

**The Peoples Church
of East Lansing Michigan
BYLAWS of the Council of Elders**

B. The Council of Elders as elected by the active members of Peoples Church of East Lansing, Michigan (Peoples Church) adopts and abides by the following Bylaws necessary for the operation of Peoples Church. These Bylaws shall be consistent with the Agreement and the Church's Articles of Association/Incorporation as filed with the Michigan Department of Commerce.

B.1 MEMBERSHIP:

B.1.1 Membership Categories:

B.1.1.1 Active Member

B.1.1.1.1 A member who attends services of worship, and/or participates in other activities and/or contributes to the financial program of Peoples Church.

B.1.1.1.2 A member who, because of physical or mental limitations, cannot attend services of worship, and/or participate in other activities and/or contribute to the financial program, but receives pastoral care from Peoples Church (e.g. visits, communion, tapes of sermons, etc.)

B.1.1.2 Associate Member

A person who is a church member elsewhere may be received as an associate member and still maintain dual membership with his/her home church. This person is welcome to participate in the activities of Peoples Church but will not have voting privileges. This relationship will be dissolved upon the request of the associate member.
(Council of Elders, 1997)

B.1.1.3 Previously Active Member

A person who no longer meets the criteria of active membership.

B.1.2 Transfer/Change of membership status

B.1.2.1 Process:

B.1.2.1.1 The Clerk will review the membership roster annually for evaluation of those members whose classification should be considered for a change of status. Based upon this review, the Clerk shall write to those active members whose participation is in question to request their intention regarding their membership. Similarly, the Clerk may inquire of previously active members who seem to meet the criteria for active membership whether they wish to be reclassified as active members.
(Amended 5-28-02)

- B.1.2.1.2 The Clerk shall submit to the Welcome Ministry names of those members whose classification should be considered for change.
 - B.1.2.1.3 Upon review, the Welcome Ministry shall report those names recommended for change of status to the Council of Elders.
 - B.1.2.1.4 The names of active members that have been reviewed and given a change of status shall be retained in the permanent file of previously active members of Peoples Church.
- B.1.2.2 Criteria for change/transfer
- B.1.2.2.1 Active to Previously Active: a recommendation for change from active to previously active member shall be made for:
 - B.1.2.2.1.1 An active member who requests in writing to the Clerk that his/her membership status be changed.
 - B.1.2.2.1.2 An active member who requests a letter of transfer to another church.
 - B.1.2.2.1.3 An active member who transfers to another church without requesting a letter of transfer or an active member who transfers to a church which does not recognize (or request) a letter of transfer from Peoples Church.
 - B.1.2.2.1.4 A member who no longer qualifies as an active member as described under B.1.1.1 and who does not respond to, or cannot be reached by, mail or personal contact regarding his/her membership status.
 - B.1.2.2.2 Associate or Previously Active to Active Member: a recommendation for change from associate or previously active to active member shall be made for:
 - B.1.2.2.2.1 An associate member who requests in writing to the Clerk that his/her membership status be changed.
 - B.1.2.2.2.2 A previously active member who requests in writing to the Clerk that his/her membership status be changed.
 - B.1.2.2.2.3 A previously active member who, based on the review of church records, appears to have resumed active membership as described above and has responded to a written inquiry by the Clerk that he/she wishes to be reclassified as an active member.

B.2 ORDAINED MINISTERS AND PROFESSIONAL STAFF

B.2.1 Search Committee

B.2.1.1 For Senior Pastor

- B.2.1.1.1 Members of Peoples Church who are interested in serving on the Search Committee for Senior Pastor shall be invited to submit their names and qualifications to the Council of Elders.
- B.2.1.1.2 Members of Peoples Church shall be invited to nominate active members to serve on the Search Committee indicating their names and qualifications to the Council of Elders.
- B.2.1.1.3 From among these names, the Council of Elders will select twenty proposed nominees by inviting each member of the Council to select by ballot the twenty names he or she recommends to the Chair. The twenty names with the highest number of votes will constitute the Council's nominations to the Chair of the Council of Elders.
- B.2.1.1.4 The Chair will appoint a Search Committee of nine persons, six of whom must come from the list of twenty suggested nominees proposed by the Council of Elders. The remaining three may come from the same list or they may be appointed by the Chair from among the active membership as a whole. The Chair of the Council will appoint the Chair and Vice-Chair of the Search Committee.

