

BYLAWS

Plymouth Congregational Church of the United Church of Christ
Des Moines, Iowa

Article I. NAME

The name of this Church shall be Plymouth Congregational Church of the United Church of Christ, Des Moines, Iowa.

Article II. PURPOSE AND MOTTO

The purpose of this Church shall be to bind together followers of Jesus Christ to share in the worship of God and to make God's will dominant in the lives of people, individually and collectively, especially as that will is set forth in the life, teachings, death and living presence of Jesus Christ. The Motto of Plymouth Church is expressed in these words of Stoddard Lane: "We agree to differ. We resolve to love. We unite to serve."

Article III. POLITY

The government of this Church is vested exclusively in its members. This Church is in communion with all churches which follow the teaching of Jesus Christ, and it acknowledges special obligation to other congregations which are a part of the United Church of Christ and pledges itself to share in their common religious and educational work, especially as represented by the Central Association, the Iowa Conference and the General Synod of the United Church of Christ.

Article IV. FAITH AND COVENANT

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teaching of Jesus Christ is the true test of Christian covenant. Members shall have the undisturbed right to follow the Word of God according to the dictates of their own conscience, under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but an expression of the spirit in which the Church interprets the Word of God.

United Church of Christ Statement of Faith

(Adapted by Robert V. Moss, 1976)

We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being,
creates humankind in the divine image,
and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of
righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord,

God has come to us
and shared our common lot,
conquering sin and death
and reconciling the whole creation to its Creator.

God bestows upon us the Holy Spirit,
creating and renewing the Church of Jesus Christ,
binding in covenant faithful people of all ages, tongues, and races.

God calls us into the Church
to accept the cost and joy of discipleship,
to be servants in the service of the whole human family,
to proclaim the gospel to all the world and resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.

God promises to all who trust in the gospel
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
the presence of the Holy Spirit in trial and rejoicing,
and eternal life in that kingdom which has no end.

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

(APPROVED IN OBERLIN, OHIO, JULY 5-9, 1959)

(REVISED 1976, BY ROBERT V. MOSS, JR., PRESIDENT OF THE UNITED CHURCH OF CHRIST 1969-1976.)

Covenant

In the presence of God and these witnesses, I give myself unreservedly to God's service, and take this to be my Church. Ever mindful of the welfare of my brother and sister members, I promise to walk with them in faithfulness and Christian love. And I promise that, so far as able, I will attend the services of this Church, observe its sacraments, share in its work, support its benevolence and endeavor to make it a fruitful body of Christians.

Article V. MEMBERSHIP

Section 1. Members.

The members of this Church shall be persons who make public acceptance of faith in Jesus Christ as Lord and Savior. Persons shall be received as members in the Church on presentation of letters of transfer from other churches, by reaffirmation of faith if letters are not available, or on confession of faith and baptism.

Section 2. Reception of members.

The Board of Membership and the ministers shall present new members to be received at a public worship service of this Church. Anyone unable to attend in public may be received *in absentia* by the Congregation.

Section 3. Duties.

Members shall pledge themselves to live the Christian life, to attend regular services of this Church, to contribute to its support and benevolences, to share in the organized work of this Church and to seek diligently the spiritual welfare of its membership and of the community.

Section 4. Termination of membership or change of status.

- a. Members may, on their own request:
 1. Be granted a letter of transfer to any Christian Church.
 2. Be dismissed with a certificate of Church membership.
 3. Be declared inactive.
- b. If a member requests to be released from covenant obligations, the Church shall patiently endeavor to secure continuance in its fellowship; failing in such effort, the Board of Membership may grant the request.
- c. Any request for termination or change of status shall be approved by the ministers and the Board of Membership.
- d. When dismissal is granted, the Clerk shall issue the appropriate letter of transfer or release.

Section 5. Inactive Members.

Members whose addresses have long been unknown or who for a period of two years have not communicated with the church or contributed to its support, may, by action of the Board of Membership, be declared inactive. While inactive, they shall not be counted as members. Persons who are inactive may request reinstatement as members and be granted such by the Board of Membership.

Section 6. Associate Members.

