

BYLAWS
METROPOLITAN COMMUNITY CHURCH OF SAN FRANCISCO
As amended at the Annual Congregational Meeting of December 2, 2018.

Article I – Name

The name of this church shall be the Metropolitan Community Church of San Francisco, herein MCCSF, a nonprofit religious corporation in the State of California.

Article II – Affiliation

This church is a member congregation of the Universal Fellowship of Metropolitan Community Churches (herein, UFMCC) and agrees to abide by the UFMCC Bylaws and decisions made by General Conference. These bylaws are supplementary to those of the UFMCC and are to be read in conjunction with them. In the event of any conflict the UFMCC bylaws shall prevail.

- A. **Successor Corporation** – The Universal Fellowship of Metropolitan Community Churches is the nonprofit religious organization designated to receive the church’s property in the event of dissolution or abandonment of the church or failure to abide by the process for disaffiliation from the UFMCC in accordance with UFMCC Bylaws.
- B. **Disaffiliation** – A decision to disaffiliate from the UFMCC shall be decided in accordance with UFMCC Bylaws.

Article III – Members and Friends

- A. **Prerequisite for Membership** – Someone who has completed membership classes may become a Member by participating in the Rite of Membership. Prior to the Rite of Membership a prospective member of MCCSF shall attend membership classes as developed by the Senior Pastor. The Senior Pastor may waive certain classes under extraordinary circumstances.
 - 1. **Voting Membership** – A Voting Member, also known as a Member in Good Standing, is a Member of this church who registers his/her attendance and either provides ongoing identifiable financial support or makes a definite service contribution. Members may be considered “Voting” or “Non-Voting” by the Board of Directors in accordance with the criteria established in these Bylaws. Only Voting Members are permitted to vote in Congregational Meetings.
 - 2. **Membership List** – The list of Voting Members shall be maintained by the Clerk, who shall report changes monthly to the Board of Directors. A Member shall continue

in membership until such time as the Member requests to be removed from the list of Members, until death, or until action by the Board of Directors to remove the Member from membership.

3. **Preliminary Membership Review** – Three (3) months prior to the Membership Review, the Board of Directors shall review the membership list and prepare a list of Voting Members who are at risk of losing their voting status. The list will be given to the Senior Pastor for pastoral follow up and to invite each person back to greater participation. Once the Senior Pastor has completed follow up, the Board of Directors shall notify these Members in writing and explain how to retain voting status.

4. **Membership Review** – The Board of Directors shall review the membership list at least once annually, including prior to the Annual Congregational Meeting.

- a. **Review Criteria** – A Member who does not have registered attendance at an MCCSF worship service at least six times a year and either ongoing identifiable financial support or a definite service contribution, within the preceding period of six (6) months to one (1) year may be removed from the list of Voting Members and placed on the list of Non-Voting Members. Exceptions may be made at the discretion of the Board for reasons of illness, fixed income, or other special factors.
 1. A definite service contribution is described as regularly volunteering to support worship, church programs, committees, administration, fundraising, or maintenance of the church facility.
- b. The Board of Directors shall notify the Member in writing that the Member has been placed on the list of Non-Voting Members and is not eligible to vote at any business meeting of the church. The notification will list the criteria for Voting Membership and will explain why the Member's status is being changed, reassure them that they are still a Member; and inform the Member that voting status can be regained by meeting the membership review criteria and sending a written request to the Board of Directors.
- c. If the Non-Voting Member has not attended or provided identifiable financial support or a definite service contribution for a period of six (6) months to one (1) year immediately following notification, the Board of Directors shall have the authority, at its discretion, to drop any such Member from the local church membership roll and such Member will be considered a former Member.

