



First Church of Christ, Scientist

Alton-Godfrey, Illinois

BY-LAWS

January 2020

HISTORICAL SKETCH

First Church of Christ, Scientist, Alton, Illinois, was organized as a branch of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts, under the provisions of Article XXIII of the *Manual of The Mother Church* by Mary Baker Eddy, on February 19, 1915, and was chartered under the laws of the State of Illinois on April 14, 1915.

Students of Christian Science first formally met as a group on April 17, 1904, at the home of H.C. Mathews on East Third Street in Alton. Services were first held in Alton in February, 1906, in the Odd Fellows Hall and later in 1911 in the Kieselhorst Building. Though the Christian Science Society in Alton became officially recognized in the June, 1906, *Christian Science Journal*, the Society did not maintain continuous operation but disbanded twice, in 1906 and 1910. On May 1, 1912, the Society began holding its services in the American Woman's League Building on Beacon Street, and in the May, 1915, *Journal*, was officially recognized as a branch church.

The building at 533 East Tenth Street, which had previously been a private kindergarten, was purchased by the church on July 25, 1917. The building was then substantially remodeled before services were held in the new location. That church edifice was dedicated on Easter Sunday, March 31, 1918.

On November 13, 1983, the church moved to its present location at 1430 West Delmar in Godfrey. This church edifice was dedicated on Sunday, December 8, 1991. Then, at the January Business Meeting, 1992, the membership officially voted to expand the name of the church to read: "First Church of Christ, Scientist, Alton-Godfrey, Illinois."

MAGNA CHARTA

"The Magna Charta of Christian Science means much, *multum in parvo*,—all-in-one and one-in-all. It stands for the inalienable, universal rights of men. Essentially democratic, its government is administered by the common consent of the governed, wherein and whereby man governed by his creator is self-governed. The church is the mouthpiece of Christian Science,—its law and gospel are according to Christ Jesus; its rules are health, holiness, and immortality,—equal rights and privileges, equality of the sexes, rotation in office."

Mary Baker Eddy, *The First Church of Christ, Scientist, and Miscellany*, pages 246-247.

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**BYLAWS OF
FIRST CHURCH OF CHRIST, SCIENTIST**

ALTON-GODFREY, ILLINOIS

ARTICLE I

NAME AND PURPOSE

Section 1

NAME. This church shall be known as First Church of Christ, Scientist, Alton-Godfrey (hereinafter referred to as "Church"), a branch of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts (hereinafter referred to as "The Mother Church").

Section 2

PURPOSE. The purpose of the many activities of this Church is to heal and regenerate. Therefore, the function of these Bylaws is to assist members in organizing the activities of this Church in the fulfillment of its healing and regenerating purpose.

ARTICLE II

ORGANIZATION AND DUTIES OF OFFICERS

The elected officers of this Church are a First Reader, a Second Reader, and a Board of six Trustees. Each of the elected officers shall have been a member of this Church for at least one year immediately prior to taking office and a current member of The Mother Church. The Board-appointed officers are a Clerk, a Treasurer, and a Presiding Officer. Each of the Board-appointed officers shall be a member of this Church and The Mother Church.

Section 1

READERS. The qualifications and duties of the Readers in this Church shall be those specified in the *Manual of The Mother Church* (Art. III, pp.31-33) for Readers in branch churches. A Reader shall not serve as any other elected or appointed officer or as a committee chair during his or her term of readership.

- A. Readers are elected for a two-year term. The new Readers assume office on the first Sunday in February following the election.
- B. No person who has served a full term shall be eligible for re-election for the subsequent term.
- C. Substitute Readers shall be appointed by the Board from those Church members considered qualified to read. The Board shall give primary consideration to those Church members who have previously served as elected Readers in a branch Church of Christ, Scientist.

Section 2

BOARD OF TRUSTEES. Members of the Board of Trustees (hereinafter referred to as the "Board") shall direct the welfare of the Church in accordance with these Bylaws, the *Manual of The Mother Church* by Mary Baker Eddy, the Bible, and *Science and Health with Key to the Scriptures* by Mary Baker Eddy.

- A. Board members are elected for a three-year term (two to be elected each year).

