

Bylaws of Alto Reformed Church

N3697 Cty. Hwy. EE, Waupun, WI 53963

ARTICLE I: NAME

The name of this Wisconsin non-profit religious organization is "Alto Reformed Church," hereafter referred to as "the congregation".

ARTICLE II: PURPOSE

The purpose of this congregation is **to know Jesus and make Jesus known**. This includes a commitment to **trust** Jesus as Savior and Lord, **connect** deeply with Jesus' followers, **grow** to be like Jesus, **serve** sacrificially as Jesus did, **reach** out to the world with the love and truth of Jesus, and to **worship** Jesus as the ruler of life. All of this is done in accordance with the Bible, the doctrinal standards (see <http://about.rca.org/who-we-are/beliefs>) and the church policy (see <https://www.rca.org/bco>) of the Reformed Church in America.

ARTICLE III: MEMBERSHIP

Membership in the Alto Reformed Church shall be according to the *Book of Church Order* (BCO) of the Reformed Church in America. Each active confessing member has one vote at congregational meetings.

A person may become a confessing member of Alto Reformed Church:

- a) By making confession of faith in Jesus Christ before the board of elders and publicly before the congregation;
- b) By reaffirmation of his/her faith in Jesus Christ before the board of elders and publicly before the congregation; or
- c) By presenting to the board of elders a letter of transfer from another Christian congregation;
- d) And by the majority vote of the board of elders.

Membership shall be terminated in the following ways: (1) death, (2) acceptance by the elders of a letter of transfer to another church of like faith, (3) acknowledgement by elders when a member has joined another church, (4) exclusion by action of the board of elders.

ARTICLE IV: CONGREGATIONAL MEETINGS

- A. Regular Meetings: An annual meeting of the members of the congregation shall be held on the 2nd Sunday in November each year, at which time they shall elect, by simple majority vote, people to fill the vacancies created by the expired terms of the elders and deacons in the consistory and to transact any other business as may be properly brought before the meeting.
- B. Special Meetings: Special meetings of the members of the congregation for any purpose or purposes may be called at any time by the consistory.
- C. Notice of Meetings: Notice of the annual congregational meeting shall be made on at least two Sundays preceding the date of such meeting. Notice for special meetings shall be made on at least one Sunday preceding the date of such meeting.
- D. Eligible Voters: All active confessing members of the congregation shall be eligible to vote in all elections and on issues at any meeting of the congregation.
- E. Quorum: Any number of eligible voting members of the congregation present at any duly called regular or special congregational meeting may transact the business of said meeting, providing a majority of the members of the consistory are present at said meeting.
- F. Majority Rule: Unless otherwise required or agreed by the body, any action to be approved at a congregational meeting shall be passed by a majority of the members present.
- G. Presiding Officer: The lead pastor, or in his absence a classis pastor or the vice president, shall preside at all official meetings.
- H. Procedures: All meetings, regular or special, shall be in accordance with the rules of procedure as declared by the Reformed Church in America and according to the *Roberts Rules of Order*.
- I. Nomination and Election Process:
 1. The consistory will appoint at least six to eight confessing members to the ballot committee plus two alternates to be called upon in the event a member's absence is unavoidable or that member ends up on the ballot.
 2. The office administrator will prepare a "not eligible" list which will be distributed to the congregation two weeks prior to the date nominations will be collected.
 3. Eligible Candidates: After a person has served a term of three years, they are ineligible to be elected to consistory during a period of four years. However, they are eligible for immediate re-election if they complete less than half of an unexpired term. Only one person per household may serve on the consistory at the same time.
 4. The ballot committee will collect and tabulate the nominations immediately following the worship service on the 2nd Sunday of September and deliver this tabulation to the clerk that same day.
 5. The consistory will approve the list of nominees and decide how many nominees should receive letters.
 6. The clerk will give the office administrator a list of nominees for elder and for deacon (approximately 15 each) who are to receive a form letter informing them that their name has been received in nomination for that particular office, and that they are being considered for that slate. This letter is to be mailed no later than the 3rd Monday of September and should

include a copy of our Statement of Faith with a request for nominees to review this statement and notify the clerk or vice president if they do not affirm the entirety of the statement. A copy of the Leadership Covenant should also be sent and must be signed by the nominee for them to be on the ballot.

7. In case one is nominated for both offices, we would have them considered for only one office; this is to be determined by their position in the list of top candidates. The person would then be (1) advised of the office for which they are primarily considered, and (2) asked if, in the event they cannot serve in that office, they would then be willing to serve in the other office. This would be done with a special paragraph added to the letter received.
8. Any nominees seeking to be excused from the ballot must request removal during or prior to a special meeting of the executive committee held on the Sunday immediately prior to the October elder meeting. Requests made prior to the special meeting should be submitted to the vice president or clerk with reasoning for withdrawal.
9. Elders will establish a slate at the October elders' meeting to be approved by the consistory at the October consistory meeting. Nominees must be confessing members on the "Approved Leader List" and affirm our Statement of Faith.
10. The slate shall be published in the bulletin on three Sundays prior to the election.
11. Elders and Deacons are elected at the annual congregational meeting with a simple majority vote.
12. Absentee ballots will be permitted subject to the following:
 - a. One ballot per signed envelope.
 - b. May be turned in at or before the meeting.
 - c. Must have signature of voter on the outside of the envelope.
 - d. Counts on the first ballot only.
 - e. To be opened when the vote is taken.
 - f. Ballots will be available in the office two weeks before election or one week before a special meeting.
 - g. Only active confessing members are eligible to vote.
 - h. None of the above is to be construed to mean that absentee ballots are to be used simply as a matter of convenience.

