



The Worship Place
Membership Handbook
January 29, 2008

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Rev. George Simms, Assistant Pastor

The Worship Place

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All of us join in welcoming you to the membership and fellowship of The Worship Place. This is a great church and your joining with us will make it even greater. We're a bit different in that we are an interdenominational congregation. Our members come from a variety of denominational backgrounds. My personal purpose is to focus on teaching God's Word and trying to make it apply to our lives today.

This handbook includes some information concerning our beginnings and our organizational set-up. We like to have everyone involved in some facet of our total ministry. If you will fill in the survey form and mail it to us in the enclosed envelope, it will assist us in helping you find your niche for service and ministry.

In 1998, a small group of God's children dreamed of a time when they would meet to worship God in their own building. That dream turned into a reality. We rejoice with abounding joy that each week we can gather in a beautiful new building. We will come in worship and praise, seeking the face of God trying to find His guidance and will for our lives and the life our church. We are so happy you decided to join with us on this journey.

If I can help you in any way, please let me know. Again, welcome to the membership, fellowship and service of The Worship Place.

Sincerely,

Your Pastor, Al Cummins

Table of Contents

Introduction	5
Mission Statement.....	5
History	5
Organization.....	6
Trustees, Ministries, Committees, and Groups.....	6
Staff Members	8
Programs.....	9
Administrative Support.....	9
Altar Flowers.....	9
Audio/Visual.....	9
Bible Studies.....	9
Caring Place Donations	10
Choir	10
Coffee Fellowship	10
Communion Service	10
Get Well Cards	10
Greeters.....	11
Hand Bell Choir.....	11
Meals	11
Meals on Wheels	11
Men’s Group	11
Name Badges	11
New Visitor Coffee	11
New Member Visitation.....	11
Photography	12
Prayer Chain.....	12
Single & Disabled Assistance	12
Singles.....	12
Special Friends.....	12
Transportation	12
Ushers	12
Visitor Cards	13
Women’s Group.....	13
Support Groups.....	13
Alcoholics Anonymous.....	13
Alzheimer’s Support Group.....	13
Compassionate Friends.....	13
Publications.....	14
Scheduled Events	14
Contributions	15
Philosophy of Giving	15
Methods of Contribution.....	15
Funds.....	16

Constitution	17
Appendix I – The Worship Place Stained Glass Windows	25
Appendix II – Guidelines for Use of The Worship Place.....	27
Appendix II – Membership Roster	31

Introduction

This Membership Handbook is intended to introduce you to The Worship Place and to assist you with integration into the church community. It describes The Worship Place history, organization, and the various programs available to its members. The handbook lists the publications available to you to keep up to date with church activities. A description of the unique stained glass windows of the sanctuary and a current list of members are included in the appendices. The Worship Place members hope that you will use this handbook to join in the joy and fellowship waiting you here.

Mission Statement

To worship Christ through living a Christian life and serving our church and others with compelling love.

History

In 1998 a group of Sun City Christians wanted to attend services where they lived. Inspired and led by George Moorman, they held their first service on August the 2nd and on August 12, 1998 they chartered The Worship Place and rented the Social Center ballroom for their meetings. Rev. Bill Bolick served as the first Pastor and Merle Lacobee was the first organist. By the first anniversary, a choir was formed by Lee Hensley and the membership had grown to 107, with attendance at 120-140.

Desiring a permanent place of worship, The Worship Place members voted to build a church. They entered into an option contract for the purchase of two tracts totaling approximately eight acres and within six months, the congregation subscribed over and above the purchase price of the land. Plans were drawn and subscriptions were made for the cost of the building. In two years, the money was saved for the land and paid to Del Webb. Building construction was started in April 2002 and completed with a dedication May 4, 2003. Church members donated stained glass windows for the sanctuary and a description of each of these windows is included in Appendix I. In addition, an Allen Renaissance Pipe Organ and a Steinway Boston Grand Piano were donated.

Our current pastor, Al Cummins, began service in November 2001. Our membership has grown from 30 organizing members to over 800 members. The Worship Place programs started with simple church services in the Sun City Ballroom and have grown to two Sunday services, multiple Bible studies, Men's, Women's, Singles groups, various support groups, and community service ministries such as Special Friends.