- d. The Non-Voting Member who meets the criteria for Voting Member may be restored to the list of Voting Members by a vote of the Board of Directors without a public reception into membership.
 - e. A former Member may be restored to the list of Voting Members after completing a membership class, participating in the Rite of Membership, and meeting the criteria for a Voting Member.
 - f. **Appeal** – A decision by the Board of Directors to drop a Member from the local church membership roll or the list of Voting Members may be appealed by the Member to the next regular Congregational Meeting or a Special Congregational Meeting called for that purpose. The decision of the Congregational Meeting is final. Pending the outcome of the appeal, the Member is not eligible to vote at any business meeting of the church.
 - 1. **Appeal process** – The request for an appeal shall be submitted to the Clerk of the Board of Directors within thirty (30) days following the date when the Member was dropped from the local church membership roll.
 - 2. The Board of Directors may consider the appeal and reverse its earlier decision without taking the matter to the Congregational Meeting.
 - 3. Should the Board of Directors sustain its earlier decision and the Member wishes the appeal to continue, the request shall be included as an agenda item for the next regular Congregational Meeting or a Special Congregational Meeting called for the purpose of considering the appeal.
- B. **Friends of the Church** – A person who, for one reason or another, feels unable to become a Member but who supports the goals of the church and wants to be a part of the work of the church may be designated as a “Friend of the Church.”
- 1. **List of Friends of the Church** – The list of Friends of the Church shall be maintained by the Clerk of the Board of Directors.
 - 2. **Limitations on Friends of the Church** – Friends may serve on appointed committees and may participate in all activities of the church. Friends may not vote at Congregational Meetings or serve on the Board of Directors. Friends shall not be considered in determining the number of Lay Delegates.

C. **Discipline of Members and Friends** – The church cannot condone unethical or illegal conduct (e.g. theft, fraud, bribery, harassment, conspiracy, lying, breaking confidentiality, destruction of property) on the part of any Member or Friend. The Board of Directors is empowered to remove by a two-thirds (2/3) majority vote any Member or Friend or take other appropriate disciplinary action.

1. **Appeal** – The action of the Board of Directors may be appealed to the next regular Congregational Meeting or a Special Congregational Meeting called for that purpose. The decision of the Congregational Meeting is final. Pending the outcome of the appeal of discipline, the disciplined Member or Friend shall remain under discipline, however a Voting Member shall retain the right to vote at Congregational Meetings, including the Congregational Meeting held to consider the appeal.

a. **Appeal Process** – The request for an appeal shall be submitted to the Clerk of the Board of Directors within thirty (30) days following the date when the Member was dropped from the local church membership roll.

b. The Board of Directors may consider the appeal and reverse its earlier decision without taking the matter to the Congregational Meeting.

c. Should the Board of Directors sustain its earlier decision and the Member wishes the appeal to continue, the request shall be included as an agenda item for the next regular Congregational Meeting or a Special Congregational Meeting called for the purpose of considering the appeal

Article IV - Congregational Meetings

Government of the church is vested in the voting membership in its Congregational Meeting, which exerts the right to control of its affairs, subject to the provisions of the UFMCC and MCCSF Articles of Incorporation, Bylaws, documents of legal organization, and the General Conference.

A. **Time and Place** – An Annual Congregational Meeting shall be held in the fourth (4th) quarter of the year on or before the first Sunday of December at a time and place determined by the Board of Directors.

B. **Agenda** – The agenda for Congregational Meetings shall be determined by the Board of Directors.

1. The agenda shall include, but not be limited to, election of members to the Board of Directors, election of Lay Delegates in the appropriate year, presentation of

financial report, approval of budget, and receiving reports from the Lay Delegate(s), Board of Directors, and the Senior Pastor.

