

# THE BYLAWS OF PILGRIMAGE UNITED CHURCH OF CHRIST, INC.

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## **ARTICLE I – NAME**

The name of this church shall be "**PILGRIMAGE UNITED CHURCH OF CHRIST, INC.**" (Hereinafter referred to as "Pilgrimage"), located in Marietta, Cobb County, Georgia.

## **ARTICLE II – PURPOSE**

The purpose of Pilgrimage shall be to unite those who profess to be followers of Jesus Christ in order to share in the worship of God and to make God's will dominant in the lives of people, individually and collectively, especially as God's will is set forth in the life, teachings, death, resurrection, and living presence of Jesus Christ.

We, the members of Pilgrimage United Church of Christ, declare ourselves to be an Open and Affirming Church, joyfully welcoming and accepting people of every sexual orientation, gender identity, race, ethnicity, economic status, gender, age, or personal ability into the worship of God, and the full life and mission of the church, including membership, leadership, and employment. We are here to bear witness to the inclusiveness of God's grace and love.

## **ARTICLE III – FUNDAMENTALS**

### **Section 1. Acknowledgement and Affirmation**

Pilgrimage acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of all people. It acknowledges as brothers and sisters in Jesus Christ all who share 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. In accordance with the teachings of our Lord and the practices prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

### **Section 2. Statement of Faith**

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will, declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestowed upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in

Christ's baptism and eat at his table, to join him in his passion and victory. You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen

### **Section 3. Mission of Pilgrimage United Church of Christ**

"We seek to grow in worship, learning and service as a faithful people of God, bringing hope, comfort and friendship to all, welcoming everyone in Christ."

### **Section 4. Covenant**

We covenant in love with God and with one another in our Pilgrimage, seeking to respond to the will of God. We recognize and accept our individuality and diverse backgrounds; we rejoice in our commonality that urges us to follow the Christ life as it is revealed to us through Jesus. We affirm that the church's mission includes concern for growth in personal faith and for social responsibility in an ever-changing world. We will work for truth, justice, and peace both now and in the years ahead. In our humility we depend upon the Holy Spirit to challenge, lead and empower us. We look with faith toward the triumph of God's righteousness and hope for eternal life in God's presence. While we acknowledge other faith expressions we affirm this covenant.

## **ARTICLE IV - GOVERNMENT AND THE WIDER FELLOWSHIP**

### **Section 1. Autonomy of Local Church**

- 1.1 The government of Pilgrimage shall be vested in its members, who exercise the right of full control in all its affairs. We hold to the autonomy of the local church and its independence of all ecclesiastical control. It is subject, however, to the laws of the United States of America, the State of Georgia, and the local municipalities.
- 1.2 We cherish the fellowship of the churches, united in association, conference, and national bodies, for the counsel and cooperation in matters of common concern. Pilgrimage shall be a member of the Southeast Conference and the General Synod of the United Church of Christ or their successors.
- 1.3 Pilgrimage shall participate in the ecumenical associations in the local area and the Greater Atlanta area.

## **ARTICLE V – MEMBERSHIP**

### **Section 1. Criteria**

Membership in Pilgrimage shall be open to any person who (1) has been baptized; and (2) has been confirmed or has made public confession of faith in Jesus Christ as Lord and Savior.

### **Section 2. Acceptance into Membership**

Persons shall be accepted as members during a worship service, upon profession of their Christian faith, or presentation of satisfactory letters of transfer from other churches, or renewal of covenant, or as associate members as specified in Section 5, and by acceptance of the right hand of fellowship of a Minister of Pilgrimage, president or a designate and of a member of the Diaconate representing the congregation. The Diaconate shall furnish a written list of members thus accepted to the Council at the Council's next meeting, and the Clerk shall record their membership.

### **Section 3. Members in Good Standing**

Members shall pledge themselves to attend the regular worship of Pilgrimage and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of Pilgrimage; to contribute to its support and benevolence; and to seek diligently the spiritual welfare of the membership and community.

