



# LifeJourney Church

**2020**

**Annual Congregational  
Meeting Information Packet**

*Packets are also available online: <https://LifeJourney.church/cm2020>*

*Please bring this packet with you to the meeting on Sunday, February 23.*

# LifeJourney Church

## 2020 Annual Congregational Meeting Info Packet

- When: Sunday February 23 at 12:45 – 1:30 pm.
- Where: Sanctuary
- Who: **We need you! Your voice and vote are important.**  
Members are strongly encouraged to attend, participate, and vote!  
Non-members are also very welcome to observe and participate, but cannot vote.
- What: The agenda for this year’s meeting is:
1. Establish quorum and open with prayer.
  2. Approve minutes of last year’s meeting.
  3. Review and vote on 2020 operating budget.
  4. Review and vote to fill four open positions on the Board of Directors.
  5. Review and vote on proposed amendments to our Articles and Bylaws.
  6. Further conversation about our denominational affiliation.

This packet contains lots of background information about the foregoing agenda items. ***Please bring this packet with you to the meeting.***

### Budget Proposal

#### Snapshot

Proposed 2020 Base Budget (weekly)	\$9,066
2019 Base Budget	\$9,120
Average Giving Last Year	<u>\$8,677</u>
Increase Needed to Meet 2020 Base Budget	\$389
Proposed 2020 Budget Step 1 (described below)	<u>\$96</u>
Increase Needed to Meet 2020 Budget w/ Step 1	\$485

#### Budget Step 1: Sharing The Good News

Currently our church allocates only \$5,000 per year to advertising outreach. That is far below what is recommended for thriving churches. Many thriving churches allocate 10% of their budget to advertising outreach. For us that would be almost \$50,000. We may never get anywhere close to the 10% benchmark, but we do need to increase our outreach if we want to share who we are and if we want to thrive.

Thus, the proposed budget authorizes the Board of Directors to increase the funding available for advertising from \$5,000 annually to \$10,000 as giving grows to support that. Fully funding this budget step will require giving to grow by \$96 per week above the base budget. As giving grows, the Board will incrementally increase the advertising budget until the step amount is fully implemented.

### Consolidation of Budget Categories

In the budget you will see below, we have reduced and consolidated the number of budget categories in an effort to streamline the management of the day-to-day finances. Over the years, the complexity of the treasury function has continued to increase resulting in a model that is not reasonably sustainable. This year, we will continue to investigate and implement technology and design changes to simplify our model, reducing the amount of effort needed to appropriately manage our finances and support daily operations. Follow the color coding to understand how old categories map to the new consolidated categories.

### Explanatory Notes for Budget Proposal

The notes below correlate to specific line items in the proposed budget, which begins right after these notes. These notes are meant to provide background information. The Board will also be happy to take any questions at the Congregational Meeting. Alternatively, you can email any questions to [Board@LifeJourney.church](mailto:Board@LifeJourney.church).

**Other Income:** This line item includes income from sources other than donations from the congregation. This line item is reduced for 2020 because it has been modified to exclude rental payments from outside groups using our building. These rental funds will now be directed to the Building Fund. Other Income continues to include items like: interest earned on bank accounts; fees from discipleship classes; paper recycling; credit card rewards program; etc.

**Advertising:** As noted above, our current level of advertising is way below recommended levels for thriving churches. As giving grows in 2020, Budget Step 1 calls for our advertising investment to increase from \$5,000 to \$10,000. We really need to do this if we're going to fulfill Jesus' exhortation to "let our light shine."

**Banking:** Bank and credit card fees have increased in recent years as banks look for additional sources of income in a low interest rate environment. You can help us lower our bank charges by becoming an electronic giver at [www.LifeJourneyChurch.cc/donate](http://www.LifeJourneyChurch.cc/donate). The fees to process electronic donations directly from a checking or savings account to the church account are less than the fees to process paper checks and credit/debit card transactions. We have reduced this line item for 2020 to align with cost savings we have achieved with our new bank's fee structure. Our new bank is First Financial.

**Building and Grounds:** This line item combines the maintenance, repairs, supplies, and services needed for our building and grounds. We have increased this line item in order to fund needed repairs and upgrades for some of our aging systems (e.g., roof, furnaces, A/C, mowers, etc.). Oh, and those fabulous new bathrooms, they need to be kept stocked and clean!

**Children and Family Ministries:** This line item is not impacted by the budget consolidation and reflects expenses that support our nursery, children, and family programs.

**Congregational Care and Support:** This line item reflects all the activities, systems, and supplies necessary for us to provide care for and support the congregation. Each month, we pay to use *Elvanto*, a powerful software that helps us manage and track critical information about our congregants, church programs, and activities, enabling us to provide better congregational care. This line item also includes funding for: pastoral care; Oasis groups; discipleship classes; newcomers and appreciation gatherings; and congregational events. The budget for this line item has been slightly reduced to align with actual expenses.

**Denomination:** We continue to pay a reduced denominational assessment equal to 2% of our non-designated income, with a cap of \$1,000/month. Additionally, we pay a monthly assessment for the MCC Pension Fund. At our Congregational Meeting, we will vote on a Bylaw amendment that will modify the process for moving Members from active to inactive status, and back again. This Bylaw amendment is described later in this document, after the financial statements. If the amendment is adopted, it will significantly reduce the assessments we must pay to our denomination's pension fund, since payments to the fund are tied to the number of people we identify as active Members.

**Hospitality:** This line item is not impacted by the budget consolidation. Our dedicated volunteers continue to work very hard to stretch their budget to serve a variety of snacks and drinks for us to enjoy as we fellowship after service. This budget item also provides for all the plates, bowls, cups, napkins, and utensils we use for the snacks. We have increased funding this year to help our volunteers be able to serve more people and to provide more healthier choices.

**Insurance:** We changed our insurance provider last year, significantly reducing our cost without sacrificing coverage. We have combined all of our insurances into this line item.

**Mortgage:** When we refinanced our mortgage with First Financial Bank, we took advantage of the opportunity to roll in the existing mortgage balance for the rental house properties next door. We purchased these rental houses several years ago to make room for potential future expansion of our Church. Our new mortgage and loan for the 2019 construction project (new bathrooms, parking lot, and updated exterior) are now all with one bank. This line item includes principal and interest for the church building, rental houses, and our construction loan. The combined monthly payment is slightly lower than we were paying on our previous two mortgages (church building and rental houses) because we got a great interest rate from First Financial Bank.

