Packet #1

Table of Contents for 2/23/21 Church Council Meeting

Page numbers refer to handwritten numbers on the lower right corner of each page

Packet #1:

3. Agenda for 2/23/21
4. Minutes from 1/26/21
6. Financial Summary
7. House & Space Committee briefing on Capital projects
9. Church Management Software decision
12. Board of Deacons
13. Board of Benevolences
14. Board of Christian Stewardship
15. Board of Spiritual Growth
16. Board of Music & Fine Arts
19. Board of Christian Social Action
CHURCH COUNCIL AGENDA  
February 23, 2021 7:00 PM  
David Johnson, Moderator; Jodi Gruening, Moderator-Elect

DEVOTIONS: Alex Moon

MINUTES: January 26, 2021

SPECIAL REPORTS AND OLD BUSINESS

- Financial Sustainability Study Group (David Johnson)
- House and Space Committee presentation on building maintenance needs (Dave Miller)
- Church database: Update on Shelby Next implementation (Rex Anderson)
- Governance and Bylaws committee update on next steps (Mary Riche, Rocky Morton, Artis Reis)
- Senior Minister Search Committee update (Emily Chafa)
- Strategic Plan Implementation work group (Karen Jeske and Christine Woods)
- Nominations discussion in preparation for Annual Meeting (Jodi Gruening and Sarai Rice)
  - Current need: Call for Church Executive Assistant
- YEC Update (Susan Waller)

NEW BUSINESS

MEMBER AT LARGE (Amy Anderson)

CLOSING PRAYER

NEXT REGULAR COUNCIL MEETING: March 23, 2021
March 23 devotions: Fritz Craiger
CHURCH COUNCIL MINUTES
January 26, 2021 7:00 PM
David Johnson, Moderator; Jodi Gruening, Moderator-Elect

Voting Members Present: Alex Moon, Amy Anderson, Bonnie Sunderland, David Johnson, Doug Rumple, Liza Ovrom, Elizabeth Talbert, Erin Davidson-Rippey, Fritz Craiger, Irene Hardisty, Jeff Marks, Jodi Gruening, John McCormally, Julie Carroll, Linda Wilker, Lorna Truck, Lynn Hicks, Matt Harvey, Shari Simmons, Sid Ramsey, Wendy Bellus

Voting Members Absent: Lori Fenton


Introductions & Welcome: David Johnson called the meeting to order at 7:01 p.m.

Devotions: N/A

Minutes: November 24, 2020 - Minutes approved as amended and distributed.

SPECIAL REPORTS AND OLD BUSINESS

Subject: Financial Update, including presentation of 2021 proposed budget (Emily Tripp and Lorna Truck)

- Opening comments by Rev. Sarai Rice
  - General
    - Number of Christians declining overall
    - More than a 1/3 of millennials unaffiliated with any faith organization
    - Expecting to see an even greater decline in Gen Z
    - Also seeing decline in attendance
    - Sunday isn't working out for people to attend church services
  - Plymouth specific
    - Weekend worship attendance on an annual downward trend
    - Pledges on annual downward trend
    - Annual giving stayed steady or slight increase from 2004 to 2019 but has been decreasing since 2019
    - COVID impacts - difficult to determine what is happening overall
  - Good news
    - Pledge campaign was strong
- New Strategic Plan to work from
- Stewardship working with consultant to update fundraising approach
- Plymouth will have a new senior minister within the next year or so to guide the Church

- Lorna Truck discussed Trustees proposal for 2021 operating budget
  - Addition of 1 FTE and 1 part-time position
  - FTE - Child & Family Ministries, Part-time - volunteer coordinator
  - 2% COL raise
  - Small bonus pool for COVID reasons
  - Equalizing pension benefits
  - Smaller building maintenance spend
  - Boards budgeted at 2020 spend
  - Some reductions in special functions personnel
  - Proportional reduction in Churches Wider Mission contribution
- Emily Tripp discussed actual 2020 spending vs budget
  - Ended with deficit of $262,000 due to lower than expected pledge income (budgeted for a $58,000 deficit)
  - With support of $207,000 COVID PPP loan forgiveness, expecting a $66,000 end of year deficit in proposed 2021 budget
- Opportunities for future growth
  - Considering bringing in consultant to help church reimagine how the church does stewardship
  - Year long approach vs a 4-6 week push

- Motion to approve Trustees 2021 proposed budget - Lorna Truck, second Irene Hardisty. Motion approved.

- Lorna presented TiM budget for approval
  - Decision to approve TiM budget was postponed until February to allow more discussion

Subject: Senior Minister Search Committee update (Caroline Bettis Valentine)
- Committee is meeting weekly
- Have spoken to UCC Conference about the resources that they can provide to help with search
- Have reached out to search firms. 3 have responded to request for information.
- Next step is to prepare Plymouth Church’s profile

Subject: Strategic Plan update (Christine Woods and Karen Jeske)
- Convening first meeting in February

Subject: Discussion of board assignments for 2021-22 program year (Sid Ramsey)
- Given Covid and inability for in-person church services, Deacons are proposing a “redshirt” season option for deacons. This would allow those that want to extend their term for an additional year to do so.
- Discussion to allow this option for all Boards
- Direction given to boards to discuss appetite for this option at February board meetings and bring back to Church Council in February for March
NEW BUSINESS
Subject: Linda Knodle has decided to resigned as Council secretary
• Church Council wants to extend a big thank you to Linda for her many years of service!
• Council members to be thinking about ideas for a replacement

MEMBER AT LARGE (Amy Anderson) - no report

STAFF REPORTS
Rev. Saral Rice
• BLM banner
  • Banners are no longer allowed by city. Need to convert to a sign.
  • Shelby database hasn’t function well
  • Difficult to get data out.
  • Business Analyst will help church over next three months to move data over to new platform called Shelby Next

Rev. Leann Stubbs
• Focusing on strategic thinking in all we do, specifically in outreach and vibrancy
• Working on writing curriculum for adult stepping stones
• Digital library is up and running
• Working on drive through Ash Wednesday. Stephen Ministers will be out for 11 hours to help with Ash Wednesday

Rev. Lindsey Braun
• Looking forward to doing more with story telling
  • Upcoming workshop in Chicago.
  • Send Lindsey a note if interested in learning more.

Susan Waller
• Created Star & Light word bags
  • Is a way to keep kids connected
• Feb. 7th is Susan’s 15 year anniversary with Plymouth

Chris Goodson
• Music ensembles are up and running
• Gallery has new installation available on the website
  • Will be able to view gallery in person in February
• Alex Cooney will become Church’s media director. He will be working on:
  • Improved audio recording
  • Adding a phone streaming option for weekend services
  • AV kit on a cart for in-person presentations
  • Organizing and inventorying all of church AV equipment

Rev. Mary-Kate Buchanan
• Has been working with a large group on revision to Discover Plymouth Class for new members
Georgia Sheriff
- Completed Project Memories 2.0
  - 49 people received gifts
- Collected over $5,000 for three schools focused on getting winter clothing for kids
- Created Advent activity bags for families
  - 142 children involved in effort
- Now offering church school on Sundays along with Wednesdays
- Starting to plan for Vacation Bible School

Rev. Rushing Kimball
- Inspired by Stewardship Board, has been leading the charge in thinking about how to revise Church’s overall approach to stewardship

Cindy Eaton-Eklund
- Added to Plymouth home page the four ways that people can worship online
  - Should be easier for people to find and access online services

Karen Jeske
- Looking forward to working with Strategic Planning Committee
- Lent challenge

Emily Tripp
- Thanks to Council for great discussion about proposed 2021 budget

**CLOSING PRAYER** - Rev. Sarai Rice

Meeting adjourned at 8:45 p.m.

**NEXT REGULAR COUNCIL MEETING:** February 23, 2021
### Plymouth Church Financial Summary

**January-21**

<table>
<thead>
<tr>
<th>By Summary P&amp;L Line Item</th>
<th>Actual January MTD</th>
<th>Budget January MTD</th>
<th>Variance</th>
<th>Actual January YTD</th>
<th>Budget January YTD</th>
<th>Variance</th>
<th>Forecast 2020 Full Year</th>
<th>Budget 2020 Full Year</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledges</td>
<td>328,534</td>
<td>328,534</td>
<td>-</td>
<td>328,534</td>
<td>328,534</td>
<td>-</td>
<td>1,501,600</td>
<td>1,501,600</td>
<td>-</td>
</tr>
<tr>
<td>Non-Pledge Gifts</td>
<td>27,019</td>
<td>27,019</td>
<td>-</td>
<td>27,019</td>
<td>27,019</td>
<td>-</td>
<td>260,000</td>
<td>260,000</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>73,400</td>
<td>73,400</td>
<td>-</td>
<td>73,400</td>
<td>73,400</td>
<td>-</td>
<td>73,400</td>
<td>73,400</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>355,553</td>
<td>355,553</td>
<td>-</td>
<td>355,553</td>
<td>355,553</td>
<td>-</td>
<td>1,835,000</td>
<td>1,835,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Personnel Expense</td>
<td>109,638</td>
<td>109,638</td>
<td>-</td>
<td>109,638</td>
<td>109,638</td>
<td>-</td>
<td>1,449,843</td>
<td>1,449,843</td>
<td>-</td>
</tr>
<tr>
<td>Christian Education</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>Membership</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>22,000</td>
<td>22,000</td>
<td>-</td>
</tr>
<tr>
<td>Music and Fine Arts</td>
<td>80</td>
<td>80</td>
<td>-</td>
<td>80</td>
<td>80</td>
<td>-</td>
<td>121,000</td>
<td>121,000</td>
<td>-</td>
</tr>
<tr>
<td>Benevolence</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>19,000</td>
<td>19,000</td>
<td>-</td>
</tr>
<tr>
<td>Christian Social Action</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,000</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>Other Boards/Committees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>497,000</td>
<td>476,000</td>
<td>(18,000)</td>
</tr>
<tr>
<td>Building/Operations</td>
<td>28,177</td>
<td>28,177</td>
<td>-</td>
<td>28,177</td>
<td>28,177</td>
<td>-</td>
<td>5,000</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>All Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,126,843</td>
<td>2,108,843</td>
<td>(18,000)</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>137,894</td>
<td>137,894</td>
<td>-</td>
<td>137,894</td>
<td>137,894</td>
<td>-</td>
<td>2,126,843</td>
<td>2,108,843</td>
<td>(18,000)</td>
</tr>
<tr>
<td>PPP Forgiveness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Addition to/Use of Reserves</strong></td>
<td>217,659</td>
<td>217,659</td>
<td>-</td>
<td>217,659</td>
<td>217,659</td>
<td>-</td>
<td>(84,643)</td>
<td>(66,643)</td>
<td>(18,000)</td>
</tr>
</tbody>
</table>

### Fund Balance as % of Operating Expenses

- **2000**
  - 30%
- **2001**
  - 25%
- **2002**
  - 20%
- **2003**
  - 15%
- **2004**
  - 10%
- **2005**
  - 5%
- **2006**
  - 0%

### Total Cash Accounts

- **2000**: $996,824.14
- **2001**: $996,824.14
- **2002**: $996,824.14
- **2003**: $996,824.14
- **2004**: $996,824.14
- **2005**: $996,824.14
- **2006**: $996,824.14
The House and Space committee would like to brief you on Tuesday about several large capital projects. A couple we have been aware of for quite some time, and others we have discovered more recently. The intent of this note is to summarize the projects with an idea of importance and approximate cost prior to briefing the Church Council.

SANCTUARY LEAK REPAIRS -- $450,000
The basic problem is moisture seeping through brick walls causing plaster failure, and possible brick failure over time. The primary cause is moisture penetrating the capstones on the gable parapets, along with masonry cracking and other issues. With the Tower Project we removed the capstones on the east transept, then reinstalled them with proper flashing. It seems to have solved the problem and we are in the process of new plaster and painting. Remaining problem areas are:

- In the west transept, north side there has been major leakage that has destroyed the plaster. Also in the adjacent sacristy.
- On both the east and west walls of the narthex there is leakage that has destroyed plaster. Because the extent is much less, we have patched it a couple times. But the problem still exists.
- The back wall of the organ chamber is the south wall of the sanctuary. Over years water seepage through the brick is causing efflorescence on the plaster and will eventually cause it to fail. The cost of repairing that plaster is not included above.
- The roofing was not properly installed where the 2003 addition was attached to the existing structure resulting in leaks in the glass hallway and atrium.

These problems have existed for years, but are not a crisis. Each year of delay will result in further damage.

WEST WING LEAK REPAIRS -- $250,000
The problem is similar as in the sanctuary. We have not had OPN Architects do their evaluation so the cost estimate is pretty rough. We have a proposal from OPN for their services ($9,000) but have not authorized them to proceed.

1926 SLATE ROOFS -- $1,200,000
The slate roofs do not currently leak, but have over 1000 damaged slates. Renaissance Roofing has done an evaluation and recommends complete removal and reinstallation. They estimate about 40% of the slate can be reused. Further patching will just result in more damage. The complicating issue is: how much of the damage was caused by the derecho last summer?

