

C O N S T I T U T I O N

WAVERLY HEIGHTS CONGREGATIONAL CHURCH

Incorporated in the state of Oregon
November 14, 1911

Dissolved: December 31, 1945 - Reinstated: December 6, 1949

ARTICLE I - NAME

The name of this Church is the Waverly Heights Congregational Church.

ARTICLE II - COVENANT

The Covenant by which this Church exists as a distinct body, and which every member is asked to accept, is as follows:

Acknowledging Jesus Christ to be our Saviour and Lord, and accepting the Holy Scriptures as our rule of faith and practice, and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the enjoyment of Christian ordinances, the public worship of God, and the advancement of His Kingdom, we do now, in the sight of God, and invoking His blessing, solemnly covenant and agree with each other to associate ourselves, to be a Church of the Lord Jesus Christ, as warranted by the Word of God.

We agree to maintain the institutions of the Gospel, to submit ourselves to the orderly administration of the affairs of the Church, and to walk together in brotherly love.

ARTICLE III - CHARACTER

Section 1 - Polity: The government of this Church is vested in the body of members who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and co-operation which are common to Congregational Christian Churches.

This Church is in direct fellowship with the Portland Association of Congregational Christian Churches, the Oregon Conference of Congregational Churches, and the General Council of Congregational Christian Churches. It approves and gives support to the Greater Portland Council of Churches, the Oregon Council of Churches, the National Council of the Churches of Christ in the United States of America, and the World Council of Churches.

Section 2 - Faith: This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his own conscience, under the enlightenment of the Holy Spirit.

Should a member become an offense to the Church, the Church may, upon recommendation of the Board of Deacons, terminate his membership, but only after due notice and opportunity for hearing of all persons concerned.

Any person whose membership has been terminated may, for good and sufficient reason, be restored to membership by vote of the Church.

ARTICLE V - OFFICERS AND COMMITTEES

Section 1: The officers of this Church shall be Pastor, Moderator, six Deacons, four Deaconesses, a Board of Education of six members, seven Trustees, a Board of Benevolences of six members (See Amendment I), a Clerk, a Treasurer, and a Financial Secretary. Each officer, other than the Pastor, shall be a member of the Church at the time of his election.

There shall be a Membership Committee, a Nominating Committee, and a Music Committee. The Church, either directly or through the Church Council, may appoint or elect such other committees as shall be deemed necessary for the efficient prosecution of its work.

Each Board, Officer, and Committee shall give a written report of all of its activities for the year at the Annual Meeting.

Section 2 - Elections: All officers, other than the Pastor, shall be elected at the Annual Meeting of the Church by a majority vote. Election shall be by ballot unless otherwise agreed upon. Each officer shall begin his term of office immediately and shall continue in office until such time as his successor has been elected.

Each Board or Committee of the Church is empowered to organize its own group, electing such officers as may be needed to function properly and efficiently to fulfill the responsibility of that Board, and to determine the date and time of their meetings.

Section 3 - Vacancies: In the event a vacancy occurs in any office or on any Board or Committee during the fiscal year, the Church Council shall be empowered to fill such vacancy by appointment. Such person shall serve until the Annual Meeting at which time an election for that office shall be had.

Section 4 - Length of Office: No person shall succeed himself in office after a period of three years in said office; but shall become eligible for re-election after a lapse of one year from the date of service. The tenure of the Pastor shall be for an indefinite period as hereinafter defined in Section 5.

Section 5 - Pastor: The Pastor of the Church shall be chosen by the Church membership by receiving a three-fourths vote of the members present at a meeting called for this purpose. He shall hold his office without limitation of time. It shall be his duty to care for the stated services of public worship, to administer the Ordinances, and to promote the spiritual welfare of the Church and those whom it serves. He shall be an ex-officio member of all Boards and Committees. He shall make a report of the year's work at the Annual Meeting. The pastoral relation may be dissolved either by the Church, or the Pastor, by written notice of such intention three months in advance.

ARTICLE IV - MEMBERSHIP

Section 1 - Qualifications: This Church will welcome into its membership any person who accepts the teachings of Jesus as a way of life, and whose sympathies are in harmony with the membership of this Church.