ARTICLE V: THE CONSISTORY

Members: A consistory is the governing body of a local church. Its members are the installed minister(s) of that church serving under a call, and the nine elders and nine deacons currently installed in office. (BCO I.1.1.)

A consistory combines the ministerial functions and governmental powers of the offices of the minister, elder, and deacon in the service and supervision of a local church. The whole-body acts as the representative of the congregation. The elders, together with the minister(s), constitute a board of elders with specified responsibilities and powers. The deacons constitute a board of deacons with specified duties and authority. The Equipping Adults Pastor is a member of consistory but not a voting member.

Quorum: A majority of the consistory, regularly convened, constitutes a quorum, according to *The Book of Church Order*.

Responsibilities of the Consistory:

1. The consistory shall make all decisions in accordance with the Bible and the *Book of Church Order* which is available at <https://www.rca.org/bco>.
2. The consistory shall provide direction and organization for the church and oversee the church's ministry. The consistory may appoint standing or special committees, teams, or task forces as needed, to assist with fulfilling this responsibility.
3. The consistory shall fulfill the duties for the consistory prescribed in the *Book of Church Order*.

General Principles:

1. Remember the confidential nature of your business. Business is handled inside the consistory and left there.
2. In performing your duties, you never act for the entire consistory unless authorized to do so.

Consistory Member Expectations:

1. Attendance at consistory meetings, regular worship services, and special services is expected, unless absence is unavoidable.
2. Provide leadership when possible, wherever needed in the church, remember that people look to you for an example.

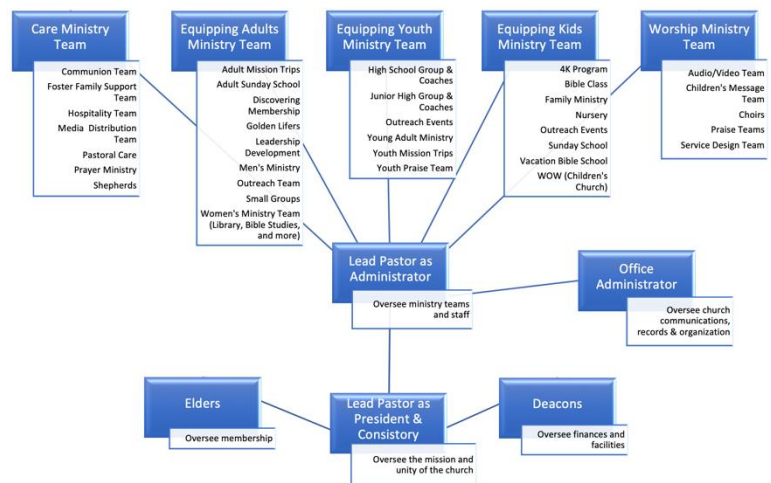
Meetings: Regular consistory meetings shall be held once per month (except July or August), with the date and time set by the consistory. Unless otherwise required or agreed by the body, a majority in attendance shall decide any action. Special meetings of the consistory may be called by the president or the elder vice president, or by three of the consistory members. A 24-hour notice shall be given to each consistory member. At any special meeting, only the business for which the meeting was specially called may be acted upon, unless 2/3 in attendance approve adding new business to the agenda. All meetings shall be governed by the *Book of Church Order* and *Roberts Rules of Order*.

Minutes: The minutes of the consistory, maintained by the clerk of the consistory, shall be official and authoritative minutes of the church. Once approved they may not be changed.

Authority: The consistory shall have the power and authority to bargain, sell, mortgage, lease or release any real property belonging to the church or held by it, as trustees, and to erect churches, parsonages, and other buildings for the direct and legitimate use of said church, upon the approval of the classis and the congregation. The consistory shall have the power and authority to alter and modify the church buildings and the church parsonages as may be deemed advisable. The consistory shall have the power and authority to fix the salary of its minister(s), or any and all employees, employed by the consistory. The consistory shall have the right of decision with reference to major alteration or building additional facilities. Only the consistory shall have the authority to add to/subtract from the by-laws. This can be done by a simple majority vote of consistory.