The mortgage for the Sanctuary building was paid off in December 2007 leaving The Worship Place debt free. The trustees and congregation look forward to growth of the congregation and are planning for a Fellowship Hall to better support current and future programs.

Organization

Trustees, Ministries, Committees, and Groups

The Trustees of The Worship Place are responsible for individual Ministries. Within each ministry, numerous committees and groups operate to accomplish the missions of the church. Trustee Officers are Lynn Chapman, Chairperson, Bo Wickstrom, Vice Chairperson, Doug Coy, Treasurer, and Elaine Ferguson, Corporate Secretary. Al Cummins and George Simms are ex-officio members of the Trustees.

Ministry & Responsible Trustee

Benevolence

Don Dorsett

Building

Joe Phillips

Fletcher Wright

Caring

John Hopper

Congregational

Lee Snyder

Committees, Groups & Chairpersons

John Cielo

Joe Dennison

Alzheimer's Support: Cheryl White

Caring Place Donations: Don & Claire Beaumont

Get Well Cards: Nell Stuart

Meals: Lorraine Franklin

Meals on Wheels: Barbara Petrosky

Prayer Chain: Mary Anne Denison

Special Friends: Lou Gibson, Linda Berglund, & Cheryl White

Singles: Doug Coy

Single & Disabled Assistance: John Cielo

Transportation: Chuck Meeder

Administrative Support: Mary Anne Denison

Audio Visual: Chuck Dashiell

Coffee Fellowship: Jane Manning

Compassionate Friends Support: Lee Snyder

Kitchen: Ed & Lois Heitger

New Member Coffee: Hatsie Meloy

New Member Visitation: Tessie Shier

Photography: Chuck Dashiell

Personnel: Lee Snyder

Publicity: Jackie Kiner

Visitor Cards: Susan Cogdill

Web Site: Donna Goldfeder

Education

Elaine Ferguson

Beth Moore Bible Study: Effie Selman
Pastor's Bible Study: George Simms
Seekers Bible Study: Bob Evans
Thursday Bible Study: Glenda Giallanza
Blessing Basket: Hatsie Meloy
Grandkids Packets: Linda Berglund

Encouragers

Bo Wickstrom

Men's Group: Ed McCrary

Evangelism

Position Currently Open

Finance

Doug Coy, (Chairperson &
Treasurer)

Landscape & Grounds

Charles Heald

Memorials & Fine Arts

Elaine Ferguson

Women's Group: Peggy Cummins

Stewardship

Bob Evans

Tom Burdett, Lynn Chapman, Rex Davis, Louis
Gibson, Sue Larson, Bob Manning, Charles Tuley

Worship

Fred Owen

Altar & Flowers: Stephen & Ernestine Brown
Choir: Frank Elrod
Communion: Bo Wickstrom
Greeters: Linda Hasting
Hand Bells: Frank Elrod
Information Desk: Elaine Tuley
Ushers: Bert Cogdill

Staff Members

The Worship Place employs the following personnel.

Pastor	Rev. Al Cummins
Assistant Pastor	George Simms
Custodian	Rosita Cardona
Financial Secretary	Mike Bailey
Music Director	Frank Elrod
Organist	Lorene Thomas
Secretary	Mary Anne Denison

Programs

The Worship Place offers many opportunities for involvement. Some of these are listed in this section. To become an involved member of your church, find an activity that matches your needs and interests and call the contact person for more information. If you would like to start a new activity, contact one of the trustees and discuss your ideas.

Administrative Support

Description: Members of this committee volunteer time to monitor the church information desk. They answer the telephone and help people at the church entrance and assist with other administrative support to the church secretary.

Contact: Mary Anne Denison

Altar Flowers

Description: This committee ensures that flowers are placed at each service. They provide a sign-up book for members to offer donations and arrange with a florist for the arrangements.

Contact: Stephen & Ernestine Brown

Audio/Visual

Description: Members of this committee operate the audio/visual equipment during church services and for special events in the church building.

Contact: Chuck Dashiell

Bible Studies

The Seekers Sunday School Class (Men and Women)

Topics: Bible study and discussion using a study guide. There are several social activities during the year.