Section 2 - Conditions: The membership of this Church shall consist of:

- a) Any person offering faith in the teachings of Jesus Christ as a way of life,
- b) Any person who offers a letter of transfer from another church.
- c) In the event a letter of transfer is not available, by Confession of faith,
- d) Persons who hold membership in other churches or denominations, and who wish to maintain their standing in such churches or denominations, but who desire to have official standing in this church, may become Associate Members with full privilege of fellowship and voting power.

Section 3 - Application for Membership: Application for membership to this Church may be made directly to the Pastor, or to the Board of Deacons.

The Board of Deacons, acting in behalf of the Church, reserves the right to pass upon the qualifications and acceptability of any applicant.

Section 4 - Duties: Members are expected to be faithful to all duties essential to the Christian life, to attend regularly the services of the Church, to give systematically to its support and to its program of benevolences, to share in its organized work, and to seek its spiritual welfare, and the enlistment of others to the Christian way of life.

Section 5 - Rights: Members in good standing 16 years of age and over may act and vote in all transactions of the Church.

Section 6 - Termination:

(1) By letter or withdrawal:

- a) A member in good standing may on request, by action of the Pastor and Church Clerk, be granted a letter of transfer to any other church.
- b) A member may be released from membership if, after due conference and deliberation, he desires such release. He shall be given a certificate of church membership, and his name removed from the active roll of the Church.

(2) By retirement: Members whose addresses have long been unknown, or who for a period of two years, in spite of kindly reminders, have not attended, communicated with, or contributed to its support, may by vote of the Membership Committee, be transferred to the Inactive Rolls. From date of such transfer, such persons shall cease to be reported on the active Membership Roll. If, after the expiration of one year, their addresses are still unknown, and they have not renewed their active connection with the Church, their names may be dropped from the roll. Only active members shall exercise the right to vote.

Section 6 - Deacons: The Deacons shall be chosen for a term of three years, two to be elected at each Annual Meeting. They shall assist in the administration of the Ordinances, in caring for the poor, the sick, the sorrowing, and the stranger, and in ministering to the spiritual interests of the Church and community.

The chairman of the Board of Deacons shall be Assistant Moderator, and shall preside at all meetings of the Church or of the Church Council in the absence of the Moderator.

The Board of Deacons shall be responsible for the procurement of ushers at each service of worship, or for such meetings as may be had.

The Board of Deacons shall oversee all matters of Our Christian World Mission; shall promote systematic giving to missions; shall encourage the study of Christian Missions, and in every way seek to build enthusiasm for the program of Christian outreach for our Church and its denomination. (This paragraph is superseded by Amendment I).

The Board of Deacons shall provide for the supply of the pulpit in the absence of the Pastor, or in the event the Church is without a Pastor.

Section 7 - Deaconesses: The Deaconesses shall be chosen for a term of three years, one (or two) to be elected at each Annual Meeting. They shall be responsible for the preparation of the Ordinances. They shall visit the sick and the needy, call upon new members, introduce new families into the life of the Church, and cooperate with the Pastor in promoting the spiritual interest of the Church.

Section 8 - Trustees: The Board of Trustees shall each hold office for three years. Two (or three) shall be elected at each Annual Meeting. The Board of Trustees shall have the care and custody of the property of the Church and shall have charge of its financial affairs, but shall have no power to buy, sell, mortgage, or transfer property without specific authority by vote of the Church. Meetings shall be held at least once a month and a complete and accurate record of all proceedings shall be kept. At the first meeting of the Board, following the Annual Church Meeting, the members of the Board shall elect a Chairman and a Secretary.

The Board shall install a suitable system of records for the Financial Secretary, and Treasurer, which will at all times enable the officers to determine the exact financial condition of the Church. The Board of Trustees shall provide for an annual audit of the financial records of the Church.

