

CONSTITUTION

and

BY-LAWS

St. Peter's
United Church of Christ
Washington, Missouri

CONSTITUTION**Article I - Name**

The name of this Congregation shall be: St. Peter's United Church of Christ, City of Washington, Franklin County, State of Missouri.

Article II - Purpose

It shall be our purpose to support and nurture a Christian community for worship, to promote Christian education and life, to cultivate Christian fellowship, and to advance the mission of the Church.

Article III - Affiliation

This Congregation shall be a member congregation of the United Church of Christ, or its successors. The government of the church is vested in its members, subject to the laws of the State of Missouri relating to non-profit corporations.

Article IV - Faith and Covenant

SECTION 1. (a) Faith This Church acknowledges as its sole Head, Jesus Christ, the Son of God and Savior of all. It acknowledges all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the church in each generation to make this faith its own. It recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

(b) Expression of this faith is reflected in the historic Creeds and more specifically in the Statement of Faith of the United Church of Christ.

SECTION 2. Covenant - We covenant one with another to seek and respond to the Word and the will of God. We seek to walk together in the ways of the Lord, made known and being made known to us. We hold it to be the mission of the Church to witness to the Gospel of Jesus Christ in all the world, while worshipping God, and striving for Truth, Justice and Peace. We pray for the coming of the Kingdom of God, we look with faith toward the triumph of righteousness and eternal life, and we depend on the Holy Spirit to lead and empower us.

Article V - Worship, Sacraments and Rites

SECTION 1. Sunday Worship, the festivals and the seasons of the Church year shall be observed with appropriate services by the congregation.

SECTION 2. This Congregation recognizes the Sacrament of Baptism of infants and adults as the sign of a person's acceptance into the care and nurture of Christ's Church.

SECTION 3. This Congregation observes the Sacrament of Holy Communion regularly on the dates set by the Church Council, inviting all Christians to participate regardless of denominational affiliation.

SECTION 4. The rites of this Congregation are Confirmation, Marriage, Ordination, Commission and Burial.

Article VI - Membership

SECTION 1. Members of this Congregation are received by: (1) Baptism and Confirmation, (2) Letter of Transfer, (3) Profession of Faith.

SECTION 2. All members are entitled to the rights and privileges of this Church, including the right of voice and vote, and the right to services of the pastors as well as the Christian sympathy and support of all members.

SECTION 3. All members are expected to partake of Holy Communion, attend worship and contribute to the financial support of the Church and to participate in the programs and activities of the Church wherever and whenever possible. Every five (5) years (2000, 2005, etc.) the Church Council shall contact members believed to be inactive to determine if they wish to continue to hold membership in the congregation of St. Peter's Church. If a member of the Congregation shall unite with another congregation without a letter of transfer, the Church Council shall remove the name from the Church membership rolls. Any member wishing to sever the connection with this Congregation should give written notice to the Church Council. Such member will receive a letter of transfer to the church of his/her choice.

Article VII - Congregational Meetings

SECTION 1. The Congregation shall meet twice a year, March and October. The dates of the regular or special meetings shall be set by the Church Council and publicly announced two (2) Sundays preceding the meeting. Also, notice of the meeting, along with the Agenda, shall be published no less than two (2) weeks before the meeting. Only such business as defined in the Agenda can be enacted at the meetings. Any projects, purchases, policies, etc. presented in Congregational meetings which are not on the Agenda shall be referred to the Church Council for study and action if within the Council's authority. If not within the Council's authority, then the matter shall be reported back to the Congregation with the Council's recommendation at the next regular or special Congregation meeting. In order for any action to be taken at a regular or special meeting, a quorum must be present as defined in Section 4 of this Article.

SECTION 2. Special meetings of the Congregation may be called by the Church Council, providing proper notification has been made to the members at least fourteen (14) days prior to the date of the called meeting. Only such business as has been defined in the Agenda shall be transacted at the special meeting of the Congregation. In case an emergency arises which requires action sooner than fourteen (14) days, the Church Council is empowered to call a Congregational Meeting as soon as possible.

SECTION 3. Upon written request of (fifty) 50 voting members of the congregation, the Church Council shall call a special meeting. This meeting must be held within twenty-one (21) days of the receipt of the request except in the case of a desire to terminate a pastor. This process is outlined in Article VIII, Section 6.