B.2.1.2 For Interim Senior Pastor

The Personnel Committee and the Chair of the Worship Ministry constitute the Search Committee for the Interim Senior Pastor.

B.2.2 Sabbatical and Study Leaves

B.2.2.1 General Policy

- B.2.2.1.1 A sabbatical leave is intended for the mutual benefit of Peoples Church and the person granted a leave. It should assist members of the ministerial staff in improving their competence by providing a period for concentrated scholarly work and spiritual renewal.
- B.2.2.1.2 A leave is not granted automatically. Each request should present in considerable detail the activity proposed. All leaves must have the approval of the Senior Pastor, the Personnel Committee, and the Council of Elders.
- B.2.2.1.3 Within thirty days after returning from sabbatical leave, written reports are to be submitted through the same persons mentioned above.

B.2.2.2 Eligibility

- B.2.2.2.1 A sabbatical leave may be granted to members of the ministerial staff after they have completed six years of service. However, if two weeks of study leave are taken annually such leaves will be considered to be the equivalent of a sabbatical.
- B.2.2.2.2 Two weeks study leave annually may be accumulated for a period of six years thereby qualifying a staff member for three months study leave at the end of six years. Such leave will be in addition to the annual one month vacation, thereby providing a period of four months or adequate time for a full semester or quarter of study at a recognized theological seminary, university or college.
- B.2.2.2.3 The years of service shall count from the date of full-time appointment or from the ending date of the previous sabbatical leave.
- B.2.2.2.4 Total accumulated study leave time shall not exceed twelve weeks.
- B.2.2.2.5 Sabbatical leave shall not be granted within three years or less of planned retirement.

B.2.2.3 Conditions

- B.2.2.3.1 Any staff member taking sabbatical leave of three months duration is obliged to return to Peoples Church for a following full year of service.
- B.2.2.3.2 Only one member of the ministerial staff can be away on sabbatical leave at any given time.
- B. 2.2.3.3 Because all study programs under these conditions shall be paid for by the staff member, it shall be the option of the staff member to use such study leave in the pursuit of an advanced degree.

B.2.3 Vacations for Members of the Ministerial Staff

The Senior shall receive four weeks of paid annual vacation.

B.2.4 Ministers' Pension Plan

All members of the ministerial staff shall participate in a pension plan such as may be available through national organizations of the respective denominations. In addition, the ministers are encouraged to avail themselves of Social Security coverage if they have not done so at the time of employment.

B.2.5 Ministers' Retirement Plans

The maximum age for voluntary retirement for members of the ministerial staff shall be 65 unless provided otherwise by law. The effective date of retirement shall be six months after the 65th birthday or shall be six months after the date of announcement. However, with the approval of the Council of Elders, ministers of retirement age may continue to serve Peoples Church on a year-to-year basis at a salary commensurate with their duties up to the age of 70, at which time retirement shall be mandatory. Recommendations regarding the continuation of service beyond the voluntary age shall be made annually to the Council of Elders by the Personnel Committee. The committee shall review annually the duties and responsibilities of post-retirement age ministers and make appropriate recommendations to the Council.

B.2.6 Minister Emeritus

The Council of Elders may designate any minister of Peoples Church as Minister Emeritus and shall determine his/her relationship to the church. (A.13.15) (The term "emeritus" is an honorary title showing affection and respect. It does not carry any rights or authority except as specified by the Elders.)