**Operational Support:** This line item reflects expenses most people think of as "office" expenses. It covers things such as printing, postage, computers and software, cloud storage, and of course, office supplies. We have slightly reduced this budget item as we anticipate lower postage expenses. We are now utilizing functionality within *Elvanto* that allows us to easily send an email with a link to view your giving statement instead of mailing hardcopies. For every person that has provided us with an email address, we save \$0.55 each time we provide an update. To give you an idea of the savings, we mailed 40 end-of-year statements (\$22) last year instead of 294 (\$163.70). If we send 2 or 3 updates per year, the savings is significant!

**Outreach:** This line item reflects funding for both our Global and Local Outreach Programs. In addition to budgeted funds, both groups rely on fundraising and partial self-funding by mission trip participants. As giving grows, we hope to grow the amount the General Fund provides to our ongoing Outreach Programs, especially Local Outreach. For example, we have just added a major new Local Outreach Program by partnering with the Family Promise Network of churches. Funding for this is included in the proposed budget. Our March 21 *Gala Night and Art Auction* will also provide major supplemental funding for Local and Global Outreach. We hope everyone will participate on March 21!

**Payroll:** This line item includes salaries, payroll taxes, retirement benefits, recruitment, and HR support. The budget accounts for a slight increase in fees with our external HR (payroll) provider. This line item also includes a small amount of funding to potentially hire a part-time bookkeeper. As our church's finances have grown, it is becoming increasingly difficult to cover all the bookkeeping needs with

volunteers without placing extraordinary demands on those volunteers. The Board is currently evaluating bookkeeping options.

**Rental Property Expenses:** Because the rental properties are consolidated with the church building into one mortgage, that portion of the rental houses expense is reflected elsewhere in the budget in the line item labeled Mortgage. This line item reflects all non-mortgage expenses for the rental houses.

**Staff Support and Development:** This line item includes employee continuing education, training and development, Christmas gifts, and church networking (conferences, meetings, etc.). For 2020, we anticipate no need to draw on this line item to fund church networking because we already have a small conference reserve fund that we can draw from. We will also use that reserve to cover expenses associated with obtaining our own free-standing 501(c)(3) status. Currently, our 501(c)(3) status is derived through our denomination. However, our denomination is financially unstable and at potential risk of insolvency. For that reason, our Board has already begun the legal process of obtaining our own free-standing 501(c)(3) status just in case our denomination becomes insolvent or our congregation decides to withdraw from our denomination.

**Utilities and Services:** This line item reflects funding for all our utilities and services (gas; water; sewer; alarm; electricity; phone; internet; storm water; trash). There is a slight increase this year to align with expenses.

**Worship:** So much goes into providing a worship service that is powerfully uplifting, energizing us for all that we face each week. We have combined funding for everything that comes together each Sunday to provide our worship experience into this line item (e.g., worship, media, and communion teams; altar care; music; videos; A/V equipment; candles; etc.).

A detailed line item budget follows, followed by a year-end Balance Statement. Remember, if you have questions or thoughts, feel free to email [Board@LifeJourney.church](mailto:Board@LifeJourney.church) or raise them at the Congregational Meeting.

2020 Proposed Budget	2019 Budget	Actual	2020 Base Budget	2020 Budget Step	
<b>Income</b>					
General Offering	474,217.10	451,192.42	471,442	476,446	
Building Offering	13,325.00	40,875.49	21,000	21,000	
Rental Property Income	26,125.00	30,470.49	27,500	27,500	
Other Income	4,500.00	5,132.95	2,000	2,000	
<b>Total Income</b>	<b>518,167.10</b>	<b>527,671.35</b>	<b>521,942</b>	<b>526,946</b>	
<b>General Expenses</b>					
Advertising	5,004.00	1,725.49	5,004	10,008	Advertising
Bank Charges / Credit Card / Merch Serv Fees	7,800.00	5,360.87	5,508	5,508	Banking
Building Maintainance/Repairs	5,508.00	6,319.54	26,280	26,280	Building and Grounds (Maintenance and Services)
Building Construction	0.00	25,380.21	8,208	8,208	Children & Family Ministries
Church Networking (MCC and OPEN)	0.00	1,500.00	10,668	10,668	Congregational Care and Support
Cleaning / Grounds	7,800.00	8,059.79	13,020	13,020	Denomination
Congregational Care System (Elvanto)	2,208.00	2,199.53	5,208	5,208	Hospitality
Congregational Events *Designated	3,000.00	2,468.29 6,589.74	9,012	9,012	Insurance
Discipleship 101 & 102	924.00	560.73	52,412	52,412	Mortgage: Principal (19,558) Interest (32,854)
Insurance - Building & General Liability	9,000.00	6,358.25	9,012	9,012	Operational Support (Systems, Supplies Subscriptions)
MCC Pension Fund	4,704.00	4,993.50	14,208	14,208	Outreach: Global (12,600) Local (1,608)
Mortgage	53651.16	50,743.99	319,350	319,350	Payroll: Salary and Housing Allowance (297,238.08) FICA (13,654.56) HR Support: (2,457.36) 403(b) Employer (6,000)
Newcomer and Appreciation Gatherings	3,360.00	262.77	14,496	14,496	Rental Property expenses (non- mortgage)
Office Supplies	2,112.00	2,041.85	2,820	2,820	Staff Support and Development *Church Networking (1,500 from Conference Acct)
Postage	1,200.00	578.18	17,928	17,928	Utilities and Services
Printing	6,000.00	5,541.59	8,808	8,808	Worship: Program (5,004) Media (3,000) Sanctuary supplies (804)
Rental expenses (non- mortgage)	7,200.00	14,385.71			
Sanctuary supplies	504.00	1,087.02			
Security	7,284.00	7,122.50			
<b>Employee related</b>					
403(b) Employer	6,000.00	6,000.00			
Payroll taxes - Comp FICA	13,654.56	12,967.42			
Christmas Gifts / other employee expenses	275.00	266.85			
HR Outsourcing	2,049.84	2,274.59			
Insurance - Employer paid	3,300.00	1,402.32			