Article VI: OFFICERS OF CONSISTORY

- A. Election of Officers: The *Book of Church Order* provides that the lead pastor is the president of consistory. The officers are elected for one-year terms, by the consistory itself, at its first meeting (December if possible).
1. The board of elders shall recommend to the consistory a vice president, an assistant vice president, and a clerk of elders/consistory from its members. The lead pastor shall be president of the board of elders.
 2. The board of deacons shall elect a chair of deacons, a chair(s) of facilities, and a clerk of deacons.
 3. The board of deacons shall recommend a general treasurer and a benevolent treasurer to the consistory.
 4. The consistory as a whole shall elect a vice president and a clerk of consistory from the board of elders, a general treasurer and a benevolent treasurer from the board of deacons. All officers may be elected by show of hands or ballot as the individual groups choose.
- B. Responsibilities of Officers:
1. Ministers: A minister serving a congregation is a pastor and teacher of the congregation to build up and equip the whole church for its ministry in the world. The minister preaches and teaches the Word of God, administers the sacraments under the authority of the consistory, shares responsibility with the elders and deacons and members of the congregation for their mutual Christian growth, exercises Christian love and discipline in conjunction with the elders, and endeavors that everything in the church be done in a proper and orderly way. As pastor and teacher, the minister so serves and lives among the congregation that together they become wholly devoted to the Lord Jesus Christ in the service of the church for the world. (BCO 1.1.1.4.a.)
 2. President: The president shall preside at all congregational and consistory meetings.
 3. Vice President: If the pastor is unable to attend a meeting, the vice president shall perform the duties and exercise the power of the president. The vice president shall arrange pulpit supply, as needed, including hospitality. (For information on vice presidents, see *Book of Church Order*, Part I, Article 3, Sec. 2.) The Christian Service Banner and Serviceman's Board shall be updated as needed by a person appointed by the vice president.
 4. Assistant Vice President: If the vice president is unable to perform any of their duties, the assistant vice president shall perform the duties and exercise the power of the vice president or president.
 5. Chair of Deacons: The chair of deacons shall preside at all deacon meetings.
 6. Clerk of Consistory: The clerk of consistory is responsible for contacting and recommending the audit committee members to the consistory for approval.
 7. Clerks: The clerks shall record all votes and the minutes of all proceedings in a book to be kept for that purpose and maintain and be custodian of all records and documents of the church. They shall give, or cause to be given, notice of all meetings as required by the *Book of Church Order* and these By-laws.
 8. Treasurers: The treasurers shall have the custody of the funds and securities and shall deposit all monies and other valuable papers in the name and to the credit of the church in such depositories as may be directed by the consistory, and all of their procedures shall be subject to the review and correction of the consistory.



ARTICLE VII: COMMITTEES AND TEAMS OF CONSISTORY

Team/Committee Responsibilities: The duties of each team/committee are partially outlined on these pages. Our desire is not for the team or committee to do everything in a given area, but to see that the mission and vision of the church is being pursued within the specified area. One of our guiding principles is to move decision-making authority closer to each ministry area through appointing leaders who are serving within their God-given giftedness, budgeting according to our vision, and empowering the leaders and teams.

1. Teams/committees will meet as often as necessary to complete their responsibilities.
2. In general, decisions should be done by consensus, but if there is concern over any decision, recommendations should be sent to the consistory. When a vote is necessary, the majority rules. The team leader shall cast the deciding vote.
3. All teams and committees shall communicate at least monthly in writing with the consistory regarding a) celebrating where they've seen God at work and b) requesting prayer, guidance, and/or approval as needed. Minutes and/or reports should be submitted to the office administrator by the first Wednesday of the month with requests being highlighted.
4. The basic structure is outlined in the org chart as a guide. This is not intended to silo our ministries, but to improve communication.

A. Executive Committee:

1. Composed of the lead pastor, vice president, assistant vice president, clerk, chair of deacons and treasurer(s).
 - a. Family members, including spouse, parents, siblings, and in-laws, of staff will not be included in discussions regarding that staff member at the consistory or executive committee level.
2. Responsibilities:
 - a. Shall act on behalf of the consistory when needed between consistory meetings, or in the areas assigned by the consistory.
 - b. Shall serve as a "personnel committee".
 - i. Meet on a regular schedule with each pastor and staff person at least twice a year
 - ii. Set and discuss goals for each position and how those goals fit into the vision of the church
 - iii. Review the past performance of the pastor(s) and staff persons
 - iv. Recognize superior achievements and extraordinary service
 - v. Discuss general concerns
 - vi. Specifically discuss financial needs to include salary, housing, transportation reimbursement, insurance, continuing education, and retirement plan as applicable
 - vii. Consider financial needs beyond the day-to-day living expenses such as medical bills, education costs, emergencies, and retirement
 - viii. Discuss other needs such as family crises, illness, marital stress, depression, and ministerial frustration
 - ix. Give support and encouragement
 - x. Discuss and facilitate good relationships between church staff
 - xi. Act as the communication link between staff and the consistory
 - c. Shall present contracts to the consistory for approval after consulting with the employee and agreeing on changes desired by either party. The employee must receive the contract by December 1 and then sign and return it to the Executive Committee by December 15.
 - d. Appointments to teams/committees are made by the executive committee at the beginning of the year.
 - e. The vice president, clerk, and chair of deacons shall be responsible for a review of the consistory and lead pastor at the end of the year.