### **Section 4. Change of Membership Status**

4.1 Any member wishing to unite with a congregation which is in fellowship with Pilgrimage may, upon request, be granted a letter of transfer by the Diaconate and be removed from the membership in Pilgrimage. Any member may, upon request, be removed from membership in Pilgrimage.

4.2 If any member has not attended services, offered support, or otherwise been involved Pilgrimage for a period of at least three years, the Diaconate may, after making reasonable attempts to restore meaningful contact with that member, remove him or her from active membership to inactive membership in Pilgrimage. If meaningful contact cannot be established over a total period of five years, the diaconate may remove that inactive member from the roll of Pilgrimage.

4.3 The Diaconate shall furnish a written list of any persons having a change in membership status to the Council at its next meeting. The Clerk shall enter the change of membership status in the records of Pilgrimage.

### **Section 5. Associate Membership**

Any person who otherwise would qualify for membership in this congregation, who for reasons acceptable to the Diaconate should maintain his or her membership in another congregation, may become an associate member. Associate members shall have all privileges and responsibilities of full membership except the right to hold executive office as stated in Section 5.

## ARTICLE VI - WORSHIP AND SACRAMENTS

### Section 1. Services

Service of Worship shall be held each Sunday at hours determined by the Council and may be temporarily suspended by vote of the Council, or for a specific Sunday by the Minister and President or the Minister and two members of the Council. Special services shall be established under the direction of the Diaconate; new services by the worship committee with the approval of council.

### Section 2. Sacraments

The Sacrament of the Lord's Supper shall be celebrated a minimum of four times per year. The dates of observance shall be designated by the Diaconate after consultation with the Minister. The Sacrament of Baptism shall be administered at such times as the Minister may determine.

### Section 3. Reception of New Members

New members shall be received into fellowship at any service of Worship or at any observance of the Lord's Supper.

## ARTICLE VII - CHURCH MEETINGS

### Section 1. Congregational Meeting

1.1 The Annual Meeting shall be held during May or June on a date determined by the Council to receive and act upon the annual reports and elect officers as provided in these Bylaws.

1.2 A Financial Meeting shall be held during the month of January on a date to be determined by the Council to receive financial reports of the preceding year and to receive and act upon a church budget for the New Year. The budget may be amended from the floor.

1.3 Other church Meetings shall be called by the President or Minister or two members of the Council or upon written petition of ten percent of the membership of Pilgrimage.

### Section 2. Call and Procedure

2.1 The Clerk shall prepare and publish the call of the meetings giving at least two weeks' notice of the time, place, and agenda of the meetings. The call, together with the times and places of its announcement, how and where the call was communicated, shall be entered into the records of Pilgrimage.

2.2 The President or Vice President shall preside at the meeting. If both are absent, the meetings shall elect a chairperson by a simple majority. Ten percent of the active membership shall constitute a quorum. Meetings shall be conducted according to Robert's Rules of Order. The Clerk, or a representative, shall prepare minutes of the meeting for the records of Pilgrimage and shall communicate any action taken to the congregation.

### **Section 3. Voting**

Only subjects on the agenda published in the call may be called to a vote. All members of Pilgrimage who are in good standing and present at the meeting may vote.

## **ARTICLE VIII – OFFICERS**

### **Section 1. Officers**

The Officers of Pilgrimage shall be the Minister, President, Vice President, Clerk, Treasurer, and Financial Secretary. Upon action by the Council, the officers of the Council may be extended to constitute, in addition to the foregoing, one or more Assistant Treasurers. With the exception of the Minister, they shall be elected at the Annual Meeting for one year terms or until their successors are chosen.

### **Section 2. The Ministers**

2.1 The Ministers shall be called by a three-fourths vote of a church meeting called for that purpose. When the person called has accepted the call, he/she shall become a member of Pilgrimage and the Association of which Pilgrimage is a member. The Ministers shall hold office for an indefinite term.