The Board of Trustees shall prepare an annual budget, after due consultation with each Board and group of the Church as may require funds for its yearly program of activity. The Trustees shall have the responsibility for the raising of this budget by means of an Every Member Canvass to be had each year. (See also Amendment I)

Section 9 - The Board of Education: The Board of Education shall consist of six members, two of whom shall be elected at each Annual Meeting, to serve for a period of three years. The Board of Education shall have supervision and direction of the educational work of the Church. It shall be its responsibility to promote a system of religious education, covering if possible all ages and classes, in its church school, vacation school, correlate courses of instruction, appoint such superintendents, officers, and teachers as may be needed, secure equipment and supplies, and in every way seek to meet the needs of the Church in respect to religious education.

The Board of Education shall promote and encourage such youth and character building organizations, such as Camp Fire Girls, Boy Scouts, athletic teams, or similar groups, as may be needed or desired. All such organizations shall be responsible to the Board of Education.

The Board of Education shall prepare each year a budget for the furtherance of the groups under its charge and shall submit the same to the Board of Trustees for their action.

The Board of Education shall endeavor to supervise and correlate all social service activities and shall lead the Church to a faithful rendering of the wider social interests in fields of public education, recreation, civic reform and organized philanthropy.

Section 10 - Moderator: The Moderator shall be elected for a term of one year. The Moderator shall preside at all Church business meetings. He is the official representative of the Church at such times as such may be required. He shall be Chairman of the Council.

Section 11 - Clerk: The Clerk shall be elected for one year. He shall keep a record of the proceedings of the Church and of any organizations of which he may be a member ex-officio. He shall also keep a register of the members of the Church, with date of their reception and removal; record baptisms, marriages, and deaths, and make a full report to the Church at its Annual Meeting. He shall issue letters of transfer, notifying the churches to which they are addressed; preserve on file all communications, documents, and written official reports; notify all persons elected to office, to committees or to membership in the Church; give legal notice to all meetings when such notice is necessary; report all communications intended for the Church, and conduct as may be necessary, its correspondence.

Section 12 - Treasurer: The Treasurer shall be elected for one year. He shall keep separate accounts of all moneys received by him for the support of the Church and those for benevolent interests, or for the conduct of any of its organizations. He shall make a report at the Annual Meeting with vouchers for all disbursements, and his account shall be certified by an auditor. He shall expend no moneys for any purpose other than stated salaries and utilities, except upon order of the Board of Trustees; The Treasurer shall furnish the Board of Trustees a financial statement at each meeting.

Section 13 - Financial Secretary: The Financial Secretary shall be elected for one year. He shall take charge of all money received from pledges and weekly offerings. He shall, with the assistance of one of the Board of

Trustees or Deacons, take charge of all funds received from offerings, or other sources, count and record the same, and turn the funds over promptly to the Treasurer. He shall keep a record of church pledges and furnish each member and contributor a quarterly statement of his financial standing with the Church. He shall furnish a regular report to the Board of Trustees at each of their meetings.

Section 14 - Membership Committee: The Membership Committee shall consist of the Pastor, Clerk, the Deacons, and the Deaconesses. Their duty shall be to revise the Church Roll as provided in Art. IV, Sect. 6, Paragraph (2).

Section 15 - Nominating Committee: At least three months prior to the Annual Meeting, the Church Council shall appoint a Nominating Committee of five persons to prepare nominations for all officers, Boards, and Committees not otherwise provided for. This Committee shall prepare a ballot nominating one person for each office to be filled at the Annual Meeting, and such nominations shall be printed and available to the Church not later than two Sundays previous to the Annual Meeting. The ballot thus prepared shall be the official ballot at the Annual Meeting, provided always that additional nominations may be made by any member present.

Section 16 - Music Committee: The Music Committee shall consist of four persons appointed by the Church Council to serve for a period of one year. This committee shall have the responsibility for the provision of the necessary ministry of music as desired by the Church. This Committee shall submit a budget of its anticipated yearly needs to the Board of Trustees.

ARTICLE VI - ADMINISTRATION

Section 1: The government of this Church is vested in its members, who exercise the right of full and final control in all its affairs.

Section 2: The general activities of the Church shall be under the direction of the Church Council. This Council shall consist of the Pastor, the Moderator, the Chairman of each Board, or Committee, all elected officers, the heads of all auxiliary organizations, clubs, and youth groups, and Chairmen of all appointed committees; the intent being to have each organization and office within the Church be represented by a responsible person.