B. Board of Elders:

1. Oversees membership:
 - a. Meets with candidates requesting church membership by confession of faith, re-affirmation of faith, or by transfer of membership and acts upon such requests.
 - b. Issues transfers of membership when in order.
 - c. Pursues members on their district list to understand needs, discover concerns, encourage participation, and recommend action to the elder board.
 - d. Reviews membership and fulfills any action required.
2. Deals with "Constitutional Question" (on needs of members), and records answers, along with any action taken.
3. Acts on any judicial business coming before it.
4. Approves individual members for the "Approved Leader List" based upon their affirmation of our Statement of Faith, their character, and their active participation. Members serving as teachers, coaches, consistory members, children's message leaders, small group leaders, choir directors, and worship team leaders must be on the "Approved Leader List". Elders should address this every Spring and when new members join the church. Elders will recommend members to the list at a

regular meeting, send a letter inviting the member to sign the Leadership Covenant of Alto Reformed Church affirming our Statement of Faith, receive the signed covenant, and then place members on the "Approved Leader List".

5. Recommends individuals to the congregation for ordination as "ministry elders". Elders are ordained to ministries such as teaching, care, prayer or church planting for the purpose of recognizing the call, gifting, and Christ-like leadership of the candidate. They do not serve on the consistory. However, they are part of the greater consistory. The congregation must affirm the candidates at a congregational meeting.
6. Visits, supports and cares for members, particularly those in their assigned district. Elders are also to serve on the CD/DVD (Tape) Distribution Team.
7. Elders rotate leading devotions and prayer at the regular consistory and elder meetings.
8. Elders are also asked to serve in offices or on various teams. Positions include: vice president, clerk, Worship Ministry elder, Equipping Ministries elder, Outreach Ministry elder, and four Care Ministry elders (communion prep).
9. Oversees Sacraments:
 - a. Approves requests for baptism. One elder also assists with each baptism service.
 - b. Provides communion four times each year to members who are unable to attend services.
 - c. Two elders provide the elements for communion, arrange clean-up, and schedule elders to serve communion at regular services.

C. Board of Deacons:

1. The deacons are to present a report to the consistory for information regarding routine items and for assistance in decisions, as needed, if items are not routine.
2. The deacons shall rotate opening the regular consistory meetings with prayer.
3. The deacons are to serve in offices or on various teams. Positions include: chair of deacons, clerk, general treasurer, benevolent treasurer (Care Ministry & missionary support), Worship Ministry deacon, Equipping Ministries deacon, Outreach Ministry deacon, and two deacons over Facilities.
4. The deacon board will oversee the following areas, either as a body, or through its treasurers, or through committees appointed by the body of deacons:
 - a. Finance:
 - i. Handles offerings and expenses, including reports at monthly consistory meetings.
 - ii. Maintains a strong program of benevolence, recommending to consistory a regular schedule of offerings.
 - iii. Works toward reduction of debts.
 - iv. Brings to the attention of the full consistory areas of financial concern, stewardship needs, etc.
 - v. Maintains careful record of individual contributions in accordance with tax law.
 - vi. Orders and distributes offering envelopes; and provides envelopes for new members throughout the year.
 - vii. Maintains and reviews an internal budget.
 - viii. Supervises an accounts payable clerk who is appointed by the consistory at the recommendation of the deacons.
 - b. Facilities:
 - i. The entire board of deacons shall tour all the church property and parsonage annually.
 - ii. Arranges both routine and special care of buildings, including parsonage(s).
 - iii. Arranges care of grounds, with all seasonal needs.
 - iv. Arranges janitorial services and supplies.
 - v. Maintains a good general appearance of the property, including repairs and redecorating.
 - vi. Maintains adequate insurance coverage on church property.
 - vii. Handles requests for use of church facilities and enters such on the church calendar through the office administrator. (See also *Planning Your Wedding at Alto Reformed Church* guide)
 - viii. Evaluates, approves and arranges for the purchase and maintenance of audio, video, lighting, and staging equipment upon the request of the Worship Ministry Team.
 - c. Missionary Support:
 - i. The deacons are to select and approve individual missionaries. All missionaries should affirm our Statement of Faith. The benevolent treasurer is to budget missionary benevolence funds for annual support of missionaries in the first quarter of the year. Remaining missionary benevolence at the end of the year is to be distributed to missionaries selected by the deacons.
 - ii. The office administrator is responsible for receiving updates from the missionaries (letters, emails, etc.) and making these available to the congregation. The office administrator is responsible for coordinating congregational updates during morning church services (a minimum of twice per year). This includes coordination and scheduling of missionary visits.

- iii. The mission circle is responsible for coordinating mailings and direct contact with missionaries at Christmas time.
- iv. All recommendations for missionary support should be directed to the benevolent treasurer.