2.2 A church meeting, called for the purpose, may, by a majority vote, accept the Ministers' resignation or by a three-fourths vote request the resignation or dismissal of the Ministers. In either case, a period of at least ninety days shall elapse following such meeting before the final termination is effected unless otherwise specified by mutual agreement.

2.3 The Senior Minister shall:

1. Be the pastor and teacher of Pilgrimage and congregation. The Minister shall be the administrator of Pilgrimage and have the right of initiative and general supervision belonging to that office.
2. Be a non-voting member of the Council and ex-officio of all units of Pilgrimage. The Minister shall be expected to wisely direct the life of Pilgrimage as chief servant and be given full opportunity to counsel with all units of Pilgrimage in relation to the objectives and character of their organization.
3. Have under his/her care all services of public worship, administration of the Sacraments, and the promotion of the Gospel that unites people in personal faith and social responsibility.
4. Be a ministerial delegate to Association and Conference meetings and to such other meetings as the Council may direct.
5. Submit a written report to Pilgrimage for inclusion in the Annual Report.
6. Prepare an annual budget request for use by the Stewardship Committee in the development of the annual Budget of Pilgrimage.

## 2.4 Associate Ministers

1. Associate Ministers shall be called by a three-fourths vote of a church meeting called for that purpose. When the person called has accepted the call, he/she shall become a member of Pilgrimage and the Association of which Pilgrimage is a member. Associate Ministers shall hold office for an indefinite term.
2. A church meeting, called for the purpose, may, by a majority vote, accept an Associate Minister's resignation or by a three-fourths vote, request the resignation or dismissal of an Associate Minister. In either case, a period of at least ninety days shall elapse following such meeting before the final termination is effected unless otherwise specified by mutual agreement.
3. An Associate Minister shall:
  - a. Be a non-voting member of the Council and ex-officio of all units of Pilgrimage under his/her care. Associate Ministers shall be expected to wisely direct the life of Pilgrimage and be given full opportunity to counsel with all units of Pilgrimage under his/her care to assure that those areas are fulfilling the church's mission.
  - b. Have under his/her care all services described in the job description for the position to which he/she has been called and as determined by the Senior Minister and the Council.
  - c. Report to and work with the Senior Minister.
  - d. Submit a written report to Pilgrimage for inclusion in the Annual Report.
  - e. Prepare an annual budget request for use by the Stewardship Committee in the development of the annual budget of Pilgrimage.

## Section 3. The President

The President shall:

1. Preside at congregational meetings, accept items for and prepare the agenda for all Congregational meetings, make arrangements with the Minister and other Council members for Congregational meetings.
2. Serve in the same capacity for Council meetings as for congregational meetings.
3. Keep in communication with the Minister about Parish concerns and needs.
4. Be an ex-officio member of all Committees.
5. Sign, with the Treasurer, all contracts and written obligations of Pilgrimage.
6. Sign checks for Pilgrimage in the absence of the Treasurer and the Assistant Treasurer.
7. Shall be bonded if deemed necessary by the Council..
8. Perform such other functions as Pilgrimage or the Council may authorize.
9. Submit a written report to the Council for inclusion in the Annual Report.

#### **Section 4. The Vice President**

The Vice President shall:

1. Perform the duties of the President in the latter's absence or inability to serve.
2. Be an ex-officio member of all Committees.
3. Manage the church calendar.
4. Shall plan and implement an Annual Council Retreat.
5. Shall be bonded if deemed necessary by the Council.
6. Act as Financial Secretary in the latter's absence.