2. **Additions to Agenda** – Members may request the Board of Directors add agenda items by submitting additional agenda items to the Clerk no later than four (4) weeks prior to the meeting.
- C. **Notification.** The Board of Directors shall ensure that Members are notified electronically or in writing at least three (3) weeks in advance.
- D. **Quorum** – In order to transact business, no less than thirty percent (30%) of the Voting Members must be present. In order to transact business involving the investment, acquisition or disposal of church assets of more than \$100,000, amendments to the church bylaws, or calling of a settled pastor no less than fifty (50%) of all Voting Members must be present.
- E. **Voting rights** – Each Member present and qualified by the Clerk as a Voting Member has the right to vote. Proxy or any other form of absentee voting shall not be allowed.
- F. **Votes required for approval** – Decisions, including elections, require approval by a vote of more than fifty percent (50%) of those Voting Members present and voting, unless otherwise required by UFMCC Bylaws or otherwise stated in these local church Bylaws. The investment of church funds and the acquisition or disposal of church assets of more than \$100,000 require approval of two-thirds (2/3) of all Voting Members present and voting.
1. **Elections** – There will be no nominations from the floor. Elections shall be taken by secret ballot. Votes of affirmation from the floor are not permitted.
- G. **Special Congregational Meetings** – A Special Congregational Meeting may be called either by (a) two-thirds (2/3) vote of the Board of Directors, (b) the Senior Pastor, or (c) a petition signed by at least thirty percent (30%) of the Voting Members and submitted to the Clerk.
1. The Board of Directors shall schedule a Special Congregational Meeting no more than six weeks after receipt of a valid petition.
 2. The nature and purpose of the Special Congregational Meeting shall be stated in the petition and in announcements and be written into the agenda.
 3. Special Congregational Meetings are governed by the same rules as those pertaining to the Annual Congregational Meeting.

Article V - Board of Directors

- A. **Name** – The local church administrative body shall be the Board of Directors, which is authorized to provide administrative leadership subject to the approval of Voting Members in the Congregational Meeting.
- B. **Responsibilities** – The Board of Directors shall have charge of all matters pertaining to the documents of legal organization and incorporation, strategic planning, church policy, church property, risk management, and physical and financial affairs of the church including the investment of church funds and purchase, sale or distribution of up to \$100,000 of church assets. The Board of Directors shall be responsible for collecting and disbursing funds, keeping adequate church records, making timely reports to the Congregation and UFMCC, and fulfilling all responsibilities of a local church administrative body as stated in the UFMCC Bylaws.
1. The Board of Directors as a group may delegate authority; however an individual member may not appoint a substitute or alternate to act in his or her place.
- C. **Composition** – The Board of Directors shall consist of at least five (5) members: the Senior Pastor and four (4) members elected from the voting membership of the congregation. As the congregation grows, additional Board members may be added for 2 year terms at the discretion of the Board, and elected by the congregation, not to exceed 10% of the voting membership of the congregation.
- D. **Qualifications** – To be eligible to serve on the Board of Directors, a congregant must have been a Voting Member for a period of at least one year at the time of elections and must be at least eighteen (18) years of age.
1. **Conflict of Interest** – More than one person from a household, family, or committed relationship; someone who is a church employee (except the Senior Pastor); or someone who is a Clergy Candidate or Intern shall not be eligible to serve on the Board of Directors.
 2. **Required Experience** – Candidates for the Board of Directors must have experience in one of more of the following areas: financial planning, administration, policy development, fundraising, or other training or experience demonstrating ability for leadership.
 3. **Background Check** – Anyone applying for a position on the Board of Directors is subject to and must agree to a background check as part of the application process.
- E. **Term of Office** – The term of office for members of the Board of Directors, except the Senior Pastor, shall be two-year staggered terms, normally with half being elected at each Annual Congregational Meeting. To maintain continuity, newly elected members to the Board of Directors shall make every effort to attend any meetings of the Board of Directors before beginning their terms in January.