D. Worship Ministry Team:

- 1. Purpose: To inspire all people to worship Jesus with all their heart, soul, mind, and strength.
- 2. Leader: The team leader will be appointed by the consistory.
- 3. Members: Members will include at least one elder, one deacon, the lead pastor, one sound tech, the office administrator, and at least five at-large members. The at-large members are appointed by the team leader from the consistory "Approved Leadership List" and will include at least five people involved in worship ministry.
- 4. Length of Service: Consistory members will serve for one year starting January 1. All other members will serve for a minimum of one year starting July 1.
- 5. Responsibilities:
 - a. Provide worship services that inspire members and visitors to know Jesus and make Jesus known.
 - b. Supervise the praise teams.
 - i. Praise teams have the responsibility of inviting new members onto their teams but should seek approval from the Worship Ministry Team with the ultimate authority being the elders if a problem arises.
 - c. Supervise the choirs.
 - d. Work with praise teams and choirs in planning of special services.
 - e. Schedule special music during the summer months when the choirs are not active.
 - f. Recommend to the deacons any upgrades and repairs to audio, video, lighting, and staging equipment.
 - g. Oversee training and scheduling of audio and video techs.

E. Equipping Adults Ministries:

- 1. Purpose: To equip adults to live missionally through discipleship, community, leadership development, outreach, and mission experiences.
- 2. Leader: The team leader will be appointed by the consistory.
- 3. Team: Members are appointed by the team leader from the consistory Approved Leadership List and will include at least five people involved in adult ministry. One elder and one deacon will serve the equipping ministries for communication and advisory purposes, attending meetings as requested.
- 4. Length of Service: Consistory members will serve for one year starting January 1. All other members will serve for one year starting July 1.
- 5. Responsibilities: TBD

F. Equipping Youth Ministries:

- 1. Purpose: To equip youth to live missionally through discipleship, community, leadership development, outreach, and mission experiences.
- 2. Leader: The team leader will be appointed by the consistory.
- 3. Team: Members will be the coaches who are appointed by the team leader from the consistory "Approved Leadership List" and will include at least five people involved in youth ministry. One elder and one deacon will serve the equipping ministries for communication and advisory purposes, attending meetings as requested.
- 4. Length of Service: Consistory members will serve for one year starting January 1. All other members will serve for one year starting July 1.
- 5. Responsibilities: TBD

G. Equipping Children & Families Ministries:

- 1. Purpose: To equip children and families to live missionally through discipleship, community, leadership development, outreach, and mission experiences.
- 2. Leader: The team leader will be appointed by the consistory.
- 3. Team: Members are appointed by the team leader from the consistory "Approved Leadership List" and will include at least five people involved in children or family ministry. One elder and one deacon will serve the equipping ministries for communication and advisory purposes, attending meetings as requested.
- 4. Length of Service: Consistory members will serve for one year starting January 1. All other members will serve for one year starting July 1.
- 5. Responsibilities: TBD

H. Care Ministries:

1. Purpose: To effectively care for all members and the community through consistent communication, follow-up, prayer, shepherding, pastoral care, and assistance.
2. Leader: The team leader will be appointed by the consistory.
3. Members: Members will include at least one elder, the benevolent treasurer, all pastors, and at least three at-large members. The at-large members are appointed by the team leader from the consistory "Approved Leadership List" and will include at least three people involved in care ministry.
4. Length of Service: Consistory members will serve for one year starting January 1. All other members will serve for one year starting July 1.
5. Responsibilities: TBD

SUB-COMMITTEES OF MINISTRIES:

I. Outreach Team

1. Purpose: To mobilize the congregation to bless, invite, and evangelize the community.
2. Leader: The team leader will be appointed by the consistory.
3. Members: The members are appointed by the team leader from the consistory "Approved Leadership List" and will include at least five people.
4. Length of Service: Members will serve for one year starting July 1.
5. Responsibilities:
 - a. Arrange any special evangelistic programs or series of meetings.
 - b. Arrange any program of calling or outreach into the community.
 - c. Work toward assimilation of new members into full life of the congregation.

J. Foster Family Support Team

1. Purpose: To mobilize the congregation to encourage and help foster families and children thrive.
2. Leader: The team leader (Welcomed Advocate) will be appointed by the consistory.
3. Members: The members are appointed by the team leader from the consistory "Approved Leadership List" and will include an additional Welcomed Advocate and all Care Community Team Leaders.
4. Length of Service: Members will serve for one year starting July 1.
5. Responsibilities:
 - A. Provide regular and ongoing practical help to foster families and their children.

K. Hospitality Team

1. Purpose: To mobilize the congregation to offer a great 1st impression on visitors, an incredibly welcoming experience in fellowship for all attenders, and connect them in the best way for them to grow and serve, so that they can't wait to come back.
2. Leader: The team leader will be appointed by the consistory.
3. Members: The members of the Hospitality Team are appointed by the team leader from the consistory "Approved Leadership List" and will include at least 2 more people. Many people will be invited to carry out the vision.
4. Length of Service: Members will serve for one year starting July 1.
5. Responsibilities: Improve after-church coffee hour, more than it has been already. Offer a welcome so people can't wait to tell their friends about the great experience they had at our church. Engage attenders in groups and ministries where they can grow, serve and connect.