#### **Section 5. The Clerk**

The Clerk shall:

1. Keep a record of all Congregational and Council meetings.
2. Notify members of Congregational meetings.
3. Carry out such correspondence as the Congregation or the Council shall request from its meetings.
4. Keep a register with the names and addresses of the members of Pilgrimage, with dates and modes of their reception, status changes (to active or to inactive status), and removal. Clerk shall issue letters of transfer.
5. Keep a record of all births, baptisms, marriages, commitment ceremonies, and deaths.
6. Make a full report to the Council for inclusion in the Annual Report and maintain records as required by the Association.
7. Shall be bonded if deemed necessary by the Council.

#### **Section 6. The Treasurer**

The Treasurer shall:

1. Receive from the Financial Secretary, a report of all funds deposited to the accounts of Pilgrimage, enter said deposits in the financial records of Pilgrimage, and issue checks as required below.
2. With the approved Pilgrimage budget, make disbursements as authorized by the person responsible for the affected committee budget.
3. Disburse other funds as directed by the Council.
4. Keep a record of all receipts, disbursements, and balances and make a written report to each regular meeting of the Council.
5. Sign, with the President, all contracts and written obligations of Pilgrimage.
6. Serve as an ex-officio member of the Stewardship Committee.
7. Shall be bonded if deemed necessary by the Council.
8. Submit a written report to the Council for inclusion in the Annual Report.

## **Section 7. The Financial Secretary**

The Financial Secretary shall:

1. Receive all funds of Pilgrimage, shall direct their deposit into the appropriate bank account, make the appropriate entries into the giving records of Pilgrimage, and prepare a report of the amounts received and deposited.
2. Receive pledges and furnish pledgers and other regular givers with quarterly statements and annual tax receipts.
3. Serve as an ex-officio member of the Stewardship Committee.
4. Submit a written monthly report to the Council giving an income overview for the month.
5. Shall be bonded if deemed necessary by the Council.
6. Submit a written report to the Council for inclusion in the Annual Report.
7. Prepare an estimated income for the following year for Stewardship use in formulation of the annual budget.

## **Section 8. Assistant Treasurer**

Assistants to the Treasurer may be appointed and shall have such duties as shall be delegated to them by the President or the Council.

## **Section 9. Executive Committee**

1. The Minister (as a non-voting member), President, Vice-President, Clerk, Treasurer and Financial Secretary shall constitute the Executive Committee.
2. The Executive Committee acts with the authority of the Council at those times when the Council is not in session or it is deemed by the President not to be feasible or appropriate to call a special meeting of the Council.
3. All action taken by the Executive Committee is subject to review and ratification by the Council at its next regular meeting.
4. Recommend to the Council all actions to buy, sell, assign, convey, or mortgage real estate property of Pilgrimage.
5. A minimum of three (3) voting members of the Executive Committee shall constitute a quorum.
6. For matters of personnel, the Executive Committee may call a closed meeting and may exclude everyone but the Executive Committee from that meeting.

## **Section 10. Elections and Installation of Executive Officers**

1. Membership is a prerequisite to election as an Officer in Pilgrimage. Employees of Pilgrimage (except the Minister) are not eligible to sit on the Executive Committee.
2. Elections of Executive Committee shall take place during the Annual Congregational meeting held in May or June. Nominations for any position may be made from the floor. There must be a quorum of church members present before voting may take place. Elections will be by voice vote if there is one nominee for each office, by ballot if more than one.
3. Elected members of council will be installed during a worship service in July.
4. Executive Committee shall hold their position for one year with the opportunity for consecutive terms.

## **ARTICLE IX - CHURCH COUNCIL**

### **Section 1. General**

1.1 The Council shall consist of full-time Ministerial staff, President, Vice President, Clerk, Treasurer, Financial Secretary, and the Chairperson of each Committee. Council members shall hold one-year terms of office starting July 1 and continuing through June 30 with the opportunity for consecutive terms.

