

**The First Parish of Westwood,
United Church
CONSTITUTION AND BY-LAWS**



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Constitution adopted January 28, 2007

The First Parish of Westwood, United Church
Westwood, Massachusetts

CONSTITUTION

ARTICLE I: NAME

Section 1 Name The name of this Church shall be The First Parish of Westwood, United Church.

ARTICLE II: OBJECT AND AFFILIATIONS

Section 1. Covenant The First Parish of Westwood, United Church, shall exist under the following covenant: *“In the love of truth and in the spirit of Jesus, we unite for the worship of God and to God’s service. We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord, made know or to be made known to us. We hold it to be the mission of the Church of Christ to proclaim the gospel to all mankind, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human brotherhood. Depending, as did our fathers and mothers, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.”*

Section 2. Denominational affiliations This Church shall maintain membership in the United Church of Christ and the Unitarian-Universalist Association by contributions to and participation in the activities of these associations.

Section 3. Obligations of Membership Members are expected to be willing and faithful in the performance of the duties essential to the Christian life, to attend the services of the Church, to support the Church financially and to share in the Church’s work and its ministries.

Article III: Property

Section 1. Real Property Real property shall include all real estate (land and buildings), equipment, and other physical assets with a current value in excess of \$2500. No real property in which The First Parish of Westwood, United Church has an interest shall be sold, mortgaged, or otherwise disposed of unless such sale, mortgage or other disposition has been authorized by the affirmative vote of not less than two-thirds of those members of the Parish present and voting at a meeting duly called for this purpose. The Treasurer of the Church shall have the authority to execute and deliver on behalf of the Church all deeds, notes, mortgages and other documents necessary for any sale, mortgage or other disposition duly voted as aforesaid.

Section 2. Financial Property Financial Property shall consist of all the financial assets of the Church, including cash and financial obligations like money market funds, bond funds, mutual funds, stocks, etc. Financial property may be sold, traded or liquidated within the context of the Church's Investment Policy as may be approved by the Ministry of Stewardship, Finance and Operations.

ARTICLE IV: MEMBERSHIP

Section 1. Members The Church Administrator under the direction of the Ministry of Stewardship, Finance and Operations shall maintain the list of all persons in full and legal membership of the First Parish of Westwood, United Church.

There shall be these classes of members:

- a. **Members** – These members consider First Parish to be their Church, they participate in Church activities to the best of their abilities and health, and they share in the financial obligations of the Church. These members may live away from First Parish for much of the year. The Members living away consider First Parish to be their Church and have ties to the Church through family and friends. Youth members no longer living locally with their parents, or members who have moved away yet wish to remain affiliated with First Parish are still members. Members vote at Church meetings.
- b. **Honorary Members** – These members are recommended by the Ministry of Worship or the Church Council in recognition of outstanding service or loyalty to the Church and are approved by a vote of the Members of the Church at a Church Meeting.

Those persons who no longer participate in nor actively support the Church or otherwise cease meeting the criteria for Church membership will be designated Inactive Status. Persons of Inactive Status are

ineligible to vote at Church meetings. They have been communicated with and made inactive either voluntarily or as a result of action by the Ministry of Stewardship, Finance and Operations as further provided below. It is the intention that the Inactive status is temporary, pending a decision to move them to Members or make them non-members.

The names of Members and dates of joining are to be recorded in the register of membership along with membership history.

Section 2. New Members

Any persons in sympathy with the principles and purposes of this Church, after a minimum of six months involvement in the life of the Church and after consultation with the Pastor and representatives of the Ministry of Discipleship and Education may become a Member of this Church by agreeing to the covenant at a regular service of worship and by signing the Parish register.