Day/Time: Sundays/11:00 AM

Location: Choir Room

Facilitators: Bob Evans and Don Beaumont

Monday Beth Moore Bible Study (Women)

Topics: Bible study with Beth Moore video and small group discussions

Day/Time: Mondays/1:00 PM

Location: Choir Room

Instructor: Effie Selman

Wednesday Morning Ladies Bible Study (Women)

Topics: This Bible Study Group goes through the books of the Bible verse by verse. They are flexible and relaxed in their study, taking whatever time is necessary to understand the scripture. This is an interactive bible study that encourages questions and discussion of the scripture. They pray for friends and relatives that have a physical need. After bible study, they go to lunch for Christian fellowship.

Day/Time: Wednesdays/10:00 AM

Location: Choir Room

Instructor: Glenda Giallanza

Pastor's Bible Study (Men and Women)

Topics: Intensive Bible Study

Day/Time: Wednesdays/6:30 PM

Location: Sanctuary

Instructor: Asst. Pastor George Simms

Caring Place Donations

Description: This committee collects various items from the congregation the first Sunday of each month and delivers them to the Caring Place.

Contact: Don & Claire Beaumont

Choir

Day/Time: Practice Wednesdays at 3:30 PM

Location: Sanctuary

Choir Director: Frank Elrod

Coffee Fellowship

Description: Coffee and cookies are served the third Sunday of each month between services in the lobby. Members of this committee provide cookies periodically and help serving.

Contact: Jane Manning

Communion Service

Description: Members of this committee prepare communion trays and assist with cleanup after communion once a month.

Contact: Bo Wickstrom

Get Well Cards

Description: This committee writes get-well cards to members of the congregation who are ill

Contact: Nell Stuart

Greeters

Description: Greeters stand at each entrance to greet, welcome, and assist those attending church.

Contact: Linda Hasting

Hand Bell Choir

Day/Time: Practice Fridays at 10:00 AM

Location: Sanctuary

Choir Director: Frank Elrod

Meals

Description: This committee prepares and delivers meals to members of the congregation who need assistance during illnesses and during funeral services.

Contact: Lorraine Franklin

Meals on Wheels

Description: The congregation supports the Meal on Wheels program to provide meals to community members who need meals delivered to their homes.

Contact: Barbara Petrosky

Men's Group

Description: This group meets the second Tuesday of each month for breakfast.

Various topics of interest to men are presented during these events.

Contact: Ed McCrary

Name Badges

Description: Members may purchase name badges to wear at The Worship Place. The cost for these badges is \$10.00 each. A form to order these badges is available at the Information Desk and is included in new member information packets.

Contact: Linda Rea

New Visitor Coffee

Description: Members of this committee hold quarterly coffees in their homes for new members. They help to make new members feel at home in their new church community.

Contact: Hatsie Meloy

New Member Visitation

Description: Members of the committee visit new members in their homes. They bring new members a special packet of information and describe the opportunities available to each family.

Contact: Tessie Shier

Photography

Description: The church photographers take pictures of new members and take photos during the church's special events.

Contact: Chuck Dashiell

Prayer Chain

Description: This group prays for persons in need and in gratitude for God's goodness. Prayer needs are sent by email to Prayer Chain members.

Coordinator: Mary Anne Dennison

Single & Disabled Assistance

Description: This committee assists singles and disabled members of the congregation.

Contact: John Cielo

Singles

Description: This group gathers for social activities for single members of the congregation. They meet for meals and attend various special events in the community.

Contact: Doug Coy

Special Friends

Purpose: Special Friends is a group of people who have Alzheimer's disease. There is a great need for their caretakers to have a few hours of free time. Every Thursday from 10:00 AM to 2:00 PM the Special Friends meet in the foyer of the church. Volunteers plan special activities for them, serve lunch, and truly have a fun time. At 2:00 PM, their caretakers return to pick up their loved ones. One-day training is provided for those who work with special friends on Thursdays.

Contact: Cheryl White, Lou Gibson or Linda Berglund

Date/Time: Thursdays / 10:00 AM – 2:00 PM

Location: Church Lobby

Transportation

Description: Members of this committee assist members of the congregation who need help attending church and going to doctor appointments.

Contact: Chuck Meeder

Ushers

Description: Ushers assist with collection, communion, and seating members during church services. Users occasionally assist with donation counting on Sundays.

Coordinator: Bert Cogdill

Visitor Cards

Description: Members of this committee send cards to first-time visitors of The Worship Place.

Contact: Susan Cogdill

Women's Group

Description: This group organizes activities of interest to women of the congregation. They include brunches, lectures, style shows and other events.