1.2 The Council shall meet monthly. Special meetings may be called by the President or the Minister. A quorum shall consist of seven voting members. The President, Vice President, and Clerk, shall act in those offices of the Council, respectively. All meetings shall be open to any member of Pilgrimage who may participate in discussions; however, voting is limited to Council members. Meetings shall be conducted according to Robert's Rules of Order.

1.3 The President, Vice President, Financial Secretary, Treasurer and Clerk each count as one vote in all Council and Executive Committee matters. A designee of each Committee of the Congregation, as outlined in Article X, will count as one vote in matters before the full Council. If a committee is led by "co-chairs" it is still limited to one, single Council vote.

### **Section 2. Duties and Responsibilities**

2.1 As elected representatives of Pilgrimage, the Council shall constitute the Board of Directors and be the governing body in all matters that do not require a vote of the Pilgrimage membership. Its responsibility shall be the overall planning of the life and programs of Pilgrimage.

2.2 The Council shall provide a means whereby the particular interests and activities of each Committee can be brought to the attention of other Committees and coordinated with their programs. As circumstances arise concerning areas not clearly covered by standing committees, it shall assign the responsibility to an appropriate Committee or create an ad-hoc task force. Action items from task forces must have council approval before implementation. Should non-council members see the need for a task force, a request should be brought to council for approval before the task force begins.

2.3 Any vacancies in elected Offices or Committee positions, except president, shall be filled by the Council for the remaining portion of the unexpired term. A vacancy in the office of president shall be filled by the vice president. Appointments made to fill vacancies for less than one year shall not be considered as terms for the purpose of determining eligibility for reelection. The Stewardship Committee shall propose candidates for vacancies.

2.4 In addition to the above, the Council shall:

1. Authorize all special offerings and fund raisers.
2. Be responsible for the employment and dismissal of the staff, except Ministers, within the approved Pilgrimage budget.
3. Submit proposed major changes in church policy to the membership of Pilgrimage for approval.
4. When a vacancy occurs in the Pastorate, or other office called by Pilgrimage, call a church meeting to elect a Search Committee which shall canvas the available candidates and make recommendations to the congregation.
5. Submit any proposed actions to buy, sell, assign, convey or mortgage real property to the membership of Pilgrimage for approval.
6. Be responsible for the activities of Pilgrimage and its staff.
7. Review and approve the proposed and final annual budgets prepared by the Stewardship Committee and submit the final budget to the membership of Pilgrimage for approval at the Financial Meeting.
8. Publish an Annual Report of all church activities for submission to the Annual Meeting.
9. Appoint church members to represent Pilgrimage in community activities, inter-church groups including Southeast Conference, social welfare organizations, etc., as needed.
10. Call for a review of the financial records of Pilgrimage at least once a year.
11. Call for a review of the need to bond the President, Vice President, Clerk, Treasurer and/or Financial Secretary at least once a year.

## **ARTICLE X – COMMITTEES**

### **Section 1. General**

1.1 All Committees shall be responsible to the Council. Each Committee shall carry out the policies established by the Council and make policy recommendations to the Council in its area of responsibility. Committees shall coordinate activity dates to avoid schedule conflicts. A Committee's Chairperson may appoint another member to act for the Committee at any Council meeting which the Chairperson cannot attend.

1.2 All Committees shall meet regularly and shall submit a report of their meetings to each regular meeting of the Council. All meetings will be chaired by the Chairperson (or co-Chairs) or his/her designee. Special meetings may be called by the Chairperson of the committee, the President, or the Minister. Meetings shall be open to any Church member who may participate in discussions but not vote. Each Committee shall appoint a Chairperson (or co-Chairs) and a Secretary who shall keep permanent minutes of its meetings. A Committee may include persons other than Committee members on such committees.

1.3 Each Committee shall prepare an annual budget request, when requested by the Stewardship Committee, including the compensation of the staff members under its direction, and submit it to the Stewardship Committee. They shall be responsible for budgeted expenses within their areas of authority.