Associate members shall be those persons who have church membership elsewhere which they do not desire to sever, but who desire to share in the faith and covenant of worship and service of this Church. Persons shall be eligible for associate membership upon approval of the Board of Membership. Associate members shall have the same rights and duties as members of the Church.

Article VI. SERVICES AND MEETINGS

Section 1. Worship.

- a. Public services of worship shall be held each Sunday as determined by the Board of Deacons.
- b. The sacraments of baptism and the Lord's Supper shall be celebrated and other services of worship may be held as determined by the ministers and the Board of Deacons.

Section 2. Business Meetings.

- a. Annual Meeting. The Annual Meeting of the Church shall be held in the month of May each year on a date determined by the Church Council, to elect officers and new board members; to hear the yearly reports of the officers, organizations and departments; and to transact business and formulate plans for the new year.
 1. Any matter affecting the religious, financial or social welfare of the Church may properly come before the Annual Meeting.
 2. The program year of the Church shall begin on June 1, and all newly elected officers, boards and committee members shall assume their duties at that time and continue in office until their successors are elected and qualified.
 3. It shall be the duty of all officers, boards, committees and auxiliary organizations to submit written reports of their activities for the Church year at the Annual Meeting.
- b. Special Meetings. Special meetings of the Church may be held on call of the Board of Trustees, the Board of Deacons, the Church Council, the Pastoral Search Committee, or by written request of twenty-five members of the Church addressed to the Moderator.
- c. Notice of Church Meetings.
 1. Notice of each Annual Meeting of the Church shall be given at least three weeks prior to the meeting. Notice shall be given from the Pulpit and by publication in the weekly Church bulletin or newsletter.
 2. Notice of any special meeting of the Church shall state the objective thereof and shall be given at least four days prior to the meeting. Notice shall be given from the Pulpit and by publication in the weekly Church bulletin or newsletter.
- d. Business Procedure.
 1. Presiding Officers. The Moderator shall preside and the Secretary of the Church Council shall act as secretary at all meetings of the congregation.
 2. Quorum. At all meetings of the Church, twenty-five members shall constitute a quorum.
 3. Voting. Elections of Church officers and Board members shall be by ballot. A majority vote of those present and voting shall be decisive, except in calling or dismissing the Senior Minister, or an action upon any plan or basis of union with, or withdrawal from, any other church or denomination of churches thereof, when a two-thirds vote of those present and voting shall be required. All members and associate members shall have the right to act and vote at any meeting of the Church.

Article VII. OFFICERS

Section 1. Senior Minister.

- a. The Senior Minister shall have charge of the spiritual welfare of the Church and those whom it serves. The Senior Minister shall seek to enlist persons as followers of Christ, preach the gospel, administer the sacraments and have care of all services of public worship. The Senior Minister shall be the chief executive officer of the Church and shall administer the activities of the Church in cooperation with the Church Council, various boards, committees and other Program Staff. The Senior Minister shall make a report of the year's work at the Annual Meeting.
- b. The Senior Minister shall be called for an indefinite term. When it is determined that a vacancy will occur in the pastorate, a committee to be known as the Pastoral Search Committee shall be organized by the Chair of the Board of Deacons, composed of the following persons:
 1. One member of each board of the Church, to be chosen by the respective boards.
 2. The members so chosen shall choose three members from the Church at large.

The Committee shall organize by choosing a Chair, a Vice Chair and a Secretary. Its recommendations shall be made directly to a meeting of the Church called by the Committee for that purpose.

- c. When a Senior Minister has been elected by a two-thirds vote, and has accepted the call, the Association of the United Church of Christ to which the Church belongs shall be invited to recognize and install the Minister in accordance with established practice. The Minister, at the first opportunity, shall become a member of the Church and of the Association of which the Church is a member.
- d. Should the Senior Minister desire to dissolve the pastoral relationship, the Senior Minister shall notify the Board of Deacons in writing. The Board of Deacons shall at once call a meeting of the Church and shall submit the resignation to the membership. If accepted, the resignation shall become effective at the end of sixty days, unless otherwise agreed upon by both the Minister and the Church.
- e. Should the Church desire the resignation of its Senior Minister, the Board of Deacons at a meeting called for that purpose, written notice of which shall have been sent to all members of the Board at least ten days in advance, may by a two-thirds vote of all the members of the Board request such resignation. This request shall then be read by the Chair of the Board of Deacons to the membership of the Church at a meeting of the Church called for the purpose of acting thereon. If the Church approves the action of the Board of Deacons the Clerk shall at once notify the Minister in writing and the pastoral relationship shall cease and terminate at once, unless both parties shall mutually agree upon a future date; but in any event the Minister shall receive full salary for the sixty days following the Church meeting.