Section 3. Termination and transfer of membership

- a. The Church Administrator shall remove names of deceased members from the membership register, with notification to the Ministry of Stewardship, Finance and Operations.
 - b. Any member may terminate their membership, or change their status, by written notice to that effect filed with the Church Administrator. The Administrator shall notify the Ministry of Stewardship, Finance and Operations that the member's name is being removed from the register or reclassified.
 - c. Any member in good and regular standing who desires a letter of transfer and recommendation to another church may receive it upon written application filed with the Church Administrator. The Administrator shall notify the Ministry of Stewardship, Finance and Operations that a member has transferred their membership to another church.
 - d. The Pastor and Ministry of Stewardship, Finance and Operations shall, at least every three years, review the list of Members and persons of Inactive Status and, after kindly efforts to make such action unnecessary, shall terminate the membership or change the status of persons not fulfilling the obligations of membership.
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ARTICLE V: OFFICERS, CHURCH COUNCIL, AND MINISTRIES

Section 1. Officers

The Church officers shall be a Moderator, a Clerk, and a Treasurer elected at the Annual Meeting to serve for a term of one year. There may also be elected annually an Assistant Treasurer, a Collector, and an Assistant Collector. In no event shall these officers hold the same office for more than five consecutive years. Positions may be shared between two people, i.e. co-Moderator, co-Treasurer, etc.

**Section 2.
Church Council
and Ministries**

- a. The following Church Council and Ministries shall be duly organized:
 - i. Church Council
 - ii. Communication Committee
 - iii. Ministry of Worship
 - iv. Ministry of Stewardship, Finance and Operations
 - v. Ministry of Mission and Service
 - vi. Ministry of Discipleship and Education
 - vii. Ministry of Spiritual Life and Fellowship
 - viii. Pastor-Parish Relations Committee
 - ix. Nominating Committee
 - b. Ministry and Committee Membership –All members of the Church Council shall be Members of the Church. A majority of members of the Ministries listed above shall be Members of the Church. Except where approved by the Church Council, no member of any Ministry may be elected for more than two consecutive terms, or for longer than seven consecutive years, except that members of the Church Council may serve beyond such terms by virtue of their roles on various Church Ministries and Committees
 - c. Church Council – The Church Council shall consist of the Moderator, Clerk, the Treasurer, the Pastor, three members at large (to be elected at the Annual Meeting to serve for a term of three years, such terms to be staggered) the Chairperson or a delegate from the Ministries of Worship; Stewardship, Finance and Operations; Mission and Service; Discipleship and Education; and Spiritual Life and Fellowship. The Church Council may vote to also include a delegate from the Senior High Youth Fellowship as a voting member. Any shared positions on the Church Council shall be eligible for only one vote.
 - d. Communication Committee – The Communication Committee shall consist of the Moderator, the Pastor, the Church Administrator and the Chairpersons or a delegate from the Ministries of Worship; Stewardship, Finance and Operations; Mission-and Service; Discipleship and Education; and Spiritual Life and Fellowship. The Moderator shall be the Chairperson of the Communication Committee.
 - e. Ministries of Worship; Stewardship, Finance and Operations; Mission and Service; Discipleship and Education; and Spiritual Life and Fellowship shall consist of 6 members 2 to be elected at each Annual meeting to serve for a three-year term.
 - f. Ad-Hoc Committees shall be formed by the Church Council or as sub-committees of any Ministry or Committee as needed to deal with specific issues of the Church, a Ministry, or a Committee.
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**Section 3.
Responsibilities
of Ministries
Committees,
and Teams**

- a. Each Ministry, Committee, or Team of the Church shall have a defined responsibility and shall endeavor, within the context of the Mission, Vision and Plan of First Parish, to discharge its responsibility effectively.
 - b. Where practical, terms of membership on Ministries and Committees shall be staggered to provide continuity.
 - c. Each Ministry, Committee, and Team should contribute positively to the Church's Strategic and Operating Plans and develop its own yearly plans.
 - d. Unless otherwise appointed by the Church Council or Nominating Committee, each Ministry, Committee, and Team with the exception of the Communication Committee, shall elect its own Chairperson, who shall be a Member of the Church.
 - e. Ministries, Committees, and Teams shall discharge their duties under the authority of the Constitution and By-Laws, under the Church Council, or under the auspices of the Ministry or Committee which appointed them. Team decisions and recommendations shall be communicated to, reviewed by and ultimately approved by the Committee or Ministry that appointed them.
 - f. The Ministries and Committees listed above shall meet when necessary, but not less than five times per year.
 - g. A simple majority vote shall be used for deciding all matters.
 - h. Ministries and Committees shall keep timely and accurate records and shall communicate appropriately with the Communications Committee and relevant Church staff.
 - i. Each Ministry, Committee and Team shall submit a written annual report for review at the Annual Meeting. Team reports can be incorporated into the report of the appropriate Ministry.
 - j. In general, committee meetings are open to observation by all Members of the Church. Voice in meetings from non-Ministry and Committee members is at the discretion of the Chair, but vote is not permitted. The Chair of a committee may declare certain meetings, or portions thereof to be closed.
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ARTICLE VI: OTHER COMMITTEES

**Section 1:
Other
Committees**

The Church Council, Ministries and Committees may establish other committees, sub-committees or teams to meet the needs of the Church. Such committees, sub-committees and teams shall meet as needed and be responsible to the Church Council or the Ministry or Committee that established it.