B.3 COUNCIL OF ELDERS

B.3.1 Administrative Committee

- B.3.1.1 The officers of the Council of Elders shall serve as the officers of the Administrative Committee.
- B.3.1.2 The Committee meets at the call of the Chair. (Amended 2-27-01)
- B.3.1.3 The committee reviews any action motions which have been brought before it.
- B.3.1.4 The Committee coordinates and clarifies any proposals which may have been directed to it by the Council, Ministries, or Agencies of the Church, including individual church members or staff, and makes recommendations to the Council of Elders.
- B.3.1.5 The Committee reviews the financial position of the Church.
- B.3.1.6 The Committee initiates actions regarding operating procedures and presents them to the Council of Elders for Approval.
- B.3.1.7 The Committee, in cooperation with the Senior Pastor, is responsible annually for the orientation and training of newly elected members of the Council of Elders prior to their installation.
- B.3.1.8 The Committee shall function as the nominating committee for the election of Council Officers. It shall solicit names at the October Council of Elders meeting for the offices of Chair, Vice-Chair, and Secretary of the Council. At least one candidate for each office shall be identified and their willingness to serve determined. Following the Fall Election Meeting, a slate of nominees shall be prepared from those willing to serve. The slate shall reflect the diversity of the membership of the Council of Elders. This slate of nominees, along with a brief description of each, shall be made available to all elders eligible to vote at least seven days prior to the date of the scheduled election of the officers of Council of Elders, usually the November Council meeting. (Amended 4-26-05)
- B.3.1.9 The Committee shall receive preferences for Ministry assignments from the new and continuing elders and determine the willingness of each to serve as Ministry chair and/or vice-chair. At the first Council meeting after the election of Council Officers, the committee shall present to the Council of Elders its recommendations regarding the assignment of elders to each ministry and appointment of ministry chairs and vice-chairs.

B.3.2 Executive Committee

(Added 3-27-2001)

- B.3.2.1 The officers of the Council of Elders, the Clerk and the Treasurer, and the Senior Pastor shall serve as the Executive Committee of the Administrative Committee. (Amended 1-22-02)

- B.3.2.2 The Executive Committee shall meet monthly, and at the call of the chair.
- B.3.2.3 The committee shall coordinate and clarify any proposals or motions which may have been directed to it by the Council, Ministries, Committees, members, or staff, and prepare the agenda for the Council of Elders.
- B.3.3 Minutes of Council Meetings
All motions, passed or not passed, shall be recorded. The name of the person making a motion or recommendation and the name of the second shall be recorded. A copy of all reports shall be made and attached to the minutes. A copy of Council minutes shall be maintained in the Fischbach Library for members' reference.
- B.3.4 Correspondence
Letters directed to the Council of Elders will be distributed to each member. Letters directed to the Chair of the Council may or may not be read at Council meetings according to the discretion of the Chair.
- B.3.5 Ministries
- B.3.5.1 Buildings and Grounds Ministry
This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement the use and operation of all Church-owned buildings, grounds, furnishings and equipment, including acquisition, installation, maintenance and repair, and disposition of such assets except as may be otherwise provided in The Agreement and/or Bylaws of the Council of Elders. (A.13.7.1)
- B.3.5.1.1 The Ministry, in consultation with the Finance Ministry, shall review annually, or as otherwise needed, the policy and related fee structure for the use of the church facilities. See Appendix A.
- B.3.5.1.2 The Ministry shall review annually, or as otherwise needed, the general policy and related fee structure for the food service program in cooperation with the Hospitality Coordinator. See Appendix A.
- B.3.5.1.3 The Ministry shall review annually, or as otherwise needed, the security program for the church, with emphasis on personal safety, fire protection, and protection against vandalism and theft. See Appendix A.
- B.3.5.1.4 The Ministry shall consult with the Finance Ministry as it determines and maintains an up-to-date policy of property and liability insurance and such other insurance(s) as may be appropriate.
- B.3.5.1.5 The Fine Arts Council, a committee of the Building and Grounds Ministry, shall promote a coordinated and creative use of the arts to enrich the programs of Peoples Church. Its responsibilities shall include, but not be limited to, the setting of policy for acceptance of donated art work to the Peoples Church

permanent collection (see Appendix E); conservation and restoration of works of art in the permanent collection of Peoples Church; maintaining a current inventory of, and researching art work held in, the permanent collection; hanging regular displays and organizing programs featuring works from the permanent collection, church members, or the community. (Fine Arts moved from Worship Ministry 1/23/2001)

B.3.5.1.5.1 The Council shall be guided in its acceptance and/or display of art work by its appropriateness for display in a Christian Church.