SECTION 4. There must be seventy-five (75) members present to constitute a quorum.

SECTION 5. All meetings shall be opened and closed with a prayer.

SECTION 6. The legislative and administrative power of the Congregation is vested in the Congregation itself. The Congregation alone has, and reserves, the right to elect its pastors and this right can never be delegated to individuals or to the Church Council. It shall be the prerogative of the Congregation to decide such questions as to the buying and selling of property, all building projects, and to decide on matters of policy of the Congregation of a long term nature, all amendments to the Constitution and the setting of the salaries of the pastors and paid employees of the Congregation. For the transaction of all other business the administration of the Church is entrusted to the Church Council. The Senior Pastor shall be administrator of the Church to carry out decisions of the Church Council and the Congregation. The Congregation shall assemble to consider the buying, selling, mortgaging or otherwise encumbering Church property; the bringing of suit in the corporate name; building and repair **costs** which are in excess of the amount given in the current budget or greater than the amount entrusted to the authority of the Church Council in the Constitution, the calling and dismissing

of a pastor, and all other recommendations of the Church Council.

SECTION 7. The Congregation shall regularly contribute to Church's Wider Mission and support agencies of the United Church of Christ in their benevolent endeavors.

SECTION 8. The Congregation shall, at its March meeting, elect delegates and alternates according to the number authorized by the Missouri Mid-South Conference, to the annual or special meetings of the Conference. At least one (1) of the delegates shall be a member of the Church Council. The Congregation shall pay the expenses incurred by the delegates and pastors.

SECTION 9. The Congregation shall, at its March meeting, elect the required number of delegates to the Eastern Association meeting in the Spring and Fall. The Congregation shall pay the expenses incurred by the delegates and pastors.

SECTION 10. In case of a division in the membership of the Congregation, both parties shall submit the question of the right of property to the Missouri Mid-South Conference, United Church of Christ, and its decision shall be binding on all members of the Congregation. In case of a dissolution of the Congregation, the title of the property shall be vested in the Missouri Mid-South Conference, United Church of Christ.

Article VIII - Pastors

SECTION 1. The pastors of the Congregation shall be ordained ministers of the United Church of Christ with Ministerial Standing in the Eastern Association, Missouri Mid-South Conference and in full accord with the doctrine of the denomination.

SECTION 2. When a minister accepts a call to this church, the minister and the Congregation shall join in requesting the Association to arrange for a service of installation. The terms of the call agreement between the pastor and the congregation shall be signed by the proper officers of the church and forwarded to the Eastern Association and Missouri Mid-South Conference for appropriate signatures and referral to the officers of the United Church of Christ with responsibility for ecclesiastical standing and endorsement.

SECTION 3. It shall be the work of the pastors to preach the Gospel, to administer the Sacraments, to participate in the work of Christian Education, and to perform such duties as belong to the pastor's office in the United Church of Christ. A pastor shall record all official services in the Church Book of Records and make an annual report to the Congregation. The pastors will perform duties as described in the current job descriptions of the pastors. The pastors are ex-officio members of the Church Council, all Boards, Committees, and organizations within the Congregation. No other person has the right to perform any religious ceremony in the Church without the consent of the pastors and such ceremonies must take place within the guidelines established by the Church Council.

SECTION 4. The pastors' salaries shall be sufficient to relieve the pastors *of the* temporal cares and to preserve the dignity of the calling, subject however, to the provisions of the contract by the pastors and the Congregation. Moving expenses will be negotiated. The pastors shall be granted a vacation in each year, the length of which is to be decided by the Church Council. If a married pastor dies during a pastorate, the Congregation shall pay the spouse and children full salary for a period of three (3) months and also allow them three (3) months provision of existing housing arrangements from the day of death. If a pastor is disabled, the Congregation will pay up to three (3) months salary to the pastor or until the United Church of Christ Life Insurance and Disability Income Benefit Plan coverage begins.

