

**BYLAWS**  
**OUR SAVIOR’S LUTHERAN CHURCH OF HIBBING**  
*Approved*  
*Annual Congregation Meeting*  
*January 27, 2019*

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These Bylaws were prepared under the authority of \*C17.01. of the Constitution of Our Savior's Lutheran Church of Hibbing (OSLC).

**Chapter 5.**

**POWERS OF THE CONGREGATION**

**C5.03.01.** For a description of Minister of Word and Sacrament and Minister of Word and Service, see Chapter 9.

**Chapter 8.**

**MEMBERSHIP**

**C8.04.01.** Participation in the Sacrament of Holy Communion

- a. This congregation invites all people who believe that God is present in the sacrament to receive the Eucharist.
- b. Preparation for the Eucharist is normally provided in the 5<sup>th</sup> grade, but with the parent's permission, younger children may receive the sacrament.

**Chapter 9.**

**ROSTERED MINISTER**

Pastors and Deacons are rostered ministers in the ELCA. Briefly, a pastor is a "Minister of Word and Sacrament". Pastors are ordained. A deacon is a "Minister of Word and Service" and includes such former titles as an Associate in Ministry. Deacons are lay people and are consecrated. Prior to the merger in 1987, a deacon in the ALC was different from a deacon in the LCA. Over the years, the ELCA has worked out a common understanding of deacon, as well as a roster arrangement. The primary differences between the two positions are: education, function, and compensation.

**C9.12.01.** The pastor's duty to keep parochial records and submit summaries may be delegated to paid administrative staff.

**C9.14.01.** The pastor's duty to maintain parochial records may be delegated to paid administrative staff.

**Chapter 10.**

**CONGREGATION MEETING**

**C10.01.01.** Annual Meeting

- a. The annual meeting of the congregation shall be held in January, the specific date to be determined by the council in consultation with paid administrative staff.

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\* Required provision of constitution

- b. Each congregational committee and organization shall provide a written report concerning their membership, work, and finances for the annual meeting. Such reports shall be submitted in writing, either electronically or paper copy, to the church office prior to the annual meeting. The submittal date for such reports shall be specified by the church office in consultation with the council.

**C10.04.01.** Quorum is those voting members present.

## **Chapter 11. OFFICERS**

Officers shall serve for one year or until their successors are elected or appointed (C11.02.).

No officer shall hold more than one office at a time (C11.03.).

No elected officer shall be eligible to serve more than two consecutive terms in the same office. (C11.03.)

**C11.01.01.** Duties of the President. The president shall:

- a. have general active management of the business of this congregation (Minnesota Statute 317A.305, Subd. 2., hereafter referenced as MS-2);
- b. call special meetings of the congregation (C10.02.);
- c. call special meetings of the council (C12.11.);
- d. when present, preside at meetings of the council and of the members (MS-2);
- e. meet with the pastor prior to council and member meetings to set an agenda;
- f. see that orders and resolutions of the council are carried into effect (MS-2);
- g. sign and deliver in the name of this congregation deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of this congregation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws or by the council to another officer or agent of this congregation (MS-2);
- h. maintain records of and, when necessary, certify proceedings of the council and the members (MS-2). While the president has responsibility for oversight of such records, the president may delegate maintenance of such records to another officer or paid administrative staff of this congregation;
- i. be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee (C13.08.);
- j. prepare a written report of activities for the annual report;
- k. convene the Nominating Committee;
- l. work with the pastor to jointly appoint members of the Personnel Committee (C13.04);
- m. perform other duties prescribed by the council (MS-2); and
- n. when not in conflict with the constitution or state law, may delegate, duties to the vice president.

**C11.01.02.** Duties of the Vice President. The vice president shall:

- a. assume the duties of the president when the president is not available; and
- b. perform other duties as delegated or as assigned by the president or council.

- C11.01.03.** Duties of the Secretary. The secretary shall:
- a. keep minutes of the council and congregation meetings.
  - b. The secretary of the congregation shall submit a copy of the resolution indicating the congregation's intent to terminate its relationship with the ELCA to the bishop, attesting that a special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted. (\*C6.05.b.)
  - c. The secretary shall attest in writing to the bishop of this synod that parochial records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor (\*C9.14.)
  - d. Record in council minutes the decision of the discipline hearing panel regarding member discipline (\*C15.06.)
  - e. Send constitution amendments to the synod (\*C16.03. and \*C16.04.)
  - f. Send approved bylaw changes to the synod (\*C17.04.)