- B. A newly-elected Board takes office immediately following the election meeting and meets within ten days following the election meeting to elect from its members a Chair and a Vice-Chair. A Board member who is elected a Reader must be replaced on the Board at the same election meeting.
- C. Board members who have served two or more years consecutively, shall not be eligible for re-election until one year has elapsed.
- D. All official documents executed for the Church shall be signed by the Board Chair and attested to by another Board member.
- E. The Board (subject always to the direction and control of the members of the Church, as expressed in these Bylaws) is hereby vested with full power for the church:
 - 1. To take charge of its affairs;
 - 2. To make contracts and purchases;
 - 3. To enter into business transactions (not to exceed \$1,000 without permission of the membership) in the conduct of the ordinary business of the church (see G3 below);
 - 4. To make immediate emergency expenditures exceeding \$1,000, where safety is an issue or where church services or Reading Room operations would otherwise be affected;
 - 5. To receive, collect and disburse monies;
 - 6. To receive gifts and bequests; and
 - 7. To purchase or dispose of personal property.
- F. Duties of Board members:
 - 1. To adopt Standing Rules for its government that shall be in conformity with these Bylaws; copies shall be available to members through the Clerk and posted on the membership area of the Church's website;
 - 2. To appoint from the church membership an ad-hoc committee to review, in odd numbered years, the Bylaws and Standing Rules.
 - 3. To coordinate and conduct the affairs of the Church so far as practical through committees and to employ such persons as the work of the Church may require;
 - 4. To make committee appointments;
 - 5. To assign to each committee a Board member to act as liaison between the committee and the Board, who shall be known as a Board Contact;
 - 6. To establish all salaries;
 - 7. To review the membership list annually to consider each member's status (see these Bylaws, Article III, Section 5B and all of Article IV);
 - 8. To recommend to the State Committee on Publication for appointment an Assistant Committee on Publication for this Church who shall serve under the direction of the Committee on Publication for Illinois;
 - 9. To appoint annually at least two qualified individuals (preferably members) to examine all books and records of the Church, results of which are to be reported to the membership at each May Business meeting; and
 - 10. To appoint an Appraisal and Insurance Committee to investigate current values of real estate and property belonging to the Church, and to assure that property and liability insurance is adequate and in order.
- G. Duties of Board Chair:
 - 1. To preside at all Board meetings and confer with the Presiding Officer prior to all business and election meetings of the Church;
 - 2. To perform the duties of the Treasurer, in the absence of the Treasurer;

3. To act for the Board in the event of unusual circumstances, except that the Chair may not make any financial commitments for the Church in excess of the normal Board limit (see E3 and E4 above);
 4. To approve the content of desk announcements; and
 5. To prepare the Board Report for all business meetings.
- H. Duties of the Vice-Chair: to perform the duties of the Board Chair in the absence of that officer.

Section 3

CLERK, TREASURER, AND PRESIDING OFFICER. Each appointee shall serve for a one-year term. Members serving in these capacities may be re-appointed. The Board may fill vacancies that may arise.

- A. Duties of the Clerk:
 1. To take minutes of all business and election meetings and of all Board meetings;
 2. To sign all official communications for the Church;
 3. To file and organize all Church records and papers, except those kept by the Treasurer;
 4. To perform such duties as may be required under these By-Laws or by the Board.
- B. Duties of the Treasurer:
 1. To receive, receipt and deposit all monies of the Church;
 2. To serve as primary liaison with our Church's banking institution(s), under the direction of the Board;
 3. To keep such funds on deposit in the name of the Church, at a banking institution to be designated by the Board, and pay out of such funds all expenses approved by the Board;
 4. To keep a correct account of all receipts and disbursements and submit a written report at each monthly meeting of the Board and at each business meeting of the Church.
- C. Duties of the Presiding Officer: to preside at all business and election meetings and to conduct the meetings in accordance with these By-Laws and standard parliamentary procedure.

ARTICLE III

MEMBERSHIP

Section 1

MEMBERS. The Book of Membership of this Church shall consist of the names of those persons who are members of this Church. When individuals withdraw their membership from this Church, their withdrawal shall be indicated in the Book of Membership.