SECTION 5. When a pastoral vacancy occurs, it shall be reported to the Missouri Mid-South Conference Office and the Eastern Association Office by the President of the Church Council. The Church Council shall secure interim leadership with the help of the Conference Minister or his/her designee. The Church Council shall appoint a Search Committee of seven (7) members of the Congregation. This committee shall reflect the interests of the Congregation. The Search Committee shall nominate one (1) candidate, eligible for standing within the Eastern Association to be voted upon by the Congregation after a sermon by the candidate. At this time the terms of the call will be stated. The Congregation shall consider only one candidate at a time and vote by ballot for or against the election, and a two-thirds (2/3) majority of a quorum (Article VII, Section 4) shall be required for election. Upon election a written call shall be extended by the officers of the Church Council to the pastor-elect. In this call the terms of the relationship shall be stated, including the agreement of the Congregation to participate in the Annuity Fund of the United Church of Christ, Life Insurance and Disability Income Benefit Plan of the United Church of Christ, the Health Insurance Program and other terms. The Minister, the Congregation, and the Missouri Mid-South Conference office shall each receive a copy of the call.

SECTION 6. In order to terminate this relationship between the pastor and the Congregation, three (3) months notice shall be given by letter by either party or earlier if mutually agreed upon. Should members of the congregation wish to terminate the relationship, a grievance, signed by 50 voting members of the congregation, shall be presented to the Church Council. The Council will seek the help of the Office of Conference Minister and the Staff Relations Committee in order to investigate the grievance and to give the pastor an opportunity to respond. The Council will make a report to the congregation at a duly called congregational meeting. Termination shall be by a two-thirds (2/3) majority vote of the quorum present at the meeting called for this purpose.

Article IX - Church Council

SECTION 1. The Church Council shall be composed of twelve (12) members. At least three (3) of its members shall be women, at least three (3) men, and at least one (1) young adult under the age of thirty-five (35) at time of election. The remaining three (3) members shall be elected from any combination of these groups. Members of the Church Council shall be elected by a majority vote cast at the October meeting of the Congregation. Four (4) members shall be elected each year for a term of three (3) years, thus providing that eight (8) Church Council members shall be retained each year. No Church Council member shall be eligible for re-election until after the lapse of at least one (1) year.

SECTION 2. The obligations of the Church Council shall be to aid the pastors in administration, to assume responsibility for Christian discipline, to give thorough study and secure necessary information before recommending projects for Congregational approval and to be co-workers in the care of the spiritual health and welfare of the Congregation.

SECTION 3. The members of the Church Council shall seek to embody the life style of Jesus Christ in work and deed; eagerly seek a fuller understanding of the Gospel; participate on a regular basis in worship and work; join in sharing the Lord's Supper; engage in an exemplary life in both public and private avenues of expression; seek to participate in *Area*, Association, Conference and Synod meetings; seek to participate in conferences and workshops designed for the upbuilding of the Church; and shall seek to be honest and open to all persons.

SECTION 4. In order to be eligible for election to the Church Council, a person must be a communicant member of the Congregation for at least one (1) year. The Nominating Committee shall report its slate of nominees to the Church Council at the September meeting. The nominees shall have been contacted and shall have agreed to serve on the Council. The Church Council shall see that nominees' names be published fourteen (14) days before the October Congregational meeting.

SECTION 5. All newly elected Church Council members are requested to attend the December Church Council meeting for orientation and organization. Following the regular Church Council meeting the four (4) members elected and the eight (8) incumbent members shall elect a President, Vice-President, Secretary, and Treasurer for one (1) year terms. At this meeting the pastors and the Council shall consider the role of the Church Council and its members through review and discussion.

SECTION 6. The newly elected Church Council members shall be installed at a Sunday worship service in December. Those not present are installed in absentia. Terms of office will begin January 1.

SECTION 7. The Church Council shall meet at least once every month at a place and time convenient to the members for the transaction of such business as may come regularly before the Council. A quorum for church Council Meetings shall be composed of a simple majority of its members. Special meetings are subject to the call of the President, pastor, or two (2) Church Council members.

SECTION 8. The Church Council shall transact the business of the Congregation. The Council shall keep a complete and accurate record of its proceedings, be the custodian of all Congregational records, and report to the Congregation at its regular and special meetings. The Church Council shall be responsible for the investment of Perpetual Care funds and all financial matters of the St. Peter's Cemetery. The Council shall submit any or all records to the Missouri Mid-South Conference, United Church of Christ, when necessary.

SECTION 9. The Church Council shall direct the pastors to keep complete records of membership, baptisms, confirmation, reception of new members, transfers, removal of names, marriages, and deaths. These are reported at the March Congregational Meeting. All records shall be the property of the Congregation. Upon dissolution of the Congregation, its records shall become the property of the Missouri Mid-South Conference, United Church of Christ.