L. Women's Ministry Team

1. Purpose: To affirm the salvation message of Jesus Christ, the Bible as the inerrant Word of God, and the importance of prayer. Through these avenues, we will care for one another, our Body of Believers, our community, and our world.
2. Leader: The team leader will be appointed from the consistory "Approved Leadership List".
3. Members: 10-11 women will serve on the coordinating board. The wife of either or both pastors may be on the board, if they desire. Ideally, two board members will each represent a specific age group: 20's, 30's, 40's, 50's and 60 and above.
4. Length of Service: Each board member will be asked to serve a two-year term. Each member of the board is responsible for finding another woman to serve in her place at the end of the board member's first year. New members will attend the November meeting. Officers will be selected at the January meeting for the following year.
5. Responsibilities:

Board members will rotate providing an opening devotion and prayer at the beginning of each meeting. Board members will oversee women's committees and service groups, including the planning of the Spring and Fall Fellowship events. Committees will be formed from the board for the yearly events. The board will be the informational link between the care teams and the women at-large. AMEN articles, bulletin announcements, the church website, social media (i.e. Facebook), and church mailboxes will be used for communication to all. Board members will verify that all events are Christ-centered; that the salvation plan is shared with the women at the ARC and that spiritual growth is encouraged.

- a. Director:
 - i. Term will be no more than two years.
 - ii. Preside, create agenda, and schedule all meetings. The board will meet the third Tuesday of every month with the exception of July and December.
 - iii. Work with the co-director on scheduling Bible studies, Spring and Fall fellowship, and other events.
 - iv. Be liaison to various teams. Representatives of teams may be invited to meetings to give updates or make requests of the board. These invitations will be managed by the director.
 - v. Lock all main entrance doors after women's ministry events. (The key is located by the fire extinguisher in the handicap accessible entrance.)
 - b. Co-Director:
 - i. Work with the director on scheduling Women's Ministries events.
 - ii. Preside and schedule meetings in the event of the director's absence.
 - iii. Work as a liaison between the committees, teams, groups and the board, reporting any changes, needs, and/or goals at the monthly meetings.
 - iv. Assume the director role the following year.
 - c. Secretary
 - i. Record minutes of the meetings.
 - ii. Submit a copy of the minutes to the director to be shared with the board at least one week prior to the monthly meeting.
 - iii. Submit a brief written summary and/or minutes of the Women's Ministry meeting with the office administrator by the first Thursday of each month to be shared with consistory.
 - d. Treasurer
 - i. Manage and collect offerings.
 - ii. Be a liaison with the deacons.
 - iii. Keep a record of offering totals and the Women's Ministry board checkbook.
 - iv. Request from the deacons that a loose offering to be taken at one Sunday morning worship service to support all Women's Ministry groups (typically in the Fall).
 - e. Organization/Service Team Co-Chairs
 - i. Will consist of two members of the board.
 - ii. Will clean the kitchen annually
 - iii. Will inventory kitchen supplies (i.e.: plates, cups, napkins, coffee, lemonade mix, disposable tablecloths).
 - iv. Will collect and deliver items to the Food Pantry after a collection is complete.
 - v. Will organize funeral chairpersons when needed.
 - vi. Will identify kitchen items used for off-site church functions that were checked out on the sign-out sheet located in the kitchen.
6. Annual Events
- a. To be determined and, when possible, scheduled at the February board meeting.
7. Groups, Teams, and Committees
- a. Nursery Committee
 - i. Organizing nursery schedule
 - ii. Stocking nursery with supplies (diapers, snacks, etc.)
 - iii. Addressing nursery issues – staffing, etc.
 - iv. Church nursery is available and staffed during Sunday a.m. services. A schedule is created in January and June. Volunteers are encouraged to sign up at that time.
 - b. Library Committee
 - i. Responsible for stocking books for adults and children, as well as videos for the entire family.
 - ii. Staffed Sunday's prior to church
 - iii. Annually updates with new books and videos
 - c. Banner Committee
 - i. Coordinates banners for church services
 - ii. Creates new banners when needed
 - iii. The office administrator will hang the banners for new members, baptisms, and communion.
 - d. Women's Missionary Circle
 - i. Meets monthly. Meetings consist of Bible studies, topic studies and "special" meetings.
 - ii. Purpose is to help the cause of missions, to deepen the spiritual life of our members, and to support the whole mission of the church.
 - iii. Will coordinate mailings and direct contact with missionaries at Christmas time.