1.4 Appointment to Committees shall be as follows:

Approximately one-third of the members shall be appointed each year for three-year terms. At the end of the first and second years, the remaining portion of the term shall be verified by mutual agreement of the member and the Stewardship Committee. Members may be reappointed.

1.5 For purposes of establishing the terms of the members of all Committees, any partial term of less than one full year shall not count in computing the three-year term.

1.6 A quorum shall consist of three members or 33% of the Committee membership, whichever is greater. Meetings shall be conducted according to Robert's Rules of Order.

1.7 Each Committee shall submit a written annual report of its activities to the Council for inclusion in the Annual Report.

1.8 It is recommended that each committee shall have at least 3 members.

## **Section 2. Parish Life Committee**

2.1 To engage members in social and recreational activities that foster the spirit and promote a sense of community among the Pilgrimage family and friends.

2.2 The Parish Life committee will respectfully provide support and hospitality services to the Ministers, President and other committees as deemed necessary. Events are scheduled upon advisement of the Council and Ministers.

2.3 Work with other Pilgrimage committees to organize and coordinate volunteers for festivals.

2.4 Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **Section 3 Worship Committee**

The Worship Committee is responsible for the following:

3.1 Schedule acolytes, greeters, ushers, scripture readers, and activity time volunteers.

3.2 Decorate church for the holidays.

3.3 Maintain religious supplies (i.e. candles, hymnals, pew pads, visitor name tags).

3.4 Rotate banners and change altar cloths to those appropriate for the worship service.

3.5 Provide for supply of the pulpit in the temporary absence of the ministers.

3.6 Be responsible for the music program of the church.

1. Provide for interim coverage in the absence of the music director.

2. Act as search committee to select and recommend to the Council a candidate for filling vacancies in a music staff position.

3.7 The worship committee chair (or co-chairs) will serve on the review committee for the music staff.

3.8 Support the ministerial staff as needed in worship planning.

3.9 Comply with the general responsibilities of all Committees as specified in Section 1 of this Article X.

#### **Section 4. Christian Education Committee**

4.1 This Committee shall consist of members who represent the different areas of the church, which are served by the CE committee: Children, Youth and Adults. The Ministerial staff, President, Vice President, and all church Sunday school teachers are ex-officio members.

4.2 The Committee shall, with the advice and counsel of the Ministerial Staff:

1. Organize, guide, and coordinate the educational ministry of the church, including any subcommittees or councils deemed necessary by the CE Committee.
  - a. Sunday School
  - b. Children's Ministries
  - c. Youth Ministries/Youth Director
  - d. Adult Education
  - e. Confirmation
  - f. Intergenerational learning opportunities.
  - g. Enrichment
2. Study, plan, and make recommendations to the Council concerning the components of Pilgrimage's educational ministry.
3. Comply with the general responsibilities of all Committees as specified in Section 1 of this Article X.

#### **Section 5. Missions and Social Concerns Committee**

This committee shall with the advice and counsel of the ministerial staff:

- 5.1 Provide opportunities for members to participate in service and mission programs both at home and abroad.
- 5.2 Translate Christian ideals into social action by involvement of members in efforts to challenge injustice and to seek areas of cooperation with other religions and civic groups.
- 5.3 Provide opportunities for members to gain knowledge to develop insight and understanding, to foster empathy and to recognize a call to service.
- 5.4 Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **Section 6. Stewardship Committee**

6.1 This Committee shall preferably consist of at least three members. The Treasurer, the Financial Secretary, the Minister, the President, and the Vice President are ex-officio members.

6.2 The Committee shall, with the advice and counsel of the Minister, be responsible for leading the membership to give of their money, time and abilities to God's work:

1. Be responsible for securing financial support of the church through pledging and contributions by church attendees.
2. Identifying and preparing a position statement on all opportunities for volunteer ministry within the congregation through the completion and compilation of the Time and Talent Surveys. Identify the interests, abilities, and experiences of members of the church and determine potential volunteer ministry positions for them.
3. Identify common interests of members and attendees, and areas of contributions to help enrich the life of the church through its activity in the community.