Section 2

ELIGIBILITY. To be eligible for membership in this Church, an applicant must:

- A. Be at least 12 years of age;
- B. Be free from other religious denominations;
 1. It is understood that membership with another denomination or with another branch of The Mother Church shall be dissolved before making application for membership in this Church.
 2. In case of membership in a church which will not dismiss its members, copies of letters asking for withdrawal from that church shall be presented to the Board.
- C. Acknowledge our beloved Leader, Mary Baker Eddy, as the Discoverer, Founder and Leader of Christian Science;

- D. Accept the organized form of church government established by our Leader and set forth by her in the *Manual of The Mother Church*;
- E. Have been a student of the Bible and the Christian Science textbook, *Science and Health With Key to the Scriptures*, for at least one year.
- F. Have attended this Church for a period of six months prior to the date of application, with the following exception: any applicant with a letter of withdrawal from another branch of The Mother Church need not have attended this Church for any specified period of time.
- G. Have studied the *Manual of The Mother Church* and the Bylaws of this Church, and evidenced a willingness to abide by the rules contained therein;
- H. Accept the letter and the spirit of the Ten Commandments and the Sermon on the Mount;
- I. Strive to live the teachings of Christian Science.

Section 3

APPLICATION. Persons desiring to be members of this Church may make application on forms furnished by the Board for that purpose. Among other things, the application shall require the written endorsement of two members of this Church who are also members of The Mother Church, and who are not related to the applicant.

Section 4

CONSIDERATION. The Board shall appoint a Membership Committee to interview each applicant and present its recommendation to the Board. A majority vote of the Board shall be required to approve or reject an applicant.

- A. If a recommended applicant is approved by the Board, the Clerk shall send a letter to each member of the Church recommending the applicant(s) for Church membership. Within ten days of the letter's date, any member may file with the Board Chair or the Clerk written objection to the admission of the applicant. (An objection would consist of direct knowledge of some major unacceptable behavior on the part of the applicant.)
- B. If a recommended applicant is rejected by the Board, the Board Chair shall invite the applicant to meet with the entire Board. A rejected applicant and the endorsers shall be notified immediately by the Chair in a manner intended to promote the progress of the applicant in Christian Science.
- C. If an objection is filed by a Church member, the objector will be contacted by the Board Chair and invited to meet with the entire Board to discuss the nature of the objection. Prayerful consideration shall be given by all members of the Board to this matter. After the interview, the entire Board shall review the matter. A majority vote of the Board is required to override the objection.
- D. The applicant becomes a member ten days after the date of his or her recommendation letter if there are no objections from the membership (or immediately after a majority of the Board overrides any objections). The Membership Committee Chair will then contact the applicant and determine on which Sunday the applicant will be officially welcomed into the Church. The applicant will then sign the Book of Membership, which contains the following pledge:

“We, the undersigned, by subscribing our names hereto, do thereby signify that we accept the teachings of Christian Science as given in its textbook, *Science and Health with Key to the Scriptures*, by Mary Baker Eddy; that we fully subscribe to the Tenets of The Mother Church, The First Church of Christ, Scientist, in Boston, Massachusetts; and that we accept and agree to abide by and uphold the Bylaws and Standing Rules of First Church of Christ, Scientist, Alton-Godfrey, Illinois.”
- E. At the next business meeting of the Church, the names of the new members shall be read.

Section 5

WITHDRAWAL

- A. A member wanting to withdraw membership from this Church shall receive, upon a written request to the Board, a letter of withdrawal from the Church. That letter shall be signed by the Clerk.
- B. If a member has not attended or been in communication with the Church for one year, the Board will direct the Clerk to:
 - 1. Send a communication embracing the member and offering assistance;
 - 2. If there is no reply within ninety days, send a second communication citing the Bylaws pertaining to membership participation and inquiring whether the member wishes to continue membership;
 - 3. Following another ninety days of no communication, the Board may issue to that member a letter of withdrawal.

ARTICLE IV

RESPONSIBILITIES OF MEMBERS

As the government of this Church is distinctly democratic, with equal rights and privileges for all, it is the duty of every member to do the following:

- A. Study the *Manual of The Mother Church* and abide by its teachings;
- B. Give active and unselfish service to this Church and to the Cause of Christian Science through attendance and participation in church services, and committee work;
 - 1. Committee Chairs will:
 - a) Prepare a written report of committee activities for the January Business Meeting, and for any other business meeting, when appropriate;
 - b) Hold committee meetings to effectively carry out duties of the committee;
 - c) Read and follow their committee's job description. The job description shall be revised by the committee chair when necessary, with Board approval;
- C. Give metaphysical and financial support to the activities of this Church;
- D. Study and observe these By-Laws;
- E. Promptly notify the Clerk in writing of any change of name, address, admission to membership of The Mother Church, and completion of Class Instruction;
- F. Communicate semi-annually with the Board should any cause prevent regular attendance at the services and meetings of this Church;
- G. Refrain from distributing circulars or professional cards of any nature to the members of the congregation at the Church, or from solicitation for personal, charitable, or political ends.