<b>2020 Proposed Budget</b>	2019 Budget	Actual	<b>2020 Base Budget</b>	<b>2020 Budget Step</b>
Insurance - Workers Compensation	1,308.00	456.56		
Recruitment Expenses	0.00	0.00		
Salary Expense	297,238.08	287,931.82		
Staff Development	2,550.00	600.79		
<b>Outreach</b>				
Global Outreach	12,600.00	12,600.00		
* Designated funds		3,755.93		
Local Outreach	1,608.00	1,608.00		
* Designated funds		2,188.59		
MCC Denominational Tithes	10,766.41	9,530.03		
<b>Ministry Team Expenses</b>				
Children & Family Ministries	8,200.08	7,200.07		
* Designated funds		4,741.66		
Hospitality	3,600.00	3,870.84		
Media Team	3,000.00	3,000.00		
Oasis	300.00	0.00		
Pastoral Care	1,500.00	1,552.01		
*Benevolence	0.00	2,729.10		
Worship Arts	5,004.00	5,152.99		
<b>Utility Expenses</b>				
Alarm	480.00	479.88		
Electric	8,736.00	8,681.89		
Gas Water Sewer	4,539.36	4,431.36		
Internet	780.00	799.90		
Stormwater	1,848.00	959.40		
Telephone	1,570.92	1,560.64		
<b>Total</b>	518,167.41	520,017.17	521,942	526,946
<b>*Designated Funds</b>		20,005.02		
Weekly Budget Amount	\$9,119.56	\$8,676.78	9,066.19	9,162.42
Change in weekly budget			-53.37	96.23

# Balance Sheet - As of 12/31/2019

(Accrual Basis)

1/13/2020

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Account	12/31/2019 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
1Fin Building	53,299.18
1Fin Checking	83,556.11
1Fin Designated Savings	22,426.07
1Fin Sweep	100.00
PNC Building Fund	0.00
PNC Checking	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>159,381.36</b>
<b>Other Assets</b>	
2931 & 2933 E. 56th	266,526.49
55th Place Building	1,346,794.47
Accumulated Depreciation, Bldg	-452,968.97
<b>TOTAL Other Assets</b>	<b>1,160,351.99</b>
<b>TOTAL ASSETS</b>	<b>1,319,733.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Credit Cards</b>	
C Edwards 8172	0.00
D Hays 8149	1,031.04
D Zier 8222	0.00
J Miner 8156	0.00
J Powell 8198	0.00
P White 8214	0.00
S James 8164	0.00
T HFerg 8206	0.00
V Ampy 2901	0.00
V Ampy 8180	0.00
<b>TOTAL Credit Cards</b>	<b>1,031.04</b>
<b>Other Liabilities</b>	
Mortgage 55th & Rentals	334,461.00
<b>TOTAL Other Liabilities</b>	<b>334,461.00</b>
<b>TOTAL LIABILITIES</b>	<b>335,492.04</b>
<b>EQUITY</b>	<b>984,241.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,319,733.35</b>

## Candidate Forms For Board of Directors

Four positions on the Board of Directors are up for election at this year's Annual Meeting. The Board is responsible for overseeing the operations of LifeJourney Church. Under our Bylaws, a Nominating Committee is responsible for recruiting and nominating at least one qualified candidate for each open Board position. This year's Nominating Committee was Louann Lowring, Andrea Platt, Tim Paschal, and Pastor Jeff. The Nominating Committee solicited expressions of interest via a Bulletin notice that ran for three weeks, prayerfully considered who was available, then announced the following four nominations. After that announcement, any individuals who wished to self-nominate were invited to do so. No one self-nominated this year.

So the congregation will vote whether to approve the following four nominees:

Genese Parker, nominated for reelection

Robert Ferguson, nominated for reelection

Graham Melendez, nominated for reelection

John McDaniels, nominated for a first term

*Informational forms prepared by each candidate follow.*

### NOMINATING COMMITTEE QUESTIONNAIRE

Name: Robert Ferguson

Date: 2020 Congregational Meeting

**1. Please state why you feel you may be called to run for the Board of Directors.**

I feel that I am called to run for the board of directors because I am passionate about my church. I feel personally invested in this congregation and I believe that I am called and equipped to assist in leading and guiding the direction of this church. I am also passionate about service and I believe that all of us are called, not to just warm the pews, but to actually roll up our sleeves and get dirty in our service to the Lord. For many years I have felt called to the occupation and service of ministry. I believe in what Life Journey means in this world and I want to be a part of that work.

**2. Please describe any past experiences that you believe will help you serve effectively on the Board.**

I have held leadership positions in several community organizations. I have served on the deacon board and the local outreach board of life journey and I have participated in many initiatives within the church. In addition to founding Indiana's first black gay pride organization I have also served on the planning committee for the People of African Descent conference for MCC.

**3. Please describe your spiritual background.**

I was raised in the Presbyterian Church and later during my secondary education I was a member of the Campus Crusade for Christ organization. I was baptized at an early age and was baptized for a second

time in the Missionary Baptist tradition. Early on in life I felt a calling to public ministry. In 1997 I confessed that calling at Little Bethel Missionary Baptist Church. I preached my first sermon there in 1999 and was licensed to preach. That set up a painful time of wrestling with my sexuality and my spirituality that ultimately ended in my leaving that church. Shortly thereafter I found Jesus MCC and its liberating, freeing way of teaching and interpreting scripture. In 2002 I became a member and immediately became involved in various ministries. Eventually I was able to be ordained as deacon at life Journey and serve 12 years as a deacon. In 2017, I was elected to my first term as a board member of the church and in that same year was appointed as Clerk of the Board. Also during this time I have been working towards a Bachelors of Arts degree in Theological Studies. That journey continues. Ministry and spirituality have been and continue to be at the center of who I am.

**4. Board members are expected to attend all Board meetings except in emergencies. Are you willing to make this commitment?**

Yes       No

**5. Board members must be members in good standing. To be a member in good standing, you must: (a) attend our Church regularly; (b) provide regular financial support to our Church in an identifiable form; (c) serve in at least one area of church ministry; and (d) follow principles of responsible conflict resolution (Mt 18:15-17). Do you meet these requirements?**

Yes       No

**6. Do you support the core mission of our Church to: (a) learn to follow Jesus; (b) do justice; and (c) help those in greatest need?**

Yes       No. If no, please explain:

**7. Are you a regular generous giver to the Church?**

Yes, I tithe       I don't tithe, but I'm a regular giver  
 Other (explain):

**8. Board members serve for three year terms. Do you anticipate you would be able to serve a full three-year term?**

Yes       No. If no, please explain:

## NOMINATING COMMITTEE QUESTIONNAIRE

Name: Graham Melendez

Date: 2020 Congregational Meeting

**1. Please state why you feel you may be called to run for the Board of Directors.**

I feel that I am called to the board of directors for a second term because I have been and would like to continue to be at the core of LifeJourney Church's history-making and Jesus-following board. I believe that the board of directors is vital to the life and longevity of our church and plays a crucial role, especially by communicating to and partnering with the congregation to make long-lasting impactful decisions. Thus, it would be my honor and privilege to continue belonging to this group of individuals that God has called upon to serve as LifeJourney's leaders and history-makers.