- iv. All women are encouraged to attend.
- e. Kitchen Catering and Equipment Rental
 - i. Contact for dinners to be held in church basement, such as weddings and anniversaries
- f. Care Teams
 - i. Prayer Shawls and Quilts
 - a. Provided to members in homes, recent surgeries, illnesses.
 - ii. Stork Society
 - a. Home visit, meal and gift card for new babies
 - iii. Ties-to-Home
 - a. Bi-annual gift cards and/or baskets to college students
 - v. Church Women United of the Waupun Area
 - vi. Kindred Spirits
 - a. Welcoming group to new women members
- g. Prayer Group
 - i. Tuesday morning prayer time in prayer room.

ARTICLE VIII: OTHER POLICIES

A. Financial Matters

1. All offerings for any outside group must go through the deacons.
2. If an outside group/person comes in and conducts a service or leads a special program, the deacons have the option of taking an additional offering on their behalf.
3. When a group, or individual, gives a Sunday program, materials may be displayed, and orders taken, but no money shall change hands on Sunday. Each group, or individual, shall be totally responsible for the collection of payment for the orders.
4. The church shall pay the Camp Manitouqua summer registration for church member families. The transportation fee shall be up to the individuals.
5. All church treasurers shall have their records audited each year by the consistory appointed auditors. A report of the audit shall be made to the consistory.
6. The church has set the following guidelines for an "Adoption Assistance Program":
 - a. The prospective parents must be members of Alto Reformed Church, in good standing, for a minimum of three years.
 - b. Each case will be considered on an individual basis, by the board of deacons, and consistory.
 - c. Will be limited to married couples, consisting of husband and wife.
 - d. All information will be kept confidential within the consistory. The dollar amount will be reported only as local benevolence in the annual financial statement.
 - e. Funds will be distributed from the benevolent fund as needed.
 - f. The dollar amount and guidelines will be reviewed by the deacons.
7. The church has set the following guidelines for supporting seminary students:
 - a. Those intending to go into RCA ministry could receive compensation equal to tuition for Western Seminary. Those going to a seminary outside the RCA could be compensated up to 50% of tuition for Western Seminary. Each request will be reviewed by the deacons who will make a recommendation to the consistory to determine the final amount.
 - b. There must be a sincere financial need to qualify for assistance.
 - c. Each individual must have accepted Jesus as their Lord and Savior and be an active member of Alto Reformed Church and affirm our Statement of Faith.
 - d. A request must be made in writing to the chair of deacons.
 - e. Money will be paid directly to the seminary being attended.
 - f. The seminary must be approved by the RCA and our Wisconsin Classis, which means it must have an ATS Accreditation (Association of Theological Schools).

B. Offerings and Gifts

The consistory has adopted the following policy statement regarding gifts from individual members of the Alto Reformed Church to students and various causes: In recent years, personal contributions to those causes have been channeled through the church treasury. During 1977, the question was raised regarding the legality of this procedure. The consistory obtained a legal opinion, and presents the following as a policy statement for such contributions in the future:

1. We want to be sure that what we are doing is morally and ethically right.
2. We cannot lend the church's name or support to that which is a personal obligation, a personal payment, or an otherwise non-deductible gift.

3. Any contribution offered by members, for causes of personal interest, must be cleared by the consistory before being disbursed.

C. Memorials

1. Gifts of memorial monies will be received and deposited in a special "Memorial Fund", to be maintained by the general treasurer.
2. Such gifts will be recorded in a "Memorial Gift Record Book" which shall be available to public view in the church building.
3. All memorial objects will be purchased from this "Memorial Fund", by consistory, as the fund reaches adequate levels. Thus, such objects would not be a memorial to one individual, but a result of the total memorial fund.
4. Suggestions for memorial purchases may be submitted, in writing, to the consistory, for their consideration. However, it is understood that the consistory shall make the final judgment of the need and advisability of a proposed purchase.
5. Items so purchased shall then be designated in the "Memorial Gift Record Book".
6. Memorial contributions may be offered to the "Memorial Fund" through any consistory member.

D. Use of Church Facilities and Equipment

1. Any church organization has the right to use all church facilities, but must leave them in the condition in which they found them.
2. Any organizations using table set-up shall be responsible for setting up and taking down the tables.
3. Reservations for use of the church basement and/or kitchen are to be made with the office administrator who will confirm this date with the chair of deacons and the custodian.
4. Any non-member(s) wishing to use church facilities for meetings must contact the office administrator for consistory approval. The office administrator will confirm this date with the custodian.
5. Kitchen equipment is not to be loaned for public meetings.
6. Private use of kitchen equipment must be cleared with the office administrator and signed out on the sign-out sheet in the kitchen.
7. The chair of the deacons must be contacted regarding use of tables and chairs.
8. There is to be no smoking at any time in any part of the building and no consumption of alcoholic beverages or controlled substances any place on the church property.
9. Audio/visual equipment may not be used for personal purposes off of the church property.
10. In the case of a natural disaster the church will be available to help if the community and/or the Saputo employees need a place to go. The church basement and parsonage basement will be made available as a shelter in the event of a tornado during the Alto Fair.