B.3.5.1.5.2 The Fine Arts Council may determine the appropriateness of exhibit subjects and materials in consultation with the Chair of the Building and Grounds Ministry, the Chair Pastor.

B.3.5.1.5.3 The Council shall report through the Building and Grounds Ministry to the Council of Elders.

B.3.5.1.5.4 The membership of the Fine Arts Council shall consist of interested volunteers. The membership of the Council shall elect its chair.

B.3.5.2 Campus Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement the programs for post secondary students at Peoples Church. (A.13.7.2)

B.3.5.2.1 The Campus Ministry shall nurture the Christian faith and practice among the post secondary students, faculty, and staff of Michigan State University and all local colleges. The Church shall meet this obligation by the special attention of its staff to religious work among post secondary students and others by the encouragement of attendance at its worship services, by the use of its facilities, by cooperation with the work of the founding denominations and other Christian denominations, and by all other means which seem suitable.

B.3.5.2.2 The Ministry shall implement and oversee such programs as the Peer Ministry Program, the Peoples Church Student Center, student participation in worship and service aspects of Peoples Church, special programs for and by students, and other related activities.

B.3.5.3 Christian Education Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement Christian educational policies and standards for the Church School children, youth and adult programs. (A.13.7.3)

B.3.5.3.1 The Ministry shall develop and recommend a curriculum rooted in the Scriptures and beliefs in Jesus Christ as supported by the Church Covenant as stated in the Agreement.

- B.3.5.3.2 The Ministry shall recruit, train and develop volunteer teachers in cooperation with the professional staff.
- B.3.5.3.3 The Ministry shall supervise the Library Committee whose function is to purchase, catalog, manage and maintain books, magazines, and other appropriate materials for the library.
- B.3.5.3.4 The Ministry shall have a representative from the Youth Ministry Council, which is composed of youths, parents, and other adults. The Council shall meet regularly to plan youth programs and make recommendations to the Ministry.
- B.3.5.3.5 The Ministry(Christian Education) shall have overall responsibility for the Peoples Church Preschool program. The policies and management of the Preschool Program shall be vested in a Preschool Management and Policies Committee, the make-up of which is set forth in Article B.3.5.3.6.1. The Preschool Management and Policies Committee shall make such reports to the Ministry and/or Council of Elders as are requested by the Ministry and/or Council of Elders and shall operate under the jurisdiction, authority and oversight of the Ministry.
- B.3.5.3.5.1 The Preschool Management and Policies Committee shall consist of the following: five (5) parents of children currently enrolled in the Preschool, no fewer than two (2) of which parents shall be active members of the Peoples Church, as appointed by the Chairperson of the Christian Education Ministry (a Preschool teacher, teacher assistant, or aide or other employee of the Preschool, other than the Director, cannot serve as a member of the Preschool Management and Policies Committee); two (2) Elders or former Elders of the Peoples Church (one of whom is serving, or has served, as a member of the Finance Ministry and one of who is serving, or has served, as a member of the Christian Education Ministry appointed by the Chairperson of the Council of Elders; and the Preschool Director who shall serve as an ex officio member, without vote. The Preschool Director shall appoint coordinators to assist in the operation of the Preschool program.
- B.3.5.3.5.2 The Peoples Church Preschool Policy Manual, containing the details concerning the operation of the Preschool program, and the provisions thereof may be amended by the Preschool Management and Policies Committee upon approval of the Council of Elders, upon the recommendation of the Christian Education Ministry.