**Section 2.
Nominating
committee**

The Nominating Committee shall consist of the Pastor and 2 Church Members who shall be elected at the Annual Meeting to serve for staggered terms of two years from the adjournment of the meeting at which they were elected.

**Section 3.
Pastoral
Relations
Committee**

The Pastor-Parish Relations Committee shall consist of 4 to 6 Members, half of whom shall be appointed by the Pastor and half by the Church Council. The Moderator shall be an ex-officio member of this Committee.

ARTICLE VII: AUDITORS

**Section 1.
Auditors**

The Church shall have two auditors who shall be elected at the Annual Meeting of the Church for a term of one year from the adjournment of the meeting at which they are elected.

Article VIII: MEETINGS

**Section 1.
Annual meeting**

The Annual Meeting of this Church shall be held during the month of January, on a date to be determined by the Church Council for the purpose of electing officers, board and committee members, approving the budget and to transact such business as may properly come before the Church Membership. Church meetings are open. Members may vote. Other persons may observe the meeting and may be permitted to speak at the discretion of the Moderator.

**Section 2.
Special
Meetings**

Special meetings may be called by the Clerk on authority of the Church Council or upon written request of fifteen members.

**Section 3.
Meeting
conduct**

Church meetings shall be conducted by the Moderator in an orderly manner which allows for equitable, efficient discussion and voting on issues.

ARTICLE IX: PASTOR AND ASSOCIATE PASTOR

**Section 1.
Pastor**

A Pastor shall be chosen or dismissed by the affirmative vote of not less than two-thirds (2/3) of all Members present and voting at a meeting of the Church called for such purpose.

**Section 2.
Associate
Pastor**

An Associate Pastor may be chosen or dismissed by the affirmative vote of not less than two-thirds (2/3) of all Members present and voting at a meeting of the Church called for such purpose.

**Section 3.
Vacancies**

In the event of a vacancy in the position of Pastor the Moderator with approval of the Church Council shall nominate members of a Pastoral Search Committee, which shall consist, at the discretion of the Church Council, of 5 to 8 persons. The Moderator will call a meeting of the Church to elect search committee members. Additional nominations may be made from the floor.

In the event of a decision to call or replace an Associate Pastor, the same process shall be followed.

ARTICLE X: FISCAL YEAR

**Section 1. Fiscal
Year**

The Church's fiscal year shall run from January 1 until December 31.

ARTICLE XI: AMENDMENTS

**Section 1.
Amendments**

The Constitution and By-Laws may be amended at any legal meeting of the Church, provided the nature of the change or amendment shall have been fully set forth in the Warrant of such meeting. A two-thirds (2/3) vote of the Members present and voting shall be necessary for the adoption of such amendment.

BY-LAWS

1. Moderator

It shall be the duty of the Moderator to preside at all meetings of the Church and to serve as the Chairperson of the Church Council and of the Communications Committee. The Moderator is the Chief Executive of the Church Corporation and shall insure that the Church is operated as provided in the Constitution and By-Laws. The Moderator is the primary managerial liaison between the lay leadership of the Church and the Pastor. All employment contracts for Church employees shall be signed by both the relevant Ministry Chairman and the Moderator.

