year and shall be by ballot and decided by a majority vote.
- Section 2 - A Nominating Committee shall be appointed by the Superintendent not later than two months prior to the election of officers. This committee shall consist of a minimum of three members, who shall obtain at least two nominees for each office.
- Section 3 - All officers shall be voted upon each year. A person can be renominated to the office he or she is now holding or elected to a new office. After a person has served for a period of six consecutive years he or she may rerun for any office after a year has elapsed.

B - WORKERS

- Section 1 - Departmental Superintendents shall be elected by a majority vote of the teachers in their respective departments, and shall remain in office as long as mutual cooperation exists between Superintendent - Teachers.
- Section 2 - Assistant Departmental Superintendents shall be appointed by Departmental Superintendent.
- Section 3 - Teachers as required to properly instruct pupils in the various departments of the Sunday School, shall be nominated by the Leader or Instructor of the Teacher Training Class, with the concurrence of the Superintendent and Departmental Superintendent. He or she shall be elected at any regular meeting of the executive committee or workers conference meetings.
- Section 4 - All Departmental Secretaries must be thoroughly indoctrinated as to his or her duties by the Treasurer and Corresponding Secretary, before he or she is assigned to a department. All Departmental Secretaries will be assigned to a given department by the Treasurer and Corresponding Secretary with the approval of the Departmental Superintendent. Each department should have two secretaries assigned.

ARTICLE VII -- MEETINGS

- Section 1 - The Sunday School shall meet regularly each Sunday for Bible instruction and devotions.
- Section 2 - The Executive Committee composed of the Sunday School Officers and Departmental Superintendents or Assistant Departmental Superintendents or teacher representative from their department shall meet the second Wednesday of each month for the execution of all routine business except the months in which the entire school faculty meets.
- Section 3 - The entire school faculty shall meet quarterly on the second Tuesday of February, May, September and November for a workers conference. These conferences shall be for the purpose of promoting fellowship, workship, inspirational study and special business not transacted by the executive committee.

ARTICLE VIII - - FINANCES

(4)

Finances of the Sunday School shall be derived from free-will offerings at the devotional meetings and individual contributions.

ARTICLE IX - - COMMITTEES

- A - It shall be the duty of the Superintendent immediately after his election to appoint the following standing committees to serve for a period of one year:-
- Section 1 - AUDITING COMMITTEE - The auditing committee shall consist of three members of the Sunday School. They shall audit the books of the Treasurer and shall submit a report in writing. In this report they may express their opinion as to the financial condition of the Sunday School, and shall be entitled to make suggestions that they may deem advisable to improve the method of handling funds or the general financial condition of the Sunday School.
- Section 2 - CAMP COMMITTEE - The camp committee shall consist of four members of the Sunday School, one representative from each department except the Nursery and Beginners Department. They shall make the necessary arrangements for the strawberry festival, proceeds of which go toward paying one-half of scholars registration fee to summer camp.
- Section 3 - CHILDREN'S DAY COMMITTEE - The children's day committee shall consist of six members of the Sunday School, one representative from each department. They shall prepare the children's day service in the Church, to bring before the congregation the work that is carried on in the Sunday School.
- Section 4 - PICNIC COMMITTEE - The picnic committee shall consist of six members of the Sunday School, one representative from each department. They shall make the necessary arrangements for the Sunday School picnic in cooperation with the Church Council Committee.
- Section 5 - RALLY DAY COMMITTEE - The rally day committee, better known as "Religious Education Week Committee" shall consist of six members of the Sunday School, one representative from each department. They shall devote their efforts to the deeper work of the Sunday School, emphasizing and preparing for the observance of rally day both in Sunday School and Church.
- Section 6 - CHRISTMAS COMMITTEE - The christmas committee shall consist of six members of the Sunday School, one representative from each department. They shall make the proper preparations and arrangements for all the activities for the Christmas season throughout the Sunday School and Church.
- B - The Superintendent shall also appoint from time to time such other committees as he or she shall deem necessary.
- C - After the completion of a committee, where finances are involved, an itemized account of receipts and disbursements shall be submitted in triplicate. This report to be distributed as follows:
1. The original copy to the Recording Secretary.
  2. The duplicate copy to the Treasurer.
  3. The triplicate copy to be put in a special folder marked "Committees."

ARTICLE X - - AMMENDMENTS AND BY-LAWS

(5)

Section 1 - Amendments and By-Laws to this Constitution shall be submitted to the Superintendent, in writing, signed by three members of the organization. The Superintendent shall present these at a regular faculty meeting. Action on the proposed Amendment or By-Law shall be taken at the next meeting following the one at which they were read. A two-thirds vote of the Officers and Workers present is necessary for adoption.

Section 2 - By adoption of this Article all former Articles, Amendments and By-Laws are declared repealed.

Section 3 - Revised and adopted JUNE 14, 1960.

ORDER OF BUSINESS

- 1 - Opening of meeting with Prayer.
- 2 - Reading of minutes of previous meeting.
- 3 - Reading of Treasurer's report.
- 4 - Report of Standing Committees.
- 5 - Proposal and election of new teachers.
- 6 - Unfinished business.
- 7 - New Business.
- 8 - Adjournment and Prayer.