ROOF DAMAGE INSURANCE CLAIMS --$ ??
Last August the derecho did an indeterminate amount of damage to our church roofs. Until recently we thought it was limited to about 100 square feet of the synthetic shingle roof above the coffee shop area. It now appears that it may involve all our roofs and be a multi-million dollar claim. We have been approached by Premier Claims of Omaha, a Public Insurance Adjuster, to represent us in pursuing a claim against our insurance company. I suggest you read about Public Adjusters at: https://www.valuepenguin.com/public-insurance-adjusters. to see what they do.
They charge a 10% contingent fee to completely handle the process including claim negotiation and contracting the repair work.

In an inspection last week they were able to point out damage of which we were not aware.

It may result in replacement of the south roof which will hold up installation of the solar panels, which in turn will further delay our collection of $180,000 in historical grant credits from the State of Iowa.

CHILLER REPLACEMENT --$175,000
The water chiller that provides cooling for the entire building was installed in 2003. It has been a maintenance headache the last few years. It is approaching the end of its expected life. We can either proactively replace it, or wait until it has a serious failure and replace it in a crisis. In that case the building will not have cooling and replacement cost will be higher.
Plymouth Church Management Software (ChMS) Decision

Question: Should Plymouth Church proceed with the migration to Touchpoint or continue with the current provider – Shelby Systems?

Background:

1) Plymouth Church is currently on a legacy server-based system supplied by Shelby Systems for church management software.
2) In 2019, issues with server support, inconsistent data and Shelby’s plans to drop support for legacy systems effective December 2020 caused Plymouth staff to investigate alternatives.
3) Research was done and a comparison of other companies that provide church management software against Shelby’s cloud-based system was undertaken.
4) A decision was made by staff to go with Touchpoint and a contract was signed on December 19, 2019. The contract was for support of 3,000 church members for 3 years at $9,000 per year, plus other conversion services for an additional one-time charge of $9,900, totaling $18,900 for the first year.
5) A Touchpoint project leader was assigned and a project plan was developed by Touchpoint.
6) Data migration training occurred, a backup of the current Shelby data was sent to Touchpoint for testing, and Touchpoint sent results back to Plymouth on January 30, 2020 for data mapping and cleanup for the next round of testing to begin.
7) No further work on the project had occurred at Plymouth until the week of October 4, 2020 when a Technology Advisory group was formed of Plymouth members experienced in the IT industry to assess the situation and advise on how to get the project completed before the Shelby support ended on December 31, 2020.
8) The advisory group determined that they needed to take a more active role in order to move the project, and after a few weeks they began to question the decision to go with Touchpoint based on three factors;
   a) Cost of Shelby’s cloud-based system (ShelbyNext) was approximately $3,000/year less than Touchpoint,
   b) Touchpoint does not have an accounting function while ShelbyNext has church accounting support (Plymouth currently does the Foundation accounting on Shelby), and
   c) Touchpoint data mapping will require a 3-4 month effort of intensive data mapping and a full-time business analyst contractor to facilitate, while Shelby would require no data mapping because both the old and new systems would be Shelby.
9) This information was communicated to Interim Senior Minister Sarai Rice and she helped facilitate a process whereby the advisory group did more research on the pros/cons of both systems, interviewed staff involved and discovered some analysis had been done in 2019 on the decision to upgrade where a document was created with that info.
10) It was agreed that a more in-depth look at church management system requirements should be made so a requirements gathering session was held with Plymouth staff to determine their needs.

11) These documented business requirements were presented to both Shelby and Touchpoint to determine whether their products could meet them.

12) Meetings were held with both company’s representatives where each requirement was discussed. Results were summarized, documented and written verification of those results received from the respective company representatives.

13) A comparison of those results has been documented and presented to staff.

14) The Technology Advisory Group met, reviewed differences in the companies’ responses to requirements, considered differences in cost & conversion effort, and voted to recommend Plymouth Church cancel their contract with Touchpoint prior to December 19, 2020 and sign a contract with Shelby Solutions to implement ShelbyNext.

**Technology Advisory Group:** Jon Reinders, Rex Andersen, Eric Hyde, Adam Whitney.

**Primary Decision Factors:**

a) Annual cost of Touchpoint is $9,000 while Shelby Next is $6,414.

b) Touchpoint has no accounting function nor can they interface with a third-party accounting system, while Shelby Next has full church accounting support.

c) The data mapping effort to proceed with Touchpoint is significant, taking dedicated staff time, a part time contractor, and the continued support of the Technology Advisory Group for 3-4 months at a minimum. While the Shelby migration would be done primarily by Shelby staff, saving Plymouth time and money.

d) Touchpoint has the default of “Male” for primary family member. It cannot be changed by the family nor can it be changed globally. Identifying family primary in same-sex marriages (two males or no males) was problematic for Touchpoint. Shelby has no such limitations.

e) Shelby supports individual and group calendars while Touchpoint would require workarounds to support that requirement.

**Additional Info:**

a) The advisory group discovered that a new Shelby contract would include website support and integration with church management at no additional cost. Website integration could provide many data integration benefits. Also, website hosting and support would consolidate support for both tools to one company.

b) The advisory group determined the original investment in Touchpoint of $18,900 was lost money because Plymouth has paid for the service but have not used it for a year.
Regardless of the decision going forward, that investment is lost and should not be a determining factor.

c) Startup fees and training for ShelbyNext would result in an additional one-time fee of $3,560.

d) Shelby’s support of the current system expires December 31, 2020. But they agreed to continue support if Plymouth decides to convert to Shelby’s cloud-based system until conversion is complete.

**Recommendation:** The Technology Advisory Group notes that if there was a significant performance advantage in Touchpoint it might be worth the additional mapping and conversion effort and higher annual cost to implement that solution over ShelbyNext. But having identified no performance advantage, and actually less because of the absence of accounting support, potential website support and other differences identified in the requirements process, the group recommends Plymouth sign a new contract to convert to ShelbyNext prior to December 19, 2020.
Board of Deacons – February 2021

Junior Deacon Julie Carroll continues to serve as Chair of the Health and Safety Task Force and deacon Dr. Roscoe Morton is also representing deacons on that committee.

The Board of Deacons sponsored sanctuary mediation sessions during the month of December and January and will continue supporting meditation services throughout February and March if there is sufficient interest.

The deacons sponsored a successful virtual Shrove Tuesday Pancake Supper complete with Plymouth Shrove Tuesday trivia and a challenge to Plymouth members to give generously to the Pastor’s Good Samaritan Fund.

Deacons will engage with ministerial staff to assist with Lenten and Easter services including a Palm Sunday processional and outdoor Easter Services.

And in service to the community, the deacons sponsored the January 26 meal at the Homeless Shelter.

Respectfully submitted,

Sid Ramsey, Senior Deacon
BoB held its monthly board meeting on February 4th. Board members discussed interest in extending board member terms for an additional year, a topic that was brought up during the January Church Council meeting. Several members have followed up to indicate that they do not have an interest in doing so. So far, no one has expressed interest in doing so.

The Board also discussed ways to arrive at the amount of Church giving to the Our Churches Winder Mission. The Board agreed to a plan and has requested historic data about historic annual Church income and past OCWM contributions to help drive a final recommendation back to the Council.

2. The Easter Special Offering application was made available for potential applicants on February 1. Applications are due before March 5th.

3. Plymouth's Food Pantry committee, Food Buddies committee, Shelter Meals committee and the BoB sponsored a Virtual Hunger Simulation on February 13th which was hosted by Sarah Trone Garriott, DMARC's Coordinator of Interfaith Engagement. Attendees walked through a week in the life of Brittany, a college educated, full-time employed, 36 year-old single mother of two children renting a home in Des Moines who still struggled to put food on the table after all of her bills were paid. The simulation was thought provoking and educational. Special thanks to Irene Hardisty for bringing this event to Plymouth.

4. BoB Chair Alex Moon and Vice-Chair Irene Hardisty met and Lindsey and BCSA Chair and Vice Chairs, Elizabeth Talbert and Lynn Hicks, to discuss commonalities between BoB and BCSA. It was a great first meeting that will lead to future meetings on a bi-monthly basis to continue the conversation.
Plymouth United Church of Christ

Board of Christian Stewardship
Church Council Report
February, 2021

- Board of Christian Stewardship met virtually on February 2, 2021 via Zoom.
- Board members contributed money towards the shelter meal for February 27, 2021.
- Rushing Kimball wrote a letter from the Board of Christian Stewardship that was included in a welcome packet to new members along with a pledge card.
- Mike Baldwin is taking a “pause” from his board duties due to personal reasons, and also resigned from his position on the Senior Minister Search committee. Carol Stratemeyer volunteered to be the new representative to the Senior Minister Search committee for BOCS.
- Board discussed proposal to engage Horizon Stewardship for consulting services. Decided to request a follow-up call with Horizon with a larger invited audience including all members from BOCS, Board of Trustees, as well as, our church moderator and moderator elect. That call was held on Wednesday evening, February 17th. Smaller group will be meeting to discuss next steps.
- Emily Tripp provided finalized numbers for our 2021 Stewardship campaign which are included as a separate attachment. We met our goal of 554 pledge households! Total pledge dollars is $1.52M which is short of our $1.7M goal.
- Next BOCS meeting is March 2, 2021.
BOARD OF SPIRITUAL GROWTH
REPORT TO CHURCH COUNCIL
February 2021

The Board of Spiritual Growth held its regular monthly meeting February 16, 2021.

We continue get the word out about Plymouth’s new digital library. Many great works of fiction, nonfiction, children’s materials, and videos are available for free to Plymouth members.

We are designing an ongoing course to offer to Plymouth members based on Angeles Arrien’s “Gates” writings. These programs will cover experiences and opportunities presented to adults in the second half of life. We envision a four-part series of classes to be repeated over a one- or two-year period. We hope to have the first class available in the spring or early summer 2021.

LeAnn and a subcommittee are actively working on a project to redesign the Center for Spiritual Growth in the northwest corner of the church. After they have completed their remodeling plan it will be brought forward for discussion by Council. Stay tuned.

We are developing a written curriculum of offerings sponsored by the Board of Spiritual Growth so that future board members and Program Staff liaisons will have a roadmap of what we have offered and what we envision offering.
Board of Music & Fine Arts
Meeting Agenda – Feb. 1, 2021

Board Members: Wendy Bellus, Chloe Bodenhamer, Emily Chafa, Judy Diedrichs, Lori Fenton, Steph Graham, Laura Morrissey, Ann Unger, Lorenzo Sandoval, Marti West
Staff and Additional Liaison Board Members: Chris Goodson, Kathy Murphy, Carl Gravander, Anna Osborne
Members absent from meeting

Welcome | All (5:45 p.m.)

Church Council Summary | Wendy B. (5:50 p.m.)
-Pledging has been strong for the upcoming year
-Attendance and participation is dropping, not just at Plymouth, but across all areas of Christianity

Old Business (6:00 p.m.)

November Meeting Minutes – Vote to Approve (6:05 p.m.)

Budget Updates | Chris G. (6:06 p.m.)
EOY 2021 Spending Report
2021 Approved budget for Board of Music and Fine Arts is $22,000.00 (copy attached in email)
   Reduced by 20% from $27,600.00 to $22,000.00 for COVID-related cost-saving measures
2021 Special Function Music Staff Budget is $94,374.00, which reflects
   Reduced by 19% from $116,609.00 to $94,374.00 for COVID-relating cost-saving measures

Board Reports for active groups (6:15 p.m.)
- Deacons: No report

- Trustees (Kathy):
  - Trustees have been looking at what is coming in for pledge amounts for 2021 church budget. In 2020, a significant amount of pledging was not fulfilled. (2019 $1.8 million- 2020 $1.5 million pledged)
  - Decline in worship attendance and number of households pledging declining
  - How do they build a bridge to cover the next few years?
  - Regardless of COVID, reserves will be completely used by 2023
  - Looking to create a long-term plan on instrument maintenance

- Children’s Choirs
Children’s Choir Directors are participating in worship through singing in an SSA ensemble at this time. No Children’s Music programming is currently planned. We will re-evaluate for late Spring. Engagement numbers were not adequate to support offering programming. There has been some discussion of including a music component with the Church School programming during this time, but not much.

- Matins and Youth
Continuing virtual and hybrid programming and bi-monthly music recording sessions on Thursdays to provide music for worship.

- Saturday Worship
The Saturday Night Band is meeting monthly to record material for use in virtual, blended worship
programming during Winter 2021.

- **Chancel Choir**
  The Chancel Choir is offering outreach to the congregation through “Thursdays Together” a Zoom social hour where “all are welcome.” Thursdays at 7:00 p.m.

- **Gallery**
  Scheduled Gallery visits will be available to the congregation and community beginning in February. Sign-up for a 30-minute slot, Monday through Thursday, 9:00 a.m. to 2:00 p.m. to visit. A virtual Gallery is also available on the church website. A new installation will go in during March.