SECTION 10. The Church Council President shall appoint all committees necessary to accomplish the work of the Church.

SECTION 11. Except for expenditures authorized in the current year's budget, the Church Council shall not incur an expense exceeding Three thousand Dollars (\$3,000.00) without the approval of the Congregation. The Church Council shall cause a review to be made of all financial records of the Congregation at least once each calendar year. All bills of non-recurring expenses shall be approved by the Church Council before payment.

SECTION 12. Whenever a vacancy occurs on the Church Council, the Council shall appoint a member to fulfill the unexpired term. If a vacancy on the Church Council is an officer, the Church Council shall elect a replacement.

SECTION 13. The use of Church property by individuals or organizations outside the Church must be approved by the Church Council. A Fee Schedule for the use of church property by outside groups shall be provided by the Church Council.

SECTION 14. The Council together with the Senior Pastor shall have the responsibility for approving job descriptions for the Associate Pastor, Director of Christian Education, Office Manager, Maintenance Supervisor/Cemetery Sexton, Director of Music, and any other position established by the Congregation.

SECTION 15. The Church Council shall have the authority to fill vacancies and dismiss incumbents of the positions in Article IX, Section 14. The Church Council may appoint Ad Hoc committees to serve in an advisory capacity to assist with these decisions.

Article X - Officers

SECTION 1. President: It is the duty of the President to preside at all meetings of the Congregation and Council; to conduct the same according to Parliamentary Procedure; to see that the Constitution is enforced and that the instructions of the Church Council and the Congregation are carried out. The President is empowered, with the Secretary of the Church Council, to sign all official documents, contracts, loans, vouchers, and deeds, and to be an ex-officio member of all committees and boards. The President shall appoint all committees, with the approval of the Church Council. Recommendations for committee appointments may be suggested to the President by committee members by mid-December.

SECTION 2. Vice-President: The Vice-President shall preside at all meetings where the President is not present and also when business pertaining to the President's administration is before the Congregation. The Vice-President shall use the power of the office to help the President and make the administration easier.

SECTION 3. Secretary: The Secretary shall keep a record of all transactions at the meetings of the Congregation and of the Council; attend to all correspondence; minutes are to be made in duplicate with a copy to be filed in the church office. The Secretary shall, with the President, sign all official documents, contracts, loans, vouchers, and deeds.

SECTION 4. Treasurer: The Treasurer shall have charge of monies for Congregational and benevolent purposes. The Treasurer shall make all payments by check upon authorization by the Church Council. The Treasurer shall, together with the Bookkeeper, render a monthly report to the Church Council, an annual report to the Congregation, and will present books, records, and receipts to the Internal Review Board upon their request. The Treasurer shall serve as a member of the Budget Committee and ex-officio member of the Stewardship Board.

Article XI - Boards

The boards listed hereafter shall be elected to provide administrative support to the Church Council in the areas of responsibilities as defined. Pastors are ex-officio members of all boards. One (1) member of the Church Council shall be appointed each year by the Church Council President to serve as an ex-officio member of that board. All board terms shall be for three (3) years. One third (1/3) of each board shall be elected each year. A board member who has filled an unexpired term may be elected for one (1) three (3) year term. No board member shall be eligible for re-election to that board until after the lapse of at least one (1) year.

SECTION 1. Cemetery Board: The Cemetery Board shall consist of six (6) members, to be elected from nominees presented by the Nominating Committee, two (2) each year. This board shall see that the St. Peter's Cemetery is properly maintained and cared for; enforce all regulations governing the cemetery; arrange for the sale of lots and burials subject to the fee schedule as approved by the Congregation. This board shall make at least an annual written report concerning its activities and budget status to the Church Council and the Congregation. All income, received from investments and the sale of lots and burials, and disbursements will be provided to the Church Council each month and made part of the Church Council's monthly Treasurer's report. This board shall meet every month, and may, at the call of the president, hold special meetings to conduct urgent business.