Section 2. Program Staff.

For purposes of these Bylaws all ministers, including the Senior Minister, and others as designated by the Church Council shall be Program Staff. The Church Council may call or release ministers other than the Senior Minister and employ or release other Program Staff as needed. Their responsibilities shall be defined by the Church Council in consultation with the Senior Minister. The employment of Program Staff other than the Senior Minister may be terminated by majority vote of the Church Council on recommendation of the Personnel Committee.

Section 3. Moderator and Moderator-Elect.

A Moderator-Elect shall be elected at each Annual Meeting for a term of one year. The Moderator-Elect shall perform the duties of the Moderator, in case of absence or disability, and shall succeed the Moderator at the end of the Moderator's term. The Moderator shall serve for a term of one year, and shall preside over all business meetings of the congregation and all meetings of the Church Council during the term. The Moderator and Moderator-Elect shall be members of the Church Council, but they and their spouses or domestic partners shall not be members of any Church board. In the event of a vacancy occurring in either office, the Church Council shall provide for succession.

Section 4. Clerk.

A Clerk who shall be the Secretary of the corporation shall be elected at each Annual Meeting. The Clerk shall sign letters of dismissal and recommendation and shall oversee the keeping of the following records: a complete roster of the membership of the Church, showing date and manner of admission and date of death or dismissal; a list of all children baptized, with the names of both parents and the date of birth; a list of all adults baptized with their names and dates and places of their birth; a record of all marriages; a register of the children of families of members; and such other records of the religious or social activities of the Church as may be deemed advisable or necessary, or as may be required by the Program Staff or Deacons. The Clerk shall make a report at the Annual Meeting showing all changes in membership, and giving the total membership of the Church at the end of the year. In case of a vacancy in this office, the Church Council shall elect a member of the Church to fill the vacancy for the unexpired term.

Section 5. Treasurer.

A Treasurer shall be elected for a term of one year by the Board of Trustees and shall not be an elected member of that Board. The Treasurer may be reelected for no more than four consecutive one-year terms. The Treasurer or a designee approved in advance by the Board of Trustees shall have charge, under the general direction of the Board of Trustees, of all insurance carried by the Church, and shall have knowledge of all contracts, papers and documents relating to the property or operation of the Church. The Treasurer shall provide financial advice to the Board of Trustees and Program Staff and shall review the financial records of the Church at least quarterly. The Treasurer shall serve as an ex officio (non-voting) member of the Board of Trustees. In case of a vacancy in this office, the Board of Trustees shall elect a member of the Church to fill the vacancy for the unexpired term.

Section 6. Other Officers.

Other officers may be elected by the congregation as need shall dictate.

Article VIII. BOARDS

Section 1. General.

- a. The Boards of this Church are the Boards of Benevolences, Christian Education, Christian Social Action, Christian Stewardship, Deacons, Membership, Music and Fine Arts, Spiritual Growth and Trustees.
- b. Any member or associate member of the Church is eligible for election to any board. A person can serve on only one board at a time. A member and that member's spouse or domestic partner are not both eligible for board membership at the same time. At least one full year must intervene before a person having completed a full term on a board is eligible for reelection to the same board, but a person appointed to fill an unexpired term to a board is eligible for election to that board without one year intervening.
- c. Insofar as possible the composition and leadership of each board will be balanced equally between men and women.
- d. Board members are elected at the Annual Meeting as provided in these Bylaws (Article VI. section 2) and take office June 1.
- e. Should any board member resign, refuse to serve, or fail in the performance of the assigned duties, the executive committee of that board, after attempting to persuade the member to resume the active duties of the office, may recommend to the board that the office be declared vacant. Upon approval by a majority of the board, such person shall cease to be a member of that board. In the case of a vacancy, the remaining members shall nominate for election by the Church Council any eligible member of the Church to fill the vacancy for the unexpired term.
- f. At its regular May meeting, each board shall organize itself for the following year by electing three officers: a chair, a vice chair and a secretary. The chair and vice chair shall serve as the board's representatives on the Church Council. The officers constitute the executive committee of the board which has general supervision of all matters affecting the board and may act in the name of the board in emergency or minor matters. Boards may appoint such other members to the executive committee as may be required.