These events occur on the second Tuesday of each month.

Contact: Peggy Cummins

Support Groups

Various support groups meet at The Worship Place and are available to members of the congregation and the community.

Alcoholics Anonymous

Purpose: Provide group support for recovering alcoholics.

Contact: John Miller

Date/Time: Every Saturday/ 9:30-10:30 AM

Location: Choir Room

Alzheimer's Support Group

Purpose: Support caregivers of Alzheimer's family members

Contact: Cheryl White

Day/Time: 3rd Tuesday of the Month / 7:00-9:00 PM

Location: Choir Room

Compassionate Friends

Purpose: Support for parents who have lost children

Contact: Mary Ann Noble 869.0077

Date/Time: 3rd Tuesday / 7:00-9:00 PM

Location: Choir Room

Publications

The Worship Place uses several methods keep the membership informed. These include

1. The monthly newsletter available in the lobby,
2. The church web site located at www.theworshipplace.org, and
3. Email – Occasionally, special notices are sent via email to the congregation

Scheduled Events

The Worship Place holds several regularly scheduled events. These events offer an opportunity to participate in the church life of fellowship and service to the community.

1 st Sunday	Caring Place Donations
2 nd Monday	Women's Events
2 nd Tuesday	Men's Breakfast
Between services on 3 rd Sunday	Coffee Fellowship
1 st Sunday	Communion
3 rd Thursday	Trustee Meetings
Quarterly	New Member Coffee
Spring & Fall	Pot Luck
Yearly	Women's Retreat

Contributions

Philosophy of Giving

The Worship Place, being independent and interdenominational, does not require tithing and does not maintain rigid policies for contributions. We believe that giving is a personal thing between individuals and God. Most individuals contribute in direct relation to the monetary blessings they have received, and their desire to further God's work and Word. Strict confidentiality regarding individual contributions is maintained.

Methods of Contribution

The Worship Place offers several ways for members to make contributions. You may use one or more of these methods to fulfill your stewardship responsibilities.

- Pledge annually to sustain the yearly mission and operating expenses using the Estimate of Giving Form and then make regular donations to fulfill your promise.
- Donate a Memorial Gift in the name of a loved one using the Memorial Gift form.
- Make weekly or monthly donations during church services in envelopes provided at church.
- Establish a direct deposit from First Texas State Bank to The Worship Place.
- Make a Charitable Trust donation (contact the Treasurer for instructions).
- Designate The Worship Place as a beneficiary in your will (contact the Treasurer for assistance).

At the end of each year, contributors receive a statement of his or her individual giving record for that year. The statement itemizes the amount given to each Fund along with a total amount given.

Funds

The Worship Place uses four funds to manage its financial business. You may designate any contribution toward specific funds. If no designation is made, the donation will be placed in the General Operating Fund.

1. General Operating Fund

The General Operating Fund is used for day-to-day operating expenses of the church (utilities, supplies, salaries, etc.) 17% of non-designated receipts to the General Operating Fund are reserved for Benevolence.

2. Capital Fund

The Capital Fund is used for capital expenditures for the building and grounds. These are expenditures for items to be capitalized as fixed assets.

3. Debt Reduction Fund

The Worship Place is currently debt free and is not accepting donations to this fund.

4. Building Reserve Fund

The Building Reserve Fund is money set aside to fund the planning and building of the future George Moorman Activities Building.

Constitution

The Worship Place (Interdenominational) Constitution

Article I Preamble

We, the members of The Worship Place (Interdenominational), in faithful response to the will and purposes of God as revealed through Jesus Christ and God's continuing revelation to the world, do hereby adopt this constitution on this 3rd day of January, 1999.

Article II Purpose

The purpose of this congregation is to proclaim the gospel of Jesus Christ in faithful response to God's will and purposes as revealed through Jesus Christ; to nurture and educate members in the Christian faith, to serve the community of which this congregation is a part; to spread the gospel message; to work cooperatively with Christians in other communions; to seek the oneness of the body of Christ; and in all ways to make known the love of God and saving grace through faith in Jesus Christ.

Article III Membership

Membership of this congregation, as a part of the whole family of God on the earth, shall consist of the following: those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him or those who unite by transfer of membership, or statement of previous membership in another church, thereby reaffirming their faith and commitment to Christ. An Associate membership will be available whereby an individual may affiliate with this church, and still retain membership in a denominational church or live in a different geographical location. Associate members are entitled to full right, privileges, and responsibilities in all activities of the church except for the right to vote.