**Staff Reports** | Chris G. (6:25 p.m.)
- Alex Cooney has expanded his role to Media Director and is working with me
- Thanks to all who helped decorate or undecorate for the Christmas season
- Always seeking feedback about our current worship and music offerings
- Meditation sessions available to schedule time in sanctuary and volunteers are needed in the church offices

**Regular Updates** (6:35 p.m.)
- **COVID-19 | Chris G.**
  - No full in-person services indoors until at least Labor Day
    - Smaller sized services may be doable
  - Once weather begins to get nicer, outdoors can be used for gatherings
  - Hybrid opportunities for holidays coming up
  - Easter would be virtual, with offerings of short in-person services
- **Senior Minister Search | Emily**
  - Full committee is complete – 12 members
    - Bios of committee members are available online
    - Wide variety of interests, ages, and time at church are shown in the committee.
  - Met with UCC conference ministers to hear their view on the search and call process
  - A few search firms have been in contact with committee. Planning to meet with 3 different firms. Still undecided if they will use the UCC or the firms.
- **Plymouth’s Strategic Plan | All**
  - Discuss third pillar: Practicing Justice & Kindness
    - What does it mean to you?
    - How do we identify, create and coordinate opportunities for members to live their faith through volunteer service beyond Plymouth’s walls?
    - 21 Day Equity Challenge
    - More social media platforms to share Plymouth’s presence in the community
    - How to incorporate African American and other cultures music in a respectful manner

Chris’s Notes:
- Cuba Partnership Team; AMOS; PJPAN (Plymouth Justice, Peace Action Network)
- (EC) Planned Cuban art talk – BMFA / A@P co-sponsors with ARC, etc.
- (EC) Including music by featuring other cultures in worship and the arts
- 21-day racial equity building challenge: daily videos or articles ... weekly discussions
- (LF) Promoting the music of minorities, women, people of color, etc. Educate about that music as part of the process.
- Celebrating diverse cultural richness on a more regular basis (other than just World Communion Sunday)
• What kind of action are we putting behind the statement that we believe BLM?
• How do we authentically stand behind those words? [Authentic Ally-ship]
• (CB) Reach out to Black churches to arrange music collaborations.
• Feature minorities in the concert series. [Include an educational component]
• Share information on all social media platforms – Instagram
• MS in Diversity in Instruction
• (JD) Conversation about the pass
  • We need to recognize when we should lead, partner or follow others in our commitment to becoming an actively anti-racist church (pg. 12 of the plan)

**New Business** (6:50 p.m.)

**Adjourn** (7:00 p.m.)

**Next Meeting: Monday, March 1 at 5:45 p.m.**

  o Homework: Assign one pillar to pairs of board members to workshop for the January meeting.
    • Pillar 1: Judy, Lori
    • Pillar 2: Marti, Laura
    • Pillar 3: Wendy, Chloe, and Emily
    • How does the work of BMFA currently and historically support this pillar?
    • What might we do in the future to better strengthen our work within this pillar?
BCSA Meeting February 16, 2021, 6pm

Present: Elizabeth Talbert, Lindsey Braun, Charlotte, Janet Rosenbury, Jonathon Preisser, Alyssa Clabaugh, Wendy Knowles, Stephanie Pickens, Amy Howells, John Mathes, Joy Wilhelm, Lynn Hicks, Anthony Leon, Matthew Harvey, Jane Ryan

I. Devotional (Alyssa)

II. Operational Reports

Staff Report (Lindsey)
- Church management software – After determining the existing vendor, TouchPoint, couldn’t support all the needs of the church (i.e. accounting integration), selected a new vendor after consultation with members who have technology expertise. Shelby Next is the new vendor, with work underway for an online rollout. This pivot will help accelerate the transition.
  - Hired a short-term business analyst, Lori Deeton (?), for the next 3 months to help clean up data in preparation for the migration. Lori will help facilitate training sessions for staff and key leaders to maximize new tool.
- Kathy Sohn, office administrator, resigned her position. Requests should be redirected to Emily Tripp for the time being, copying Lindsey to help ensure response. A full-time executive administrator position has been posted.
- Celebration worth noting: church school and youth programming are engaging ~100 families. ~65 kids in online church school and ~40 kids in high school confirmation.
- Elizabeth, Lynn and Lindsey met with Board of Benevolences on 2/15 to ideate opportunities for collaboration. Hoping to have a volunteer coordinator role in place by Fall of 2021. Thinking about how to share resources and energy to pursue similar goals within the groups.
- Ash Wednesday is tomorrow (2/17), which ashes available for pick-up between 8:00 am and 8:00 pm.

Trustees Report (Matthew)
- Budget is less than requested, which is common across the board. See new business for further details. Matt open to working together as opportunities arise.

Financial Report (see V. under New Business)

Old Business

III. Committee Reports

Anti-Racism Committee (Joy)
- Understanding social justice through the power place series available each Saturday through March. Planning to use the group that signs up as a spring board for next project, with goal to have some ideas better solidified in May/June. Open to Plymouth members only.
- The Black Lives Matter sign (formerly banner) will be placed at the corner of 42nd and Ingersoll in compliance with city regulations. Timing TBD, but could be in place yet this month for Black History Month.
Cuba Partnership (Wendy)
- Cuban Art Talk with Jennifer Josten scheduled for Monday 2/22 from 7:00 - 8:30. Promoted in the February Contact. Requires advance sign up using provided link.
- Chuck Offenburger contributed an article to the February Contact highlighting the committee’s work.
- Working on a presentation to align to the World Food Prize – details pending.
- Commissioned a tapestry on Cuba to be placed in the church near the Spiritual Growth Center. Paid for by a member.

Welcoming Migrants (Janet)
- Immigration Coalition facilitated the “I Was a Stranger” Lenten challenge, combining daily scripture reading with building awareness around immigration concerns and issues.
- Special immigration services are in development for the weekend of April 24-25 in alignment with the UCC.

AMOS (Lynn and Jane)
- Continuing to meet virtually, while the Plymouth core team has been busy meeting on topics related to mental health and affordable housing. The February 10th meeting focused on strategy related to children’s mental health in the legislature.

P-JPAN (Amy)
- Met last Sunday. Working hard to get out action alerts from committees and Interfaith Alliance to keep people informed and highlight how they can help.
- Team received some Gmail training
- Invited Irene Hardisty to talk about opportunities to collaborate with the Board of Benevolences
- Continue to direct people to the website to sign up for the action alerts

Peace Committee (Alyssa)
- Moral Mondays, which are co-sponsored by the Peace Committee, are underway with no shortage of topics to address given this legislative session. Taking place 12:00 – 12:45 on Mondays. Can join through the Interfaith Alliance of Iowa website or on the Moral Mondays Iowa Facebook page, where replays are available.
- Death Penalty bill SF82 – not currently part of an existing committee, but presume it will be cared for within the Peace Committee. Beginning with an understanding of which legislators are for or against.

RENEW (Charlotte)
- Continuing to work virtually with students – one who has some family medical needs and may need support. Working diligently with another student in hopes she’ll pass her citizenship retake in a couple weeks. Another has applied and is awaiting a response.

Transition from Prison (John M.)
- Mentee status unchanged from last month
- Continuing to meet virtually and finding creative ways to offer support
- Participated in a state-wide advisory board last week – inspiring to see the passion and commitment.
Human Trafficking (Anthony)
- 131 people from across the country joined the Race Matters: Confronting the Roots of Human Trafficking virtual event on 1/28.
- Speaker has reached back out and would like to provide a training at no cost focused on how to use the ideas shared in the first webinar to successfully affect legislation. Details are pending, with the possibility of additional sessions to follow.
- Purchased computers using grant money obtained ~18 months ago. Leveraging the new equipment to develop a video and virtual trainings for hotels to be deployed in the future.

Interfaith Alliance (Stephanie)
- Focused on 3 key bills: 1619 Project ban, abortion bill and school vouchers
- Watch PJPAN for updates

Creation Care (Jon P.)
- Discussion about Earth Day underway. Jon will share more information when available.

IV. Report on Website and Prairielands Freedom Fund donation
- Elizabeth working on website updates and will keep everyone updated
- Prairielands Freedom Fund donation around $3700

New Business

V. 2021 Budget

Background—Trustees and Staff (Matt and Lindsey)
- At Council 3 weeks ago, Sarai, Emily and Lorna shared a presentation of trends both at Plymouth and within the larger church dating back to 1996. Data showed a decline in all categories, including worship participation and # of households pledging, which is not unique to Plymouth. The 2020 decline was more dramatic, as it was for many. Cash reserves have remained healthy over the last decade with 26% of the annual operating budget in reserves last year. The new goal is to max reserves at 25%, with a minimum of 10%. Council passed a deficit budget to draw more deeply from the reserves. The line in the budget that’s increasing is funding in the Plymouth Foundation. It will be important for the BCSA to think strategically about how to use grant funds when operations budgets don’t go far enough to care for ministries.

Proposed 2021 Committee Budgets (Elizabeth and Lynn)
- Overall reduction from requested $30,000 to $19,000. The proposal is above, but there will be flexibility in the budgets.
- Most boards were funded at the 2020 rate of spending with the expectation of similar spending in 2021.
- Difficult to know if this trend is unique due to COVID, or expected going forward, but COVID made a slow trend more noticeable so it’s important that we take this opportunity to pivot.
- Important to have conversations in order to consider what sacrifices to make and to engage more people from other areas of ministry in Plymouth.
- One idea is to consider special offerings in the future (i.e. for Ebenezer).
- Committee donations can be received from non-members when appropriately earmarked for accounting.
- Foundation grants are an option the board and committees should keep in mind for internal ministries:
  - [https://www.plymouthchurch.com/resources/foundation/seeking-a-grant/](https://www.plymouthchurch.com/resources/foundation/seeking-a-grant/)
  - Application deadlines for the competitive grant pool are April 1 and October 1
  - Strategic grants are intended to serve longer term ministries and can be requested at any time
  - Joy shared that ARC has experience using grant funds and could advise others as needed

> Action: Revisit the budget at the March BCSA meeting to align with feedback from committee discussions and review and vote on grant applications ahead of the 4/1 deadline

> Action: Have Matt report on his findings regarding committee fundraising abilities upon seeking clarification from the Trustees.

VI. Housekeeping
• In person shelter meals are on hold, but will make a financial contribution to cover the cost of feeding ~250 people. Elizabeth will send details so the group can provide their donations ahead of our scheduled April date.
• Elizabeth expects to be away for the April and May BCSA meetings.

VII. Blessing (Lindsey)
Packet #2

Table of Contents for 2/23/21 Church Council Meeting

Page numbers refer to handwritten numbers on the lower right corner of each page

Packet #2

2. Q & A from the Governance & Bylaws Committee

7. Proposed Bylaws

31. Current Bylaws
Plymouth Congregational Church
Questions and Answers from the Governance and Bylaws Committee
February 23, 2021

Q1: Why are the Bylaws being revised?


The Governance and Bylaws Committee (the Committee) was formed to review and update the existing Bylaws and governance structure at the request of former Moderator Mark Rosenbury (2018-2019) and was approved by Plymouth’s Church Council on May 28, 2019.

Q2: What was the scope of work and who authorized it?

A: On August 27, 2019, the Committee presented its scope of work, which the Plymouth Church Council approved, with the following objectives:

1. Preserve what works and improve what doesn’t
2. Determine how decisions are made, who makes them, and strengthen transparency
3. Review how information is made available to all members
4. Add clarity to confusing procedures and practices
5. Provide for digital recordkeeping and increase efficiencies with technology
6. Recognize the need to be agile in today’s fast-changing environment

Q3: What resources were utilized to gather information?

A: Plymouth’s ministers, staff, board leadership, board members, and former Moderators were asked to assess the current Bylaws as they related to their responsibilities. The Committee also studied governance best practices and church structures from Dan Hotchkiss, Alban Institute consultant and church governance expert. The Committee read Susan Beaumont’s book Inside the Large Congregation, along with the Church Council during former Moderator Sally Pederson’s term (2019-2020). Bylaws from other congregations of similar size to our 2,500 membership were also reviewed.

Q4: How is Plymouth governed now?

A: The ultimate authority is with Plymouth members and remains unchanged.

Church Council serves as the main governing body, meets monthly, is chaired by the Moderator and has twenty-one (21) voting members. There are nine (9) boards, and each board has two (2) votes: the chairperson and vice chairperson of Benevolences, Christian Education for Youth and Families, Deacons, Membership, Christian Social Action, Music and Fine Arts, Spiritual Growth and Adult Education, Stewardship, and Trustees for a total of eighteen (18) votes. The other three (3) voting members are the President of Women’s Fellowship, the member-at-large, and the Moderator-Elect for a total of twenty-one (21) votes.
Q5: How many Plymouth members are needed for the current governance structure?

A: The current governance structure requires an enormous number of members to serve on boards and committees, some with overlapping responsibilities.

The nine (9) boards have separate rosters for an approximate total of one hundred twenty-five (125) positions, filled by election at the congregation’s annual meeting. There are approximately thirty (30) additional committees as part of those nine (9) boards, each with an additional three or more (3+) members.

Plymouth Women’s Fellowship has a board and various committees.

Members are selected to serve on standing committees of Personnel and Audit.

There are another thirty (30) to forty (40) members selected to serve on committees for the Transition into Ministry (TiM), the Stephen Ministers, the Youth Executive Council, and the independent Plymouth Foundation Board and its committees.

Q6: What changes are you proposing to Church Council?

A: The Committee proposes a streamlined structure, with transparency in the flow of information between leaders and members about the process of how decisions are made and by whom.

This revised structure will allow Plymouth members to carry out the mission, guiding principles, motto and strategic goal of Practicing Radical Love Everywhere and Always.