B.3.5.4 Finance Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement the total financial program of Peoples Church. It shall include a Stewardship Committee which shall recommend and implement a stewardship program for requesting pledges and contributions from the members of Peoples Church. (A.13.7.4)

(Amended 1-23-11)

- B.3.5.4.1 The Ministry shall prepare an asking budget for each new fiscal year by working with the ministries and appropriate standing committees. This budget shall be presented to the Council of Elders for approval.
- B.3.5.4.2 The duties of the Stewardship Committee include development of the annual stewardship campaign, maintenance of a stewardship list, communication with the congregation and Elders, and the encouragement of spiritual growth of the stewardship ministry members. (Added 1-23-11)
 - B.3.5.4.3.1 The committee shall challenge the members of the church with the privilege of responsible stewardship, including resources, time and talent.
 - B.3.5.4.4.2 The committee will develop ways to encourage and gather the offerings of the congregation.
- B.3.5.4.5 The Ministry shall prepare a final budget following the stewardship campaign. This budget will be presented to the Council of Elders for approval. The approved budget shall be presented to the congregation at the January Budget Meeting.
- B.3.5.4.6 The Ministry shall oversee the work of the Treasurer who shall provide a monthly review of the financial position of the church to the Council of Elders through the Finance Ministry.
- B.3.5.4.5 The Ministry shall review extraordinary requests for changes in the operating budget and submit recommendations to the Council of Elders.
- B.3.5.4.6 The Ministry shall review all special financial programs and requests. All actions shall be reported to the regular meetings of the Council of Elders for approval.
- B.3.5.4.7 The Ministry shall approve and provide for appropriate benefit programs for staff and others on the payroll, when such benefits are to be a condition of employment, as recommended by the Personnel Committee.
- B.3.5.4.8 The Ministry, in consultation with the Buildings and Grounds Ministry, shall determine and maintain an up-to-date program of property, liability and other insurance as appropriate.
- B.3.5.4.9 The Ministry shall supervise the management of the Endowment Fund as well as any and all other church funds, except those for which management is assigned to the Council of Elders.
- B.3.5.4.10 The Ministry, with input from other ministries and committees, shall compile annually a list of gift suggestions to the church.

- B.3.5.4.11 The Ministry, subject to the approval of The Council of Elders, shall determine the procedures and personnel used for the annual review of the financial records of Peoples Church.
- B.3.5.4.72 The Ministry shall be consulted by the Buildings and Grounds Ministry in the review of the policy relating to the structure of fees for the use of Church facilities. This review is to be conducted annually, or more often as needed.

B.3.5.5 Welcome Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement all matters directly related to the acclimation of new worshipers, assimilation into membership and nurture and welfare of the members of Peoples Church. (A.13.7.5) (Amended 11-4-12)

- B.3.5.5.1 The Ministry shall supervise the welcoming of new worshippers and integrating them into the life of Peoples Church. (Amended 11-4-12)
- B.3.5.5.2 The Ministry shall develop and supervise classes for new worshippers culminating in their induction into membership. (Amended 11-4-12)
- B.3.5.5.3 The Ministry shall nurture members of Peoples Church, independently and/or in cooperation with other Ministries and Committees. (Added 11-4-12)
- B.3.5.5.4 The Ministry shall review recommendations for change in membership status made by the Clerk and forward recommendations to the Council of Elders. (Added 11-4-12)

B.3.5.6 Worship Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement the conduct of public worship including liturgy, sacraments or ordinances, music, ushering, and matters relating to special services and arrangements; and shall consult with the Senior Pastor on ministerial and pastoral activities. (A.13.7.6.)

- B.3.5.6.1 The Ministry shall attend to the spiritual growth of the membership including all aspects of the worship service. The ministry shall oversee the total music program of the church. (Amended 11-15-11)
- B.3.5.6.2 The Ministry shall oversee communion and baptism services.
- B.3.5.6.3 The Ministry shall recommend guidelines for weddings, funerals and memorial services.