2. Treasurer

It shall be the duty of the Treasurer:

- a. To oversee the custody of all funds of the Church, keep accurate account of all expenditures, to record such expenditures against the budget as adopted by the Church, pay all bills that have been properly endorsed as prescribed by the Ministry of Stewardship, Finance and Operation, to render a monthly account of all income and expenditures to the Church Council and the Ministry of Stewardship, Finance and Operations, and to submit a complete financial statement at the Annual Meeting.
 - b. After seeking input from the Ministry of Stewardship, Finance and Operations regarding projected sources of funds and major committees regarding Church needs, prepare a budget for review, modification and approval by the Church Council, and the Members of the Church.
 - c. The Treasurer shall oversee the work of the Assistant Treasurer, if any.
 - d. The Treasurer shall handle the accounts of all Trust Funds and shall furnish a report of the income there from to the Ministry of Stewardship, Finance and Operations.
 - e. The Treasurer may be bonded in such amount as the Church Council may designate.
 - f. The Treasurer shall be a member of the Church Council and an ex-officio member of the Ministry of Stewardship, Finance and Operations.
 - g. In so far as is practical the Church shall separate the recording of revenues from the disbursement of funds.
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3. Accountant

The Church may hire an accountant who shall work under the direction of the Treasurer and who shall keep the Church's books in an accurate state in a professional manner. The Accountant may be the Treasurer.

4. Collector

The Collector may be an employee of the Church. It shall be the duty of the Collector:

- a. To keep an accurate account of all receipts to be applied toward current expenses and benevolences and such other receipts as directed by the Treasurer and to report the same to the Treasurer in a monthly statement and at such other times as may be requested.
 - b. The Collector shall make an appropriate acknowledgment of all gifts received.
 - c. At least 3 times per year, the Collector shall send out statements to all who have pledged to the support of the Church showing recorded contributions to date.
 - d. The Collector may be bonded in such amount as the Church Council shall designate.
 - e. The Collector shall communicate individual pledge performance to the Pastor, Treasurer, and Chairperson of the Ministry of Stewardship, Finance and Operations.
 - f. In connection with the review of membership categories, the Chairperson of the Ministry of Stewardship, Finance and Operations and the Moderator may also review pledge performance.
 - g. The Collector shall be responsible to the Treasurer and shall perform such other duties as delegated by the Treasurer.
 - h. The Assistant Collector may assist the Collector in all of the above duties and may be bonded.
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5. Church Council

It shall be the duty of the Church Council:

- a. To assume general responsibility for the administration of the affairs, concerns, and programs of the Church, to be responsible for long range planning, evangelism and Church growth and to formulate or approve Church policies subject to such directions as may be given at Church meetings.
- b. To approve such special committees and delegates to conferences as may be required and proposed by the Church Council or the Moderator.
- c. To vote on the recommendation of the Nominating Committee to fill vacancies occurring in any office, Ministry, or standing committee of the Church during the year in cooperation with such office, Ministry or standing committee, such appointments to be effective until the next Annual Meeting.
- d. Work with the Pastor, Moderator and Ministry Chairs to Develop the Strategic and Operating Plans including the assessment and reporting of progress toward key goals.
- e. To oversee the work of all officers, committees, Ministries, Teams and organizations of the Church and be responsible for the over-all planning and evaluating of the Church programs.
- f. To approve the tentative Church Budget, submitted by the Treasurer and approved by the Ministry of Stewardship, Finance and Operations and subsequent thereto to approve any revision thereof prior to its presentation to the Church for adoption at the Annual Meeting.
- g. To elect an Assistant Moderator from the members at large to serve in the absence of the Moderator at Church Council and Church meetings.

6. Communications Committee

- a. The Communications Committee shall coordinate all activities that impact more than one Ministry to insure the smooth operation of the various Ministries and of the Church in general.
- b. The Communications Committee shall also be responsible for documenting and publicizing the activities of the Church and its various Ministries.
- c. The Communications Committee shall also ensure that each Ministry is familiar with the activities planned and actions of the other Ministries.

7. Nominating Committee

The Nominating Committee will meet as needed during the year to help Ministries recruit for teams. The Nominating Committee shall also be responsible for nominating persons to fill vacancies in elected positions between annual meetings. Such nominations shall be acted upon by the Church Council.

