

Congregational Meetings

The By-laws require at least one annual congregational meeting. The current practice is to hold two regular congregational meetings.

- At the December Congregational Meeting, the Senior Minister shares an annual ministry report. The congregation votes on a budget for the calendar-based fiscal year.
- The Board plans the May/June Congregational Meeting. The Board reviews the past church year, including Board activities, and the congregation elects new Board members and Nominating Committee members.
- Board members are expected to be in attendance
- Additional congregational meetings may be held as needed

The Board President, Senior Minister and contributing staff create the agenda and meeting slides. The Board President presides over congregational meetings.

The Board works with the staff to distribute the agenda and materials for the congregational meetings no less than two weeks prior to the meeting date. The minimum notice per the By-laws is one week. In the case of proposed Bylaw changes, the minimum notice is 10 days.

The Board is responsible for managing the congregational meetings, which include:

- Establishing sign-in procedures
- Ensuring that there is a quorum for any votes. Numbers for the quorum are established in the By-laws. Systems for in-person and online voting have been established.
- Confirm the process for voting.
- If anyone is being recognized during the meeting, someone on the Board should confirm they will be in attendance.
- Non-members can attend the meeting but may not vote.

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