**2. Please describe any past experiences that you believe will help you serve effectively on the Board.**

There are several experiences which have shaped my growth in and out of the church that helped me to serve effectively on the board in my first term and will also do so for the second. Indeed, I've participated and served on a plethora of ministry/oasis groups in the church that have aided my growth and maturity, especially by receiving wisdom and guidance from pastoral staff, deacons, and other members. Also, by continuing to work closely with the young adults and teenagers (the future of our church), I have brought new insights into board meetings from a different perspective that's often not had a place at the table. Moreover, as a Latinx individual, I represent a very small part of LifeJourney's church body, so by continuing to serve as the first Latinx on the BOD, I feel very proud and hopeful for the future of our multi-ethnic church.

**3. Please describe your spiritual background.**

I was born in Cusco, Peru to a family that was Catholic in their belief system, but when arriving to California, my family moved towards the Protestant faith, in particular the Baptist church. As I began to be more involved in the church, I loved learning about Jesus and The Bible so much that I grew a desire to teach like my youth leaders and pastors. It was after the movie, "The Passion of the Christ" that I accepted Christ into my heart and soul. During college, I became a leader in both college and prison ministries, and through it all, I struggled to find a place that accepted me just as God has made me from the womb. Finally, after coming to LifeJourney Church on September 25<sup>th</sup> 2011, everything changed. For the first time, I was able to be in a sanctuary where God and the people of God are all about acceptance, vulnerability, and unconditional love no matter what part of the LGBTQIA+ spectrum they represent. Since then, I have served in various leadership positions within the church and have been very blessed to have strong mentors and team members who show me what it is like to be Jesus every day.

**4. Board members are expected to attend all Board meetings except in emergencies. Are you willing to make this commitment?**

Yes       No

**5. Board members must be members in good standing. To be a member in good standing, you must:**

**(a) attend our Church regularly; (b) provide regular financial support to our Church in an identifiable**

form: (c) serve in at least one area of church ministry; and (d) follow principles of responsible conflict resolution (Mt 18:15-17). Do you meet these requirements?

Yes       No

6. Do you support the core mission of our Church to: (a) learn to follow Jesus; (b) do justice; and (c) help those in greatest need?

Yes       No. If no, please explain:

7. Are you a regular generous giver to the Church?

Yes, I tithe       I don't tithe, but I'm a regular giver  
 Other (explain):

8. Board members serve for three year terms. Do you anticipate you would be able to serve a full three-year term?

Yes       No. If no, please explain:

### NOMINATING COMMITTEE QUESTIONNAIRE

Name: Genese Parker

Date: 2020 Congregational Meeting

**1. Please state why you feel you may be called to run for the Board of Directors.**

After serving 6 years on the Board of Directors, I believe that I am being called to continue in service as a member of the board who will continue to contribute time, energy and love toward the goals of LifeJourney Church. I have found joy in participating in the efforts of this church to increase the sense of love and acceptance for those in our community who are seeking a spiritual home.

Additionally, in the past nine years of attending LifeJourney I have come to think of this church community as my family. I feel called to serve, support and lead my church family in ways that increase a sense of compassion among those who attend LifeJourney while empowering each person to extend that compassion out into our surrounding community.

**2. Please describe any past experiences that you believe would help you serve effectively on the Board.**

I have served on the Board of Directors at LifeJourney for the past six years. I am currently serving as Vice Moderator. During my time as a board member I have also served on the Personnel sub-committee and the Nominating committee. I partnered with Pastor David to co-author and lead the Mosaic

Community Diversity curriculum, which many Oasis groups completed in 2015. I have served as an Oasis group leader and as a member of the Life Journey Praise Team and Choir.

For several years, I served as a campus minister with InterVarsity Christian Fellowship, where I worked to develop a Multi-Ethnic Christian Fellowship for college students at Indiana University. I am currently considering how I may support a new up and coming, multi-cultural and LGBT inclusive campus ministry that would like to start a new chapter locally.

In addition to these previous church leadership roles, I am a licensed social worker. I am currently working at Riley Hospital for Children with those who are living with Cancer, Sickle Cell Anemia and other blood disorders. Before beginning my work at Riley, I worked as a Care Coordinator at the Damien Center where I had the privilege of serving individuals living with HIV. I have also worked with children in the Marion County Juvenile Detention Center and those transitioning out of foster care into independent adulthood.

I am currently serving as member of the Board of Directors of GenderNexus, a non-profit organization that seeks to empower the gender-diverse community. I believe my background in social work and leadership give me a unique perspective on the needs of our church family as well as our surrounding community.

**3. Please describe your spiritual background.**

I grew up in Indianapolis, IN. Throughout childhood, I attended Greater St. Mark Missionary Baptist church regularly with my mother. At the age of 16, I decided to follow Christ and was baptized in that church. From that point until now, I have pursued a deeper relationship with Christ through personal spiritual development as well as taking advantage of opportunities that would empower me to be challenged and stretched in my faith. I see this opportunity to continue serving on the Board of Directors as a chance to serve Christ while growing deeper in my faith and using my spiritual gifts to contribute to the overall growth and success of LifeJourney Church.