8. The Ministry of Worship

- a. The Ministry, in full appreciation of the historical role of Deacons in the Church, shall have general oversight of the services of worship and be responsible for working in concert with the Pastor(s) on all aspects of the worship life of the Church. Proactively gathering feedback, it shall work closely with the Pastor(s) in seeing that services are conducted regularly and fittingly. The Ministry shall be responsible for preparing for and participating in the sacraments of baptism and communion, for providing ushers for regular and special services, and for special services and celebrations conducted when appropriate. The Ministry shall also be responsible for the hospitality and welcome of worshipers.
- b. The Ministry shall have general oversight of the music program of the Church. The Ministry shall be responsible for the Choir Director and Organist and that the music program is well directed and supported. The Ministry shall have overall responsibility for any concerts or musical series.
- c. The Ministry shall provide for substitute ministers in the temporary absence of the Pastor and shall select and recommend to the Church Council, a candidate or candidates for interim supply of the pulpit in case of prolonged absence or resignation of the Pastor or the Associate Pastor
- d. The Chairperson of the Ministry of Worship and the Moderator shall be responsible for the process of Pastoral evaluation, which shall occur at least annually with input from other Ministries and Church leaders. There should be informal follow-up to the review as needed.
- e. The Ministry shall carry out as many of its responsibilities through the creation of Teams as it sees fit. These Teams will report to the Ministry and have authority to take action in the area designated by the Ministry, so long as the action does not require financial funding that exceeds the money approved by the Ministry from its budget. All event dates are to be calendared through the Communications Committee and the Church Office.

9. Ministry of Stewardship Finance and Operations

- a. The Ministry of Stewardship, Finance and Operations shall be the Trustees of and have charge of the Real and Financial Property of The First Parish of Westwood, United Church.
- b. The Ministry shall develop and, upon approval by the Church Council, implement an Investment Policy for the Church, consistent with the Church's mission and the laws of the State of Massachusetts.
- c. The Ministry shall hold, manage, invest, and re-invest consistent with the Investment Policy of the Church the trust funds of the Church with full authority to sell and to purchase other securities at its discretion and to cause the name of the Church to be signed by its Treasurer to any and all instruments which may be necessary to effect or complete any purchase, sale, transfer, mortgage discharge, or substitution of deposits or securities.

- d. The Ministry shall keep records of all business transactions and meetings and report the condition of the real and financial property of the Church at each Annual Meeting.
- e. The Ministry shall administer the membership records of the Church and shall be responsible for related payments to various denominational organizations.
- f. The Ministry shall work with the Treasurer to develop a suitable budget and to adjust such budget during the course of the year to insure the financial well being of the Church.
- g. The Ministry shall supervise and approve all expenditures of Church funds in conformity with the approved or modified budget, and they may formulate such policies deemed necessary to discharge this function properly.
- h. The monthly financial report of expenditures and income shall be submitted to the Church Council and the Church Council may vote to adjust expenditures to insure the financial health of the Church.
- i. In case of the death, disability, or absence of the Treasurer and Assistant Treasurer, the Chairperson of the Ministry shall be empowered to sign checks.
- j. The Ministry shall be charged with the responsibility for the care, use and maintenance of all Church property and equipment. The Ministry shall be responsible for insuring the Church properties against loss, for the personal policies of the Church, for the recording and using of Memorials and Special Gifts and for long range facilities planning. The Ministry is responsible for the general oversight of the custodian(s) and office staff. The Ministry shall be responsible for the Use of Facilities policy for the Church property. In addition, the Ministry shall be responsible for negotiation terms and conditions of agreements for the use of the property and upon approval of the Ministry, the Chairman may sign such agreements. For such agreements with a term exceeding one year, the approval of the Church Council and the additional signature of the Moderator are required.
- k. The Chairman of the Ministry shall be empowered to sign such service contracts as to meet the responsibilities of Section 9.j

9. Ministry of Stewardship Finance and Operations
(continued)

- l. The Ministry shall be responsible, working with the Pastor, for developing and overseeing a pledge campaign and other fund raising efforts to raise funds for various purposes of the Church.
- m. This Ministry shall be responsible for the sale of any real property with a value of less than \$2500, or, after an appropriate vote of the Church, the sale of Real Property with a value above \$2500.

The Ministry shall carry out as many of its responsibilities through the creation of Teams as it sees fit. These Teams will report to the Ministry and have authority to take action in the area designated by the Ministry, so long as the action does not require financial funding that exceeds the money approved

by the Ministry from its budget. All event dates are to be calendared through the Communications Committee and the Church Office.