E. Weddings

1. Permission to use church facilities for the purpose of a wedding hinges on the following policy items:
 - a. Weddings performed at the Alto Reformed Church are normally to be performed by a pastor of this church.
 - b. Exceptions (such as invitation to clergy who are members of the family of either party to the marriage) are to be cleared with the pastor(s) and the elders before the church can be reserved. All weddings must be performed by professionally ordained Christian pastors at the discretion of the elders. All pastoral officiants must affirm our Statement of Faith. In such cases our pastor(s) shall be given the option to assist.
 - c. Guests invited to assist in officiating are also to be cleared.
2. Any church wedding date is to be cleared with the chair of the deacons for inclusion on the church calendar only after the pastor(s) have been contacted.
3. Fees are set forth in the *Planning Your Wedding at Alto Reformed Church* guide.
4. When tables are to be used for any reception, the following procedure is to be followed:
 - a. The party having the reception is responsible to set up tables for the group's use.
 - b. Following the reception, the same party is responsible to take tables down, as they were before being set.
 - c. Chairs need not be re-set, as floor will be cleaned by the janitor. (Any exceptions to this procedure should be cleared with the janitor)
5. All weddings and receptions held on Saturday are to be completed by 6:00 p.m.
6. No same sex marriages will be allowed on church property.
7. All couples being married, must complete at least 4 sessions of pre-marital coaching and be approved by our pastor(s) and elders in accordance with the *Planning Your Wedding at Alto Reformed Church* guide.

Leadership Covenant of Alto Reformed Church

Guiding Scripture

They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Everyone was filled with awe at the many wonders and signs performed by the apostles. All the believers were together and had everything in common. They sold property and possessions to give to anyone who had need. Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved (Acts 2:42-47)

Our Covenant

We, as leaders at Alto Reformed Church, believe that we are called with others to lead the congregation in fulfilling our mission. (Philippians 3:10; Romans 15:20)

Love - As servant-hearted leaders we will seek to model grace and truth in our relationships with one another just as Jesus did. (John 8:1-11) Therefore, we commit ourselves to authentic, intimate, loving relationships within this congregation. (John 13:34-35)

Purity & Beliefs - We affirm our Statement of Faith and commit ourselves to teaching these truths, living within their bounds, and graciously dialoguing with those who disagree. (1 Timothy 3:1-13; 4:16) We understand God forgives repentant sinners. (1 John 1:9) We are not to walk in condemnation and guilt. (Romans 8:1) At the same time, we cannot continue to walk in sin. (Romans 6:1-2) As leaders we must set an example as transformed Christ-followers. (Romans 12:1-2)

Unity & Reconciliation - We agree that the kingdom of God is bigger than any individual or group of people. (John 17:15-23) We earnestly seek to do God's will for our congregation. We will work at setting aside personal agendas. If we see that differences of opinions arise; we agree to seek resolution in a God-honoring, biblical manner. This means going directly to the person(s) with whom we have a concern or disagreement instead of talking about the person behind his/her back. (Matthew 5:22-24; 18:15-20; 1 Corinthians 5:12-13; 6:1-8) We will esteem, love, and be respectful of others, even if we share differing ideas or priorities. Our goal is to unify the church upon biblical truth, so that the mission of Christ is fulfilled. At the same time, we recognize that change and progress require us to think new thoughts and consider new methods, just as the Bible says that new wine needs new wineskins. (Matthew 9:17)

Mission & Faith - We recognize that change and improvement issues are subjective, involving varying methods and stylistic tastes. We will strive to be open to new ideas and sincerely weigh the pluses and minuses, not limiting God by our lack of imagination. We want to become the best we can be at fulfilling our church's mission within our community. (Matthew 28:19-20) We will seek to do this with faith, hope, and obedience to God. If he takes us down new roads, we will trust him. (Genesis 12:1-9; Hebrews 11:8-19) If he calls us to enable others to do what we are not able to do, we will do that. (Acts 6; 1 Corinthians 12; Ephesians 4:11-12) God's work must progress. We will diligently pray and seek his wisdom to know how far and how fast to go, and what this means for us as individuals and as an entire congregation. (2 Chronicles 7:14; Matthew 7:7-11)

Honor & Respect - We agree to make this a concentrated effort. If we are not able to resolve our differences through face-to-face communication or even with the help of a third person, we agree to part ways without casting blame, pulling others away, or being generally divisive to our local congregation. (Acts 15:2) We will strive to reflect the attitude of Christ, to be blameless and pure. (Philippians 2:1-18) Our goal is not to win individually, but to use our gifts and abilities to help our local church win as a whole. We will speak well of one another to others, promoting purity, unity and peace within our church family. (1 Thessalonians 5:11) We will be accountable to one another for our conduct, spiritual growth, ministries, and faithful service to God. (James 5:16)

We commit ourselves to this covenant.

Elder's Signature:

Your Signature: _____

Print Name: _____

(Based on the Pastoral Leadership Team Covenant of Meredith Drive Reformed Church & *How to Change your Church (Without killing it)*, by Alan Nelson & Gene Appel, p. 253)