**4. Board members are expected to attend all Board meetings except in emergencies. Are you willing to make this commitment?**

Yes                       No

**5. Board members must be members in good standing. To be a member in good standing, you must: (a) attend our Church regularly; (b) provide regular financial support to our Church in an identifiable form; (c) serve in at least one area of church ministry; and (d) follow principles of responsible conflict resolution (Mt 18:15-17). Do you meet these requirements?**

Yes                       No

**6. Do you support the core mission of our Church to: (a) learn to follow Jesus; (b) do justice; and (c) help those in greatest need?**

Yes                       No. If no, please explain:

**7. Are you a regular generous giver to the Church?**

Yes, I tithe                       I don't tithe, but I'm a regular giver

Other (explain):

**8. Board members serve for three year terms. Do you anticipate you would be able to serve a full three-year term?**

Yes                       No. If no, please explain:

#### NOMINATING COMMITTEE QUESTIONNAIRE

Name: John McDaniels

Date: 2020 Congregational Meeting

**1. Please state why you feel you may be called to run for the Board of Directors.**

I felt the call to do more for my Church. I wasn't exactly sure how I could best serve beyond my current duties as an Usher and as a member of the Hospitality Team. After reading the article in the Bulletin that the Church was looking for individuals with bookkeeping/accounting experience to serve on the Board, I took it as a Divine Sign that this could be my opportunity to best serve God and the Church by utilizing my existing skills and experience.

**2. Please describe any past experiences that you believe would help you serve effectively on the Board.**

I have worked for the same employer for 23+ years in the bookkeeping/accounting department. I have a Bachelor of Science in Accounting from Butler University (1987). I have served in the US Army from 1988 to 1996 during which time I was deployed to Panama and the First Gulf War. I produce monthly financial statements for multiple companies, process payroll for multiple companies, and reconcile bank accounts daily. I use Quicken for home use. I utilize Microsoft Excel in the work environment on a regular basis.

**3. Please describe your spiritual background.**

I attended my family's Presbyterian church's Sunday School from an early age. In my early teens, I attended a Vacation Bible School at a Missionary Baptist Church and got "saved." God was a big part of my life during this time. As I grew older, I attended college and enlisted in the military and drifted a bit.

I felt different and that I didn't fit in at any one church. However that all changed about six years ago when I found LJC and instantly knew I was home. I love this Church and through this renewed connection I have rededicated my life to Jesus. I want to support LJC in its mission because I know it will make a difference in someone else's life (like it has in mine).

**4. Board members are expected to attend all Board meetings except in emergencies. Are you willing to make this commitment?**

Yes       No

**5. Board members must be members in good standing. To be a member in good standing, you must: (a) attend our Church regularly; (b) provide regular financial support to our Church in an identifiable form; (c) serve in at least one area of church ministry; and (d) follow principles of responsible conflict resolution (Mt 18:15-17). Do you meet these requirements?**

Yes       No

**6. Do you support the core mission of our Church to: (a) learn to follow Jesus; (b) do justice; and (c) help those in greatest need?**

Yes       No. If no, please explain:

**7. Are you a regular generous giver to the Church?**

Yes, I tithe       I don't tithe, but I'm a regular giver

Other (explain):

**8. Board members serve for three year terms. Do you anticipate you would be able to serve a full three-year term?**

Yes       No. If no, please explain:

# Minutes of Last Year's Congregational Meeting

SUNDAY FEBRUARY 24, 2019

Call to order and Prayer: 12:46 pm

Pastor Jeff Miner called the meeting to order and Genese Parker opened with a prayer.

- I. Confirmation that a quorum had been established.
- II. **Review of minutes from the 2018 congregational meeting**. After review the motion to accept the minutes was brought by Dan Fanning and seconded by Mike Driskell. The motion passed with no abstentions and no dissent.
- III. **Proposed 2018 Operating Budget**: Jeff opened this portion of the meeting with a brief explanation of some differences between last year's budget and the one proposed for this year. At our 2018 congregational meeting we adopted a conservative budget. This year's budget represents a growth in giving. In the last quarter of 2018, we laid before the congregation the conditions our bank set for receiving a capital improvements loan. The results of the stewardship campaign launched to meet these goals was very successful. Over the last quarter of 2018 giving averaged \$10,172 per week against a budget of \$9,028 per week. Although 2019 has gotten off to a slow start the board believes our sustainable giving level is somewhere between \$9,000 and \$10,000 per week. Based on those numbers the board is proposing a 2019 base budget at the lower end of that range. After some discussion and questions a motion to approve the proposed budget was brought by Jon Hamilton and seconded by Sandra Webster. With staff members abstaining (since the budget includes their salaries), the motion passed unanimously with no dissent.
- IV. **Capital Improvement loan**: Pastor Jeff led a discussion concerning some of the details of the upcoming capital improvement project. After some questions and discussion, Jean Goltart brought a motion to authorize the Board to move forward with securing a capital improvement loan up to the amount of \$300,000 at the market interest rate for parking lot repairs, adding cement board siding to replace deteriorating siding on the main building, and the expansion of the restrooms. The motion was seconded by Byron Williams and passed unanimously with no abstentions and no dissent.
- V. **Board Member Nominations**: Three positions on the board of directors are up for election this year. The nominating committee submitted 3 candidates to fill these positions. Nancy Duncan is nominated for reelection. Allen Archibald stands for election after being appointed to the

position vacated by Todd Deckard, and Tim Paschal is being presented for election to fill the seat left vacant by Sarah Kaminski; who is retiring after 12 years of remarkable service. There were no self-nominations. Nancy and Tim took some time to introduce themselves. Allen was absent due to schedule conflict. Sally Leonard moved to elect the candidates via acclamation as there was only one candidate per open position. Kelly Medlock seconded the motion. The nominations were approved with no dissent and no abstentions. Deepest thanks to the nominating committee.

VI. Meeting adjourned: 1:31pm

## **Amended Articles of Incorporation**

As mentioned in the budget discussion above, given the precarious financial standing of our denomination, LifeJourney is seeking its own free-standing 501(c)(3) status. Presently, our 5(c)(3) status is derivative from our denomination. We want to make sure we have our own free-standing status in case our denomination becomes insolvent or our congregation decides to withdraw from our denomination.

In preparation for submitting our free-standing 501(c)(3) application to the IRS, we had a law firm with nonprofit expertise review our church's existing Articles of Incorporation and Bylaws for compliance with all applicable legal requirements. Our existing Articles of Incorporation date back to the early 1990s. Indiana's laws governing nonprofit corporations have changed significantly since then. Accordingly, the law firm recommended we completely amend and restate our Articles to conform to current law and practice. Therefore, our Board recommends the congregation approve the Restated Articles of Incorporation that appear in Appendix A below. There is nothing in these restated Articles that would significantly alter our current operations – just a lot of technicalities that ensure we conform to existing laws.

## **Amended Bylaws**

Based on a review of our Bylaws, the law firm recommended several amendments to our existing Bylaws. Each amendment is briefly described below. The full text of the Bylaw amendments appear as Appendix B to this document.