Article IV Rights, Privileges, and Responsibilities of the Congregation

The congregation shall manage its affairs under the Lordship of Jesus Christ; organize and carry out the purpose of the congregation; establish its budgets and financial policies; call its ministers, and approve the acquisition or disposal of real property.

Article V
Officers, Board of Trustees

Section A. Officers

The congregation shall elect from its members the Board of Trustees as set forth in the By Laws.

Section B. Board of Trustees

The congregation shall have a Board of Trustees who shall be responsible to the congregation and have authority to act on behalf of the congregation when it is not in a congregational business meeting provided, however, that the calling of ministries, acquiring, developing, or disposing of real property, or incurring any indebtedness thereon, shall always be submitted for approval of a majority of the members present and voting in a congregational business meeting.

The Board of Trustees shall be responsible for receiving reports from its minister(s), officers, Chairperson, and the various organizations within the congregation. It shall establish by its action the program and budget of the congregation, subject to action by the congregation at its annual business meeting. It shall be responsible also for conducting all legal business matters of the congregation and shall carry out such other responsibilities as may be defined in the By Laws.

Regular meetings of the Board of Trustees shall be held at least once a month if necessary, at such times and places as the Board may determine. These meetings shall be open to the congregation. Special meetings of the Board of Trustees may be called by the Chairperson of the Board, or, upon the request of three (3) members of the Board of Trustees. Notice of special meeting shall be made by telephone, by announcement at a Sunday morning worship service, or by mail. The purpose(s), time, date, and place of the meeting shall be indicated in each notice.

The election, qualifications, and responsibilities of the Board of Trustees shall be a set forth in the By Laws . The Trustees shall hold title to all properties of the congregation and shall manage the same under the direction of the Board of Trustees, and shall perform such other duties as may be required of the Trustees by the laws of this State.

Section C. Committees

The Board of Trustees shall establish standing committees and other organizations necessary for the conduct of the work of the congregation as set forth in the By Laws.

Article VI Congregational Meetings

Congregational business meetings shall be held at least annually in the first month of the fiscal year. Notice of all such meetings shall be announced at a regular Sunday morning worship service of the congregation at least three (3) weeks consecutively in advance of the meetings, or by written notice sent through the mail and postmarked at least twenty one (21) days before the meeting. Purpose(s), date, time, and place of the meeting shall be indicated in each notice. Normally, a vote of the congregation shall be by a show of hands but, upon motion by one third (1/3) of the members present a vote upon a particular matter shall be by secret, written ballot.

Upon prior approval of the Board of Trustees, absentee voting by any congregational member may be permitted, provided such action is done in person at the church office prior to any congregational meeting. Determination on a motion shall be by a majority vote.

Article VII Amendments

This Constitution may be amended at any congregational business meeting by two thirds (2/3) vote of the members present and voting on the amendment; providing that the proposed amendment has been announced at or following three successive Sunday worship services immediately prior to the time the vote is taken. Written notice of the proposed amendment shall be sent through the mail to the members of the congregation at least twenty-one (21) days prior to the time the vote is to be taken.

By Laws

I. Officers of the Board of Trustees

A. Election and Terms of Office

B. Initial Trustees shall be elected from the Church membership. Following initial election, the term of each shall be determined by drawing 1/3 of the Trustees to fill each category of three (3), two (2), and one (1) year terms. Thereafter, Trustees shall be elected for a term of three (3) years.

1. The congregation at its annual business meeting shall elect to the designated term persons needed to fill vacancies of the Board of Trustees. Vacancies occurring through the year may be filled for the duration of that year by the Board of Trustees.

2. The Board of Trustees at its first meeting following the annual congregational business meeting shall elect for terms of one (1) year at least the following officers:

- a. The Chair who may serve as voting ex-officio member of all committees
- b. Vice Chair
- c. Treasurer
- d. Corporate Secretary

3. Members shall not serve more than two (2) consecutive terms, but may be re-nominated after at least a one (1) year sabbatical between the terms.

