

BY-LAWS

UNIVERSITY BAPTIST CHURCH
1223 West Main
Charlottesville, VA

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ARTICLE I: CHURCH MINISTRIES

1. Services of Worship

A. The church will meet regularly on Sunday mornings for worship. This service will be conducted under the direction of the Senior Minister and/or Associate Minister(s).

B. Services of worship may also be held on other days and at other times as scheduled by the Senior Minister or the Active Deacons. In the absence of the Senior Minister, the most senior Associate Minister may schedule services of worship at alternative times.

C. The ordinance of believer's baptism by immersion will be observed as an act of public worship, and administered by the Senior Minister or whomever the Senior Minister and/or Active Deacons shall authorize. The Active Deacons shall authorize the administration of the ordinance of believer's baptism in the absence of the Senior Minister.

D. The ordinance of the Lord's Supper will be observed in worship monthly, and as otherwise scheduled by the ministerial staff. Participation is open to all who profess and practice faith in our Lord Jesus Christ.

E. Christian wedding and funeral services will be conducted according to the policies of both the church and the clergy.

F. The licensing of ministerial candidates, and the ordination and installation of clergy and Deacons will be conducted as acts of public worship.

G. The church may license a person to the ministry, upon recommendation of the Senior Minister and Active Deacons, and vote of the congregation, as an acknowledgment of the candidate's calling and as encouragement to make preparation for it.

H. The church may ordain a person to the ministry of clergy who professes a calling, has made preparation, and entered active service. Upon recommendation of the Senior Minister and Active Deacons, a council will be organized under the direction of the Senior Minister to examine the candidate and determine his or her fitness for ministry. After receiving the report of the council, and approving it by the affirmative vote of three-fourths of the members and associate members present and voting, the church may proceed with the ordination.

I. Clergy who are called to serve the church in Senior or Associate Ministerial positions will be duly installed to their offices in a worship service of the church.

J. Members will be elected, ordained, and installed in the ministry of Deacon according to Article III of the By-Laws and the Leadership Manual of this congregation.

2. Programs of Christian Religious Education

A. Sunday Bible Study classes for all ages will be conducted on Sunday mornings.

B. Other educational programs and activities will be provided to meet the need for Biblical, theological, and ethical instruction, for practical training in ministry, and for spiritual formation.

3. Woman's Missionary Union

The church will have a Woman's Missionary Union with officers and forms of organization as needed. The responsibilities of the Woman's Missionary Union will be: (1) to teach about missions; (2) to lead persons to participate in missions; and (3) to provide organization and leadership for special mission projects of the church.

4. Church Music Ministry

There will be a church music ministry under the direction of the Associate Minister for Music. Officers and/or organizations will be established as needed. The purposes of the ministry will be: (1) to instill a sense of ministry and service through choral participation; (2) to teach the principles and techniques of music to children, youth and adults; and (3) to make music a tool for worship and spiritual expression.

5. Fellowship and In-reach Ministries

The church will plan and carry out work that aims to strengthen the ties of fellowship among all the worshipping community of University Baptist Church. The church will sponsor programs that strengthen the community of faith through systematic and caring ministries that meet the needs of the congregation in times of celebration and sorrow.

6. Service Ministry

The church will contribute to and participate in efforts that serve the needs of individuals and families in the community as well as the congregation.

7. Outreach Ministry

The church will provide a regular program of outreach designed to expand the worshipping community of University Baptist Church.

8. Other Ministries

Other ministries will be established as deemed necessary to carry out the mission of the church.

ARTICLE II: MEMBERSHIP

1. Candidacy for Membership

A. Any person may present himself or herself as a candidate for membership in this church. All such presentations will be made publicly at any regular worship service at which an invitation is given, and membership will be approved by the vote of the congregation. If a person is physically unable to be present to respond to an invitation, then a Minister may present the candidate's request for membership to the congregation for approval by vote.