10. Ministry of Mission and Service

- a. The Ministry shall direct the financial and human resources of the Church to support outreach, mission and service. This includes the support of mission efforts both by individuals and groups within the Church, the education of Church members as to giving and service opportunities and the study and advocacy of mission and justice issues.
 - b. The Ministry shall be responsible for advocating and interpreting the worldwide mission of the Church in all its aspects at all levels.
 - c. The Ministry shall recommend, to the Ministry of Stewardship, Finance and Operations, the Church's annual outreach budget and authorize the use of unallocated funds.
 - d. The Ministry shall carry out as many of its responsibilities through the creation of Teams as it sees fit. These Teams will report to the Ministry and have authority to take action in the area designated by the Ministry, so long the action does not require financial funding that exceeds the money approved by the Ministry from its budget. All event dates are calendared through the Communications Committee and the Church Office.
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11. Ministry of Discipleship and Education

- a. The Ministry shall be responsible for Christian education and faith formation programs for children, Church youth, confirmands, adults, new members and persons with special needs.
- b. The Ministry shall work collaboratively with the Director of Christian Education to insure effective programs.
- c. The Ministry shall be responsible for the training and support of Teams.
- d. The Ministry shall be responsible for oversight of the Director of Christian Education.
- e. The Ministry shall be responsible for care and education of prospective and new members and shall in concert with the Pastor recommend any new members to Church.
- f. The Ministry shall carry out as many of its responsibilities through the creation of Teams as it sees fit. These Teams will report to the Ministry and have authority to take action in the area designated by the Ministry, so long as the action does not require financial funding that exceeds the money approved by the Ministry from its budget. All event dates are calendared through the Communications Committee and the Church Office.

12. Ministry of Spiritual Life and Fellowship

- a. The Ministry shall be responsible for the physical and emotional wellbeing of the congregation through health ministries, lay visitation, and support groups.
 - b. The Ministry shall be responsible for fellowship and community building activities among the members and adherents of the Church.
 - c. The Ministry shall carry out as many of its responsibilities through the creation of Teams as it sees fit. These Teams will report to the Ministry and have authority to take action in the area designated by the Ministry, so long as the action does not require financial funding that exceeds the money approved by the Board from its budget. All event dates are calendared through the Communications Committee and the Church Office.
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13. Auditors

It shall be the duty of the auditors, annually, at the close of the fiscal year, to audit the books of the Treasurer, the Assistant Treasurer, the Collector and the Ministry of Stewardship, Finance and Operations and to report the results thereof at the Annual Meeting. The audit shall focus on the reasonable accuracy of the Church's income statement and balance sheet.

14. Church Meetings

- a. Warrant for Meetings: The warrant for the Annual Meeting and any Special Meeting of the Church shall be read at a Sunday service and posted in a conspicuous location at the Meeting House and at the Parish House at least eight days before the time of the meeting. The purpose of a Special Meeting shall be stated in the warrant.
 - b. Quorum: Fifty members shall constitute a quorum at all Church Meetings.
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15. Pastor and Associate Pastor

The Pastor shall:

- a. Have charge of all services of worship and shall either officiate or designate someone else to officiate at all services.
- b. Be ex-officio member of all Committees and Ministries of the Church.
- c. Direct the work of all staff including roles, responsibilities and performance
- d. Work with the Church staff, Moderator, Church Council and Ministry chairs to develop the Long Range Plan and yearly operating plans including the main initiatives of the Church.
- e. Oversee the work of any Associate Pastor, student assistants, and all other employed staff of the Church.
- f. Make recommendations to the Pastoral Relations Committee (in the case of the Associate Pastor and any student assistants) and to the Ministry of Stewardship, Finance and Operations (in the case of all other employees) regarding their remuneration and conditions of employment, and
- g. Submit a report of the Pastor's work and activities to the Annual Meeting of the Church.
- h. Periodically report to the Ministry of Stewardship, Finance and Operations on the resources and general nature of expenditures from the Pastor's Discretionary Fund.

The Associate Pastor, if any, shall:

- a. Have the duties and responsibilities of the Pastor, when required, in the latter's absence, and
 - b. Assist the Pastor in the performance of the Pastor's work and activities under the direction of the Pastor.
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**16.
Amendments**

These By-Laws may be amended at any Annual Meeting or Special Meeting called for that purpose, by a vote of two thirds (2/3) of the Members present and voting.

**17.
Transitional
issues at time of
adoption**

At the time that these By-laws are adopted, all elected positions in the new Church Council, Ministries and Committees will be considered to be vacant and the outgoing Nominating Committee and the Pastor will present a slate of candidates to fill these positions.