- F. **Meetings** – The Board of Directors shall meet at least ten (10) times per year, normally monthly. Except for executive sessions, meetings shall be open to the congregation and to the public to attend without vote. Meeting dates and times shall be posted in a prominent location and shared electronically or in writing at least ten (10) days prior to a regular meeting and at least twenty-four (24) hours prior to a special meeting.
1. **Quorum** – No less than a majority of the members of the Board of Directors, including the Moderator, must be present in order to transact business. If the Moderator is unable to attend, a meeting of the Board of Directors may be conducted with the approval the Moderator or when seventy-two hour notice is given to the Moderator; in such instance, no less than a majority of the members of the Board of Directors, including the Vice-Moderator, must be present.
 2. **No Proxy or Absentee Voting** – Members of the Board of Directors may not vote by proxy or any other form of absentee voting in any meeting of the Board of Directors.
 3. **Minutes** – A draft of minutes and financial reports shall be available to Members of the church within two (2) weeks after each meeting. Minutes shall include a record of those present and decisions made. A copy of the approved minutes shall become part of the permanent church records.
- G. **Authorized Officers** – The official officers of the church are Moderator, Vice-Moderator, Clerk, Treasurer, and Financial Secretary.
- H. **Election of Officers** – During the first January meeting following elections to the Board, the Board of Directors shall elect from among its members, to reflect to the extent possible the diversity of the congregation, a Vice-Moderator, Clerk, Treasurer, and Financial Secretary. The term of office for officers, except for Moderator, shall be one (1) year, from January through December.
- a. **Moderator** – The Senior Pastor shall serve as Moderator of the Board of Directors and Congregational Meetings. The Moderator, with input from the Board, shall prepare the agenda for Board meetings.
 - b. **Vice-Moderator** – The Vice-Moderator shall serve as Moderator of the Board and Congregational Meetings in the absence or upon the request of the Moderator. The Vice-Moderator prepares the Annual Report to the congregation in conjunction with the Moderator.
 - c. **Clerk** – The Clerk shall be responsible for ensuring the maintenance of official correspondence and church records, including the list of Voting Members, and for ensuring that accurate records are kept of all meetings of the Board of Directors and of the Congregation. The Clerk is the officer authorized to receive petitions submitted to the Board of Directors.

- d. **Treasurer** – The Treasurer shall be responsible for ensuring the preparation and maintenance of all financial records. This shall include a monthly financial report to the Board and an annual financial report to the Congregation. The monthly and annual financial reports shall reflect receipts, disbursements, and outstanding financial obligations. The Treasurer shall prepare a proposed budget for the upcoming year consulting with, and soliciting feedback from, all appropriate stakeholders, including the Senior Pastor, staff, and Finance Team.
- e. **Financial Secretary** – The Financial Secretary shall supervise the receipt of all offerings and other monies; shall transmit all monies received to the Treasurer, taking his/her receipt therefore; shall supervise and keep an account of all contributions and other monies received by the congregation; and may issue quarterly individual giving statements.
- I. **Officer Transition** – Officers whose terms of office have expired shall assure the orderly transition of authority to their successors before being relieved of their responsibilities. Similarly, officers whose terms of office have expired shall take all appropriate steps to substitute their successors on all the church’s financial accounts and signature cards.
- J. **Vacancies** – In the event of a vacancy on the Board of Directors, the Board may appoint a qualified Voting Member to fill the vacancy until the next Annual Congregational Meeting, when an election shall be held to fill the unexpired term. If more than two vacancies exist and the Annual Congregational Meeting is more than 3 months away, the Board shall call a Special Congregational Meeting to fill the vacancies.
- K. **Discipline** – The Board of Directors may remove a board member, excluding the Senior Pastor (who must be disciplined in accordance with the UFMCC Bylaws), for dereliction of responsibility or unethical or illegal conduct (e.g. theft, fraud, bribery, harassment, conspiracy, lying, breaking confidentiality, destruction of property), upon a majority vote of the full Board of Directors. A petition submitted to the Clerk and signed by thirty (30%) of the Voting Members of the congregation may also initiate such a procedure.
- L. **Appeal** – A disciplined member of the Board of Directors may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Congregational Meeting is final. Until the Congregational Meeting to consider the appeal, the position held by the disciplined member of the Board of Directors shall be considered vacant.