The Cemetery Board may annually set aside funds in a restricted account to be used for equipment purchase. The annual allocation shall be a part of the annual budget for the Cemetery Board, said budget to be approved annually by the congregation. For the sole purpose of equipment purchase, the Cemetery Board is authorized to spend up to the amount accumulated in the restricted amount, including the annual allocation for the year during which the purchase is made. The Cemetery Board shall seek bids to ensure that the lowest and best price for the equipment is secured.

SECTION 2. Board of Christian Education: It shall be the object of this Board to supervise and direct the program of Christian Education of St. Peter's United Church of Christ. This Board shall be composed of nine (9) members of the Congregation with three (3) elected each year from nominees presented by the Nominating Committee. This Board shall hold regular monthly meetings. This Board shall make at least an annual written report concerning its activities to the Church Council and the Congregation and oversee the work of the library committee.

SECTION 3. Stewardship Board: The Stewardship Board shall be composed of six (6) members of the Congregation with the Treasurer as an ex-officio member. Two (2) members will be elected each year from nominees presented by the Nominating Committee. This board shall elect its own Chairperson and hold regular monthly meetings. The Chairperson of this board shall serve as Chairperson of the Annual Enlistment Program. The duties of this board will include an over-all stewardship education program as recommended by the Stewardship Council of the United Church of Christ and will follow recommendations given by the study committees. Individual and family reports of contributions shall be sent to

members no later than January 31st of each year. This Board shall make at least an annual written report concerning its activities and budget status to the Church Council and the Congregation.

SECTION 4. Internal Review Board: The Internal Review Board shall be composed of three (3) members, one (1) elected each year from nominees presented by the Nominating Committee. This board will meet during the year as needed. The duties of this board shall be to review the books of the Treasurer of the Church Council, the Cemetery Board and all of the Church organizations which request such service. Functions shall include, but not be limited to, reviewing selected bank reconciliations, sampling canceled checks for the supporting documentation and verifying investment activity for the year. This board shall make a report of its annual findings at the March meeting of the Congregation.

SECTION 5. Building and Grounds Board: The Building and Grounds Board shall be composed of six (6) members, two (2) elected each year from nominees presented by the Nominating Committee. This board shall hold meetings every other month or as needed. The duties of this board are to oversee and supervise the care of the Church Properties. Specific tasks include, but are not limited to, recommending to the Church Council that which will keep the buildings and the grounds in good repair as a result of checking with the custodian and pastors as to problem areas, and recommending improvements and beautification of the property as needed. The board shall report monthly to the Church Council and secure approval for recommended projects, and record date, type of improvement, cost and any warranties or guaranties on a continuing basis in a book prepared for that purpose, for the use of succeeding Building and Grounds Boards and the Church Council.

Article XII - Committees

The committees listed hereafter shall be appointed to provide administrative support to the Church Council in the areas of responsibility as defined. Pastors are ex-officio members of all committees. One member of the Church Council shall be appointed each year by the Church Council President to serve as an ex-officio member of that committee. All committee terms shall be for three (3) years. One third (1/3) of each committee shall be appointed each year. A committee member who has filled an unexpired term may be appointed for one (1) three (3) year term. No committee member shall be eligible for re-appointment until after the lapse of one (1) year.

SECTION 1. Worship committee: The Worship Committee shall be composed of four (4) sub-committees, Altar, Music, Usher and Greeter. This committee shall consist of twelve (12) members. Four (4) members shall be appointed yearly, one (1) to each sub-committee. This Committee shall meet as often as necessary.

a. It shall be the duty of the Altar sub-committee to change altar, pulpit and lectern covers according to the church year, prepare for Holy Communion for designated services, provide flowers for the worship services and anything else which will beautify the center of worship.

b. It shall be the duty of the Music sub-committee to work with the choir directors and the organist as well as the pastors in the selection of music, recruitment of choir members, and choir robes.

c. It shall be the duty of the Usher sub-committee to appoint captains for the usher teams and give the assignment of services to the teams. This sub-committee shall also give direction and provide information to the ushers as to the proper ushering procedures for the Church.

d. It shall be the duty of the Greeter sub-committee to secure greeters for all worship services and to inform greeters of their tasks.

All sub-committee reports and recommendations shall be submitted to the Church Council through its representative to the Worship Committee.