**Article III – Purpose.** The purpose statement in our old Bylaws was bland and generic. Over the past year, the Pastoral Staff and Board have worked hard to develop an updated four-part purpose statement that captures the essence of who God has called LifeJourney Church to be. Take a look at the updated statement in Appendix B.

**Article IV – Members.** Our old Bylaws authorized the Board to move an individual from Active to Inactive Member status if they had not registered attendance, identifiable financial support, or a service contribution for a sustained period of at least six months. The Board was authorized to move individuals to inactive status without notice, and allowed those individuals to restore themselves to active status immediately and automatically upon their return by simply submitting a written request to the Clerk of the Board. Legal counsel tells us that we need to modify this procedure to conform to current Indiana law. The updated process requires at least 15 days written notice before the Board can move someone to inactive status. The new process also requires an inactive member seeking reactivation to submit a written statement to the Board after demonstrating 60 days of renewed activity. If the Board determines the person is active again, a reactivation notice will be issued to the person.

Being able to move an inactive person to Inactive Member status matters for a couple reasons. First, it is important that people authorized to vote at Congregational Meetings are actively involved in our church community, so informed decisions can be made. Second, our denomination requires us to pay a monthly assessment to the denominational pension plan based on our number of members. If we retain inactive people on our membership rolls over long periods of inactivity, our pension assessments become very expensive and drain our budget. For these reasons, it's important to have a fair, efficient way to move members from active to inactive, then back again when activity is renewed.

**Miscellaneous Additional Amendments.** Beyond the foregoing, several technical amendments are being made to the Bylaws to conform to Indiana law. They are as follows:

- Adding a provision clarifying that all membership actions must be taken at actual membership meetings, rather than by written consent outside of a meeting.
- Adding a provision requiring that at least one elected Board member serve on all appointed sub-Boards that exercise any governing function.
- Adding clarification that the Board of Directors is authorized to hold telephonic or online meetings where all Board members have voice contact and also allowed to take actions by unanimous written consent that includes all Board members signatures.
- Adding a provision confirming that the Board of Directors cannot remove a Board member without cause.

The precise wording for all the foregoing amendments can be found in Appendix B to this document. By the way, to the extent the foregoing amendments affect the flow of the section and paragraph numbers in the Bylaws, those numbers are also being adjusted and updated.

NOTE: The following Articles of Amendment are intended to mirror the Articles of Amendment as they appear once filed through the Indiana Secretary of State online portal. The final format of the Articles of Amendment may be different than seen below due to the formatting imposed by the online portal, but will be substantially the same. Additionally, not every section below indicates a change, but rather is included given the nature of the online filing system.

\*\*\*\*\*

**ARTICLES OF AMENDMENT  
OF  
LIFEJOURNEY METROPOLITAN COMMUNITY CHURCH, INC.**

The undersigned designated representative of LifeJourney Metropolitan Community Church, Inc. (the “Church”), pursuant to the provisions of the Indiana Nonprofit Corporation Act of 1991, as amended (the “Act”), hereby executes the following Articles of Amendment (the “Articles”), which shall be read in conjunction with the previously existing Articles of Incorporation of the Church and all previous amendments thereto:

**ARTICLE I**

**Name and Principal Office**

**Section 1.**     **Name.** The name of the Church is: LifeJourney Metropolitan Community Church, Inc.

**Section 2.**     **Principal Office Address.** The address of the principal office at the time of the adoption of these Articles is 2950 E. 55th Place, Indianapolis, IN 46220-3534.

**ARTICLE II**

**Period of Duration**

The period during which the Church shall continue is perpetual.

**ARTICLE III**

**Corporation Type, Membership, and Dissolution**

**Section 1.**     **Type of Corporation.** The Church is a religious corporation.

**Section 2.**     **Members.** The Church shall have one class of members as that term is defined in the Act.

**Section 3.**     **Dissolution.** If the Church is dissolved, all of its property remaining after payment and discharge of its obligations shall be transferred and conveyed, subject to any contractual or legal requirement, to its denomination (the Universal Fellowship of Metropolitan Community Churches). If such denomination shall not at the time qualify as an exempt

organization or organizations under Code §§ 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Code or if the Church is no longer a part of such denomination at the time of the Church's dissolution, then the Church's property described above shall be transferred to or one or more other organizations that have been selected by the Board of Directors, that are organized and operated for purposes substantially the same as those of the Church, and that are described in Code §§ 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2), or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Code §§ 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Code, as the Board shall determine. Any such property not so transferred shall be disposed of by court of the appropriate jurisdiction in the county where the registered office of the Church is then located, exclusively for such tax-exempt purposes or to such tax-exempt organizations as such Court shall determine.

## ARTICLE IV

### Purposes

The Church shall be organized and operated exclusively for charitable and religious purposes and other programs and projects as are described in §§ 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2) of the Internal Revenue Code of 1986, as amended (the "Code"), or corresponding provisions of any subsequent federal tax laws.

The Church principally exists to: (a) be a radically inclusive, warmly welcoming, open-minded spiritual community that foreshadows the diversity we'll experience in heaven (Revelation 7:9-10); (b) invite people to become followers of Jesus, and to equip them to live their faith vibrantly at home and in their community (Matthew 28:19-20; II Peter 1:3-8); (c) pour out compassion on the world, especially by supporting and defending those who are poor, marginalized, and hurting (Luke 4:16-20); (d) be on the cutting edge of what God's Spirit is doing to shape the church of the future in an effort to be a living, breathing example of what the church of the future can be and act to move the church universal in that direction (Acts 11:1-18); (e) solicit and receive funds for the accomplishment of the above purposes; (f) and pursue any other purpose permitted to be pursued by a charity (or, by a private foundation should this Church ever become a private foundation), as that term is defined in 26 USC §§ 501(a) and (c)(3) and associated regulations, as each may from time to time be amended.

## ARTICLE V

### Manner of Adoption

**Section 1. Vote & Date; Action by Board of Directors.** The Board of Directors duly adopted these Articles at a duly called meeting at which quorum was present or by resolution by unanimous written consent executed on \_\_\_\_\_, 2020.

**Section 2. Membership Vote & Date.** The Membership duly voted upon and adopted these Articles at a duly called meeting at which quorum was present on \_\_\_\_\_, 2020. The following counts applied:

Eligible members: \_\_\_\_\_

Votes cast for amendment: \_\_\_\_\_

Votes cast against amendment: \_\_\_\_\_

**Section 3. Compliance.** The manner of the adoption of these Articles of Amendment and the vote by which they were adopted constitute full legal compliance with the provisions of the Act, the Articles of Incorporation, and the Bylaws of the Church.