C. Qualifications

1. Officers must be members of the congregation and the Board of Trustees.

2. Trustees must be active in the congregation life and give evidence of seeking to grow in their own understanding and practice of Christian life. Such evidence would include the following:

- a. Conduct one's life in the teachings of Jesus Christ
- b. Promotion of good will and Christian fellowship in the congregation.
- c. Regular attendance at worship services and stated meetings of the Board of Trustees.
- d. Demonstrated skills or potential in carrying out the responsibilities of the particular office.

D. Responsibilities

1. The Chairperson shall preside at all regular and special business meetings of the congregation and the Board of Trustees and perform such other duties normally associated with the office, including execution of legal documents with the attestation of the Corporate Secretary. The harmonious and effective administrative functioning of the Church rests finally with the Chairperson. The Chairperson shall encourage orderly procedures in the life and work of the congregation and the Board, and shall be an ex-officio member of all organizational functions of the congregation.
2. The Vice Chairperson shall serve to support the Chairperson, preside in his, or her, absence at meetings of the congregation and the Board, and perform all other duties normally associated with the office or delegated by the Chairperson.
3. The Treasurer shall receive all income of the congregation, pay all accounts, as authorized by the budget, or special action of the Board when such items are not in the budget, provide accurate records of all income and expenditures, make regular written reports to the Board, and submit to an audit of both income and expenditures, annually and as directed by the Board or the Congregation.
4. The Treasurer shall serve as Chairperson, appoint an Assistant Treasurer, and other members of the Finance Committee who shall assist the Treasurer in counting and tabulating the offerings made at each worship service, and in other matters as required. Strict confidentiality shall be maintained as to individual members' contribution.
5. The Corporate Secretary shall attest all legal documents and matters directly binding the Church activities.
6. The fiscal year shall be the calendar year.

II. Board of Trustees

A. Membership

The Board of Trustees shall consist of not less than nine (9) nor more than fifteen (15) elected members, as determined, initially, by the Steering Committee, and, thereafter, by the Board.

1. The Board shall perform its duties according to the authority granted in the Constitution, or otherwise delegated to it by the congregation in meetings called according to Article VI of the Constitution.

2. The Board shall have the authority to establish policies and programs, taking into full account the responsibility of the congregation to the total witness, mission, and nurture of the Church.
3. The Board shall have authority to appoint or hire a Recording Secretary whose duties shall be to keep accurate minutes of all business meetings of the congregation and the Board, both regular and special, and provide for these minutes to be reviewed and approved by their respective bodies as specified by the Board with regard to the time, place, and manner, and shall be the Church correspondent to official entities.
4. Any officer or staff member elected or appointed by the Board may be removed by the Board whenever, in its judgment, the best interests of the congregation would be served thereby.
5. A majority of the members of the Board shall constitute a quorum.

B. Responsibilities

1. The Board shall conduct its affairs in harmony with the Constitution and By Laws of the Congregation.
2. The Board shall be responsible for conducting the business affairs of the congregation, and provide or the planning, coordination, implementation, and evaluation of the work and activities of the congregation.
3. The Board shall establish committees as needed for the conduct of its work. There shall be no other functional entities within the congregation with authority to act for, or on behalf of, the congregation or represent it unless the entity has been duly established and authorized by the Board.
4. The Board shall receive regular reports as required by it from its committees and from other authorized organizations within the congregation, and it shall act on such reports with approval, disapproval, modification or referral to the respective committee or other organization.
5. The Board shall receive the proposed annual budget of the congregation from the Finance committee and upon Board acceptance, recommend its approval to the congregation at its annual meeting. Requests for non-budgeted funds from committees or organizations shall be approved or disapproved by the Board.

III. Ministers

A. When a vacancy occurs in the Minister's position, the Board of Trustees shall appoint a Search Committee to make recommendations to the congregation to fill the position. The terms of employment shall be approved by the Trustees after negotiation by the Search Committee prior to submission to the congregation.

B. The minister of the Church shall be a voting ex-officio member of the Board of Trustees and Committees and shall attend all meetings of the Board.

IV. Nominating Committee

A. Membership and Tenure

1. The Chairperson of the Board of Trustees shall annually appoint a nominating Committee of no more than six (6) members from the congregation, none of which presently serve on the Board of Trustees.