The Council shall meet as necessary at the call of the Moderator, but not less than once each month unless previously agreed upon by the Church Council. It shall endeavor to promote the general efficiency of the Church, its officers, and the various organizations within it, the exchange of information, the counselling their various divisions, coordinating their activities and recommending such adjustments as may seem wise concerning policy and administration. It shall supervise the work of each division of the Church, requiring from each division head, regular reports as to program and efficiency. The Council may act for the Church in minor matters, always assuming that unless such action is taken with practical unanimity of assent, it must have the confirmation of the Church.

The Council shall appoint a Nominating Committee and a Music Committee, as defined by Article V, Section 15 and 16. The Council may appoint any other Committee as may be necessary and expedient to the work of the Church.

The Church Council shall be empowered to appoint any delegates to represent the Church at any meeting of the Association, State Conference, or any meeting to which this Church is entitled to have representation.

ARTICLE VII - MEETINGS

Section 1 - For Worship: Worship services shall be had each Sunday. The Board of Deacons, in conference with the Moderator and Pastor, may authorize the discontinuance of Sunday services for one or more weeks for good and sufficient reason.

Section 2 - The Lord's Supper: The Lord's Supper shall be observed at such times and dates throughout the year as the Board of Deacons, in conference with the Moderator and Pastor, shall determine.

Section 3 - For Business:

(1) The Annual Meeting for the Church shall be held in January of each and every year, at which time the annual reports shall be presented, officers elected, and general business transacted.

(2) Special meetings of the Church may be called by the Pastor, or the Moderator, by the Church Council, or on the written request of any five adult members, specifying the object thereof. Such notice shall be read at the public service of worship on the Sunday at least one week preceding the day fixed for such meeting.

(3) Quorum: A quorum at any meeting of the Church shall consist of ten percent of the members of the Church eligible to vote. A majority vote of the members present constituting a quorum at any meeting shall be decisive.

ARTICLE VIII - AUXILIARY ORGANIZATIONS

All organizations connected with the Church, and using its equipment, are regarded as an integral part of the Church, and as such are subject to its general oversight.

ARTICLE IX - AMENDMENTS

This Constitution may be amended by a two-thirds vote of the membership present at any regular, or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit, or printed in the Church Bulletin, on the two Sundays immediately preceding said meeting.

All Manuals, Constitutions, rules, and by-laws, heretofore adopted by this Church are hereby revoked, repealed, and superseded upon the adoption of this instrument.

AMENDMENT I

(Adopted September 27, 1960)

There shall be a Board of Benevolences consisting of six persons; two of whom shall be elected for a term of one year; two for a term of two years; and two for a term of three years; their successors thereafter to be elected for a term of three years.

It shall be the responsibility of this Board to establish a monetary goal for funds to be contributed for the support of Our Christian World Mission, which money goes to support the work of the Congregational Conference of Oregon, and the various missionary projects of our denomination supported through that office.

This Board shall also determine monetary goals for the support of the several Councils as set forth in Article III, Section 1(b) of this Constitution, and to respond to any appeals as may be made by any of these Councils from time to time as they seek to promote and implement the needs of ecumenical church endeavor.

This Board shall also have as its responsibility the weighing and evaluating of any special appeal that might arise within the community or denominational interests, the support of which might be in harmony with the express purpose of this church as it seeks to provide a ministry to the needs of people and community in respect to the preaching of the Gospel.

This Board is charged with the responsibility for the interpreting and educating the Congregation to the Benevolence needs of our Church and to do all possible to further knowledge of the work of our denomination in state and national levels. This Board will be charged with the duty of drawing up a budget setting forth the hoped-for goals for the forthcoming fiscal year. They will be expected to work closely with the Board of Trustees in respect to all financial appeals so that the necessary balance between local expense and benevolence giving may be achieved. The Financial Secretary will receive and keep record of all contributions made for purposes of benevolence. The Treasurer of the Church will disperse such monies to their respective goals upon direction of the Board of Benevolences.

Article V, Section 6, Paragraph (d) will be superseded and set aside upon adoption of this amendment.