ARTICLE V

CHURCH MEETINGS

Section 1

BUSINESS MEETINGS. Business meetings of the membership shall be held tri-annually (preferably the fourth Monday of January, May, and September or on a date to be set by the Board) to conduct regular church business. At the January Business Meeting, written reports are expected from Committee Chairs, the Board, and the Treasurer.

Section 2

ELECTION MEETINGS. Readers and/or Board members shall be elected by the Church membership at an election meeting to be held preferably on the fourth Monday of October.

Section 3

SPECIAL MEETINGS. Special meetings may be called by the Board or by ten or more members of the Church. Special meetings are for purposes other than conducting regular Church business and no other business shall be transacted.

- A. When called by ten or more members of the Church, the purpose of the meeting shall be clearly stated in a notice which must be sent to all members at least ten days prior to the date of the meeting.
- B. When called by the Board, a minimum of two notices announcing the special meeting shall be read from the desk and shall include the time and place for the meeting.

Section 4

NOTICES FOR MEETINGS. Notice of business and election meetings shall be read from the desk at all services for two weeks prior to the date of the meeting, and a call to the meeting shall be provided to each member at least two weeks prior to that meeting.

Section 5

QUORUM. One-third (1/3) of the members shall constitute a quorum for the transaction of any business, passage of any motion, or completion of any election at any meeting of our Church. The Clerk shall determine if a quorum is present.

Section 6

VOTING. Any proposed action to spend an amount in excess of \$20,000 or a motion to buy, sell, or lease real estate must be stated in the call letter for the meeting at which it is to be considered, and the proposed action must be approved by a two-thirds (2/3) majority of those present and voting.

Section 7

MEMBERS ONLY. Only members of this Church shall be permitted to attend business meetings.

ARTICLE VI

ELECTION/VACANCIES/ABSENCE/REMOVAL OF OFFICERS

Section 1

ELECTION GUIDELINES.

- A. Each Reader shall be elected separately; members will vote on both open Board member positions on the same ballot

- B. Members of this Church shall not influence before, during, or after an election;
- C. There shall be no nominations;
- D. There shall be no absentee voting;
- E. An eligible member not in attendance at an election meeting may not be elected to an office unless s/he has notified the Clerk or a Board member, preferably in writing, of her/his willingness to serve;
- F. The Presiding Officer shall appoint tellers to sort and count the ballots;
- G. An election shall take place as soon as one candidate receives a majority of votes cast on a ballot.

Section 2

METHOD OF ELECTION.

- A. For Reader, each voter shall write on a ballot the name of one eligible member for the office to be filled; for full-time Board positions, each voter shall write on a ballot the names of two eligible members.
- B. The method of reporting the results of each ballot shall not prevent any member from voting for any eligible Church member on a subsequent ballot.
 - 1. Following the first ballot, if there is no election, the Presiding Officer shall read in alphabetical order the names of all those receiving votes, omitting the number of votes. Any member who feels s/he cannot accept election may withdraw his/her name after any ballot.
 - 2. After withdrawals, if any, the Presiding Officer shall read in alphabetical order the names of those withdrawing their names.
- C. Following the second ballot, the Presiding Officer shall read in alphabetical order the names of those receiving the five highest number of votes, omitting the number of votes.
- D. Following the third and all subsequent ballots, the Presiding Officer shall read in alphabetical order the names of those receiving the two highest number of votes, omitting the number of votes.
- E. Balloting shall continue until each office is filled by an eligible Church member receiving a majority of the votes cast on a ballot.

Section 3

VACANCIES. A vacancy in the office of Reader or Board Member shall be filled for the unexpired term at the next business or special meeting of the Church, in the same manner required at any election meeting (see Sections 1 and 2 above).

Section 4

ABSENCE FROM DUTY. The continued absence (or notification of anticipated absence) from duty of an Officer of this Church for a period of three months shall constitute a vacancy. If the Board grants special permission for such vacancy, provision should be made for coverage of that officer's duties; otherwise, an election shall take place as indicated above.