2. Appointment to the nominating committee is subject to ratification by the Board.

B. Responsibilities

The Nominating Committee shall seek recommendations from the congregation and shall nominate Trustees to be elected by the congregation at its annual business meeting. Three (3) or more members of the congregation may place a name or names in nomination for the position of Trustee. This must be done at least two (2) weeks prior to the annual business meeting of the congregation.

V. Insurance

The Board of Trustees shall be responsible for providing insurance to protect the Church, its officers, employees, and property as deemed necessary by the Board.

A. Dissolution

Upon dissolution of this organization, whether voluntary or involuntary, after all debts have been satisfied, the assets of the organization then remaining in the hands of the Board of Trustees shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of local government for a public purpose shall be disposed of by a Court of competent jurisdiction of the County in which the principal office or business of the Corporation is then located, exclusively for such

purposes or to such organization, or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

These By Laws may be amended by a majority vote of the Board of Trustees recommending amendments to the congregation according to the procedures set forth in Article VII of the Constitution.

Appendix I – The Worship Place Stained Glass Windows

Dove Entrance (North Double Door) - The left panel portrays Moses with basket and reeds, flaming bush and stone tablets. The right panel depicts Christ's lineage in King David with his harp, shield, sword and sling. The dove represents the Holy Spirit. Donated by Mary Jane S. Griffin.

Gethsemane (Sanctuary North Side) - Christ is in prayer, the cup behind Him, the cross before Him. Donated by Bo and Betty Wicktrom.

Miracles on the Water (Sanctuary North Side) - Two concurrent miracles show Jesus lifting Peter from the stormy water and calming the sea. Donated by Leon Harmon.

Birth (Sanctuary North Side) - The star illumines the Christ Child. The wise men journey to the stable with their gifts. Donated by Jane Kamiske.

The Cross (Sanctuary Center) - The white cross of beveled glass dominates the scene. Behind it, the red cross emphasizes His blood sacrifice. The lamb represents believers who meet Him at the foot of the cross. The empty tomb is 'on the right. The rainbow reminds us of God's promises. Donated by Billy Moorman.

Calling Disciples (Sanctuary South Side) - Jesus commissions the disciples to be fishers of men. Letters "A" and "O" are in the background. The fish are tied together indicating past and future vocation of those He called. The dove is symbolic of the Holy Spirit. Donated by Bob and Addalie McMinn.

The Ascension (Sanctuary South Side) - The conquered cross is in the background; the glorified Christ ascends and the angels adore Him. It is a reminder that one day He will return in like manner. Donated by Joy Webster.

Resurrection Glory (Sanctuary South Side) - Sunrise, angel and lilies speak of Eastertide. Grave clothes lie where the stone was rolled away. The butterfly is a symbol of freedom and triumph over death. Donated by L. Marshal and Rodah E. Welch.

Father Entrance (South Double Doors) - God's open hand tops the entrance. The ark and rainbow in left panel show God's judgment and promise. The connecting triangle represents Father, Son and Holy Spirit. The right panel with sword and ram demonstrate Abraham's obedience. The stars represent Christ, the morning star, and God's promise to Abraham of descendants as numerous as the stars. Donors: Dorothy, James D., Susan, and Barbara Dezelle; Susan and Louis Dorey; Audrey J. White and family; Dr. and Mrs. R. Lynn White; Dr. and Mrs. Mark S. White; Lee and Lucille Reiser.

Dennis Roberts, Artist, Fredericksburg Texas

Appendix II – Guidelines for Use of The Worship Place

All members of The Worship Place are eligible to reserve and utilize the Worship Place, if in accordance with the guidelines set forth. Church membership is determined by the master membership role maintained in the church's record system at the time of request.

Request for use of The Worship Place shall be submitted to the Church Secretary; hereafter referred to as the "Scheduling Coordinator", or appointed designee.

If a group needs the facility already assigned to another group, the two groups should work out a solution. However, if a solution cannot be determined, the first request shall prevail.

Functions having potential damage to carpeted areas, wall, floors, etc. shall not be permitted. There shall be no food or drink in the sanctuary and no use of tobacco inside The Worship Place. No alcoholic beverages shall be served on the premises

Functions having unusual insurance risk will not be permitted. The use of equipment that may cause excessive loads on the electrical system shall not be permitted.