The Church Council, with a focus on the ministries of Plymouth Church, will meet quarterly, be reduced to thirteen (13) voting members, and be chaired by the Moderator. Technology will allow the timely flow of information to the congregation about decisions and the process used to make decisions at meetings of the Church Council, its boards and committees.

An Executive Committee will meet monthly to handle administrative and operational matters. It will be chaired by the Moderator and include six (6) voting members. The Executive Committee will keep the Council and the congregation informed about its decisions and the process used to make them through agendas and meeting minutes.

Both the Church Council and its Executive Committee will report to the membership, and the ultimate authority remains with the members of Plymouth.

Q7: Can you explain more about the proposed new structure for Church Council?

A: The Committee’s recommendations support the four pillars and practices of the 2020-2025 Strategic Plan by proposing operational excellence as the foundation while engaging members in the ministries of meaning & purpose; hospitality & belonging; and justice & kindness.

The proposed Church Council will be chaired by the Moderator and fourteen (14) voting members will include the chairpersons of the 9 boards (Benevolences, Christian Education for Youth and Families, Deacons, Membership, Christian Social Action, Music and Fine Arts, Spiritual Growth and Adult Education, Stewardship, and Trustees), the President of Women’s Fellowship, the member-at-large, the Moderator-Elect, and the Senior Pastor.

The Committee also recommends that every Plymouth committee or group be linked to one of the nine (9) boards.
The quarterly meetings will be open to all church members who wish to attend, except in the rare cases when the Council must discuss confidential matters, such as personnel. Information about Council members, their terms of office, contact information, the agenda, and how to attend the meetings will be readily accessible, and the meeting minutes will be promptly available.

Q8: Can you explain more about the Executive Committee?

A: The smaller Executive Committee of six (6) voting members will meet monthly to oversee decisions on operations, including property, personnel, finances and time-sensitive matters. It will be chaired by the Moderator and include the Immediate-Past Moderator, Senior Pastor, the Senior Deacon (because of that board’s responsibilities in worship), chairperson of the Board of Trustees (because of that board’s responsibilities for church finances and budget) and chairperson of the Board of Membership (because of that board’s responsibilities in the recruitment and retention of members). The Director of Operations and Finance will staff the committee, and the Moderator-Elect will be a non-voting member.

The Executive Committee will oversee the nomination process to select the Moderator-Elect, a change from the current process which has been managed historically by the Senior Pastor, Moderator and Moderator-Elect. Monthly agendas and minutes will be readily accessible and available to all members.

Q9: What about the large number of boards and committees? Are there too many?

A: As church membership grew, a natural expansion in the number of boards and committees occurred with a need for more members to serve in those positions. In recent years, member participation has dwindled, and rosters have become more challenging to fill due to personal and professional commitments of members outside of church.

During the Committee’s review of best practices used in other church governance structures, the importance of a specific review to determine the appropriate number of church boards and committees at Plymouth emerged as a critical, important next step. Therefore, the Committee recommends the Church Council and its Executive Committee establish this review process to determine how many boards, committees, composition, terms, and responsibilities are best for Plymouth to thrive in the future.

Q10: Why are the proposed Bylaws so detailed?

A: The Committee recommends the creation of a new manual, The Governance Policy and Procedures Manual, to be maintained as a companion document to the Bylaws. This manual will be easier to modify during changing times, and certain details in the revised Bylaws can be moved to the new manual when it is written.

Q11: What is the new Advisory Committee?

A: The Committee proposes Plymouth formalize the historical advisory role of the five (5) immediate, and available past Moderators. This group, when asked to do so by the Senior Pastor, Moderator, or Executive Committee, can provide historical perspective, counsel, and advice. Decision-making authority remains with the Executive Committee, Church Council and church membership.
Q12: Did the Committee change other standing committees?

A: The Committee updated the duties and name of the Personnel Committee to the Human Resources Committee. The Audit Committee’s responsibilities were also updated, in response to input by the Board of Trustees. The Committee eliminated the position of Treasurer after hearing from the current and past Treasurers recommending this role was unnecessary given the other strict accounting and control procedures in place.

Q13: Why delete the amendment added May 14, 2013, about the Senior Minister search process?

A: That amendment (see following) was added to address a specific search process, so the Committee proposes that amendment be deleted.

(ARTICLE VII, Section 1 Senior Minister):

d. Search Process. In the event that any ministers employed on the Program Staff wish to apply for the position of Senior Minister, they will be considered as Internal Candidates, and the search process shall consider any Internal Candidates prior to consideration of External Candidates.

e. Approval of an Internal Candidate

Q14: What about the change in title from Minister to Pastor?

A: The Committee recommends this change at the request of Plymouth’s pastoral staff who recognize all believers as ministers while some are ordained to a pastoral ministry. Going forward, the Committee recommends that our pastoral staff be referred to as Pastors.

Q15: What other changes are being proposed for future Senior Pastor searches?

A: The Committee recommends a smaller, more agile Senior Pastor search committee, consisting of seven (7) Plymouth Church members, from nominations proposed by the Church Council, and members of the congregation through self-nomination or from nominations by others. The Executive Committee will select the members, and the Moderator will serve as the non-voting chair.

Q16: Have the responsibilities of the Senior Pastor changed?

A: The Committee clarified the duties and responsibilities of Plymouth’s Senior Pastor.

As Plymouth’s spiritual leader, the Senior Pastor enlists others to become Plymouth members and followers of Jesus Christ.

The Senior Pastor is in charge of Plymouth’s worship and special services and provides for the spiritual welfare and growth of Plymouth and those whom it serves. All decisions made by the Senior Pastor will further Plymouth’s mission, guiding principles, church motto, and the goals of the strategic plan.

The Senior Pastor is the senior church executive, in charge of administering and managing Plymouth’s activities, financial stewardship, property and personnel, in consultation with the Executive Committee of the Church Council. The Senior Pastor can hire and terminate employees, in accordance with established personnel procedures; and when appropriate, in consultation with the Executive Committee and/or the Human Resources Committee.
Q17: Who is in charge of the membership rolls and Plymouth's Book of Life?

A: Recruiting, retaining, and engaging members has been a top priority for Plymouth Church, challenging during the pandemic, and even more important going forward. Current practices and certain procedures about responsibilities are unclear, and recordkeeping is outdated, contributing to some confusion around responsibilities. The Committee proposes clear lines of responsibility with the Senior Pastor in charge of the overall process while working closely with the Board of Membership, Church Council and the Executive Committee.

Plymouth does not have or maintain a formal Book of Life document that records important dates for members around birth, baptisms, marriage, death and other significant life events. Going forward, the Committee recommends this be the responsibility of the Senior Pastor, who will ensure that accurate records are kept and maintained.

Q18: What about the search process for Interim Pastors?

A: The current Bylaws make no mention of a process for selecting any pastors on an interim basis, so the Committee proposes new language that recognizes such a need and recommends the search process for their selection. Regarding the search committee for an Interim Senior Pastor, the Committee recommends the three immediate, available past Moderators serve on the search committee with additional members as determined by the Executive Committee.

Q19: What other changes are being recommended?

A: The Committee recommends the following:
1. **Moderator:** Expand the current two-year term to include a third year as Immediate-Past-Moderator. This utilizes the institutional knowledge gained in the first two years of service as Moderator-Elect and Moderator and puts the Immediate-Past-Moderator as a voting member on the Executive Committee.
2. **Board of Deacons:** The Board of Deacons is the church's largest board, requiring thirty (30) members, each serving a term of three years, and recruitment has been difficult the past several years. An exception is being proposed to the current rule of one person per household per board or elected position. The revised language states "a person can serve on only one Church Council Board or as the member-at-large at a time. Any time a person's spouse or domestic partner is Moderator, Moderator-Elect, Immediate-Past-Moderator, or a member of any board or member-at-large, or Plymouth employee, except the Board of Deacons, that person is not eligible to be Moderator, Moderator-Elect, and Immediate-Past-Moderator."
3. **Board of Trustees:** Change the current term of four (4) years to three (3) years, consistent with terms on other boards.
4. **The Board of Christian Education** will be known as the Board of Christian Education for Youth and Families; the Board of Spiritual Growth will be known as the Board of Spiritual Growth and Adult Education.

Q20: What does the Committee recommend about the timing for future reviews of the Bylaws?

A: The Committee recommends the Executive Committee be responsible for keeping the Bylaws current and updated, including a timely schedule for the next review.
Q21: What's the next step?

A: A series of informational Zoom meetings for the congregation to meet with the Committee will be held:
   1:30 pm, Sunday, March 7, 2021
   9:30 am, Monday, March 15, 2021
   7:00 pm, Thursday, March 18, 2021

Written comments are requested. Church members are asked to prayerfully review the proposed changes and submit their comments to the Committee at PlymouthBylaws@gmail.com, no later than March 21, 2021.

Q22: When does the congregation approve the document?

A: The Committee will review comments received from the congregation and present the final proposed Bylaws to the Church Council at their April 2021 meeting. If approved, they will be submitted to the congregation for approval at the 2021 annual meeting in May.

Q23: Who's the Committee and why did it take so long to make these recommendations?

A: Committee members proposing the final revisions include: Rocky Morton, Artis Reis, and Mary Riche. When the work began during the summer of 2019, Eliza Ovrom and Jay Eaton were also members, until personal time commitments limited their availability; both made valuable contributions that are reflected in the final document. Former Moderator Sally Pederson (2019-2020), Moderator David Johnson (2020-2021) and Moderator-Elect Jodi Gruening (2021-2022) were present at most committee meetings. Pastor Sarai Rice joined the working committee upon being named Interim Senior Pastor (August 2020).

The Committee conducted a comprehensive, thorough review of best practices and engaged in lengthy discussions about structure, process, and procedures. During those deliberations, the proposed revisions and final document took shape in the new format.

The Holy Spirit was present throughout the two-year process, and the Committee experienced many sacred moments while practicing the Plymouth motto.

We agree to differ.

We resolve to love.

We unite to serve Plymouth Church.

Respectfully submitted,

Rocky Morton, Artis Reis and Mary Riche

(This is a fluid document; new questions helpful in clarifying the process will be noted, added and dated.)
PROPOSED BYLAWS

Plymouth Congregational Church
United Church of Christ
Des Moines, Iowa

Adopted [mm/dd/2020] (02-23-21 iteration)

TABLE OF CONTENTS

ARTICLE I. WHO WE ARE

1. Name.................................................................3
2. Mission ............................................................3
3. Plymouth Covenant ..............................................3
4. Services.............................................................3
5. Congregational Governance .................................3
6. Membership ........................................................4

ARTICLE II. GOVERNANCE GROUPS

1. Church Council
   a. Members and Duties..........................................5
   b. General Provisions..........................................6-7
   c. Church Council Boards......................................7-9
   d. Committees of Church Council Boards and Other Groups.........9-10
2. Executive Committee of Church Council ..........................10
   a. Members and Duties..........................................10-11
ARTICLE III. FISCAL AND PROGRAM YEARS; TERMS OF OFFICE; CONGREGATIONAL MEETINGS

1. Fiscal and Program Years.................................................................13
2. Terms of Office .............................................................................13
3. Congregational Meetings...............................................................13-16

ARTICLE IV. Pastors, Staff, and Lay Officers

1. Ordained Pastors ...........................................................................16
   a. General Provisions.................................................................16
   b. Senior Pastor and Interim Senior Pastor..............................16-18
   c. Other Ordained Pastors.........................................................19-20
   d. Interim non-Senior Pastor.....................................................19
   e. Transition into Ministry Program...........................................19
   f. Stephen Ministries.................................................................20

2. Plymouth Staff ............................................................................20

3. Lay Officers – Moderator, Moderator-Elect, Immediate Past Moderator,
   and Secretary.............................................................................20-21
ARTICLE V. OTHER PROVISIONS

1. Parliamentary Authority ............................................. 21
2. Manner of Meetings .................................................... 21
3. Amendments .................................................................. 21
4. Effective Date ............................................................... 21

Article I. WHO WE ARE

1. Name

Plymouth Congregational Church of the United Church of Christ, Des Moines, Iowa, is referred to as “Plymouth” in these Bylaws. The body of Plymouth members may be referred to as the “Congregation” in these bylaws.


The purpose of Plymouth Church is to bind together followers of Jesus Christ to share in the worship of God.

Plymouth’s mission is to grow in love of God and neighbor.

Inclusiveness and acceptance are guiding principles of Plymouth. Whoever you are, wherever you are on life’s journey, you are always welcome at Plymouth.

Plymouth’s motto, as expressed by former Senior Pastor Stoddard Lane:

“We agree to differ. We resolve to love. We unite to serve.”

3. Plymouth Covenant

The following Covenant binds members together:

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 all 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 benevolences, and endeavor to make it a fruitful body of Christians.

4. Services
Public worship services will be held, and the sacraments of baptism and communion will be celebrated, as determined jointly by the Senior Pastor and the Board of Deacons. Other worship services may be held as determined by the other boards with approval by the Senior Pastor.

Weddings, funerals and other services will be held as determined by the pastors.

5. Congregational Governance

Plymouth is an Iowa non-profit corporation with governance vested in its members. Members approve and carry out Plymouth’s mission, strategic plan, and programs. Members serve on Church Council, Executive Committee, boards, and committees. Members retain all authority not specifically delegated in these bylaws.