M. **Limitation of Liability** – No director or officer of the church shall be liable for any act or failure to act by any other director or officer of the Church or by any employee of the Church. No director or officer of the Church shall be liable for any loss arising from any fault in the title to any property acquired by the Church. No director or officer of the Church shall be liable for any loss arising from any fault in any security in which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any person to whom the Church might entrust any of its property. No director or officer of the church shall be liable for any loss due to error of judgment or oversight on his/her part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her office, unless this loss arises from the director's or officer's own willful neglect or fraudulent or criminal actions.

N. **Indemnity** – The church shall protect every director and officer of the church against all costs arising in relation to his/her relations with the Church, unless they are occasioned by his/her own willful neglect or fraudulent or criminal actions.

O. **Code of Ethics** – The Board of Directors shall develop a Board Code of Ethics which shall apply to the Board of Directors. The Board Code of Ethics shall address legal and ethical obligations, including:

1. Duty of care;
2. Duty of loyalty;
3. Duty of obedience;
4. Conflict of interest;
5. Gifts;
6. Duty to disclose breaches of the code of ethics; and
7. Whistleblower protection

P. **Conflict of Interest** – “Conflict of interest” includes but shall not be limited to, any transaction by or with the church in which a member, employee, or director has a direct or indirect personal interest, or any transaction in which a member, employee or director is unable to exercise impartial judgment or otherwise act in the best interests of the church.

1. In the event any director has a conflict of interest that might properly limit such director's fair and impartial participation in Board deliberations or decisions, such director shall inform the Board as to the circumstances of such conflict. If those circumstances require the nonparticipation of the affected director, the Board may nonetheless request from the director any appropriate nonconfidential information which might inform its decisions.
2. No director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family, or any organization to

which such director has allegiance, has a personal interest that may be seen as competing with the interest of the church.

3. Any director who believes he or she may have such a conflict of interest shall so notify the Board prior to deliberation on the matter in question, and the Board shall make the final determination as to whether any director has a conflict of interest in any matter. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the interested director.

Article VI – Senior Pastor

- A. **Role** – The Senior Pastor is the UFMCC clergy person with a license to practice who has been called by God and elected by the voting membership of the church to be responsible for the duties of teacher, preacher, and spiritual leader until such time that the relationship is terminated. The Senior Pastor shall also fulfill such other roles and responsibilities as are stated in the UFMCC Bylaws and the policies of the church.
 1. **Interim Pastoral Leadership** – In the event of a vacancy in the office of Senior Pastor, the Board of Directors shall arrange with the UFMCC for the appointment of appropriate interim pastoral leadership.
- B. **Responsibilities** – The Senior Pastor shall have authority for ordering all worship services of the church; determining when other worship services will be held; appointing compensated and uncompensated church staff within the approved budget, subject to the advice and consent of the Board of the Directors; and determining compensation, vacation periods, and titles of office of the church staff within the approved budget, subject to advice and consent of the Board of Directors. The Senior Pastor shall serve as a voting member of the Board of Directors (except in matters of his or her own personnel relationship with the board), Moderator of the Board of Directors and of Congregational Meetings, personnel director, and as the primary spokesperson of the church to the community. The Senior Pastor may delegate such duties as seem wise.
- C. **Pastoral Covenant/Contract** – The Board of Directors and Pastor shall develop a covenant between the Pastor and the church. The covenant shall include a job description and address such matters as compensation that is consistent with equitable local standards, benefits, allowances, and leave. All provisions of the covenant shall be subordinate to the Bylaws of the UFMCC.
 1. **Conference Expenses** – To the best of its ability, the congregation shall fund the Pastor’s transportation, registration, and per diem at General Conferences and other activities of UFMCC.

D. **Pastoral Vacancy** – In the event of a vacancy in the position of Senior Pastor, a Pastoral Search Committee shall be responsible for presenting a qualified candidate for election at a Congregational Meeting. The Pastoral Search Committee shall develop and implement the pastoral search process, including the criteria for election, in consultation with the UFMCC.