B.3.5.7 Community Engagement Ministry

This ministry, under the direction and with the approval of the Council of Elders, shall recommend and implement the disbursement of benevolence monies, encourage the active involvement of the congregation in responding to issues of Christian concern locally, nationally, and internationally, and recommend and implement caring ministries including pastoral and lay ministries of care to those in need. (A.13.7.7) (Amended 11-4-12)

- B.3.5.7.1 The Ministry shall provide a summary of its benevolent contributions in the Annual Financial Report of the Church. (Amended 11-4-12)
- B.3.5.7.2 The Ministry's membership shall include the elected representatives from Peoples Church to the four founding denominations. (Amended 11-4-12)
- B.3.5.7.3 The Ministry shall support and encourage caring and faith sharing among the congregation, including small groups. (Amended 11-4-12)
- B.3.5.7.4 The Ministry's shall recruit caregivers from the congregation. (Amended 11-4-12)
- B.3.5.7.5 The Ministry shall provide training for caregivers. (Amended 11-4-12)
- B.3.5.7.6 The Ministry shall coordinate caring ministries throughout the congregation. (Amended 11-4-12)
- B.3.5.7.7 The Ministry shall promote a publicity program for caring ministries. (Amended 11-4-12)
- B.3.5.7.8 The Ministry shall oversee special activities such as Stephen Ministry and health care programming. (Amended 11-4-12)

B.3.5.9 Youth on Ministries

It is desirable that each ministry name to its membership at least one person selected from the age groups of fourteen to eighteen inclusive and nineteen to twenty-three inclusive.

B.3.5.10 Ministry Reports

Each ministry shall distribute its minutes at each meeting of the Council of Elders. The respective chairs shall present only action motions and reports to the Council of Elders.

B.3.5.11 Continuity of Ministries' Activities

The membership of each ministry shall continue to be active for thirty days after the January Budget Meeting or until the new ministries are organized, whichever occurs first.

B.3.5.12 Tenure of Non-Council Members

The tenure of a non-council member on a Ministry shall be two years, with two additional two-year terms possible if the ministry chair requests the member to serve again. Once the individual has served six years on a ministry, at least one year shall elapse before he/she will be eligible to serve again on the same ministry. The exception will be elected Denominational Representatives from Peoples Church on the Outreach Ministry.

B.3.5.13 Quorum for Ministry Meetings

Each ministry shall establish its own quorum.

B.4 THE CLERK

The duties and responsibilities of the Clerk are described in A.14 of The Agreement.

B.5 THE TREASURER

The duties of the Treasurer are described in A.15 of The Agreement.

- B.5.1 In addition, the Treasurer shall be authorized to disburse available funds as allocated and specified in the Church budget without further action or approval by the Council of Elders. In cases where budgeted or non-budgeted funds may be further allocated or distributed by action of the appropriate ministry to which they may be referred, the Treasurer may, to the extent to which funds are available, likewise disburse them on direction of the ministry as duly recorded in its minutes without further approval from the Council.

B.6 STANDING COMMITTEES

B.6.1 Committee on Nominations

This committee shall consist of eight active members. Each year, the full committee nominates four persons, for a term of two years, from the active church membership, officers and candidates excluded, to be placed in nomination at the Fall Election Meeting to replace the four whose term has expired. (From A.18.1 and A.18.2)

This committee shall provide ballots, tabulate votes, and report results of elections prior to the close of the Fall Election meeting. (A.18.3)

- B.6.1.1 The committee shall, upon request, be of assistance to the Council of Elders by making recommendations for initial and replacement appointments to the Council, the several ministries of the Council and any committee which wishes assistance.