It is expected that all candidates will:

1. Publicly profess a personal faith in Jesus Christ; and
2. Be of sufficient age and maturity to understand and exercise the responsibility of Christian living and church membership; and
3. Be familiar with this congregation, and willing to commit as a member to full participation, support, and service; and
4. Meet one of the following criteria:
 - a. Profess a prior experience of Christian baptism, regardless of the mode of baptism; or
 - b. Undergo baptism by immersion¹ in this church; or
 - c. Request transfer of a letter of membership from another Christian church where possible; or
 - d. Request restitution of membership where the candidate's previous membership in this church has been terminated.

B. All new members will be encouraged to participate in a new members' class.

C. The Senior Minister is responsible for postponing the presentation for membership of any candidate who does not meet the above criteria or who may require more introduction or preparation.

In the absence of the Senior Minister, this task belongs to an Associate Minister or the Chair of Active Deacons. Any such postponement is subject to review and recommendation of the Active Deacons.

¹ For good cause, including but not limited to medical necessity, the congregation may vote to allow a substitute form of baptism.

2. Rights of Members

Every member of the church:

- A. May participate in the worship services, ministries, and activities of the church as administered by the church;
- B. Is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present; and
- C. Is eligible for consideration by the membership as a candidate for elective offices and other leadership/service positions in the church.

3. Responsibilities of Members

Every member of the church is expected to participate and support the church in the following ways:

- A. To attend worship services, educational programs, and fellowship activities regularly;
- B. To give generously to the financial support of the church;
- C. To serve in the work of the church;
- D. To love and pray for one another;
- E. To promote the unity and harmony of the church; and
- F. To bear witness to Christ both in the church and in the world.

4. Termination of Membership

Membership may be terminated in any of the following ways:

- A. By death of the member;
- B. By transfer of letter of membership to another congregation;
- C. By request of the member; or
- D. By exclusion due to action of the congregation. In this case a three-fourths vote of the members and associate members present in church conference is required for exclusion.

5. Associate Members

A person may present himself or herself as a candidate to be an associate member by stating a profession of faith in Jesus Christ and a commitment to this congregation. All such presentations will be made publicly at any regular worship service at which an invitation is given, and will be approved by the vote of the congregation. If a person is physically unable to be present to respond to an invitation, then a Minister may present the candidate's request for membership to the congregation for approval by vote.

It is expected that all associate member candidates will:

1. Publicly profess a personal faith in Jesus Christ
2. Be sufficient age and maturity to understand and exercise the responsibility of Christian living and church associate membership;
3. Be familiar with this congregation, and willing to commit as an associate member to full participation, support, and service.

Associate members shall have the same rights and responsibilities as members, except that associates are not eligible for election to be a church officer, deacon, committee or council chair, organizational director, or church council member.

The relationship of associate members with the church may be terminated for any of the following:

- (1) By death of the associate member;
- (2) By the associate member moving out of the area;
- (3) By lack of participation of the associate member;
- (4) By request of the associate member;
- (5) By exclusion due to action of the congregation. In this case a three-fourths vote of the members and associate members present in church conference is required for exclusion.

6. Maintenance of Church Membership Roll

A. The church membership roll will be maintained by the Church Clerk. Transfers of membership letters will be processed, and all additions and terminations will be duly recorded in order to keep the record complete, accurate, and up-to-date.

All changes in the membership roll (additions, deletions, and those moving from active to inactive status, etc.) will be reported to the congregation at least quarterly at a church conference, town hall meeting, or through other means.

B. The membership roll will be divided into two sections:

(1) Active Section - the names of participating resident or homebound members; and

(2) Inactive Section - the names of non-resident or non-participating members.

The active section of the membership roll will be considered the official church roll for reporting purposes.

Annually the Chair of the Active Deacons and the church clerk will review the church membership roll, transferring to the inactive section those members who have moved from the area or who have discontinued their support and interest in the church for one year, or transferring to the active section those members who have resumed their support and interest in this church.

C. The church clerk will also maintain lists of associate members, outreach prospects, and church mailing lists, and will make additions and deletions in accordance with church policy.