1. **Composition of Pastoral Search Committee** – The Search Committee shall consist of the lay members of the Board of Directors and four (4) additional Voting Members of the church elected at a Congregational Meeting.
2. **Election of Pastor** – Election of the Senior Pastor requires approval by a vote of eight-five percent (85%) or more of those Voting Members present and voting, unless otherwise required by UFMCC Bylaws. The election shall be taken by secret ballot. A vote of affirmation from the floor is not permitted.

E. **Termination of Relationship** – The Senior Pastor and congregation may choose at any time to terminate their relationship through mutual agreement. Unilateral failure to renew the Pastor’s contract shall not constitute removal of the Pastor from office. No petition for removal of the Pastor based on irreconcilable differences is valid unless preceded by a process of conflict resolution.

F. **Removing the Pastor from Office** – The church shall follow the process as outlined in the UFMCC Bylaws for removing the Pastor from office for disloyalty, unbecoming conduct, dereliction of duty, or when irreconcilable differences arise that cannot be resolved through mutual agreement.

1. Any petition to initiate the process of removing the Pastor from office must be submitted to the Clerk of the Board of Directors and be signed by at least thirty percent (30%) of the Voting Members.
2. The Board of Directors may initiate the process of removing the Pastor from office by a vote of three-fourths (3/4) of the full Board of Directors.
3. The Clerk shall send a copy of the completed petition or motion of the Board of Directors to the UFMCC within three (3) days.
4. The Pastor shall remain fully compensated until the final action of the congregation.

Article VII – Lay Delegates

The church shall elect one (1) layperson for every one hundred (100) Voting Members, or part thereof, to serve as Lay Delegate. The Lay Delegate shall be a Voting Member of this church.

- A. **Election** – Lay Delegates shall be elected at the next regular Congregational Meeting following each General Conference. A majority of the votes cast shall be required to elect.
- B. **Term of Office** – The term of office of Lay Delegates shall be as required by General Conference.
- C. **Duties** – The duties of Lay Delegates shall be to represent the congregation at General Conference, and to be aware of and to communicate with the congregation, Pastor, and Board of Directors, regarding UFMCC activities, concerns and policies. At least one (1) Lay Delegate shall attend all regular meetings of the Board of Directors.
- D. **Voting at General Conference** – When issues have been discussed and voted upon by the congregation prior to General conference, all delegates must vote the will of the congregation on those issues. If the sense of a resolution has been changed by amendment the delegates shall exercise their best judgment in carrying out the will of the congregation.
- E. **Alternate Lay Delegates** – The church shall elect one (1) Alternate Lay Delegate for each Lay Delegate elected. The election and term of office shall be the same as for Lay Delegate. An Alternate Lay Delegate assumes the responsibility of serving as Lay Delegate when the position becomes vacant, when the Lay Delegate is unwilling or unable to perform the duties of that office, or when an elected Lay Delegate has ceased to qualify as a Voting Member.
 - 1. **Duties** – The duties of the Alternate Lay Delegate shall be to stay informed of UFMCC activities, concerns and policies and to be prepared to assume the duties of any Lay Delegate who is unable or unwilling to perform the duties of Lay Delegate, including but not limited to representing the congregation at General Conferences.
 - 2. **Notification to Alternate Lay Delegate** – When a Lay Delegate is unable or unwilling to perform the duties of Lay Delegate, the Lay Delegate shall immediately inform his/her Alternate Lay Delegate and the Clerk of the Board of Directors. If the Alternate Lay Delegate is unable to serve, the Board of Directors shall appoint someone to serve in the absence of the Alternate Lay Delegate.
- F. **Funding** – To the best of its ability, the congregation shall fund the Lay Delegate’s transportation, registration, and per diem at General Conferences.