**Section 4. Presentment.** The undersigned officer of the Church hereby presents these Articles of Amendment to the Secretary of State of the State of Indiana for filing, representing beforehand to the Secretary of State and all persons whom it may concern that the manner of their adoption and the vote by which they were adopted constitute full compliance with the provisions of applicable law, the previously existing Articles of Incorporation, and the Church’s Bylaws.

\* \* \*

IN WITNESS WHEREOF, the undersigned Moderator hereby verifies and affirms, subject to penalties of perjury, that the representations contained herein are true, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_

Name: Jeff Miner

Title: Moderator

\*\*\*\*\*  
**END OF E-PORTAL PORTION OF ARTICLES OF INCORPORATION**  
\*\*\*\*\*

The following Additional Articles will be filed through the Indiana Secretary of State online portal as an **attachment** to the Amended and Restated Articles above.

**ADDITIONAL ARTICLES  
TO THE ARTICLES OF AMENDMENT OF  
LIFEJOURNEY METROPOLITAN COMMUNITY CHURCH, INC.**

The following Additional Articles are supplemental to the Articles of Amendment to which they are attached. These Additional Articles and the Articles of Amendment should be read in conjunction and together constitute the entire Articles of Amendment of LifeJourney Metropolitan Community Church, Inc. (the “Church”).

**ARTICLE VI**

**Powers**

**Section 1. Grant of Power.** Notwithstanding any other provision of these Articles, neither the Board of Directors nor the Church shall have the power or authority to do any act that will prevent the Church from being an organization described in Code §§ 170(c)(2)(B), 501(c)(3), 2055(a)(2), and 2522(a)(2), or corresponding provisions of any subsequent federal tax laws. The Church shall be and hereby is empowered to acquire and own personal property, equipment, intellectual property and land for use for corporate purposes.

**Section 2. Enumerated Powers.** Subject to the foregoing statements, and subject to and in furtherance of the purposes for which it is organized, the Church shall possess all of the rights, privileges, and powers conferred by the Act or by other law and, in addition, the following rights, privileges, and powers:

(a) To indemnify any appropriate person against liability and expenses, and to advance the expenses incurred by such person, in connection with the defense of any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative, or otherwise, and whether formal or informal, to the fullest extent permitted by applicable law, or, if not permitted, then to any extent not prohibited by such law.

(b) To cease its activities and to dissolve and surrender its corporate franchise.

**ARTICLE VII**

**Members**

**Section 1. Creation, Classes and Voting of Members.** The Church shall have one class of members as that term is defined in the Act. Each member shall be entitled to one vote.

**Section 2. Criteria.** Membership shall be open to those people who meet the criteria for membership laid out in the Bylaws.

**Section 3. Rights and Responsibilities.** Rights and responsibilities are delineated in the Bylaws of the Church and in the Act.

## ARTICLE VIII

### Board Members

**Section 1. Creation and Number.** The exact number of Board Members of the Church shall be specified in or fixed in accordance with the Bylaws of the Church (the “Bylaws”) at a number no smaller than three (3).

**Section 2. Election, Qualification, Selection, and Responsibilities.** The Board Members of the Church shall be elected in the manner and for terms as specified in or fixed in accordance with the Bylaws. The qualification, selection, rights and responsibilities of the Board Members shall be as laid forth in the Bylaws of the Church.

**Section 3. Meetings.** Meetings of the Board of Directors may be held at any location, either inside the State of Indiana or elsewhere.

## ARTICLE IX

### Regulation of Corporate Affairs

The affairs of the Church shall be subject to the following provisions:

**Section 1. No Inurement.** None of the Church’s net earnings shall inure to the benefit of any private individual. Notwithstanding this prohibition, the Church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes as set forth above.

**Section 2. Not a Private Foundation; Contingencies.** Notwithstanding any other provision of these Articles, at any time the Church is deemed a “private foundation” described in Code § 509(a), the Church shall:

- (a) Refrain from any act of self-dealing as defined in Code § 4941(d);
- (b) Meet minimum distribution requirements in Code § 4942;
- (c) Not retain any excess business holdings as defined in Code § 4943(c);
- (d) Not make any jeopardizing investment as defined in Code § 4944; or
- (e) Not make any taxable expenditure as defined in Code § 4945(d).

**Section 3. Charitable Status.** Neither the Board Members nor the Church shall have the power or authority to do any act that will prevent the Church from being a charity described in Code §§ 501(c)(3) and 509.

**Section 4. Not an Action Church; No Political Intervention.** Except as otherwise permitted by Code § 501(h), no substantial part of the activities of the Church shall be or consist of carrying on propaganda, or otherwise attempting to influence legislation. The Church shall not

participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office, except as permitted under Code § 501(c)(3), the Code of Federal Regulations or other applicable Federal law.

**Section 5.**     **Power of Board.** Subject to the provisions of these Articles, the Bylaws of the Church, and applicable law, the Board of Directors shall have complete and plenary power to manage, control and conduct all affairs of the Church.

**Section 6.**     **Amendments to Articles and Bylaws.** The power to make, alter, amend, and repeal the Church’s Articles and Bylaws shall be vested in the Board of Directors, subject to the provisions of these Articles, the Bylaws and applicable law.

**Section 7.**     **Liability.** No officer, Board Member, Member, or employee of the Church shall be liable for any of the Church’s debts or obligations.

**Section 8.**     **Reliance.** All parties dealing with the Church shall have the right to rely upon any action taken by the Church pursuant to authorization by the Board of Directors by resolution duly adopted in accordance with the Church’s Articles, Bylaws, and applicable law.

**Section 9.**     **Committees.** The Board of Directors may from time to time, in the Bylaws of the Church or by resolution, designate such committees as the Board of Directors may deem desirable for the furtherance of the purposes of the Church.

\*\*\*\*\*END OF ATTACHMENT\*\*\*\*\*

This instrument was prepared by Zachary S. Kester, Attorney at Law, Charitable Allies Inc.

## Text of Bylaw Amendments

### Article III – Purpose

We are called to be thoughtfully different followers of Jesus who seek to accomplish four key objectives:

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A. To be a radically inclusive, warmly welcoming, open-minded spiritual community that foreshadows the diversity we'll experience in heaven. Revelation 7:9-10.