Plymouth is in communion with all churches which follow the teaching of Jesus Christ. Plymouth acknowledges special obligation to other congregations which are a part of the United Church of Christ (UCC) and pledges itself to share in their common religious and educational work, especially as represented by the Iowa Conference, and the General Synod of the UCC.

6. Membership

   a. Members

The members of Plymouth will make a public commitment of faith in Jesus Christ. Plymouth will receive members on presentation of letters of transfer from other churches, by reaffirmation of faith, or on confession of faith and baptism.

   b. Reception of Members

The Board of Membership and the pastors will present new members to be received in a public worship service. The congregation may receive new members unable to attend in person.

   c. Duties

Members will agree to Plymouth’s Covenant and will endeavor to fulfill those promises and support the spiritual welfare of Plymouth and its community.

   d. Associate Members

Associate members have church membership elsewhere that they do not desire to sever, but who desire to share in the faith and covenant of worship and services of Plymouth. Associate members will have the same rights and duties as active members.

   e. Inactive Members

The Board of Membership will adopt rules concerning inactive members.

   f. Change of Membership Designation
Members may request to be granted a letter of transfer to any church, dismissed from membership, or designated inactive.

When a change in membership designation occurs, the Board of Membership will provide the appropriate letter of confirmation.

g. Membership Rolls

The Congregation will keep and maintain in the Church Office, membership information, and access will be determined by church policy:

i. membership, showing the name of the member, date and manner of admission, and date of death, transfer of membership, dismissal, or inactive status;

ii. baptisms of children, showing the name of the parent(s) or legal guardian(s), date of baptism, and date and place of the child’s birth;

iii. baptisms of adults, showing the name person, date of baptism, and date and place of the person’s birth;

iv. marriages, showing the names, date of the marriage, and dates of birth of the parties;

v. names and dates of birth of children of member-families;

vi. confirmation class members and other information requested by the Senior Pastor or the Executive Committee.

Article II. GOVERNANCE

1. Church Council

a. Members

The Council consists of thirteen voting members: Moderator, Moderator-Elect, chairpersons of Council boards, president of Plymouth Women’s Fellowship, one member-at-large, and Senior Pastor. The Council will be chaired by the Moderator, who votes only in a tie vote by the Council.

Members represent the interests of Plymouth’s full congregation including those expressed in Plymouth’s mission and strategic plan.

b. Duties
The Council will carry out the mission, guiding principles, motto and strategic goals by engaging Plymouth members in visioning for Plymouth's future, and by requesting and reviewing annual plans and programs from Council boards and committees. The Council will advise its Executive Committee of their recommendations and provide a progress report on all Council programs at the annual congregational meeting. The Council will prepare and maintain a current list of Council members, Boards, and Board Committees with their contact information and members' terms of office which will be available electronically and in the church office.

Upon a vacancy in the at-large member position, the Council will appoint a Plymouth member to fill the unexpired term.

c. Meetings and Minutes

The Council will meet at least quarterly at times and places it decides.

A majority of the Council constitutes a quorum. The Council will act by majority vote of members present.

Council meetings are open to Plymouth members and program staff; however, the Council may go into closed session to discuss confidential or sensitive matters, including personnel matters, and may exclude any individual under discussion.

A Council member will be elected secretary who is responsible for preparing written meeting minutes, including reasons for and minutes of any closed session. Open meeting minutes will be available to Plymouth members electronically and in the church office. Closed session minutes will be accessible only to Council members.

2. General Provisions for Church Council Boards

a. Board Officers and Executive Committee

At its first meeting following the annual meeting, each board will elect, from its members, an executive committee consisting of a chair, vice chair, and secretary. In the case of the Board of Deacons, the chair will be known as the Senior Deacon and the vice chair as the Junior Deacon. The vice chair will act for the chair in the chair's absence. The board's executive committee will have general supervision of the board's activities and may act in the name of the board in emergencies or minor matters. A board may appoint other members to its executive committee. A board can remove its chair, vice chair, or secretary with presence of a quorum and majority vote of members present.

b. Meetings and Minutes
Each board will meet monthly or at other times the board decides. A majority of board members constitutes a quorum. Boards will act by majority vote of members present.

A secretary will be elected by each Board from its members who is responsible for preparing written meeting minutes, including reasons for and minutes of any closed session. Copies of meeting minutes will be located in Plymouth's office. Open meeting minutes will be electronically accessible to Plymouth members. Closed session minutes will be accessible only to that Board's members and the Executive Committee.

c. Board Vacancy

The Council will fill any board vacancy for the unexpired term after consulting with its board for a nominee.

d. Board Committees

A board may form and dissolve its committees to assist in performing its work, with prior written notice to both the Church Council and its Executive Committee.

e. Expenditures

Boards and committees will not obligate Plymouth for any expenditure except as provided in Plymouth's budget without prior approval from the Executive Committee.

f. Fundraising

Any fund-raising activity by Boards and board committees requires prior approval from the Board of Trustees and will follow any directions given by the Board of Trustees regarding fundraising.

g. Public Statements

Boards and board committees will not speak or act on behalf of Plymouth Church as a whole without prior authorization from the Council's Executive Committee or its designee (e.g. Senior Pastor).

h. Board Reports

By September 30, each Council board will report its plans and programs for the coming year to the Council, and the Council will present recommendations to the Executive Committee for approval.

By April 30, each Council board will report to the Council on its activities during the previous 12 months for inclusion in Plymouth's Annual Report. The board reports will include performance measurements and progress toward
program goals, and whether any committees should be extended into the next year.

i. Liaisons

Liaisons are board members selected by a board to encourage and facilitate communication with another Plymouth board or group on that group's activities which might impact the activities of the liaison's board. Board liaisons not listed in these bylaws may be appointed upon approval of the two boards and the Council.

3. Church Council Boards

a. Board of Benevolences

The Board of Benevolences is a twelve-member board, with four members elected annually to serve three-year terms. The board will supervise, promote, and interpret Plymouth's benevolence activities; promote representation of Plymouth members in decision-making bodies of the denominational and ecumenical agencies to which Plymouth contributes; and periodically advise the Board of Trustees in the most effective use of benevolence resources.

b. Board of Christian Education for Youth and Families

The Board of Christian Education for Youth and Families is a fifteen-member board, with five members elected annually to serve three-year terms. The board will assist in recruiting, training, and placing volunteer Christian Education staff; plan and implement Church School and Vacation Bible School, including choice or design of curriculum, for children up through sixth grade, Confirmation Classes for middle school students, and programs and activities for high school students and families; and procure necessary materials and equipment for this programming. The Board will have a liaison to the Plymouth Nursery School Board of Directors.

c. Board of Christian Social Action

The Board of Christian Social Action is a fifteen-member board, with five members elected annually to serve three-year terms. The board will help Plymouth explore the relationship between Christian faith and contemporary social issues by identifying issues and stimulating dialog. By inviting action on any issue, the Board shall make clear that its opinions or actions bind neither Plymouth nor any member.

d. Board of Christian Stewardship

The Board of Christian Stewardship is a twelve-member board, with four members elected annually to serve three-year terms. The board will assist Plymouth members and friends to understand and commit to principles of Christian stewardship; develop ongoing programs to obtain statements of intention to provide financial support for Plymouth's mission and ministry; periodically review and evaluate the effectiveness of all
means of providing financial support to Plymouth; develop awareness and provide learning opportunities for Plymouth members of alternate ways to give to Plymouth; and communicate with other boards and committees.

e. Board of Deacons

The Board of Deacons is a thirty-member board, with ten members elected annually to serve three-year terms. The board will assist the pastors in performing services and Plymouth’s spiritual activities for Plymouth and the community, including assisting in preparing and administering the sacraments; receiving and depositing open collections; appointing ushers; leading the congregation in caring for the poor, the sick, the sorrowing, and the stranger; and performing other duties requested by the Senior Pastor.

f. Board of Membership

The Board of Membership is a twelve-member board, with four members elected annually to serve three-year terms. The board will promote the welcoming nature of Plymouth Church in the community; encourage, recruit, integrate, and instruct prospective and new members on the life and opportunities provided by membership and to encourage participation in church activities; assist in the growth of Plymouth membership by facilitating, initiating, and supporting opportunities for all persons who wish to join Plymouth Church; to provide opportunities for caring and support of members and the community. The Board of Membership shall ensure the integrity and accuracy of membership rolls with the Senior Pastor.

g. Board of Music and Fine Arts

The Board of Music and Fine Arts is a twelve-member board, with four members elected annually to serve three-year terms. The board will oversee a comprehensive music and arts program to complement Plymouth’s mission; oversee Plymouth’s children, youth, and adult choirs; provide music and art for Plymouth’s services; and foster growth and enrichment of Plymouth members, of all ages, through music and the arts.

h. Board of Spiritual Growth and Adult Education

The Board of Spiritual Growth and Adult Education is a nine-member board, with three members elected annually to serve three-year terms. The board will plan, implement, and encourage diverse opportunities for spiritual growth, enrichment, and faith formation for adults. The board will maintain Plymouth’s library.

i. Board of Trustees

The Board of Trustees is a twelve-member board, with four members elected annually to serve three-year terms.

The board will oversee and provide recommendations to the Executive Committee on Plymouth’s property, finances, business, contractual affairs (including operating reserve policy), designated funds and other program areas outside the general operating budget;
supervise insurance; determine the next annual financial budget in December of each year; recommend in concert with the Human Resources Committee employee compensation and benefits; review the annual financial audit and implement audit recommendations; designate the depository for funds; and act on fundraising requests made by other boards and committees.

The board may appoint one of its board members as liaison to any board.

4. Board Committees and Other Groups


   a. Definition

      Every committee, task force, program, or other group formed by or associated with a Council board is referred to in these bylaws as a committee, regardless of the name by which it is formed or called.

   b. Formation and Duration

      A board may form and dissolve a committee with prior written notice to the Church Council and its Executive Committee. The notice of formation or dissolution of that committee will state the board to which that committee will be or has been linked.

      The board forming a committee will document, in the minutes of the meeting at which that committee was formed, the purpose of the committee and how the committee will assist in implementing that board’s work.

      Annually, the existence of a committee will be reviewed by the board forming it to decide whether the committee’s work is completed and whether its continued existence is necessary.

   c. Committee Members

      Any Plymouth member or active Plymouth participant is eligible for membership on any committee.

      Committee vacancies may be filled by the committee.

   d. Committee Meetings and Minutes

      At its first meeting following its formation, each committee will elect a chair, a secretary, and other officers determined by the committee.

      A majority of committee members constitutes a quorum. Committees will act by majority vote of the members present.
Committees will keep written meeting minutes and updated rosters naming members, their terms and contact information which will be located in Plymouth’s office and electronically accessible to Plymouth members.

e. Expenditures

Committees will not obligate Plymouth for any expenditure except as provided in Plymouth’s budget, without prior approval from their Board and Executive Committee when appropriate.

f. Fundraising

Committees will not engage in fundraising activity without prior approval from their supervising Board and the Board of Trustees.

g. Public Statements

Committees will not speak or act, by any means, publicly on behalf of Plymouth, or any board or committee, without prior authorization from the Executive Committee or its designee (e.g. Senior Pastor).

2. Other Committees or Groups

For any Plymouth committee or group not linked to a council board, the Executive Committee, in consultation with the Church Council, will determine the council board with which that committee or group will be linked.

5. Executive Committee of Church Council

a. Members

The Executive Committee consists of six voting members: Moderator, Immediate-Past Moderator, and chairpersons of the boards of Deacons, Trustees, and Membership; and the Senior Pastor. The Moderator will chair the Executive Committee. The Moderator-Elect is a non-voting member, and the Director of Operations and Finance is the staff representative.

Members represent the interests of Plymouth’s full congregation as expressed in its mission and strategic plan.

b. Duties

The Executive Committee will establish overall policies affecting Plymouth’s operations, property, finances, and personnel, and will resolve time-sensitive matters. All decisions will be made to carry out the mission, guiding principles, motto and goals of the strategic plan. The Executive Committee will approve Plymouth’s annual budget upon recommendation of the Board of Trustees; determine whether to incur expenses or debt not included in the budget; approve the Board of Trustees’ operational reserve policy recommendation; approve the
annual audit; mortgage or sale of property; approve salary and other compensation
for pastors and staff after reviewing recommendations by the Human Resources
Committee; create, maintain and update a manual on governance policies and
procedures; complete an annual performance review of the Senior Pastor, in
consultation with the Human Resources Committee; provide for timely reviews of
Plymouth's bylaws; provide a progress report to the annual congregational meeting
on its activities and future plans; and establish ad hoc committees for specific
projects or personnel searches.

The Executive Committee will have access, when appropriate, to Plymouth's
records and personnel files and will act on recommendations from the Human
Resources Committee for revisions to the Plymouth Employee Handbook.

The Executive Committee or Church Council may form, modify, and dissolve
any boards with approval of the other.

The Executive Committee will name representatives or delegates to
denominational and inter-denominational organizations of which Plymouth is a
member.

The Executive Committee will consider and decide upon requests from any
non-Plymouth organization wanting Plymouth representation in that organization.
Approvals of requests will be reviewed at least annually prior to June 1.

c. Meetings and Minutes

The Executive Committee will meet at least monthly at times and places it
decides.

Four Executive Committee members constitutes a quorum. The Executive
Committee will act by vote of at least four members.