- C11.01.04.** Duties of the Treasurer. The treasurer shall:
- a. keep accurate financial records for this congregation (Minnesota Statute 317A.305, Subd. 3., hereafter referenced as MS-3);
  - b. deposit money, drafts, and checks in the name of and to the credit of this congregation in the banks and depositories designated by the council (MS-3);
  - c. endorse for deposit notes, checks, and drafts received by this congregation as ordered by the council, making proper vouchers for the deposit (MS-3);
  - d. disburse this congregation's funds and issue checks and drafts in the name of this congregation, as ordered by the council (MS-3);
  - e. upon request, provide the president and the council an account of transactions by the treasurer and of the financial condition of this congregation (MS-3); and
  - f. perform other duties prescribed by the council or by the president (MS-3).
  - g. While the treasurer has responsibility for the above stated duties, such duties may be delegated to the congregation's paid Financial Secretary, paid Administrative Assistant, or the volunteer Tellers, with oversight by the treasurer.
    - 1) The Financial Secretary (accounts receivable) shall account for all general funds, maintain records of all contributions and membership, and make regular reports to the council. The Financial Secretary shall receive from the bank records of direct deposits. For any funds received during the business week, the Financial Secretary shall securely hold such funds for the tellers for the immediately succeeding Sunday, unless the Financial Secretary has been specifically requested to deposit such funds.
    - 2) The Administrative Assistant (accounts payable) shall cut checks for the treasurer to sign.
    - 3) The Tellers, working under the direction of the Financial Secretary, perform their duties on Sundays after services. This job is very confidential. The tellers shall:
      - a) always work in twos;

- b) never work with a relative;
- c) promptly collect the offering from the altar, the coffee hour, and the Sunday School, never leaving it unattended. Coffee and Sunday School offerings will be counted separately (see item m);
- d) separate loose offering from envelopes;
- e) for checks not enclosed in an offering envelope, write name and amount on a separate slip or blank offering envelope; count in the envelope tabulation;
- f) count loose cash and change; record on slip;
- g) separate “special” envelopes from regular;
- h) remove money from envelopes, marking amount on upper right-hand corner of each envelope. The amount inside the envelope should match the amount written in the upper right-hand corner of the envelope. If it does not, note correction on envelope;
- i) watch for notes on checks and envelopes – some checks need to be split between funds;
- j) add envelope amounts, using adding machine;
- k) add checks, cash and loose coins, using adding machine. The adding machine tapes for the envelope amounts and the money amounts should balance exactly;
- l) count special envelope offerings; do not include Memorial gifts;
- m) count Sunday School and coffee money;
- n) Balance Sheet: Envelopes and special totals must balance with money to be deposited. Double check columns and rows on worksheet.
- o) fill out deposit slips; include the tape listing all check amounts;
- p) place money in bags, with currency grouped by denomination and all facing the same direction. Use one bag for each worship service. Lock the bag (the Financial Secretary will inform tellers of key location) and take to the banks and depositories designated by the council (as of 2018, Security State Bank is the depository).
- q) leave any Memorial Funds received with the Financial Secretary, who will forward them to the Memorial Committee.

## Chapter 12.

### CONGREGATION COUNCIL

The Congregation Council (council) is the board of directors for this congregation (C12.05.a.).

The council shall normally meet once a month (C12.11.).

Members shall be elected for three-year terms (C12.02.).

Members shall be eligible to serve no more than two, full, consecutive terms (C12.02.).

The council is responsible for specific items below and as referenced in the constitution in the succeeding sections. The council shall, unless stated otherwise:

- A. prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions (\*C4.04.);
- B. consult with the bishop on times and dates for consultation with congregation on the congregation’s intent to terminate its relationship with the ELCA (\*C6.05.);