B. To invite people to become followers of Jesus, and to equip them to live their faith vibrantly at home and in their community. Matthew 28:19-20; II Peter 1:3-8.

C. To pour out compassion on the world, especially by supporting and defending those who are poor, marginalized, and hurting. Luke 4:16-20.

D. To be on the cutting edge of what God's Spirit is doing to shape the church of the future. We hope to be a living, breathing example of what the church of the future can be, and act to move the church universal in that direction. Acts 11:1-18.

The purpose of this church is Christian fellowship, worship, witness, and service, borne in the cooperation, program development, and implementation of UFMCC and local church Bylaws, Standard Operating Procedures, and Policies, as more fully described by our Mission Statement.

### Article IV – Members

A. Criteria for Membership – Any baptized Christian who has completed a membership class may become a Member by participating in the Rite of Membership. A Member in good standing is a Member who attends regularly, provides identifiable financial support, makes a definite service contribution, demonstrates interest and loyalty, and follows the conflict resolution principles of Matthew 18:15-17. The Board of Directors will automatically grant membership to staff members hired into ministry positions as well as the clergy in training candidates, provided that they meet the criteria listed above.

1. Membership List – The list of Members in good standing shall be maintained by the Clerk or by a church staff member designated by the Board
2. Membership Review – The Board of Directors shall periodically review the membership list.

a. A Member, who does not have registered attendance, identified financial support, definite service contribution, or demonstrated interest and loyalty within the preceding period of six months may be removed from the list of Members in good standing and placed on a list of inactive Members by a majority vote of the Board of Directors.

a-b. Before the Board votes to move a member to inactive status, the Board must give at least 15 days written notice to the member at the last known address by electronic mail or regular

first-class mail. The notice shall state the date of the meeting where the vote will be taken and the reasons for moving the member to inactive status. The member shall be given the right to explain why they should not be removed by submitting a written statement to the Board prior to the meeting or by appearing in person at the meeting.

c. When a Member is moved to inactive status, membership rights are suspended, but only until the Member returns to active membership. Active membership can be reinstated in either of two ways. First, when an inactive Member becomes active at church again, the Board can move that person back to active membership on its own initiative by a majority vote of the Board. Second, When an inactive Member becomes active again for a period of at least 60 days, the member may directly initiate reinstatement to Membership in good standing by submitting a written request to the Clerk of the Board. When the Clerk receives such a request, the inactive Member shall immediately become active again the Clerk shall present it to the next regularly scheduled Board meeting for determination. If the Board determines that the member is active again, the Clerk shall issue a notice reinstating the person to active Membership. If the Board determines the member is not active, the Clerk shall issue notice stating why the person is not yet deemed active. When a person is reinstated as an active Member, their In either case, the Member's official Membership date shall be the date they first became a Member of the church.

b.d. If an inactive Member remains inactive for a period of five years, the Board may remove them from membership altogether by a majority vote without further notice required.

B. Discipline of Members – The church cannot condone disloyalty or unbecoming conduct on the part of any Member. The Board of Directors is empowered to remove by majority vote any Member or take other appropriate disciplinary action. Before the Board votes to discipline or remove a Member, the Board must give at least 15 days written notice to the member at the last known address by electronic mail or regular first-class mail. The notice shall state the date of the meeting where the vote will be taken and the reasons for the proposed removal or disciplinary action. The member shall be given the right to explain why they should not be removed or disciplined by submitting a written statement to the Board prior to the meeting or by appearing in person at the meeting.

1. Right to Appeal – The action of the Board may be appealed to a special committee composed of three (3) ministry team leaders appointed by the Board. Such committee members shall not be Board members. The decision of the special committee is final. Pending the outcome of the appeal of discipline, the disciplined Member shall remain under discipline and shall retain the right to vote at regular and Special Congregational Meetings.
  - 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 a special committee.
  - c. Should the Board of Directors sustain its earlier decision and the Member wishes the appeal to continue, the request shall be forwarded to a special committee called for the purpose of considering the appeal.

## Article V – Congregational Meetings

\* \* \*

~~4.~~ I. The Members may not take action by written consent, rather the Members may only take action in person at a meeting of the Members.

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## Article VI – Local Church Administrative Body

\* \* \*

C. Qualifications – Members of the Board of Directors must be Members in good standing of the church for at least six (6) months. Board Members must regularly attend worship services and congregational functions.

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1. There shall be at least one Board Member on all committees and sub-boards, except for the Board of Deacons as the Board of Deacons does not possess any governing authority required to be overseen by the Board of Directors and it focuses exclusively on providing pastoral care.

\* \* \*

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F. Meetings – The Board of Directors shall meet no fewer than ten (10) times a year. Except for executive sessions, meetings shall be open to the congregation and to the public to attend as Observers without vote. All Board Members must be notified in writing at least 24 hours in advance of meetings. The notice requirement can be waived by a vote of two-thirds of the Board members.

1. Minutes – Minutes and financial reports shall be available upon request to Members of the church. Minutes shall include a record of those present and decisions made. A copy of the minutes shall become part of the permanent church records.

2. Means of Communication – All meetings of the Board of Directors shall be in person, telephonic, or via other user-identified means (webcams, digital uplinks, etc.) whereby all Directors may simultaneously hear each other during the meeting. Proxies are only allowed at any meeting at the discretion of the Moderator, but shall be allowed for all Directors if allowed at all.

G. Board Action by Means Other Than Meeting – Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if a written consent describing the action is signed by each Director and the written consent is included in the minutes or filed with the corporate records. The Board may adopt procedures to allow Directors to sign a written consent by electronic means. Action taken under this section is effective when the last Director signs the consent unless the consent specifies a prior or subsequent effective date.

\* \* \*

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J. Discipline – The church cannot condone disloyalty, unbecoming conduct, or dereliction of duty on the part of any member of the Board of Directors. Therefore, the Board of Directors may remove by a majority vote of the full Board of Directors any of its members guilty of the above, with the exception of the Pastor who must be disciplined in accordance with the UFMCC Bylaws. The Board of Directors may not remove a Board Member without cause. Additionally, a petition submitted to the Clerk and signed by twenty-five percent (25%) of the Members in good standing of the congregation may initiate a Special Congregational meeting to vote whether to remove a Board member with or without cause.

c:congregationalmeet20B