- g. A board may appoint standing or special committees as required by the work of the board.
- h. Each board shall meet monthly, except by decision of the board. Special meetings shall be held at any time on call of the chair or of three members. At any meeting of a board, a majority shall constitute a quorum.
- i. No board shall obligate the Church for any expenditures from the general operating fund except as provided in the budget, without prior approval of the Board of Trustees.
- j. Any board, committee or organization within the Church wishing to engage in fundraising activities must have the prior approval of the Board of Trustees.

Section 2. Board of Benevolences.

- a. The Board of Benevolences shall consist of twelve members, four of whom shall be elected annually to serve a term of three years.
- b. It shall be the duty of this board to: supervise, promote and interpret the benevolence activities of this Church; promote representation of Church members in decision-making bodies of the denominational and ecumenical agencies to which funds are given; and advise the Board of Trustees in the most effective use of benevolence resources by presenting a budget at the time designated by the Board of Trustees.

Section 3. Board of Christian Education.

- a. The Board of Christian Education shall consist of fifteen members, five of whom shall be elected annually and serve a term of three years.
- b. It shall be the duty of this board to: recruit, train and place the volunteer Christian Education staff; establish Christian Education curriculum and procure necessary material and equipment; establish and execute programs of activities for various groups of young people and adults; and have general supervision of those auxiliary education programs which serve the community and are sponsored by the Church.
- c. This board shall appoint a liaison to the Plymouth Nursery School Board of Directors.

Section 4. Board of Christian Social Action.

- a. The Board of Christian Social Action shall consist of fifteen members, five of whom shall be elected annually to serve a term of three years.
- b. It shall be the duty of this board to help the Church explore the relationship between the Christian faith and contemporary social issues by identifying issues, stimulating dialogue and inviting action. While the board may voice its opinion and take action upon any issue, in so doing it shall make clear that its opinion or action binds neither the Church nor any member of the Church.

Section 5. Board of Christian Stewardship.

- a. The Board of Christian Stewardship shall consist of twelve members, four of whom shall be elected annually to serve for a term of three years.
- b. It shall be the duty of this board to: assist all members and friends of Plymouth Church in understanding the principles of Christian stewardship; encourage all members and friends of the congregation in their growing commitment to the practices of Christian stewardship; develop an ongoing program to receive statements of intention (pledges) to provide financial support for the ministry and mission of the Church; review the manner in which persons fulfill their stated intentions, responding where deemed appropriate; and maintain a channel of communication with other boards and committees to assure an effective stewardship emphasis.

Section 6. Board of Deacons.

- a. The Board of Deacons shall consist of thirty members. Ten Deacons, five men and five women, shall be elected annually to serve a term of three years.
- b. It shall be the duty of this board to assist the ministers in ministering to the spiritual interests of the Church and community. They shall, with the ministers, have charge of the religious activities of the Church, except as otherwise expressly provided in these Bylaws; assist in the preparation and administration of the sacraments, and in caring for the poor, the sick, the sorrowing and the stranger. They shall provide for the Church services in the absence of the ministers, and shall provide for the temporary supply of the pulpit, the compensation to be

determined by the Board of Trustees. They shall receive the open collections; and shall appoint the ushers. They shall perform the duties relative to the office of Senior Minister as provided in Article VII, section 1.

- c. The board shall appoint a liaison to the Board of Music and Fine Arts.

Section 7. Board of Membership.