- C. may grant seasonal membership (\*C8.02.e.);
- D. review all applications for confirmed membership; such membership requires council approval (\*C8.03.);
- E. with the pastor, administer discipline (\*C9.03.b.4.);
- F. Interim pastors are appointed with the consent of the council (\*C9.06.);
- G. have an active role in interviewing and calling an interim pastor, clarifying the expectations of the interim pastor's ministry and employment status (e.g. full-time or part-time; etc.);
- H. Interim pastors may delegate rights and duties to a supply pastor with the consent of the council (\*C9.07.);
- I. provide for pulpit supply in the event that pulpit supply is needed and the pastor is unable to secure such services;
- J. draft, in consultation with the pastors and the synodical bishop, documents as specified in \*C9.09.;
- K. draft, in consultation with the rostered ministers and the synodical bishop, documents as specified in \*C9.27.;
- L. may call special meetings of the congregation (C10.02);
- M. elect its president, vice president and secretary from among its elected membership and appoint a treasurer (C11.02.);
- N. should a member's place on the council be declared vacant, elect by majority vote a successor until the next annual meeting (C12.03.);
- O. coordinate with the Nominating Committee on needed nominations (C13.02.);
- P. appoint three voting members to comprise the Audit Committee (C13.03.);
- Q. receive and act on the findings of the Audit Committee;
- R. provide for an independent, outside audit when necessary;
- S. assemble, for the congregation's vote, a slate of nominees for the Call Committee, including a youth member, if possible (C13.05.);
- T. other committees of this congregation may be formed, as the need arises, by decision of the council (C13.06.);
- U. if not otherwise provided, secure chairs and members for each committee, including White Elephant Sale;
- V. review and determine whether to authorize special interest groups, which may be organized only after such authorization has been granted and is specified in the bylaws and/or in a continuing resolution (C14.02.);
- W. refer, in writing, matters of discipline of members to the vice president of the synod (\*C15.01.);
- X. prepare specific charges, in writing, regarding member discipline as necessary, sign and submit to the synod vice president (\*C15.02.);
- Y. implement any necessary discipline as decided by the discipline hearing panel (\*C15.06.);
- Z. may propose amendments to the constitution (\*C16.01.);
- AA. notify the congregation's members of proposed amendments to the constitution together with the council's recommendations at least 30 days in advance of a congregation meeting to consider the proposal (\*C16.01. and \*C16.04.);
- BB. notify the congregation's members of proposed changes to bylaws together with the council's recommendations at least 30 days in advance of a congregation meeting to consider the proposal (\*C17.03.);
- CC. may enact or amend continuing resolutions by a two-thirds vote of voting members of the council (\*C18.01. and \*C18.02.);

- DD. ensure this congregation has insurance coverage for “indemnification” as in \*C19.01.;
- EE. provide for timely updates to the constitution, bylaws, and continuing resolutions (including the Policy Manual);
- FF. host the Christmas Carol Sing-Along in December; the funding for refreshments is to be included in the Congregational Care and Life Committee’s budget; and
- GG. review requests for fundraisers; all fundraising within the church:
  1. shall be consistent with the church’s mission and ministry; and
  2. must be approved by the council.

**C12.01.01. Voting Membership**

- a. The voting members of the council consist of the pastor(s) and a minimum of seven voting members of the congregation. The specific number of voting members of the council shall be determined by the council. One member, if possible, should be a confirmed youth who will serve a one-year term. Employees are not eligible to be on the council.
- b. The makeup of the council should reflect a cross-section of the congregation, if possible.

**C12.04.01. General Oversight**

The council’s role is to guide OSLC in being “a community transformed by Christ to be Christ in the world.” The council does this through discussion of major projects and programs, setting the tone for the whole congregation, encouraging the ministry of individuals and committees, removing roadblocks to ministry, and being intentional in bible study and prayer. As such, the council will (C12.04.a.-j.):

- a. lead this congregation in stating its mission, do long-range planning, set goals and priorities, and evaluate its activities in light of its mission and goals;
- b. seek to involve all members of this congregation in worship, learning, witness, service, and support;
- c. oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
- d. maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment;
- e. be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- f. promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding;
- g. arrange for pastoral service during the sickness or absence of the pastor;
- h. emphasize partnership with the synod and churchwide organization of the ELCA as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA;
- i. recommend and encourage the use of program resources produced or approved by the ELCA; and
- j. seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- C12.05.01.** Financial and Property Oversight
- a. The council will make recommendations to the Foundation Committee concerning spending of Perpetual Fund interest income.
  - b. Management of Foundation investments are the responsibility of the Foundation Committee, with congregation approval (see C12.05.f.).
  - c. In addition to the pastor, a current member of the church council should, if possible, be *ex officio* a member of the Foundation Committee.
  - d. The council will review and approve an annual budget, as prepared by the Finance Committee, for adoption by the congregation and supervise expenditures accordingly (C12.05.d.).
  - e. The council will ascertain that financial affairs of the congregation are being conducted efficiently (C12.05.e.).
- C12.07.01.** The council, in conjunction with paid administrative staff, shall provide for an annual review of the membership roster.
- a. Members will be removed from the membership roster for the following reasons, as found in \*C8.05.a.-d.:
    - 1) Death;
    - 2) Resignation;
    - 3) Transfer or release; or
    - 4) Disciplinary action in accordance with ELCA constitutional provision 20.41, and the accompanying bylaws.
  - b. Members may be removed from the membership roster due to inactivity. The list of privileges and duties of members found in \*C8.04. will be used for guidance in determining whether a member is active or not. Active members:
    - 1) make regular use of the means of grace, both Word and sacraments;
    - 2) live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
    - 3) support the work of this congregation, the synod, and the churchwide organization of the ELCA through contributions of their time, abilities, and financial support as biblical stewards.
- C12.08.01.** The council is responsible for the employment and supervision of the staff of this congregation.
- a. Supervision of staff is detailed in the OSLC Personnel Manual along with the duties of the pastor as in the letter of call.
- C12.09.01.** The council is responsible for submitting the annual report to the congregation at the annual meeting.
- a. Continuing resolutions passed by the council during the year must be reported at the next annual meeting. These resolutions may be inserted as a list of bullet items in the President's Report in the Annual Report (e.g. changes to the Policy Manual, etc.).