Plymouth members and staff may attend Executive Committee meetings;
however, the Executive Committee may go into closed session to discuss
confidential or sensitive matters, including personnel matters.

The Executive Committee will elect one of its members to prepare written
meeting minutes, including reasons for and minutes of any closed session. Copies
of meeting minutes will be located in Plymouth's office. Open meeting minutes
will be electronically accessible to Plymouth members. Closed session minutes will
be accessible only to Executive Committee members.

6. Executive Committee Standing Committees

a. Advisory Committee

1. Members
Plymouth's Advisory Committee consists of the second through sixth immediate-past moderators. Any vacancy on the committee will be filled by the next-most-recent past moderator available, beginning with the seventh.

2. Duties

In unusual circumstances, matters can arise for which additional study, historical perspective, or counsel might be useful to current Plymouth leadership. The committee will meet when requested by the Executive Committee, Moderator, or Senior Pastor and engage in such work and will provide its information and counsel to the Moderator, Senior Pastor, Executive Committee, or Church Council.

b. Audit Committee

1. Members

Annually the Board of Trustees, in consultation with the Director of Operations and Finance, will appoint a five-member audit committee consisting of three at-large Plymouth members, one of whom is a Certified Public Accountant or a person with financial expertise relevant to financial audits, one member from the Board of Trustees, and one member from the Plymouth Foundation Board. The Board of Trustees will appoint a Committee Chair from the three at-large members. Upon a vacancy, the Board of Trustees will appoint a person to fill the unexpired term.

The at-large members will serve staggered three-year terms. At least one year must intervene before an at-large member having completed a term is eligible for reappointment to the committee. However, a person appointed to serve an unexpired term with less than half a term remaining is eligible for appointment to an immediately succeeding term.

2. Duties

The committee will select the audit firm for Plymouth's annual audit, after consultation with the Board of Trustees; meet with the audit firm; provide to the Board of Trustees a copy of the audit report and the committee's report on it; and determine whether Plymouth has complied with the auditor's recommendations.

The committee chair will sign the engagement letter between Plymouth and the audit firm, for a fee not to exceed the amount included in Plymouth's budget. The auditor will report directly to the committee. The audit report will be presented to the Executive Committee and Church Council by the Board of Trustees.

A copy of the audit report will be maintained in Plymouth's office and be electronically accessible to Plymouth members.
c. Human Resources Committee

1. Members

The Human Resources Committee will consist of the Moderator-Elect, one member of the Board of Trustees appointed annually by that board, and three members of Plymouth appointed by the Executive Committee serving staggered three-year terms. The committee will elect a chair who has at least one year of experience on the Human Resources Committee.

2. Duties

The committee will conduct the annual performance review of the Senior Pastor in collaboration with the Church Council’s Executive Committee; will ensure annual performance reviews are conducted for Plymouth pastors and staff; and will meet regularly with the Senior Pastor to make recommendations to the Church Council’s Executive Committee regarding human resource issues, including staff evaluations, compensation, benefits, and other matters covered in Plymouth’s Employee Handbook.

The committee may request input from Plymouth employees or members and will have access to Plymouth’s records, including personnel records, when performing its responsibilities.

The committee will ensure exit interviews are conducted with staff members regarding their experiences at Plymouth.

Article III. FISCAL AND PROGRAM YEARS; TERMS OF OFFICE; CONGREGATIONAL MEETINGS

1. Fiscal and Program Years

Plymouth’s fiscal year begins January 1

Plymouth’s program year begins June 1.

2. Terms of Office

Terms of officers, Church Council, Executive Committee, board, and committee members begin on June 1.

3. Congregational Meetings

1. Meeting Procedures

   a. Manner of Notice
Notice of any congregational meeting will be posted in Plymouth’s office, at other locations in the church, and on the Plymouth website; included in the weekly Plymouth bulletin or electronic mailings; emailed to addresses in Plymouth’s member list; and given from the pulpit at all worship services occurring between the date of the notice and the meeting.

b. Quorum, Chair and Secretary

Fifty members present in person or electronically constitute a quorum. The Moderator will chair the meeting. The Secretary will record meeting minutes.

c. Voting

Prior to any voting, the Moderator will appoint three tellers to verify the vote count and report the results of the election.

d. Action

Members will act by majority vote of members present, in person or electronically. However, action to call a Senior Pastor, or dismiss a Senior Pastor, or action on any plan or basis of union or withdrawal from any other church or denomination of churches will require a two-thirds majority vote of members present.

2. Annual Meetings

a. Date

The annual meeting of Plymouth members will be held in the month of May on a date determined by the Executive Committee. The Executive Committee will determine the manner of meeting, in person or electronically or both, in accordance with Article II.B.

b. Notice

Notice of an annual meeting will be given at least three weeks before the meeting and will include the agenda for the meeting, and the methods by which members may attend and vote in person and/or electronically.

c. Agenda

The business of the annual meeting will include the election of officers, the member-at-large, and the new members of Church Council boards; annual reports of the officers, Church Council and its Executive Committee, boards, and committees for the current program year; plans for the next program year; and other appropriate business.

Any member may raise any issue affecting the religious, financial, or social welfare of Plymouth, provided the member delivers a description of the issue and
the substance of the information to be presented at the meeting to Plymouth’s
office at least seven days before the meeting. The meeting agenda will be amended
to include such requests.

d. Eligibility for Election

Any Plymouth member is eligible for election to any Church Council board, or
office, including member-at-large, except as otherwise provided in these bylaws.

A person can serve on only one Church Council board or as member-at-large at
a time. Any time a person’s spouse or domestic partner is Moderator, Moderator-
Elect, Immediate-Past Moderator, or a member of any board or Council member-at-
large, or Plymouth employee, except the Board of Deacons, that person is not
eligible to be Moderator, Moderator-Elect, and Immediate-Past Moderator.

At least one year must intervene after the member-at-large has completed one
term before that person is eligible to be elected to another such term. However, a
person appointed or elected to fill an unexpired board term with less than half the
term remaining, is eligible for election to an immediately succeeding term.

e. Nominations

The Executive Committee will nominate the Moderator-Elect to be on the
ballot at the annual meeting.

The Church Council will nominate the member-at-large, nominees for Council
Boards, a representative to the Plymouth Foundation Board, and officers to be on
the ballot at the annual meeting.

Before March 1, a list of vacant positions to be filled by election at the annual
meeting will be compiled by the church staff, and notification will be made to the
Church Council and members of the congregation.

By March 15, Plymouth members may propose names for any vacant position.
Proposals must be made in writing and addressed to Plymouth’s office.

The Church Council and its Executive Committee will prepare a slate of
nominee(s) and the nominees will be listed in alphabetical order and announced to
members in writing and electronically before the notice of an annual meeting is
given. The proposed slate of nominees will be included in all written or electronic
notices for the annual meeting.

After notice of the annual meeting is given, additional nominations may be
made by written request of at least ten Plymouth members, with the consent of the
additional nominee(s), submitted to Plymouth’s office not less than two weeks
before the annual meeting date. Plymouth staff will compile an alphabetic listing
of all eligible nominees for the ballot.
f. Installation

The Senior Pastor will ensure the installation of the elected officers and board members.

3. Special Meetings

a. Call for Meeting

The Moderator will call a special meeting of Plymouth members when requested by the Church Council or its Executive Committee, the Board of Trustees, the Board of Deacons, or by written request of twenty-five Plymouth members, addressed to the Moderator and identifying the issue for the meeting.

b. Notice of Meeting

Notice of a special congregational meeting will be given at least ten days before the meeting and will include the agenda for the meeting, and methods by which members may attend and vote in person and/or electronically. The notice will comply with the manner of notice procedures for annual congregational meetings as stated in Article III.C.1.a to the extent applicable.

Article IV. Pastors, Staff, and Lay Officers

17. Ordained Pastors

a. General Provisions

For each ordained pastor called by Plymouth, the Moderator will appoint a care and concern group, including at least one member of the search committee recommending that pastor, to informally provide support and care for that pastor through their first year at Plymouth. The Human Resources Committee will serve as a resource for the care and concern group and will receive a final, written summary of the group’s activities with the pastor.

Consistent with the faith and practice of the UCC, every ordained pastor of the Word and Sacrament may, among other things,

- Preach the gospel.
- Administer the sacraments.
- Conduct public worship.
- Provide pastoral care.
- Impart knowledge of this church and its wider ministry through available channels of effective communication.
- Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.
- Speak publicly to the world in solidarity with the poor and oppressed, calling for justice, and proclaiming God’s love for the world.
b. Senior Pastor

   i. Term

   The Senior Pastor will be called for an indefinite term.

   ii. Duties

   The Senior Pastor is Plymouth's senior spiritual leader. The Senior Pastor will enlist others to become Plymouth members and followers of Christ, will provide for the spiritual welfare and growth of Plymouth and those whom it serves, and will have charge of Plymouth services.

   The Senior Pastor is Plymouth's senior executive. The Senior Pastor will administer and manage Plymouth's activities, financial stewardship, property, and personnel, in consultation with the Executive Committee and Church Council. All decisions made by the Senior Pastor will further Plymouth's mission, guiding principles, church motto and the goals of the strategic plan. The Senior Pastor, working with the Board of Membership, will ensure that the rolls of Plymouth members are accurate and up to date, including a formal Book of Life that records important dates for members around birth, baptisms, marriage, death and other significant life events.

   The Senior Pastor, in consultation with the Church Council and its Executive Committee, pastors, and staff, will assign at least one pastor or program staff to work with each board of the Church Council, the Stephen Ministers, the Transition into Ministry (TiM) ministers, the Plymouth Foundation Board, and with other committees, as needed.

   The Senior Pastor will assign the duties of other pastors.

   The Senior Pastor may delegate supervisory responsibilities but is accountable for that delegation.

   The Senior Pastor will ensure that annual performance reviews are conducted for all staff.

   The Senior Pastor will ensure a current employee organizational chart of Plymouth staff and duties is maintained, including the pastor(s) who are authorized to act for the Senior Pastor in the Senior Pastor's absence. The organizational chart will be located and maintained in Plymouth's office and electronically accessible to all members.

   The Senior Pastor will ensure a current roster is maintained with names, contact information, and terms of office for members serving on the Church Council and its Executive Committee, Church Council Boards and Board committees. This roster will be located in Plymouth's office and electronically accessible to all members.
Before each annual congregational meeting, the Senior Pastor will ensure a written and digital annual report is prepared, with summaries of Plymouth’s work in the prior 12 months, including measurements on progress toward goals in Plymouth’s strategic plan; financial statements for the past year including actual performance compared to budget; Plymouth membership data for the past ten years; and average and median attendance at Church services for the past ten years. The annual report will be kept in Plymouth’s office and electrically accessible to all members.

iii. Vacancy

1. Resignation. A Senior Pastor who plans to resign will notify the Church Council’s Executive Committee in writing. The resignation will be effective on the date stated in the notice, unless the pastor and the Executive Committee agree to a different date. The Executive Committee will call a congregational meeting to notify members of the resignation.

2. Termination. If two-thirds of the Executive Committee recommend that a Senior Pastor’s call be terminated, the Executive Committee will request that the Moderator call a special congregational meeting for a decision on that recommendation.

3. Interim Senior Pastor. When a vacancy occurs, the Executive Committee, in consultation with the Church Council, may determine that an Interim Senior Pastor is needed. If so, the Executive Committee will appoint an Interim Senior Pastor Search Committee. The committee will consist of the three most recent Immediate-Past Moderators available to serve when the committee is formed with additional members as determined by the Executive Committee. The Executive Committee may hire the Interim Senior Pastor recommended by the committee upon terms the Executive Committee decides.

4. Senior Pastor Search Committee. Vacancies will be filled with the assistance of a Senior Pastor Search Committee, and in accordance with the bylaws of the United Church of Christ.

Prior to the formation of this committee, the Church Council’s Executive Committee will provide at least fourteen-days’ notice to the congregation, advising members that nominations for this committee may be made by any Church Council Board or by any Plymouth member, in writing or electronically, addressed to the Moderator. Nominations must be received in Plymouth’s office by the deadline stated in the notice.

Notice will be posted in Plymouth’s office, at other locations in the church, and on the Plymouth website; published in the weekly Plymouth bulletin or electronic mailings; emailed to addresses in Plymouth’s member
list; and given from the pulpit at all worship services occurring within
fourteen days of the date of the notice.

The Executive Committee will select the search committee with seven
voting members. The Moderator may chair the search committee and serve
as a non-voting member. The search committee may retain an external firm
to assist in the recruitment process.

5. Applications. The search committee will accept applications from
internal and external candidates.

6. Recommendation and Election. Prior to making a
recommendation, the committee will seek counsel from the Iowa
Conference of the UCC.

Concurrence of at least five voting members of the search committee
is necessary to recommend a candidate with proposed terms of employment
to the Church Council’s Executive Committee. If approved by the
Executive Committee, the Senior Pastor candidate will be considered at
congregational meeting. A Senior Pastor candidate will be elected by a two-
thirds vote of members present.