- a. The Board of Membership shall consist of twelve members, four of whom shall be elected annually to serve a term of three years.
- b. It shall be the duty of this board to: perform those functions assigned to it in Article V of the Bylaws; increase the membership of the Church in accordance with the purpose of the Church as set forth in Article II of the Bylaws; instruct the prospective and new members regarding the Church and its organization, and integrate these new members into the life of the Church; report regularly all changes in membership to the Church Council; and make a complete review of the entire membership rolls at least once every two years.

Section 8. Board of Music and Fine Arts.

- a. The Board of Music and Fine Arts shall consist of twelve members, four of whom shall be elected annually to serve a term of three years.
- b. It shall be the duty of this board to: develop, organize, promote and evaluate a comprehensive program of music and arts to provide an integral contribution to the overall mission of the Church; provide music and art for the worship services of this Church; and foster spiritual growth and enrichment of the Plymouth membership through music and the arts.

Section 9. Board of Spiritual Growth

- a. The Board of Spiritual Growth shall consist of nine members, three of whom shall be elected annually to serve a term of 3 years.
- b. It shall be the duty of this board to: develop, organize, promote and evaluate a comprehensive spiritual growth program that provides diverse opportunities for spiritual growth and development.
- c. The board shall appoint a liaison to the Board of Christian Education.

Section 10. Board of Trustees.

- a. The Board of Trustees shall consist of twelve members, three of whom shall be elected annually to serve a term of four years.
- b. It shall be the duty of this board to: have charge of the property of the Church and manage its financial, business and contractual affairs; establish compensation for all employees, based on the recommendation of the Personnel Committee; prepare and submit to the Church Council, for approval or amendment, a budget of the estimated revenues and expenses of the Church; provide for an annual audit of the Church's financial records; elect the treasurer of the Church as provided in Article VII, section 5; supervise matters pertaining to insurance; designate the depository for Church funds; and act on fundraising requests as provided in Article VIII Section 1i.
- c. Except with the prior approval of the Church Council, the board shall not commit the Church for any unbudgeted expense or obligation exceeding an amount equal to 5% of the budget then in effect; nor shall it sell, transfer or convey any real property with a fair market value then exceeding an amount equal to 5% of the budget then in effect, to any person or entity other than Plymouth Congregational Church Foundation. The board shall not mortgage any real property without the approval of a majority of those present and voting at a meeting of the Church duly called and constituted for that purpose.
- d. This board shall appoint liaisons to the boards of Benevolences, Christian Education, Christian Stewardship, and Music and Fine Arts, and to the Personnel Committee; and may appoint liaisons to the other Boards and Committees as deemed appropriate.

Article IX. CHURCH COUNCIL

Section 1. Composition.

- a. The voting members of the Church Council shall be the Moderator-Elect, the chair and vice chair of each board or an alternate appointed by said board, the President of Women's Fellowship and one member at large, who is not a member of any board, elected annually by the Council at the May meeting. The Moderator shall vote in the event of a tie.
- b. The Program Staff of the Church shall be non-voting members.

Section 2. Duties.

- a. It shall be the duty of the Council to establish the over-all policy of the Church, to advise the Program Staff on the general direction of the activities of the Church and to cooperate with them in the formulation of a well-rounded program.
- b. Between congregational meetings, the Council shall receive and act upon all questions, problems and policies of the Church which are not properly the exclusive province of any of the duly constituted boards or committees of the Church.
- c. The Council shall call or release Program Staff as provided in Article VII, Section 2.
- d. In deciding important matters of policy it shall be assumed that unless such action is taken with practical unanimity, it must have the confirmation of the Church.
- e. The Council shall elect representatives or delegates from the Church to denominational and interdenominational agencies of which the Church is a member.
- f. The Council shall establish or dissolve committees as provided in Article X, Section 3.

Section 3. Organization and Structure.

- a. The Council shall meet at such times and places as it may provide. A majority of members shall constitute a quorum. Special meetings may be called by the Moderator or by three members of the Council.
- b. The meetings of the Council shall be open forums at which any subject affecting the Church may be discussed. Any member or associate member of the Church may attend.
- c. The Council shall, at its June meeting, elect a Secretary, who need not be a member of the Council.
- d. All officers, boards, committees and auxiliary organizations shall present their plans and programs to the Council. The recommendations or decisions of the Council shall be binding.
- e. The budget of the Church shall be presented by the Trustees for adoption by the Council as specified in Article VIII Section 9b.
- f. The fiscal year of the Church shall be from January 1 to December 31.