- G. **Removal of Lay Delegates** – The Board of Directors may remove a Lay Delegate or Alternate Lay Delegate from their duties for dereliction of responsibility or other just cause in accordance with church policy, upon a majority vote of the full Board. A petition presented to the Board of Directors and signed by thirty percent (30%) of the Voting Members of the congregation may also initiate such a procedure.
1. **Appeal of Discipline** – A disciplined Lay Delegate or Alternate Lay Delegate may appeal the action to the congregation at its next regular Congregational Meeting or at a Special Congregational Meeting which may be called for this purpose. The decision of the Congregational Meeting is final. Until the Congregational Meeting to consider the appeal, the position held by the disciplined Lay Delegate shall be filled by an Alternate Lay Delegate.
 - a. **Appeal Process** – The request for an appeal shall be submitted to the Clerk of the Board of Directors within thirty (30) days following the date when the Lay Delegate was removed from office.
 - b. The Board of Directors may consider the appeal and reverse its earlier decision without taking the matter to the Congregational Meeting.
 - c. Should the Board of Directors sustain its earlier decision and the Member wishes the appeal to continue, the request shall be included as an agenda item for the next regular Congregational Meeting or a Special Congregational Meeting called for the purpose of considering the appeal

Article VIII – Church Finances

- A. **Offerings** – An offering shall be received at each service of public worship. At all times, at least two (2) persons authorized and trained by the Board of Directors will count church offerings. These two persons may not be from a household, family, or committed relationship.
- B. **Deposit of Funds** – All funds of the church shall be kept in a bank, credit union or savings and loan association, trust company or other depository the Board of Directors may select. Designated and restricted funds shall be kept in an account separate from general funds for proper control and accounting.
- C. **Authorized Signatures** – Any church bank or other financial accounts shall require two authorized signatures for withdrawals. Signature authority is determined by the Board of Directors and shall include the Treasurer, the Vice-Moderator, and the Clerk.

D. **Loans** – No loans shall be contracted on behalf of the Church and no evidence of indebtedness shall be issued in its name unless authorized by a decision of the Board of Directors or a Congregational Meeting. Such authority may be general or confined to specific instances.

E. **Limit on Expenditures** – The Pastor shall have the authority to commit church funds within the approved budget in any amount not to exceed five percent (5%) of the annual budget; any expenditure greater than that amount requires the approval of the Board of Directors.

The Board of Directors shall have the authority to commit church funds within the approved budget in any amount not to exceed ten percent (10%) of the annual operating budget; any expenditure greater than that amount requires congregational approval.

F. **Fiscal Year** – For the purpose of reporting to UFMCC, the fiscal year of the church shall be the calendar year.

G. **Church Budget** – The Board of Directors shall be responsible for the presentation of an annual operating budget reflecting anticipated receipts and disbursements to the Congregational Meeting for approval. The approved budget may be amended, as needed, by a two-thirds (2/3) vote of the Board of Directors, which shall immediately notify the Members of the Church that such amendment has been made.

H. **Assessments** – The Board of Directors shall report quarterly the number of Voting Members for each month within the quarter and shall remit the Board of Pensions assessments as set by General Conference. The report and remittance are due to the Board of Pensions on or before the tenth (10th) day of the month following the quarter reported.

I. **Tithes** – The Board of Directors shall report all church receipts each month to the UFMCC, and with that report shall remit a percentage of the funds reported. The percentage of funds to be remitted shall be determined by General Conference.

Article IX – Adoption and Amendments

- A. **Adoption** – These Bylaws shall become effective immediately upon adoption by the Congregational Meeting and approval by the UFMCC.

- B. **Amendments** – These Bylaws may be amended or repealed at any duly convened Congregational Meeting. Proposed amendments or repeals shall be submitted in writing to the Board of Directors no later than thirty (30) days prior to the Congregational Meeting at which the proposal is to be considered. Adoption of the amendment or the repeal shall require approval by a two-thirds (2/3) affirmative vote and is subject to approval by the UFMCC.