7. Installation

When a Senior Pastor candidate accepts the call, Plymouth will invite the
Association of the UCC to which Plymouth belongs to install the new Senior
Pastor. The Senior Pastor will promptly become a member of Plymouth and of the
UCC Associations to which Plymouth belongs.

c. Other Ordained or Eligible to be Ordained Pastors

i. Term

All pastors will be called for an indefinite term, except interim pastors and
Transition into Ministry Program (TiM) pastors who may or may not yet be
ordained.

ii. Pastoral Vacancies

Vacancies will be filled with the assistance of a pastor search committee, and in
accordance with the bylaws of the United Church of Christ.

When there is a pastoral vacancy, other than the Senior Pastor or a TiM pastor,
a Pastor Search Committee will be appointed. The committee members will be the
Senior Pastor and three members appointed by the Church Council and three by its
Executive Committee. This committee may be chaired by the Moderator or designee
by the Executive Committee.
The search committee will interview candidates and recommend a candidate and
the terms of employment to the Church Council’s Executive Committee. Prior to
making a recommendation, the committee will seek counsel of the Iowa
Conference of the UCC. If approved by the Executive Committee, the candidate
will be considered at an annual or special congregational meeting. A candidate will
be elected by a two-thirds vote of members present.

When a pastoral candidate accepts the call, Plymouth will invite the Association
of the UCC to which Plymouth belongs to install the new pastor. The pastor will
promptly become a member of Plymouth and of the UCC Associations to which
Plymouth belongs.

iii. Termination

The Senior Pastor may terminate a non-senior pastor’s pastorate with
concurrence of two-thirds of the Church Council’s Executive Committee and with
advice from the Human Resources Committee.

d. Interim Non-Senior Pastor

An interim search committee may be formed by the Church Council’s Executive
Committee when there is a pastoral vacancy, other than for the Senior Pastor. The
interim search committee with five voting members will include the Senior Pastor,
two members from the Church Council’s Executive Committee and two members
from the Church Council, named respectively by those bodies. The Moderator-Elect
will chair the committee and will only vote to break a tie. The committee will
interview candidates for the interim vacancy and recommend a candidate to fill the
vacancy, with the terms of that employment, to the Executive Committee for
approval by two-thirds majority vote of the entire committee.

2. Plymouth Staff

All staff, except pastors, may be hired and released by the Senior Pastor.

3. Lay Officers

a. Moderator and Moderator-Elect

   1. Moderator

   The Moderator is Plymouth’s senior lay leader. The Moderator is the person
   who was Moderator-Elect for the previous program year, unless another person is
elected as Moderator at an annual member meeting. The Moderator serves a one-
year term, and presides at congregational meetings and as chair of the Church Council’s Executive Committee.

ii. Moderator-Elect

The Moderator-Elect will be elected at the annual meeting for a term of one year and will perform the duties of the Moderator in the Moderator’s absence.

iii. Vacancy

Upon a vacancy in either office, the Church Council’s Executive Committee will name a nominee to be elected by the Church Council to fill the unexpired term.

b. Immediate-Past Moderator

The Immediate-Past Moderator will serve a one-year term as a voting member of the Executive Committee, and the Interim Senior Pastor search committee.

c. Secretary

i. Term

A Plymouth member who is not a member of either the Church Council or its Executive Committee will be elected at an annual congregational meeting to serve a three-year term as Secretary.

At least one year must intervene after the Secretary’s term ends before that person is eligible to be elected to another term. In case of a vacancy in this office, the Church Council’s Executive Committee will appoint a person to fill the unexpired term. A person appointed to fill an unexpired term with less than half the term remaining is eligible for election to an immediately succeeding term.

ii. Duties

The Secretary will, with staff assistance, prepare minutes of the congregational meetings. The minutes will be located in Plymouth’s office and electronically accessible to Plymouth members.

The chair of a congregational meeting will appoint a person as secretary for that meeting if Plymouth’s secretary is unavailable.

The Secretary will serve as Secretary of Plymouth Corporation.

d. Other Officers

Other officers may be elected at congregational meetings.
ARTICLE V. OTHER PROVISIONS

1. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order will be the parliamentary authority for matters of procedure not specifically covered by these bylaws and any special rules of order Plymouth may adopt which are not in conflict with local, state, or federal laws.

2. Manner of Meetings

Plymouth congregation, Executive Committee, Church Council, boards, and committees may meet for open regular or special meetings in person, or by means of the internet or other electronic communications technology or both. Members must have the opportunity to read or hear the proceedings substantially concurrent with the proceedings, and to vote on matters submitted to the members, pose questions, and make comments. If this cannot be accomplished, then the meeting should be adjourned until these requirements are met.

3. Amendments

These bylaws may be amended at a congregational meeting by a two-thirds vote of members present.

4. Effective Date of Bylaws

These bylaws are effective when adopted and supersede all previous Plymouth bylaws.
BYLAWS

Plymouth Congregational Church
United Church of Christ
Des Moines, Iowa
Adopted [mm/dd/2021]

______________________________  ________________________________
Moderator                      Moderator-Elect

______________________________
Senior Pastor
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:
1. God calls the worlds into being,
2. creates humankind in the divine image,
3. and sets before us the ways of life and death.
4. God seeks in holy love to save all people from aimlessness and sin.
5. God judges all humanity and all nations by that will of
6. 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)

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 Senior Minister 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, unless otherwise specified in these bylaws. 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. Duties. 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. Term. The Senior Minister shall be called for an indefinite term.
c. Vacancy. When it is determined that a vacancy will occur in the pastorate, a committee to
be known as the Senior Minister 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.
d. Search Process. In the event that any ministers employed on the Program Staff wish to apply for
the position of Senior Minister, they will be considered as Internal Candidates, and the search
process shall consider any Internal Candidates prior to consideration of External Candidates.
e. Approval of an Internal Candidate. If the Senior Minister Search Committee decides that a call
should be issued to an Internal Candidate, it will make the recommendation to the Church
Council, but only with functional unanimity of the Committee members; and, should the
Committee recommend a call be issued to an Internal Candidate, it must be approved by
functional unanimity of the Church Council for it to be forwarded to a meeting of the Church. A
call of an Internal Candidate, who is considered prior to External Candidates and who has the
approval of both the Senior Minister Search Committee and the Church Council, must be voted
upon at a duly called special or annual meeting of the Church called for that purpose, and
approved by a three-fourths vote in the affirmative of those present and voting.
f. Approval of an External Candidate. If the Senior Minister Search Committee's recommendation is
to call an External Candidate, the recommendation shall be made directly to a duly called
special or annual meeting of the Church called by the Committee for that purpose, and
approved by a two-thirds vote in the affirmative of those present and voting.
g. Installation. When a Senior Minister has been elected, 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.
h. Dissolution by the Senior Minister. 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.
i. Dissolution by the Church. 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 1.

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

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws and any special rules of order the Church may adopt.

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.

### Board Nominees 2020

<table>
<thead>
<tr>
<th>Board Name</th>
<th>Member</th>
<th>Spouse Name</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benevolences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barnes Lynn</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Beacom Noah</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Bennett Brandon</td>
<td>✗</td>
<td>Bennett Missy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Bettis Caroline</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Burch Janet</td>
<td>✗</td>
<td>Mitchell Bob</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Edwards, Rob</td>
<td>✗</td>
<td>Edwards Tracy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Gaskin Kenny</td>
<td>✗</td>
<td>Gaskin Madison</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Glover Betty</td>
<td>✗</td>
<td>Glover Michael</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Hardisty, Irene</td>
<td>✗</td>
<td>Bishop Jenna</td>
<td>Board</td>
<td>Benevolence board 2020</td>
</tr>
<tr>
<td>Hicks Lynn</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Hildebrandt Ben</td>
<td>✗</td>
<td>Hildebrandt Barb</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Hoepner, Ann</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Howells Amy</td>
<td>✗</td>
<td>Howells Sam</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Hyde Pam</td>
<td>✗</td>
<td>Hyde Eric</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>James Martha</td>
<td>✗</td>
<td>Myszewski Mike</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Kinney Jan</td>
<td>✗</td>
<td></td>
<td>Congregation</td>
<td></td>
</tr>
<tr>
<td>Lewis Chris</td>
<td>✗</td>
<td>Lewis Bob</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Miller Barbara</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mitchell Carma</td>
<td>✗</td>
<td>Mitchell David</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Murphy Kathy</td>
<td>✗</td>
<td>Murphy Dennis</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Paul Kevin</td>
<td>✗</td>
<td>Paul Kathy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Rife Courtney</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Schafbuch Dustin</td>
<td>✗</td>
<td>Yeager Ryan</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Stamp Terence</td>
<td>✗</td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Thomsen Penny</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Tillman Maggie</td>
<td>✗</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Vandyck Elaine</td>
<td>✗</td>
<td>Norman Nancy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Weeber Annette</td>
<td>✗</td>
<td>Weeber Douglas</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>West Marti</td>
<td>✗</td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td><strong>Christian Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blake Nathan</td>
<td>✗</td>
<td>Blake Andrea</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Clabaugh Alyssa</td>
<td>✗</td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Downs Andrew</td>
<td>✗</td>
<td>Downs Judy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Downs Andrew</td>
<td>✗</td>
<td>Downs Judy</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Downs Judy</td>
<td>✗</td>
<td>Downs Andrew</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Downs Judy</td>
<td>✗</td>
<td>Downs Andrew</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Flynn Beth</td>
<td>□</td>
<td>Flynn Tim</td>
<td>Congregation</td>
<td></td>
</tr>
<tr>
<td>Flynn Beth</td>
<td>□</td>
<td>Flynn Tim</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Fontanini Clowie</td>
<td>✗</td>
<td>Fontanini James</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Franklin Megan</td>
<td>✗</td>
<td>Franklin Thenus</td>
<td>Congregation</td>
<td></td>
</tr>
</tbody>
</table>

Wednesday, March 18, 2020
<table>
<thead>
<tr>
<th>Board Name</th>
<th>Member</th>
<th>Spouse Name</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin Megan</td>
<td></td>
<td>Franklin Thenus</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Goudelock Shannon</td>
<td></td>
<td>Goudelock Gary</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Harrington Katherine</td>
<td></td>
<td>Harrington Scott</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Harrington Katherine</td>
<td></td>
<td>Harrington Scott</td>
<td>Congregation</td>
<td></td>
</tr>
<tr>
<td>Harrington Scott</td>
<td></td>
<td>Harrington Katherine</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Howell Kelley</td>
<td></td>
<td>Howell Ryan</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Howell Kelley</td>
<td></td>
<td>Howell Ryan</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Howell Ryan</td>
<td></td>
<td>Howell Kelley</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Howell Ryan</td>
<td></td>
<td>Howell Kelley</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Heil Amy</td>
<td></td>
<td>Heil Sam</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Heil Sam</td>
<td></td>
<td>Heil Amy</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>James Jennifer</td>
<td></td>
<td>James Fidelity Jennifer</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Jensen Jen</td>
<td></td>
<td>Jenson Shawn</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Johnson Emily</td>
<td></td>
<td>Johnson Todd</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Krell Nate</td>
<td></td>
<td>Krell kay</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mc Lean Kate</td>
<td></td>
<td>McLean Kevin</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mc Lean Kate</td>
<td></td>
<td>McLean Kevin</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Mc Lean Kevin</td>
<td></td>
<td>McLean Kate</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Mc Lean Kevin</td>
<td></td>
<td>McLean Kevin</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Micich Anita</td>
<td></td>
<td>Micich Paul</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mc Lean Kate</td>
<td></td>
<td>McLean Kevin</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Norris Jackie</td>
<td></td>
<td>Norris John</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Norris Jackie</td>
<td></td>
<td>Norris John</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Norris John</td>
<td></td>
<td>Norris Jackie</td>
<td>Congregation</td>
<td></td>
</tr>
<tr>
<td>Norris John</td>
<td></td>
<td>Norris Jackie</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Norris John</td>
<td></td>
<td>Norris Jackie</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>O'Brien Mary</td>
<td></td>
<td>O'Brien Todd</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Osweiler Emily</td>
<td></td>
<td>Osweiler Ryan</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Priesser Rachel</td>
<td></td>
<td>Priessner John</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Priessner John</td>
<td></td>
<td>Priessner Rachel</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Roy Peg</td>
<td></td>
<td>Kahle Madeline</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Sand Christine</td>
<td></td>
<td>Sand Rob</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Sand Christine</td>
<td></td>
<td>Sand Rob</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Sand Rob</td>
<td></td>
<td>Sand Christine</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Sand Rob</td>
<td></td>
<td>Sand Christine</td>
<td>SpouseNomination</td>
<td></td>
</tr>
<tr>
<td>Scanlon, Kait</td>
<td></td>
<td>Scanlon Erick</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Sly Angie</td>
<td></td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Wine Janie</td>
<td></td>
<td></td>
<td>Board</td>
<td></td>
</tr>
</tbody>
</table>