Section 5

REMOVAL FROM OFFICE. A Reader or Board member may, for sufficient reason, be removed from office by a majority vote of a quorum of the membership at a meeting called for that purpose in either of two ways:

- A. Any member of the Church may submit to the Board a written request for the removal from office of a Reader or a Board member. After considering the request, the Board may call a special meeting of the membership.
- B. Any member can organize a special meeting of the membership for the purpose of removing an officer in accordance with Article V, Section 3.

ARTICLE VII SUNDAY SCHOOL

Section 1

FORMAT. This Church shall maintain a Sunday School in accordance with Article XX of the *Manual of The Mother Church* (pp. 62-63).

Section 2

ORGANIZATION. The officers of the Sunday School shall be a Superintendent and such other appointees as the Board shall deem necessary, all to be appointed by the Board. The officers and teachers shall be members of this Church and of The Mother Church and preferably be class taught.

Section 3

DUTIES OF SUPERINTENDENT.

- A. Provide the membership with a written report on Sunday School activities for the business meetings;
- B. Organize at least one meeting of the officers and teachers each quarter.

ARTICLE VIII READING ROOM

Section 1

FORMAT. This Church shall maintain a Reading Room in accordance with Article XXI of the *Manual of The Mother Church* (pp.63-64).

Section 2

ORGANIZATION.

The Board shall appoint the Librarian, and any such other appointees deemed necessary.

Section 3

DUTIES OF LIBRARIAN.

- A. Provide the Board with a monthly written report on Reading Room activities;

- B. Provide the membership with a written report at the business meetings;
- C. Prepare an annual inventory.

ARTICLE IX

DISCIPLINE

Section 1

CAUSE. If any member of this Church should have cause for complaint about another member in regards to following the *Manual of The Mother Church* or our Bylaws, the Matthew Code will be followed (see Matthew 18:15-17).

Section 2

PROCEDURE. Following the Matthew Code, the Board, serving as the “church” as identified in Matthew 18:17, will prayerfully consider appropriate next steps which may include either a plan for reconciliation or for dismissal.

ARTICLE X

ADOPTION OF BYLAWS AND AMENDMENTS

Section 1

AMENDMENT. These Bylaws shall take effect upon adoption and shall supersede all former Bylaws. They may be amended or repealed by a two-thirds (2/3) vote, if a quorum is present, at any business or special meeting, provided a written notice setting forth the text of the proposed changes shall have been delivered by the Clerk to the membership at least two weeks before the meeting at which the proposed changes are to be considered.

Section 2

REVISION. If an extensive revision of the Bylaws is proposed by a majority of the Board, or by five or more Church members, the Board shall appoint an Ad Hoc Bylaws Revision Committee. This committee shall prepare a draft of the proposed Bylaws for approval by the Board. The approved draft, with some indication of changes made, shall then be given to the membership, following the procedures given in Section 1 above.

**First Church of Christ, Scientist
Alton-Godfrey, Illinois**

**STANDING RULES
Rev. March 2020**

These rules are established by the Board of Trustees as instructed in Article II, B.6.a of the Church By-Laws.

1. THE ORDER OF BUSINESS at all business meetings is as follows:
 - A. Hymn;
 - B. Readings from The Bible and Mrs. Eddy's writings;
 - C. Silent prayer and the repetition of the Lord's Prayer;
 - D. Reading of "A Rule for Motives and Acts" (Article VIII, Section 1.3 from the *Manual of The Mother Church*);
 - E. Welcome new members;
 - F. Minutes of the previous meeting;
 - G. Correspondence selected by the Chair;
 - H. Announcements;
 - I. Report of the Board of Trustees
 - J. Treasurer's Report;
 - K. Reading Room Report;
 - L. Sunday School Report;
 - M. Committee Reports, in alphabetical order;
 - N. Unfinished Business;
 - O. New Business;
 - P. Appreciation/Fruitage of the Church;
 - Q. Adjournment with the concert repetition of the "Scientific Statement of Being."

2. BOARD MEMBERS
 - A. Board members shall attend monthly Board meetings.
 - i. Business may be transacted only in the presence of a quorum of two-thirds (4 members).
 - ii. Any Board business conducted between regular monthly meetings may be conducted by special meeting or electronically in which at least four (4) Board members are participating. Any exceptions to this procedure must be approved first by at least four (4) Board members.
 - iii. Board meetings should not exceed three (3) hours in length.
 - B. Board members shall take turns preparing readings to open each monthly Board meeting.
 - C. Board members shall serve as Board Contacts for designated committees (By-Laws, Article II.B.6.d.).
 - i. Board Contacts shall communicate with committee chairs at least monthly before Board meetings to collect fruitage and to ascertain issues needing Board attention.
 - ii. Board Contacts encourage committees to meet regularly.
 - iii. Contacts remind chairs to prepare reports for business meetings; written reports are required for the January Annual meeting only.
 - iv. The Board Contact, jointly with the committee chair, should periodically review the job description, including the chair responsibilities and the purpose of the committee, in order

to make possible recommendations for changes to the Board. Board Contacts should review all materials and give the descriptions to the new chairs.