B.6.2 Personnel Committee

This committee shall provide a direct channel of communication between the Council of Elders, the Church congregation and the Church staff regarding personnel matters. (A.19.1)

This committee shall consult with the Senior Pastor and then recommend to the Council of Elders any changes or additions to the personnel policies of the Church. It shall consider such matters as staffing, annual salary adjustments, benefits, job descriptions, performance reviews for ministerial staff and other concerns of the Church regarding personnel. (A.19.2) (Amended 1-29-12)

The Committee shall conduct personnel performance reviews for the Senior Pastor and the Associate Pastor(s). Performance reviews for the remainder of the employees shall be performed by the Senior Pastor or the employee's direct supervisor. There will be an opportunity for the Chair of the respective Ministry to

give input to the Senior Pastor before the individual's evaluation is done. (A.19.3)
(Amended 1-29-12)

The Personnel Committee shall be composed of six active members, all of whom must be current and/or previous Council of Elders members, appointed by the Chair of the Council of Elders with confirmation by the Council of Elders. Each member shall serve for three years - two members appointed each January. The Chair of this committee shall be a current member of the Council of Elders or a previous member of the Council of Elders and shall be designated by the Chair of the Council of Elders. (A.19.4) (Amended 1-29-12)

B.6.3 Information Services

The Information Services Committee shall concern itself with such items as church publications, media notices of church events, maintenance of bulletin boards, and any other appropriate channels of communication.

B.6.3.1 The Chair of the Information Services Committee shall be appointed by the Chair of the Council of Elders to serve a three year term. Terms may be served in succession. The Chair, or a designee, shall serve as an ex officio member of the Council of Elders, the Administrative Committee, and the Membership Ministry.

B.6.3.2 The membership of the Information Services Committee shall consist of interested volunteers.

B.6.3.3 One member of the Information Services Committee shall chair the Technology Committee.

B.6.4 Ada Whitehouse Fund Committee

B.6.4.1 This Committee distributes the proceeds from the Ada Whitehouse Fund. The funds shall be distributed according to the Ada Whitehouse stipulation and agreement per Probate Court June 8, 1979. The committee shall establish guidelines for use and distribution of its funds with approval of the Council of Elders.

B.6.4.2 The committee receives applications and determines recipients of the Ada Whitehouse fund.

B.6.4.3 The committee shall consist of no fewer than five nor more than seven active members of Peoples Church. The chair of the committee shall be elected by the members of the committee. The Ada Whitehouse committee shall recommend new committee members to the Council of Elders which shall confirm their membership. The members shall be elected for terms of three years and may serve successive terms.

B.6.5 Endowment Fund Committee

This Committee manages the investment of donations in the best interest of Peoples Church, and applies the income from such funds to enhance the ministry and mission of Peoples Church. This committee shall establish guidelines for use and distribution of its funds with approval of the Council of Elders.

- B.6.5.1 The committee shall consist of no fewer than five nor more than seven active members of the Peoples Church. The Chair of the committee shall be elected by the members of the committee. The Treasurer of Peoples Church will serve on the committee and the Senior Pastor will serve as an ex-officio member of the committee. The Finance Ministry shall recommend Endowment Fund Committee members to the Council of Elders for final approval. The members shall be appointed for terms of three years and may serve successive terms. (Amended 6-28-05)
- B.6.5.2. The committee shall meet at least quarterly to review the investments and overall financial management of the Endowment Fund.

B.7 POLITICAL AND SOCIAL JUSTICE ISSUES

- B.7.1 Neither candidates for political office nor political parties shall be endorsed by the church, the Council of Elders, or ministers within the facilities of the church.
- B.7.2 Dissemination of campaign literature is limited to occasions when a "voters information night" or similar event may be held for public information and includes a representative panel or slate of candidates.
- B.7.3 Person(s) or groups shall not be allowed to advocate the overthrow of the constitutional government of these United States on the church premises.
- B.7.4 The Council of Elders and/or the ordained staff may make public statements on social concern issues after taking into consideration the denominational stances and upon receiving approval by a simple majority of Elders constituting a quorum at a called meeting (in person or via email). (Amended 2-25-11)
- B.7.5 Petitions on any given social concern issue shall not be circulated within the church or on church property. However, petitions may be made available at the Peace and Justice Table located in Friendship Hall. Printed notice can be made in the Sunday Portal of their availability. Discretion is given to the Chair of the Outreach Ministry, the Chair of the Council of Elders and the Senior Pastor to decide by consensus the appropriateness of placing the petition on the Peace and Justice Table.