6.3 The activities necessary to achieve results outlined in 6.2, shall consist of but not limited to:

1. Be responsible for the presentation of the Annual Budget in cooperation with all Committees. A proposed budget shall be submitted to the Council for discussion, revision, and approval prior to the Annual Financial Meeting. Finalized Budget will be presented for consideration at the Financial Meeting.
2. Advise and assist the Council, Committees, and other entities of Pilgrimage in all matters concerning Stewardship.
3. Annual campaign with all members will be conducted every year to enlist financial support. Records of these activities shall be reported to the Financial Secretary.
4. Be responsible for conducting or advising the Council on special church-wide financial campaigns that are approved either by the Council or by a church meeting.
5. Present a list of candidates to fill positions of officers of the church, positions on the Council, and positions on all Committees, based on Time and Talent Surveys and other interviewing conducted with members of the various committees. Enlist church members and attendees to fill vacancies in elective positions whenever they occur (pursuant to Article IX, Section 2.3). An "ad hoc" committee may assist Stewardship in seeking nominees for office.

6.4 Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **Section 7. Properties Committee**

7.1 This Committee shall preferably consist of at least three members. The Minister(s), President, and Vice President are ex-officio members.

7.2 The Committee shall, with the advice and counsel of the Minister, maintain and improve the physical property of Pilgrimage:

1. Recommend to the Council and enforce regulations for use of church property.
2. Recommend fees for use of the property by non-church organizations.
3. Continuously study and review the insurance needs of Pilgrimage and maintain adequate coverage of all the property.
4. Continuously study the physical and capital needs of Pilgrimage and make such recommendations to the Council for adequate planning for property improvement and expansion.
5. Be responsible for contracts for property maintenance including but not limited to: Termite treatment, heat, air servicing, building cleaning, lawn care and building alarm monitoring.
6. Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **Section 8. Deacons (Diaconate) Committee**

8.1 This Committee shall preferably consist of at least six and as many elected members as shall be deemed appropriate by the Council. The Minister, President, and Vice President are ex-officio members.

8.2 The Diaconate shall, with the advice and counsel of the Minister:

1. Serve as liaisons between the congregation and the clergy, maintaining regular contact with members and informing the ordained staff of any pastoral needs.
2. Provide direction in encouraging membership in Pilgrimage, keeping the minister informed of prospective members. Plan and host Inquirer's Classes and receive new members at a worship service.
3. Remain in communication with the ordained staff regarding their needs and the needs of their families.
4. Assist the Minister in administering the sacraments.
5. The Diaconate may designate as closed any portion of its meeting wherein it discusses specifics of Pastoral care of members and may exclude visitors from those portions of its meetings.

8.3 Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **Section 9. Communications and Evangelism Committee**

- 9.1 This committee shall, with the advice and counsel of the Minister:
1. Study, plan and make recommendations to the Council and its associated committees concerning all communications efforts within and outside the church.
  2. Organize, guide, manage and coordinate the following:
    - Internal communications with members, attendees and visitors of the church, including but not limited to the bulletin and newsletters.
    - External communication with the public at large, including but not limited to Facebook, press releases, advertising, and events.
    - Electronic communication and ministries of the church including but not limited to the website.
  3. Manage and implement the logo, branding and identity of the church, as approved by the Council.
  4. Organize, manage and coordinate with the Conference, denomination and other appropriate associations or groups for broader communications, evangelism, and/or marketing efforts.
- 9.2 Comply with the general responsibilities of all Committees as specified in Section 1 of Article X.

## **ARTICLE XI - CHURCH HISTORIAN**

- 1.1 The church Historian shall be appointed by the Council for an indefinite term.
- 1.2 The church Historian shall, with the advice of Counsel and the Minister:
1. Be custodian of the archives of Pilgrimage.
  2. Keep a chronological record of related events.