ARTICLE III: LAY LEADERSHIP

1. Operating Procedures

Administration of the church will take place according to the Constitution, By-Laws, and Leadership Manual. The Leadership Manual includes Guidelines for Committees, Councils, and Service Teams, Guidelines for Deacons, and Job Descriptions for Church Committees, Councils, Boards, and Service Teams. Reference copies of the Constitution, By-Laws, and the Leadership Manual will be kept on file in the church office.

2. Active Deacons

Deacons are elected and ordained to be the lay ministerial leaders of the congregation. The Active Deacons will be the group with primary responsibility for areas of lay ministry, including ministries to the congregation, evangelism, outreach, discipleship, denominational relations and matters of faith. Together with the Staff Ministers and the Church Council, they will establish the general direction and focus of the church's life and work. They will be primarily concerned that the congregation be spiritually healthy and fulfill its mission according to its understanding of the will of God.

Composition, election and additional duties of the Active Deacons are specified in the Leadership Manual under Guidelines for the Active Deacons.

The Active Deacons will make nominations to the church for the office of Deacon Emeritus. This office will recognize those Deacons who have demonstrated enduring and excellent qualities of leadership and who have served faithfully with distinction. They will have such privileges as are designated by the Active Deacons.

3. Church Council

Church Council will be the principal lay administrative body of the church, with responsibilities for the sharing of information between various groups, coordinating their functions, and resolving conflicts among them. The standing committees and councils will have their normal job descriptions defined in the church Leadership Manual. Church Council, however, has the ability to assign additional tasks, create ad hoc committees to perform specific tasks as the need arises, and may exercise its discretion to deal with issues and tasks which it determines do not fall within the job descriptions of other committees, councils, or service teams.

It is not intended that Church Council should have the power to control substantive functions of committees, councils, and service teams; but, rather, that it will assure that job assignments are prepared and delivered to the various groups, that any tasks which arise get assigned to the proper group for handling, and that efforts are coordinated.

The composition of Church Council is specified in the Leadership Manual under the Job Description for Church Council.

4. Selection of Lay Leaders

Except where otherwise expressly provided, church officers, members of committees, councils, and service teams and lay leaders of educational and music ministries will be nominated by the Nominating Committee and elected by the church in conference. The members of the Nominating Committee will be nominated by the Active Deacons and elected by the church in conference. In all such cases, nominations may also be received from the floor in the church conference at which the election is to take place.

5. Church Officers

A. Church Trustees

The Church Trustees will hold in trust all church property. They will have no power to buy, sell, mortgage, lease or transfer any real estate without a specific vote of the church authorizing each action. A two-week notice to the membership must be given before the sale, mortgage, lease or transfer of any property may be considered at a church conference.

It will be the function of the trustees to sign legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signatures of trustees are required. Any one or more of the trustees may sign on behalf of all trustees. The trustees will make an annual report to the church regarding all leased properties.

Three trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years. The trustees will elect a chair annually. The chair will be responsible for initiating the appointment of trustees by the court.

B. Moderator

The Moderator will be the presiding officer at all church conferences and will serve on Church Council. In the event the Moderator is unable to attend a church conference, or during a conference must withdraw as Moderator, the chair of the Active Deacons will serve as the Moderator. In the event neither is able to serve in that capacity, the Moderator will appoint a moderator pro tempore for such conference. The Moderator, in consultation with the Senior Minister and the chair of Church Council, will prepare the agenda for church conferences.

C. Endowment Fund Trustees

The Endowment Fund will be a trust consisting of all gifts designated for the Endowment Fund or otherwise designated for investment, either perpetually or for a specified period of time.

Prior to accepting any endowment, the Endowment Fund Trustees will review all of its terms and conditions. They will then accept, reject, or attempt to renegotiate the terms of the endowment on behalf of the church consistent with the trustees' understanding of church policies.

All endowments which are not made for a specified purpose will be held and invested by the trustees and only the proceeds thereof may be expended. Expenditure of such funds is to be administered by the Finance Committee in accordance with church policy.