Article X. COMMITTEES

Section 1. Nominating and Election Committee.

- a. The Nominating and Election Committee shall consist of the Moderator, Moderator-Elect, the chair of each board of the Church and three members of the Church at large, not members of any board. The committee shall be elected at the Annual Meeting or any special meeting of the Church called for that purpose. Members shall serve for a period of one year commencing with the first of the month immediately subsequent to election. The at large members shall propose three members to be their successors; additional nominations for these positions may be made from the floor of the Nominating and Election Committee meeting. The Program Staff shall be ex officio (non-voting) members. The Secretary of the Church Council shall serve as secretary. The Moderator shall act as chair.
- b. It shall be the duty of the Nominating and Election Committee to have charge of the annual election of officers and new board members. At least two weeks prior to the Annual Meeting, the committee shall prepare a ballot providing one nominee for each vacancy to be filled at the annual election.
- c. The ballot shall provide for the election of three Trustees, each for a term of four years; four members of the Board of Benevolences, five members of the Board of Christian Education, five members of the Board of Christian Social Action, four members of the Board of Christian Stewardship, ten members of the Board of Deacons, four members of the Board of

Membership, four members of the Board of Music and Fine Arts, and three members of the Board of Spiritual Growth, each for a term of three years; the Clerk and the Moderator-Elect for a term of one year; and for such other vacancies as may exist. The names of the nominees for each office and board vacancy shall be placed on the ballot in alphabetical order.

- d. The Nominating and Election Committee shall provide notice of its meeting by publishing the date thereof in the Church bulletin or newsletter at least two weeks prior to the meeting. Any member or group of members or any board of the Church may present to the Nominating and Election Committee the name or names of proposed nominees for any of the elective offices or boards of the Church.
- e. The Nominating and Election Committee shall publish the list of nominees in the weekly Church bulletin or newsletter at least three weeks prior to the Annual Meeting. Additional nominations for any office may be made by written request of twenty-five members of the Church with the consent of the nominee. Such additional nominations shall be presented to the Nominating and Election Committee not less than two weeks prior to the date of the Annual Meeting and shall be printed on the ballot provided for the election.
- f. The Nominating and Election Committee shall provide an adequate supply of ballots. Blank lines shall be placed on the ballot so that the voter may be able to substitute an alternative choice for any name on the ballot. This committee shall make such preparations for conducting the annual election as may be necessary, and shall have charge of the polls.
- g. The Moderator shall appoint tellers to count the ballots and report the results of the election.

Section 2. Personnel Committee.

The Church Council shall appoint a Personnel Committee to provide for annual performance reviews for the Program Staff and to coordinate decisions and make recommendations regarding Church staff with the Senior Minister and the boards. The Personnel Committee shall consist of the Moderator-elect, three members of the Church appointed by the Church Council, serving staggered terms of three years, to provide a rotating membership, and one member of the Board of Trustees appointed by that board. The Chair of the Committee shall have at least one year of experience on the Personnel Committee.

Section 3. Other Committees.

The Church Council shall establish or dissolve other committees to accomplish the purposes and goals of the Church. The Council shall determine the size, membership, and purposes of such committees. Boards may also establish committees as provided in Article VIII, Section 1g.

Article XI. AUXILIARY ORGANIZATIONS

All authorized organizations connected with the Church, functioning within the scope of their authorization, and using its equipment are regarded as integral parts of the Church and under its general jurisdiction.

Article XII. RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

Article XIII. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present and voting at the Annual Meeting of the Church, or at any special meeting duly called and constituted, provided notice of the proposed amendment and the purpose or summary thereof be given from the pulpit or published in the weekly church bulletin for the two Sundays immediately preceding such meeting, or published in the Church newsletter at least two weeks prior to the meeting.

Article XIV. EFFECTIVE DATE OF BYLAWS

These Bylaws shall upon adoption be in full force and effect from and after May 13, 1997 and shall supersede and supplant all previous Bylaws of the Church.

Revised May 8, 2001, May 14, 2002, May 11, 2004, May 8, 2007

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