## **ARTICLE XII - MUSIC DIRECTOR**

- 1.1 The Music Director shall be hired by the Council upon the recommendation of the Worship Committee. The Music Director shall be responsible for implementing the music program of Pilgrimage. The Music Director shall be employed for a term specified by contract.
- 1.2 The Music Director shall, with the advice and counsel of the Minister and the Music Committee:
1. Plan and provide appropriate music to enhance the worship experience at regular worship services and at special services.
  2. Encourage the members to appreciate and participate in the music of Pilgrimage through special programs, the use of guest artists, etc.
  3. Submit a written report of activities to the Council for inclusion in the Annual Report.
  4. Submit an annual budget request to the Worship Committee for use in planning the annual Pilgrimage budget.

## **ARTICLE XIII – DELEGATES**

1.1 Pilgrimage shall be represented at meetings of the Southeast Conference, and such other organizations as the Council shall direct. Delegates shall be church members and shall be appointed by the Council except for Ministers who shall be permanent delegates.

1.2 Delegates shall be responsible to the Council and shall, upon the request of the Council, report the results of the meetings attended.

## **ARTICLE XIV - ACCOUNTING**

1.1 The fiscal year of Pilgrimage shall be Jan 1 through Dec 31.

1.2 There shall be an annual review of Pilgrimage's books by an individual(s) designated by the President.

## **ARTICLE XV - STANDING RULES**

### **Section 1. Purpose**

The purpose of Standing Rules shall be to provide a consistent set of guidelines and instructions for the routine operation of Pilgrimage. It shall be the intent of the Standing Rules to provide the necessary guidance without unduly restricting initiative of the Staff and members.

### **Section 2. Authority**

2.1 Standing Rules shall be entirely consistent with these By- Laws.

2.2 The Council shall be responsible for establishing, modifying, and abolishing Standing Rules according to the needs of Pilgrimage.

2.3 Standing Rules may be created, changed, or abolished by a majority vote at any Council meeting.

## **ARTICLE XVI - PERSONNEL COMMITTEES**

### **Section 1. Purpose**

1.1 The Personnel Committees shall provide annual reviews of designated staff members and make recommendations regarding contracts and compensation proposals to the Department of Stewardship Committee as requested for use in preparing the Annual Budget.

1.2 Personnel Committees may hold special meetings at the request of the Minister(s), President, or Chairperson(s) of Deacons or Worship Committee.

### **Section 2. Review Committees**

2.1 A committee composed of the President, Vice President, Chairperson(s) of Deacons and Chairperson(s) of Worship Committee shall annually meet with the Ministers for the purpose of reviewing performance and considering objectives for the coming year.

2.2 A committee composed of the Senior Minister, President, Vice-President, and the Worship Committee Chairperson(s) or designee shall annually meet with the Music Director for the purpose of reviewing performance and considering objectives for the coming year.

### **Section 3. Package Committee**

3.1 A committee composed of the President, Vice President, Clerk, Treasurer, Financial Secretary, and Chairperson(s) of Deacons shall meet annually with the Ministers to consider changes in the Ministers' compensation package.

3.2 A committee composed of the Senior Minister, President, Vice President, Clerk, Treasurer, Financial Secretary, and Chairperson(s) of the Worship Committee shall annually meet with the Music Director to consider changes in the Music Director's compensation package. When a new candidate is proposed by the Worship Committee, this committee shall negotiate a specific contract proposal with that candidate.

3.3 These Committees shall make recommendations to the Council concerning compensation and contracts as appropriate.

## **ARTICLE XVII – AMENDMENTS**

These Bylaws may be amended by a two-thirds vote of those members present and voting at a church meeting called for that purpose. The intent of the proposed amendment shall be stated in the call of the meeting. The proposed amendment shall be made available to church members at the time of the call.