All endowments which are made for a specific purpose will be held, invested and expended by the trustees according to the terms and conditions of such endowments.

Three trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years. The trustees will elect a chair annually. The Church Treasurer will be an ex officio member of the Endowment Fund Trustees.

D. Treasurer and Assistant Treasurer

The Treasurer will be responsible for the receipt and disbursement of all church funds following the unified budget concept. The Treasurer, in concert with the Finance Committee, shall establish policies and procedures for the receipt and disbursement of church funds.

The Treasurer or his/her designee shall deposit all monies and other valuables in the name of and to the credit of the church in such depositories as designated by the Finance Committee. Information on the receipt of funds shall be coordinated with the Financial Secretary in order to enable the Financial Secretary to post contributions to individual members' records.

The Treasurer shall disburse funds of the church upon the receipt of proper authorization and/or documentation.

The Treasurer or his/her designee shall prepare an accounting of all financial transactions and resulting fund balances on a monthly basis and at other times as requested by the Finance Committee.

The Treasurer shall coordinate with and/or delegate specific duties to the Financial Secretary as he/she deems necessary to fulfill the responsibilities of Treasurer.

The Treasurer shall serve as an ex-officio member of the Endowment Fund Trustees and the Finance Committee.

In the event the Treasurer cannot fulfill the duties of the office, the Assistant Treasurer will assume these responsibilities.

E. Church Clerk

The Church Clerk will be responsible for maintaining the membership files and other records required by the church and reporting changes in the membership role quarterly. The Church Clerk may be one of the church secretarial staff as designated by the Senior Minister.

F. Recording Secretary

The Recording Secretary will be responsible for recording, signing, distributing and preserving the minutes of all church conferences.

G. Parliamentarian

It will be the responsibility of the Parliamentarian to rule upon all questions of parliamentary procedure and order raised during church conferences. Roberts Rules of Order will constitute the official authority for all such advice and rulings. In the absence of the parliamentarian, the moderator may appoint an acting parliamentarian for a specific church conference.

H. Historian

The Historian will be charged with the inventory and maintenance of the church archives. The church archives will be located on church property, or in a permanent, protected archive facility, and will include, but not be limited to, those items of historical interest designated by the Church Council. The Historian will periodically inform the membership of historical information about the church.

6. Messengers and Representatives

A. Messengers

The church in conference may elect church members to serve as messengers to specific associational and denominational conferences and meetings. Messengers are free to vote their conscience on all items of business at those conferences and meetings. Messengers are to serve in that capacity only for the designated conference or meeting.

B. Representatives

The church in conference may elect church members to serve as representatives to other organizations and meetings. Representatives may be asked to carry and state an official position of the church or, in the absence of specific instructions, may represent the church as they think best. Representatives may serve in that capacity for a specific period of time as designated by the church or, if undesignated, will continue to serve as representatives to the same organization until the church acts to replace the representative, or to terminate the appointment, or the representative resigns.

7. Committees, Councils, and Service Teams

The committees, councils, and service teams of the church will operate in accordance with the Leadership Manual and the Policies, Procedures and Documents. Church Council shall approve any changes to the Policies, Procedures and Documents. No committees other than those which have been properly established and authorized in the Leadership Manual may be recognized as administrative bodies of the church. Alterations in the structure of committees, councils, and service teams will be reported to the congregation at the next church conference. An inactive committee, council, or service team may be removed on the recommendation of JARC and approved by the church in conference.

ARTICLE IV: CHURCH STAFF

1. General Qualifications of Staff Members

University Baptist Church will have staff members as needed to carry out the mission and ministries set forth in the Constitution and By-Laws. All staff members will be persons whose commitment to Jesus Christ, gifts for ministries, training for specific roles, and life styles demonstrate worthiness to serve on the church staff. The Senior Minister is to be ordained, and all ministers are to be installed and are to become members of the church. In addition to the specific duties that staff members are employed to perform, they are expected to avail themselves to member requests such as weddings and funerals.