## Chapter 13.

### CONGREGATION COMMITTEES

The following items are common to all committees, unless otherwise noted:

- A. A pastor is *ex officio* a member of all committees and boards of this congregation (C13.08.).
- B. The president of this congregation is *ex officio* a member of all committees and boards of this congregation, except the Nominating Committee (C13.08.).
- C. Committees shall:
  1. elect their committee chair at the first committee meeting each year. Although there is no time limit to how long a person can serve as chair for any particular committee, it is suggested that leadership should be rotated;
  2. unless otherwise stated, have a minimum of three committee members, including the chair;
  3. as much as possible, open their meetings with devotions/prayer and end with the Lord's Prayer or other prayer, reminding us that we are a ministry of this congregation;
  4. take minutes during committee meetings; minutes must be forwarded by the chair to the church office for distribution to the council;
  5. if needed, develop an annual budget request and submit to the Finance Committee as directed; and
  6. provide a written report to the church office concerning their membership, work, and finances (as appropriate) for the annual meeting.

#### **C13.01.01.** Executive Committee

- a. The Executive Committee consists of the president, vice president, secretary and pastor(s);
- b. The Executive Committee has final authority in setting compensation for all rostered ministers and paid staff at this congregation;
- c. In the absence of a Finance Committee; the Executive Committee assumes the Finance Committee duties;
- d. In the absence of a Personnel Committee, the Executive Committee assumes the Personnel Committee duties; and
- e. The Executive Committee shall, as necessary, choose a pastor to administer admonitions relating to discipline of members (\*C15.01.).

#### **C13.02.01.** Nominating Committee

The role of the Nominating Committee is to provide to the congregation at the Annual Meeting a slate of nominees for open positions. This committee shall be convened in the fall prior to the annual meeting by the president.

- a. The Nominating Committee shall consist of five voting members of this congregation;
- b. The composition of the Nominating Committee should reflect a cross-section of the congregation, if possible;
- c. One member of the Nominating Committee, if possible, should be an outgoing member of the council;
- d. The Nominating Committee should coordinate the need for nominations with paid administrative staff and the current council;
- e. The Nominating Committee should have a broad understanding of duties for each position needing nominations; and

- f. A checklist of positions that may need nominations include:
- 1) Council members (generally a three-year term);
  - 2) Delegates to Synod Assembly (one-year term);
  - 3) Delegates to Voyageur's Lutheran Ministry (three-year term), including one youth delegate (the youth delegate serves a one-year term);
  - 4) Foundation members (the Foundation Committee suggests their own nominees and provides them to the Nominating Committee);
  - 5) Nominating Committee (one-year term); and
  - 6) Other nominations as directed by the council.

**C13.03.01. Audit Committee**

The Audit Committee annually examines and verifies this congregation's financial statements and records.

- a. This committee consists of three voting members, appointed by the Council
- b. Audit committee members cannot be council members (C13.03.)
- c. Term of office is three years, with one member appointed each year; members are eligible for re-appointment (C13.03.)
- d. This committee provides a report of their findings to the council prior to the annual meeting of each year

**C13.04.01. Personnel Committee**

The role of the Personnel Committee is to be a liaison between the members of the congregation and the staff and volunteers of the congregation.

- a. Duties
  - Conduct annual staff reviews;
  - Listen to and address staff concerns;
  - Make staffing suggestions to the council; and
  - Recommend to the Executive Committee staff salaries and compensation for the upcoming year (consult Synod Guidelines)
- b. This committee consists of five members, jointly appointed by the president and pastor
- c. Term of membership is three-years; terms of members are to be staggered
- d. This committee meets as needed

**C13.05.01. Call Committee**

When a rostered minister vacancy occurs, the role of the Call Committee is to work with the Synod to guide the congregation through the call process, resulting in a calling of a new rostered minister.