*Christian Social Action*
<table>
<thead>
<tr>
<th>Board Name</th>
<th>Member</th>
<th>Spouse Name</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clabaugh Alyssa</td>
<td></td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Griffin Chase</td>
<td></td>
<td>Griffin Erin</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Hadley Larissa</td>
<td></td>
<td>Coellner Jason</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Howells Amy</td>
<td></td>
<td>Howells Sam</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Ryan Jane</td>
<td></td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>Stoik Julie</td>
<td></td>
<td>Stoik Tony</td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td>West Marti</td>
<td></td>
<td></td>
<td>SelfNomination</td>
<td></td>
</tr>
<tr>
<td><strong>Christian Stewardship</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belden Mike</td>
<td>Belden Angelisa</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bittick, Craig</td>
<td>Bittick Paula</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broich Connie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groenenboom Dennis</td>
<td></td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hudson Jane</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson Emily</td>
<td>Johnson Todd</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jury Catherine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karlzen Katelyn</td>
<td>Osborn Anna</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lubka Caleb</td>
<td>Magel Brianne</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May Lorraine</td>
<td>May Tom</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petersen Sally</td>
<td></td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petersen Sally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rood Tamara</td>
<td>Doyle, Karr</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sand Christine</td>
<td>Sand Rob</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sickles Diana</td>
<td>Sickles Philip</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stark Judy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoffregen Margaret</td>
<td>Stoffregen Philip</td>
<td>SpouseNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoffregen Margaret</td>
<td>Stoffregen Philip</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoffregen Philip</td>
<td>Stoffregen Margaret</td>
<td>SpouseNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoffregen Philip</td>
<td>Stoffregen Margaret</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swanson Dick</td>
<td>Swanson Brown, Tilda</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waggoner Hope</td>
<td></td>
<td></td>
<td></td>
<td>Plymouth Young Adults</td>
</tr>
<tr>
<td>White Nathan</td>
<td></td>
<td></td>
<td></td>
<td>Joy is currently on CSA Board 2021</td>
</tr>
<tr>
<td>Wilhelm Joy</td>
<td>Wilhelm Kevin</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Deacon**

<p>| | | | | |
|                  |                |               |                    |                            |
| Adams, Ron       | Adams, Janice  | Board         |                    |                            |
| Allen, Mike      | Allen, Marla   | Board         |                    |                            |
| Andersen Beth     |                |               |                    |                            |
| Bailey, Blake     | Baker, Elizabeth| Board         |                    | Elizabeth Baker CE Board  |
| Bittick, Craig    | Bittick Paula  | Board         |                    |                            |
| Boon, Adam       | Boon, Rachel   | Board         |                    |                            |
| Boon, Rachel     | Boon, Adam     | Board         |                    |                            |
| Bowers, Luke     |                |               |                    |                            |
| Burch Janet      | Mitchell Bob   | Board         |                    |                            |</p>
<table>
<thead>
<tr>
<th>Board Name</th>
<th>Member</th>
<th>Spouse Name</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter, Mary</td>
<td>√</td>
<td>Carter, Richard-Rick</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Carter, Rick</td>
<td>√</td>
<td>Carter, Mary</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Edwards, Rob</td>
<td>√</td>
<td>Edwards Tracy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Fales, Andy</td>
<td>√</td>
<td>Fales, Kahala</td>
<td>Board</td>
<td>Membership Board 2021</td>
</tr>
<tr>
<td>Freund</td>
<td>√</td>
<td>Roth, Nicholas</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Gaskin Kenny</td>
<td>√</td>
<td>Gaskin Madison</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Ginther, Julie</td>
<td>√</td>
<td>Ginther, Richard</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Green, Allen</td>
<td>√</td>
<td>Green, Dara</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Green, Dara</td>
<td>√</td>
<td>Green, Allen</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Green, Jim</td>
<td>√</td>
<td>Green, Rose</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Hardisty, Irene</td>
<td>√</td>
<td>Bishop Jenna</td>
<td>Board</td>
<td>Benevelence board 2020</td>
</tr>
<tr>
<td>Hemminger Jane</td>
<td>√</td>
<td>Hemminger David</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Hoepner, Ann</td>
<td>√</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Kilborn-O'Neall, Holly</td>
<td>√</td>
<td>O'Neall, chad</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Kline, Kristen</td>
<td>√</td>
<td>Kline, Gregory</td>
<td>Board</td>
<td>Greg Kline is on Deacon Board 2020</td>
</tr>
<tr>
<td>Kothavadam, Jenni</td>
<td>√</td>
<td>Kothavade, Anil</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Leon, Amber</td>
<td>√</td>
<td>Leon, Amber</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Leon, Anthony</td>
<td>√</td>
<td>Leon, Amber</td>
<td>Board</td>
<td>Anthony Leon Currently on CSA Board 2021</td>
</tr>
<tr>
<td>Maharry, Fred</td>
<td>√</td>
<td>Maharry, Robin</td>
<td>Board</td>
<td>Fred &amp; Robin are on Boards 2021 Fred and Robin S</td>
</tr>
<tr>
<td>Malone, Steve</td>
<td>√</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Marsh, Annabelle</td>
<td>√</td>
<td>Marsh, Zach</td>
<td>Board</td>
<td>Benevelence board 2020</td>
</tr>
<tr>
<td>Marsh, Zach</td>
<td>√</td>
<td>Marsh, Annabelle</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mc Kinney Alissa</td>
<td>√</td>
<td>Buchanan Emma</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>McCulloh</td>
<td>√</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>McKinney, Alissa</td>
<td>√</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Miller Johnson, Martha</td>
<td>√</td>
<td>Johnson, David</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mitchell, Bob</td>
<td>√</td>
<td>Burch, Janet</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Mitchell, Dave</td>
<td>√</td>
<td>Mitchell, Carma</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Nelson, Dave</td>
<td>√</td>
<td>Nelson, Jean</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Norwood, John</td>
<td>√</td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>O'Brien, Todd</td>
<td>√</td>
<td>O'Brien, mary</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Poll, Lynn</td>
<td>√</td>
<td></td>
<td>Board</td>
<td>unknown member</td>
</tr>
<tr>
<td>Poll, Steve</td>
<td>√</td>
<td></td>
<td>Board</td>
<td>unknown member</td>
</tr>
<tr>
<td>Ritter-Brown, Melinda</td>
<td>√</td>
<td>Brown, Tim</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Ritter-Brown, Tim</td>
<td>√</td>
<td>Brown, Melinda</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Roth, Nicholas</td>
<td>√</td>
<td>Freund, Joseph</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Sandvig, Erin</td>
<td>√</td>
<td>Sandvig, Jeff</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Schott, Tim</td>
<td>√</td>
<td>Schott, Kathy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Seiberling, Randy</td>
<td>√</td>
<td>Seiberling, Kathy</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Soorholtz, Dave</td>
<td>√</td>
<td>Soorholtz, Shelly</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Board Name</td>
<td>Member</td>
<td>Spouse Name</td>
<td>Nominated By</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-------------</td>
<td>--------------</td>
<td>-------</td>
</tr>
<tr>
<td>Stark Judy</td>
<td></td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Stoa, Chuck</td>
<td></td>
<td>Stoa, Holly</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Stone, Marilyn</td>
<td></td>
<td></td>
<td>Board</td>
<td>Ben is currently on Trustee Board 2020</td>
</tr>
<tr>
<td>Strickland, Lydia</td>
<td></td>
<td>Strickland, Reese</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Strickland, Reese</td>
<td></td>
<td>Strickland, Lynda</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Swanson Dick</td>
<td></td>
<td>Swanson Brown, Tilda</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Walter, Jared</td>
<td></td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Ward, Peggy</td>
<td></td>
<td></td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Weepie, Patrick</td>
<td></td>
<td>Weepie Sally</td>
<td>Board</td>
<td></td>
</tr>
<tr>
<td>Worrell, Don</td>
<td></td>
<td>Worrell Kimberly</td>
<td>Board</td>
<td>Don Worrell is on Membership Board 2021</td>
</tr>
</tbody>
</table>

**Membership**

<table>
<thead>
<tr>
<th>Name</th>
<th>Spouse</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams Sherwood</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson Rex</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burns Judy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis Glen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gruening Jodi</td>
<td></td>
<td></td>
<td>Deacon Board 2020</td>
</tr>
<tr>
<td>Hall Kristen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemminger Jane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hemminger Jane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keehnle Maureen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keehnle Maureen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merkle Lisa</td>
<td></td>
<td></td>
<td>Jon Merkle is currently on CE Board</td>
</tr>
<tr>
<td>O'Brien Mary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reser John</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robinson Tela</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schacherer, Jill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stark Judy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Marti</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Music & Fine Arts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Spouse</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodenhamer, Chloe</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlson Mickey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlson Mickey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlson Mickey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham Steph</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henning, Pam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rood Tamara</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandoval Lorenzo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparkman, Stuart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stratemeyer, Carol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeber Annette</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Marti</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Marti</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wednesday, March 18, 2020
<table>
<thead>
<tr>
<th>Board Name</th>
<th>Member</th>
<th>Spouse Name</th>
<th>Nominated By</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spiritual Growth</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hadley Larissa</td>
<td>Coellner Jason</td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simmons Shari</td>
<td>Simmons Tom</td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoik Tony</td>
<td>Stoik Julie</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stoik Tony</td>
<td>Stoik Julie</td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Trustee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codel Franklin</td>
<td>Codel Tracy</td>
<td>SelfNomination</td>
<td></td>
<td>Trustee 2021</td>
</tr>
<tr>
<td>Edwards, Rob</td>
<td>Edwards Tracy</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everett, Nora</td>
<td>Everett, David</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groenenboom Dennis</td>
<td></td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hildebrandt Ben</td>
<td>Hildebrandt Barb</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mullins, Darrel</td>
<td>Mullins Michelle</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mullins, Darrel</td>
<td>Mullins Michelle</td>
<td>SelfNomination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murphy Kathy</td>
<td>Murphy Dennis</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schacherer, Pat</td>
<td>Schacherer Jill</td>
<td>Board</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schacherer, Pat</td>
<td>Schacherer Jill</td>
<td>Congregation</td>
<td>Plymouth Young Adults</td>
<td></td>
</tr>
<tr>
<td>Stoik Tony</td>
<td>Stoik Julie</td>
<td>SelfNomination</td>
<td>Plymouth Young Adults</td>
<td></td>
</tr>
<tr>
<td>Stoik Tony</td>
<td>Stoik Julie</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swanson Dick</td>
<td>Swanson Brown, Tilda</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uhl Keith</td>
<td>Norman Nancy</td>
<td>Congregation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Nathan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Wednesday, March 18, 2020
Discover Plymouth Class Follow Up: A big THANK YOU to Mary Kate Buchanan, Rushing Kimball and the BoM Discover Plymouth committee in recreating a fabulous new format for a Discover Plymouth new member class. The end result was 11 new members joining Plymouth Church the weekend of February 13-14. The program included three 90 minute classes that were attended by potential new members, the majority of the BoM members, other boards members and Plymouth staff. Each class was broken into topics that helped educate the attendees about the history & convictions of Plymouth Church and the diversity and depth of community services offered by Plymouth Church for our community. At the Feb. 2021 BoM meeting we committed to take the reins and facilitate all future Discover Plymouth Classes. We have a solid template to follow as we prepare for leading the June Discover Plymouth Class. We want Discover Plymouth to belong to the members of the church, not just the ministers, and to help be supportive of each other and to the church.

Plymouth Pals: Don Worrell introduced an idea to have BoM members become Plymouth Pals in sponsoring the new members. The BoM enthusiastically endorsed this new program. The role of a Plymouth Pal is to be a point of contact for the new members so they have someone to discuss Plymouth culture and offer ideas on how to get involved and engaged as a new member. The hope is that this will help the new member get grounded as a Plymouth Church member, have a trusted personal connection in Plymouth’s large family, and encourage them to get involved. The Plymouth Pal will be delivering a BoM sponsored Welcome Bag to initiate the Plymouth Pal introduction.

Shelby Plus Database: The BoM will be involved in training on using the update Plymouth Church database. Keeping the Plymouth Database is a critical role for the BoM. In the past the BoM has leaned on staff for cleaning up the Database & pulling reports. The Database Committee will be trained on accessing, using the new version of Shelby and setting up processes to identify target groups within the Plymouth family. The hope is that the new database will make it easier to identify members with less activity in hopes of learning what inactivity means and how the BoM can help inspire members to increase their activity.
DMFA Report

- Worship staff is working hard to offer relevant, meaningful, and engaging worship opportunities to the congregation through this time and into the future. We are working to plan farther into the future than we ever have before and to increase the level of coordination of that planning. It’s hard work, but we’re excited about the good fruits this endeavor will produce.

- Music production for worship includes:
  i. Chancel Ensemble
  ii. Matins Ensemble
  iii. Women’s Ensemble (Children’s Choir Directors)
  iv. Saturday Night Band

- Plymouth Bells will resume tomorrow evening with weekly rehearsals in Waveland Hall, the first such musical group to meet in almost 12 months – as opposed to the groups that are working toward worship services, only. This group serves the fuller needs normally provided for by our music ensembles: artistic/musical expression, fellowship, nurture & care, and service.

- Recent Media projects:
  i. Lavalier mics to improve audio quality for non-Sanctuary recordings
  ii. Improved audio mixing techniques for the Saturday Night Band
  iii. Improved audio mixing techniques for the Sanctuary music recordings
  iv. Phone Streaming
  v. Incorporation of the gallery exhibits into weekend worship

- New gallery exhibit will go up for March-April with in-person visit available. Arts@Plymouth has commissioned giclees of the Stations of the Cross, presented as a meditation opportunity during the late Lenten and early Easter seasons. This collection will be permanent to Plymouth Church after the exhibition concludes.

- Members of the Chancel Choir continue to host “Thursdays Together” weekly Zoom meetings. You are all invited to join us!

Christopher D. Goodson