A. Senior Minister

The Senior Minister is responsible for leading the church to accomplish its mission and ministries. The Senior Minister will lead the congregation, organizations and the church staff in forming and performing their commitments to Christ, the church and to the world. The Senior Minister will function as a leader in worship, proclamation, education, pastoral care; will serve as administrative head of the church staff; and will serve as the chief executive officer of the church, recommend and interpret long range goals and strategies to the Church Council and to the church, and evaluate the long range effectiveness of church programs and ministries.

B. Associate Minister(s)

The Associate Minister(s) will share with other ministers in leading the church to accomplish its mission and ministries. This will be accomplished under the leadership of the Senior Minister. The Associate Minister(s) will lead the congregation in performing any special ministry of the church which is designated as being under that Associate Minister's stewardship.

C. Other Ministry Staff

Other staff members may be employed to fulfill ministry coordination roles such as those to specific age groups. Qualification requirements will be based on the specific duties.

D. Church Administrative Staff

1. The Administrative Staff is responsible for general office procedures such as: secretary to the ministers, receptionist, print and electronic communication, and other duties as requested by the Senior Minister.

2. The Financial Secretary will be a member of the administrative staff who will receive records from the Treasurer, or other persons counting the offering and other receipts of contributions, which will enable the posting of contributions to

individual member records. Specific record-keeping procedures will be developed and implemented in concert with the Treasurer and the Finance Committee.

E. Organist

The Church Organist will preside at the organ and piano during regularly scheduled and special worship services of the church; provide music that will enrich the worship experience; accompany the adult choir; accompany other groups upon request from one of the ministers; and work under the supervision of the Associate Minister for Music. The role of Jubilate Accompanist may also be combined with the Church Organist position.

F. Custodian

The Custodian will be responsible for the cleaning and upkeep of the church building and grounds and performing other related duties as directed by the Senior Minister or his designee, and in concert with the Buildings and Grounds Committee.

2. Selection of Senior and Associate Ministers

The Personnel Committee will organize and promote the work of ministerial search committees (ad hoc), when necessary. Each search committee will consist of eight members: the chair of the Personnel Committee or their designee; one nominated from and by the Active Deacons; two nominated from and by the committee or organization, selected by Church Council, whose work is the closest to the work for which the minister is being sought, and four nominated from the church membership-at-large by the Nominating Committee. The Nominating Committee shall attempt to nominate members who represent diverse views, ages and groups. All the members of the ministerial search committee will be presented by the Personnel Committee for election by the church in conference. The clergy will advise the search committee as requested by the search committee. The committee will elect its chair, vice-chair, and secretary.

The ministerial search committee will identify the needs and seek the advice of the congregation regarding the qualifications for the minister sought; recruit and interview prospective ministers for the position; and recommend to the church the minister to be called and the conditions under which the call will be extended. The recommendations that a call be extended will be submitted by the Search Committee to the Personnel Committee, the Finance Committee, the Church Council, and the Active Deacons for review and comment before being presented to the church for final action in conference.

The call of a minister will come before the church at a regular or called church conference, written notice of which and its purpose, will be provided no less than two weeks in advance. Only one candidate at a time will be presented to the church. Ministers will be called for an indefinite period of time, unless otherwise specified in the employment agreement.

At least one week prior to the vote of the Church on the call of a minister, the Search committee shall make available a report of the Search Committee which shall include background on the candidate and the recommended terms of the call which shall include start date, compensation and other employment terms.

An affirmative vote of three-fourths of the Members and Associate Members present at the church conference will be necessary to extend a call. The committee will maintain close communication with the new minister in order to appropriately coordinate the minister's move. The ministerial search committee will be dissolved when the new minister has assumed his or her duties.

3. Termination of Ministers

Ministers will serve until they or the church elect to terminate the relationship. A minimum of thirty days' notice will be given by either party. Acceptance of the resignation will be considered at a regular or called church conference.