- a. The call process is a time of thoughtful assessment and prayerful discernment about OSLC's work, together with the Synod and rostered ministers, in ministry and mission.
- b. Rostered Ministers are Ministers of Word and Sacrament (pastors) and Ministers of Word and Service (deacons).
- c. The Church Council assembles, for the congregation's vote, a slate of nominees for the Call Committee.

- d. The Call Committee consists of seven voting members, elected by the congregation (C13.05.). A very conscious effort shall be made when selecting the Call Committee members so as to represent a cross-section of this congregation. The membership of the Call Committee shall include a youth member, if possible. This youth member must be a voting member prior to the final call decision.
- e. Term of office will terminate upon installation of the newly called rostered minister (C13.05.).
- f. The committee works with the Synod Call Process Administrator, who will guide the committee through the Synod's call process.

**C13.06.01.** Christian Nurture Committee

The goal of the Christian Nurture Committee is to further the Christian development of people of all ages within the congregation and to provide opportunities for others to experience the Christian faith.

- a. Duties
  - Provide Vacation Bible School and/or Day Camp;
  - Provide Confirmation;
  - Provide Sunday School; and
  - Provide other youth and adult faith-formation opportunities
- b. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

**C13.06.02.** Congregational Care Committee

The Congregational Care Committee oversees the visitation of homebound and nursing home residents and coordinates the emphasis on new members of the congregation.

- a. Duties
  - Ensure sick and homebound members are part of the OSLC community;
  - Maintain service groups (in the absence of service groups, the committee shall accomplish the duties normally provided by the service groups);
  - Provide social opportunities; and
  - Encourage outreach
- b. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

**C13.06.03.** Finance Committee

The Finance Committee is responsible for recommending the annual budget, overseeing income and expenditures, and coordinating special fund-raising projects and appeals.

- a. Duties
  - Prepare the annual budget, with input from committees, and forward to the council to approve a budget on which the congregation will vote;

- Monitor income and expenditures of the congregation;
  - Regularly inform the congregation of the financial status of OSLC; and
  - Coordinate special fund-raising projects.
- b. The Treasurer is a member of this committee
- c. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

**C13.06.04.** Foundation Committee

The Foundation Committee maintains the Perpetual Fund and the Memorial Fund, including the Mark Acaley Youth Fund and the Sharick-Farseth Scholarship Fund, and any similar funds to be established in the future. The committee's structure and functions are defined in the documents establishing the Foundation.

**C13.06.05.** Mission Action Committee

The role of Mission Action Committee is to maintain the food shelf and children's clothes closet, emphasize global ministries and service, and community outreach.

- a. Duties
- Provide local and global mission projects, including maintaining the food shelf and children's clothes closet;
  - Educate OSLC regarding mission needs throughout the world; and
  - Provide advocacy leadership.
- b. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

**C13.06.06.** Property Committee

The Property Committee is responsible for the care and maintenance of the church land and building and its personal property.

- a. Duties
- Oversee the care and maintenance of land, buildings, furnishings, fixtures, equipment and other personal property;
  - Monitor the health of the building and report to council accordingly;
  - Make recommendations to the council regarding major property replacements, upgrades and improvements (including recommendations for capital campaigns, to be coordinated by the Finance Committee); and
  - Work with the Worship Committee as needed on the sound system maintenance and upgrades
- b. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

**C13.06.07.** Worship Committee

The Worship Committee makes plans for worship services, celebrations of the sacraments and other special events in our worshipping life.

- a. Duties
  - Plan worship services and seasons, including providing for cantors and special music;
  - Provide general oversight for ministries such as Altar Guild, ushers, communion helpers, lectors, and videography. In the event these ministries are not occurring, the Worship Committee shall secure individuals to assume such responsibilities;
  - Encourage participation in worship;
  - Guide the congregation in hiring musicians;
  - Provide for special sanctuary decorating for Christmas and Easter;
  - Provide for regular piano tuning and organ maintenance;
  - Work with the Property Committee as needed on the sound system maintenance and upgrades; and
  - Work with the pastor(s) and organist on planning hymns for worship services
- b. The organist and choir directors (including Temple Choir, Bell Choir, and other choirs) are members of this committee; membership should also include a representative from other music groups (e.g. the Worship Band)
- c. This committee should meet a minimum of four times per year, at the times and discretion of the members in accordance with the ministry tasks that need to be accomplished

## **Chapter 14.**

### **ORGANIZATIONS WITHIN THE CONGREGATION**

- C14.01.01.** These organizations shall provide a written report to the church office concerning their membership, work, and finances (as appropriate) for the annual meeting.
- C14.02.01.** Conflicting Loyalties
- a. Use of the building will not be permitted for organizations that are avowedly religious and practice forms of religion inconsistent with this congregation's constitution.