All groups, sponsoring functions other than normal Sunday morning church activities shall be responsible for restoring the area to a clean, orderly condition, turn-off all lights, and assure all doors are locked. Tables and chairs are to be returned to the place from which they were removed. If the group desires, they may make arrangements in advance with our custodian for him/her to clean up and return the area to its original condition. He/she is to be paid a mutually agreed upon fee in addition to his/her regular salary by the group in advance.

After each special use of the facilities, the custodian will inspect the area and report its condition to the Scheduling Coordinator. In the event of an "improper" clean up, the group will be contacted and asked to "finish the job. If this is not done in a timely manner, the offending group may be denied further use, or the Trustees may take other action as deemed necessary.

All functions, and church activities are to be concluded, and the area restored to normal, with The Worship Place being secured no later than 11:00 P.M.

Church furniture, dishes, supplies and equipment shall not be removed from the premises, except for use of a church sponsored function. Hotplates shall not be used. Ice shall not be removed except for church sponsored activities.

Members who reserve the building for non-church related activities will be assessed an operations fee at a rate determined by the Trustees.

The Scheduling Coordinator is to handle all building requests. The Scheduling Coordinator has the authority to make judgments based on these guidelines. If there is any question concerning the use, the Trustees have the final authority.

FEES

All fees collected for the use of The Worship Place shall be used for the maintenance of the building and grounds.

<u>Area</u>	<u>Fee</u>
Wedding (members)	None
Funerals (members)	None
Funerals (non-members)	\$200.00

*A form describing The Worship Place amenities and a map to aid out-of-town friends and family in finding The Worship Place is available from the church secretary. These two documents will be distributed to local funeral homes. Hopefully, this will help the funeral home and The Worship Place Scheduler in coordinating funeral/memorial services.

*Additionally, a checklist for the Scheduler to accumulate funeral/memorial pertinent information is available. The checklist will serve as an official record of file for the church, and provide an efficient and tactful means to inquire into certain aspects and desires of the family.

APPROVED ACTIVITIES

1. The following activities may use The Worship Place facility upon approval by the Scheduling Coordinator".
 - a. Funerals
 - b. Weddings of Church members
 - c. Church sponsored meetings and programs
2. The following activities require approval by the Trustees upon recommendation by the Pastor, Music Director, or Scheduling Coordinator.
 - a. Musical performances by groups or soloist

- b. Educational programs not directly related to church programs.
3. The following activities or groups not permitted to use the Sanctuary or Meeting Rooms:
- a. Political Organizations
 - b. Clubs or Interest Groups of the Community Association

NOTE: If there is any doubt, or if there is any disagreement as whether or not a group is non-church oriented, the Trustees should be consulted.

USE OF THE SANCTUARY ORGAN AND PIANO

Only Trustee or Music Director appointed musicians may play the organ or piano.

FLOWERS AND DECORATIONS FOR FUNERALS AND WEDDINGS

Florist or companies who decorate the sanctuary will be required to post a check for \$100.00 AS A DEPOSIT AGAINST DAMAGE of any kind, including water damage caused either by their employees or their equipment. This deposit will be returned to the florist on the day following the ceremony, after an inspection by the Scheduling Coordinator.

All flowers, palms, and equipment shall be removed from the church building following the ceremony. Florists will be responsible for seeing that all debris is removed from the building and properly disposed of.

All furnishings and fixtures, including the piano in the sanctuary may only be moved under the direction of The Worship Place coordinator.

KITCHEN USE

1. You must sign the calendar to use the kitchen for activities not regularly assigned, i.e. Caring Committee, Coffee Fellowship, Bible Study Groups, Church Staff and workers, etc. The calendar is kept in the church office. Requests to use the kitchen for special activities should be sent to the Kitchen Committee Chairpersons, Lois and Ed Heitger.
2. Put things back where you found them.
3. The custodian will empty the trash containers. All trash is to be bagged and placed in the large kitchen container.
4. Do not remove anything" from the kitchen, except dirty linens. Linens must be returned within one week.
5. Do not put coffee grounds down the disposal or leave in the coffee pots.
6. Report any malfunctioning appliances to Joe Phillips, chairperson of the Building Ministry.
7. The door to the kitchen must be closed when the kitchen is not in use.
8. Use of ice machine is only for church functions.
9. No food or drinks are to be consumed on any carpeted area of the church.
10. Questions concerning The Kitchen Committee, its functions, or guidelines, should be addressed to the Chairpersons, Lois and Ed Hietger.

Appendix II – Membership Roster