In order to consider the involuntary termination of a minister's services, a regular or called church conference will be held, written notice of which and its purpose will be provided no less than two weeks in advance. An affirmative vote of three-fourths of the members and associate members present will be necessary to terminate the services of a minister. All termination disputes shall be resolved by a grievance or arbitration process detailed in the Personnel Policies and Procedures Handbook.

4. Selection and Termination of Non-Ministerial Staff

Non-minister hiring and termination shall be performed by the Personnel Committee in consultation with the Senior Minister and other applicable ministers. All termination disputes shall be resolved by a grievance or arbitration process detailed in the Personnel Policies and Procedures Handbook.

5. General Requirements

All employees shall abide by the Standards of Conduct in the Personnel Policies and Procedures Handbook.

ARTICLE V: CHURCH CONFERENCES AND CHURCH YEARS

1. Church Conferences and Town Hall Meetings

A. Called church conferences may be held to consider special matters of a significant nature. Such conferences may be called by the Senior Minister (or the senior Associate Minister in the absence of the Senior Minister), the chair of the Active Deacons or the chair of Church Council. A two-week notice must be given to the membership for called church conferences. A shorter notice may be given if, in the opinion of at least two of the three aforementioned church officials, an urgent matter needs the attention of the church. The quorum for a properly called church conference consists of those attending.

B. In contrast to formal church conferences, Town Hall meetings may be held from time to time to informally share information, seek feedback from the congregation, provide timely committee reports of upcoming programs/ministries, etc. Working with the Moderator and the chairs of the Active Deacons and Church Council, the senior minister shall establish the agenda and provide two weeks' notice to the congregation. Consistent with the calling of church conferences, the two week requirement may be waived in the event two thirds of the chairs of Active Deacons and Church Council, Moderator and Senior Minister feel there is an urgency to waive such notice.

C. Annual Church Conferences and Reports

1. Fiscal year reports from the Finance Committee, Treasurer, Endowment Fund Trustees and others, will be given at a church conference or town hall meeting to be held in the first quarter of the calendar year.
2. Any committee, organization, officer, or member of the clergy may make a report at any church conference.
3. All committees and councils, other than those specified in subsection 1, should present a written report at least once a year. Such reports shall be presented at a Church Conference or Town Hall meeting as determined by Church Council.

2. Church Years

The fiscal year of the church will be January 1 - December 31. The organizational year for the church will be September 1 - August 31.

ARTICLE VI: CHURCH FINANCES

1. Unified Budget

In recognition of our responsibility to properly administer the funds which are received to carry out God's work in worship, proclamation, education and ministry, we subscribe to the concept of a unified church budget. All collections will be properly recorded on the books of the church and all approved expenses will be paid from the church treasury.

2. Finance Committee

The Finance Committee is to supervise the church's financial program in accordance with the job description set forth for that committee in the church Leadership Manual, and, in discharging these duties, will work in cooperation with the clergy, the church Treasurer, the Financial Stewardship Committee, and other committees, councils, and service teams as needed.

ARTICLE VII: INTERPRETATION, REVIEW AND AMENDMENTS

1. Interpretation of the Constitution and By-Laws

The Senior Minister, the chair of the Active Deacons and the chair of Church Council will jointly be the official interpreters of the Constitution and By-Laws, subject to appeal to the membership in church conference.

2. Review of Constitution, By-Laws and Leadership Manual

On or before June 1 of every third year, the Active Deacons and Church Council will establish a joint committee to review the church Constitution, the By-Laws and the Leadership Manual, and make recommendations where appropriate for amendments. The recommendations of this joint committee will be made to the Active Deacons and Church Council, after which the report will be presented at the next Church Conference for approval.

3. Amendments to By-Laws

Amendments to the By-Laws shall be made at a church conference. Notice of the conference, its purpose, and the proposed changes shall be given through the regular church newsletter and other distribution methods as appropriate, at least two weeks prior to the conference.

Approval of amendments to the By-Laws shall be by majority vote of those present and entitled to vote.