SECTION 2. Advisory Committee: The Advisory Committee shall be composed of nine (9) members. The Advisory Committee shall hold a minimum of six (6) meetings a year. The duties of this committee shall be to participate each year in long-range planning and to study and research any suggested improvements to the Church property or church programs which are initiated by them or suggested to them by the Church Council or Church members. After complete study and research, their findings shall be presented to the Church Council for acceptance or rejection.

SECTION 3. Budget Committee: The Budget Committee shall be composed of two (2) members of the Congregation and one (1) member of the Stewardship Board, the Church Council Treasurer, and one (1) member of the Cemetery Board. The Budget Committee shall be appointed each year to prepare a projected budget to be presented to the Church Council at its September meeting. The chairperson of the Budget Committee shall report the projected budget to the Congregation for approval at the October Congregational Meeting.

SECTION 4. Christian Social Concerns Committee: The Christian Social Concerns Committee shall be composed of six (6) members. This committee shall study social issues and make them known to the Congregation, select books dealing with social problems for the library and provide reviews. It shall also invite representatives of organizations of the Church and community to its meetings for discussion of current social issues and enlist the interest of the organizations and the public.

SECTION 5. Church and Ministry Committee: The Church Council shall appoint a Church and Ministry Committee composed of six (6) members. Among the duties of this committee is the scheduling of bus drivers, child care workers and keeping the church relationship alive with members in the service of their country, or away at college, university, graduate school, or seminary. The committee shall meet as often as necessary.

SECTION 6. Evangelism Committee: The Church Council shall appoint an Evangelism committee to be composed of six (6) members. This committee shall establish and be responsible for the role of Evangelism. This committee shall also call upon prospective members and invite them to unite with this Congregation. This committee shall meet quarterly

or on call.

SECTION 7. Kitchen Committee: The Kitchen Committee shall be composed of six (6) members. This committee shall regularly check supplies needed in the kitchen, make arrangements for a regular care of kitchen, arrange for serving the coffee hour between services and make suggestions to the Church Council for additional necessary equipment.

SECTION 8. Staff Relations Committee: The Staff Relations committee shall be composed of six (6) members. The Church Council President shall be the ex-officio member. The purpose of this committee is to consult and advise, to provide for and support a relationship between the clergy and/or staff, and members of the Congregation that will allow for the greatest effectiveness in the exercise of the ministry of the Church. This Committee shall have the responsibility of preparing job descriptions for Church employees, as required, subject to the approval of the Church Council. This committee shall review annually the job description of each of the staff and this review shall be presented to the Church Council. This committee shall meet quarterly, with additional meetings to be held upon request by the chairperson or a staff person. The reports of this committee shall be submitted to the Church Council by the Council representative for further consideration and disposition.

SECTION 9. Nominating Committee: The Nominating Committee shall be composed of four (4) members of the congregation appointed yearly and the four (4) currently retiring Church Council members. The committee shall present a slate of nominees for the Church Council, Cemetery Board, Board of Christian Education, Stewardship Board, Internal Review Board, and the Building and Grounds Board to the Church Council by September 1st.

Article XIII - Special Committees

The committees listed hereafter shall provide administrative support to the Church Council in the areas of responsibility defined.

SECTION 1. Search Committee: A Search Committee of seven (7) members shall be appointed in accordance with the provisions of the Missouri Mid-South Conference Office of the United Church of Christ, with duties as outlined in the form provided by the Conference Office.

SECTION 2. Constitution Committee: The Church Council shall appoint a committee to review the Constitution every five (5) years. The committee shall include a member(s) of the Advisory Committee, two members of the congregation and a pastor. The duties of this committee shall be to review the Constitution, suggest revisions and incorporate any amendments, and present the revised and reviewed constitution to the Church Council for its approval, and then to the Congregation for final approval.

Article XIV

The Robert's Rules of Order shall govern in the conducting of all meetings of the Congregation and all matters of procedure not specifically covered by this constitution. "A Manual of the Ministry in the UCC" (current edition) shall be referred to as a guide in dealing with matters of ministerial ethics and the relationship of Congregation to pastor.

Article XV - Amendments

Additions and alterations to this Constitution may be proposed in any regular meeting or meeting specifically called for that purpose. They shall be referred to the Church Council, which will consider the same, and place it on the Agenda for the next called meeting of the Congregation. Said additions and alterations can be adopted only by a two-thirds (2/3) majority of a quorum (Article VII, Section 4). All members shall be notified in writing of any amendments that have been approved.