- v. Prior approval from the Board is necessary for any committee expenses exceeding \$50.00 per month.
- D. Board members shall contribute their suggestions for agendas for all Board meetings and Church business meetings.
- D. BOARD CHAIR
1. The Board Chair shall keep in regular contact with the Clerk and assist with the content for business and Board meeting agenda.
 2. The Board Chair shall serve as a Board Contact for the First Reader.
 3. The Board Chair shall be aware of Church activities through Board Contacts, as much as possible.
 4. The Board Chair shall contact the Presiding Officer prior to each Church business, election or special meeting.
 5. The Board Chair shall prepare the Board Report for each Church business meeting (By-Laws, Article II.B.7.e.).
 6. The Board Chair should always be notified in the event of an extended illness or passing of a church member. Any further notification will be handled on an individual basis. Family members shall be consulted before any official notification is made to the membership.
- E. BOARD VICE CHAIR
1. Board Vice-Chair shall preside in the absence of the Board Chair.
 2. The Board Vice-Chair shall serve as Board Contact for the Second Reader.
- F. CLERK
- A. Clerk shall submit unapproved draft of Board and Business Meeting minutes to Board within 7 days of meetings.
 - B. After Board approval, Clerk shall submit draft of Business Meeting minutes to membership within 14 days of Business Meetings.
- G. AD HOC COMMITTEES
1. The Appraisal and Insurance Committee is to see that the Church and the Reading Room are properly insured and to make any recommendations for changes; to examine annually all insurance carried by the Church and the Reading Room and report all findings to the Board, and then to the Church at the January Business Meeting.
 2. Board members shall annually organize committee appointments as follows:
 - By November 1: collect all committee choice response forms that have been returned to the Clerk;
 - By November 30: identify volunteers for committee chairs;
 - By December Board meeting: organize master committee appointment list for Board approval;
 3. Committee appointments become effective February 1 for a 12-month term, with the exception of the Lecture Committee which will become effective June 1 for a 12-month term.
- H. Substitute Readers
- A. First Reader

- The First Reader contacts the Board Chair with the date(s) a substitute is needed at least 2 weeks in advance.
- The Board Chair will refer to the First Reader Substitute list, compiled each church year by the Clerk. The order of substitute readers is listed by the most recent First Readers in our church in chronological order, followed by those who have served as First Readers in other branch churches.
- The Board Chair contacts the most recent First Reader on the list and continues down the list until an available reader is found.
- Each subsequent time a substitute is needed, the Board Chair starts with the most recent reader who was not the last person to substitute*.

B. Second Reader

- The Second Reader contacts the Vice Board Chair with the date(s) a substitute is needed at least 2 weeks in advance.
- The Vice Board Chair will refer to the Second Reader Substitute list, compiled each church year by the Clerk. The order of substitute readers is listed by the most recent Second Readers in our church in chronological order, followed by those who have served as Second Readers in other branch churches.
- The Vice Board Chair contacts the most recent Second Reader on the list and continues down the list until an available reader is found.
- Each subsequent time a substitute is needed, the Vice Board Chair starts with the most recent reader who was not the last person to substitute*.

*Each subsequent time a substitute is needed, the Board Chair or Vice Chair again starts at the beginning of the list and works down, skipping over the name of the person who substituted most recently.

I. Lecture year

1. The Lecture committee will begin its work for the lecture year beginning in June – July of the following year.

J. Weather Cancellations: (Board protocol and timing for canceling church services; how to make sure regular attendees are advised or know where to check for info)

1. Check local and national authorities regarding safety recommendations.
2. A majority of 4 is needed for approval for cancellation; chair or vice chair will notify clerk and/or web administrator.
3. Clerk will email all members regarding closing, including a reminder that collection funds are still appreciated; web administrator will post on public web page.
4. Policy for payment of musicians for canceled services: Anyone who's signed a musician contract should be paid when church is canceled; both Readers should also be paid.