B.8 BENEVOLENCES

The annual budget shall include a line item to provide equal grants to each of the four cooperating denominations for their use in their administration, operation and mission(s).

B.9 AMENDMENTS TO ARTICLES of ASSOCIATION/INCORPORATION

(Added 11-26-02)

The active members may amend the ARTICLES OF ASSOCIATION/INCORPORATION of The Peoples Church of East Lansing, Michigan, by a two-thirds (2/3) vote of the members entitled to vote thereon present at any official meeting of the Church membership at which a quorum is present, if the amendment does not substantially affect the legal rights and relationships between the contracting parties to the AGREEMENT OF THE PEOPLES CHURCH OF EAST LANSING, MICHIGAN, as amended. A member must be present at the meeting to cast a vote. The CALL for such a meeting shall be read at worship services, and copies of it made available on the Elders' Tables, on the two (2) Sundays immediately preceding the date of the meeting itself. The CALL shall set forth: (a) each Article being amended, in its entirety, showing clearly what is to be added, what is to be deleted, what is to be retained, and how the Article will appear, in its entirety, as so amended; and (b) a brief explanation for each such amendment proposed. If such proposed amendment does substantially affect the legal rights and relationships of the said contracting parties to said AGREEMENT, such amendment may be adopted at such a meeting, only upon the affirmative two-thirds (2/3) majority vote of the active members present, and the approval of the four Denominations.

B.10 AMENDMENTS TO AGREEMENT-CONTENTS OF "CALL"

(Added 1-07-03)

Article A.27.1 of the Agreement, dealing with amendments to the Agreement, including the process for adopting such amendments, provides that the Call for a meeting to amend the Agreement shall state the specific contents, and brief explanation for such amendment. To clarify this process, the Call shall set forth: (a) each Article being amended, in its entirety, showing clearly what is to be added, what is to be deleted, what is to be retained, and how the Article will appear, in its entirety, as so amended; and, (b) a brief explanation for each such amendment proposed. The Call for such a meeting shall be read at worship services, and copies of it made available on the Elders' Tables, on the two (2) Sundays immediately preceding the date of the meeting itself.

B.11 AMENDMENTS TO BYLAWS

Bylaws not inconsistent with the Agreement and the Church's Articles of Association/Incorporation may be adopted and may be amended by a majority vote of the Council of Elders as it deems necessary or appropriate.

B.12 PARLIAMENTARY AUTHORITY

In all parliamentary matters not otherwise covered by the Agreement, and any relevant rules, regulations, resolutions and/or operating procedures adopted by the Council of Elders, Robert's Rules of Order shall govern.

B.13 PARLIAMENTARY PROCEDURE

The Clerk shall serve as Church Parliamentarian unless the Chair of the Council of Elders, in consultation with the Clerk, chooses someone else to serve as Parliamentarian for a particular meeting. (A.14.5)

B.14 ELECTION OF COUNCIL OFFICERS

(Added 10-24-06)

Following the Fall Election Meeting (A22.1), at the organizational meeting of the Council of Elders (A13.5), “the Council shall elect officers from its membership including the chairperson, vice-chairperson and secretary”. The newly elected members of the Council of Elders and the Council members whose terms overlap with the newly elected Elders shall be eligible to vote for Council officers. Outgoing Elders whose terms expire in December in the year prior to the newly elected members’ term of office shall not be entitled to vote.

B.15 PROVISION FOR VIRTUAL MEETINGS

(Added 9-28-10)

The Council of Elders may, with permission of or at the call of the Chair, attend and conduct meetings by conference call, e-mail, webinar, teleconference or other electronic means and all persons participating shall be considered present at the meeting for purposes of meeting quorum requirements and shall be allowed to vote on questions presented. Proxy voting shall not be recognized.