

## **Bylaws of Interfaith Community Sanctuary and School Approved 2020**

1. **NAME:** Interfaith Community Church and School (ICC) is now renamed Interfaith Community Sanctuary and School (ICS).

2. **MISSION:** We are a truly interfaith community dedicated to healing and education. We desire our worship celebrations and the life of the community to reflect our interfaith openness. Through our welcoming spirit and mutual respect we are a center for healing. We are creating a home of love and truth as a center of light for all seekers of divine wisdom. We encourage personal growth in unconditional spiritual love.

We believe interfaith includes the following:  
We consider all faith and spiritual traditions as paths towards one Divinity.  
We believe each expression of Divinity valuable.  
We honor all expressions of Divinity.  
We welcome individuals from all faith and spiritual traditions.  
We consider each person's path valid for her or him.  
We honor the personal path of each sincere, open, honest seeker.

We offer the following affirmations:  
We seek the truth and speak our truth without fear.  
We are open to hearing and learning from each other  
We reflect on our interfaith vision and nurture it in our hearts.  
We pray for the realization of our interfaith vision.

3. **AUTHORITY:** Authority shall be vested in the membership sitting together in dialogue.

4. **DIALOGUE:** Dialogue is the heart of the sanctuary. Dialogue is open discussion among members and friends of the sanctuary. The purpose of dialogue is to promote harmony, to improve mutual understanding, to explore topics of interest, and to solve problems. Sometimes dialogue leads to proposals for the board, which is also known as the Guiding Council, to consider.

5. **MEMBERSHIP:** We value participation and active membership. Anyone who supports the mission of Interfaith Community Sanctuary and feels moved to become more involved and would like to become an active member may inform a minister of that decision. The potential member is encouraged to use this opportunity to get to know the minister better and to ask questions about the community. The ministers will also be able to learn more about the potential member. If the ministers and the prospective member are in agreement that the membership should proceed, the member may fill out a membership form. An individual's geographic location may be a factor in membership. A member must be physically present in order to vote in the guiding council. Active members are also eligible to participate in our annual spiritual retreat and the annual membership meeting.

6. **MEMBERSHIP REMOVAL:** If at any time, a member is behaving in a manner clearly contrary to our Mission and needs to be removed from the membership, the following protocol must be followed.

A. One of the ministers must speak with the member to try and resolve the issues. If this action does not produce the desired results, then:

B. Written notification will be sent to the member advising that any further behavior clearly contrary to our Mission will result in termination of membership from Interfaith Community Sanctuary.

C. If the inappropriate behavior continues, with great regret, we will request that this individual not return to our community as a member.

A member may be removed from the membership roster after several years of non-participation. Such removal must be proposed by a minister and approved by the Guiding Council.

7. **MEMBERSHIP SELF-REMOVAL:** If at any time a member desires to withdraw membership from Interfaith Community Sanctuary, the individual can make a request in writing to the ministers or officers of the church.

8. **ANNUAL MEMBERSHIP CELEBRATION:** The annual membership celebration, which will serve as our annual meeting, will be held in January to elect officers, approve a budget, update bylaws, and conduct other business which requires the membership's attention. The annual membership celebration and its agenda will be announced at services and notices will be sent by mail and/or email at least two weeks prior to the meeting. Quorum for the annual membership celebration shall be at least two officers, one minister and 10 members.

9. **OFFICERS:** Officers shall be president, secretary and treasurer.

10. **ELIGIBILITY FOR OFFICE:** The Guiding Council accepts nominees for office based on the following considerations:

A. Members who are active participants in the community for at least one year may be considered.

B. Members who hold trust and faith in the community and in the Mission for our Interfaith Community.

C. Members who will accept responsibility to exercise the duties of office to the best of their abilities.

D. Members who will meet with the membership regularly and maintain open communications with the membership.

E. Members who have demonstrated the ability to collaborate with others.

F. Members who have demonstrated a working understanding of and practice utilizing Circular Leadership Principles, where leadership is shared and the center is imbued with collective wisdom.

G. The four basic agreements among people in a Circle are:

1. Confidentiality around personal information.

2. Listening without interrupting.

3. Making statements that solve problems rather than advance personal agendas.

4. If necessary, the president or the meeting facilitator will ask participants to regroup and think through an issue.

11. **TERMS OF OFFICE:** All terms of office shall be for at least one year.

12. **RESPONSIBILITIES OF OFFICERS:**

A. President: The president facilitates Guiding Council meetings. The president or member that is designated by the president will prepare the agenda for the meeting in consultation with the ministers, officers and members. The president shall also serve as registered agent with the state.

B. Secretary: The secretary shall keep records of decisions of the Guiding Council including the minutes and releasing the minutes to the community before the next meeting.

C. Treasurer: The treasurer will receive monies, pay the bills, handle other financial transactions as required and provide regular reports to the Guiding Council.

13. **THE BOARD OF DIRECTORS:** The board, also called the Guiding Council, shall consist of the officers, the ministers and the members.

14. **MEETINGS OF THE BOARD:** The board, or Guiding Council, shall meet after Sunday worship service at least once a month. Notice of the meeting will be given during Sunday worship service at least one week before the meeting. On the rare occasion that an emergency meeting is needed, due diligence will be used to notify all members. A quorum must be present to conduct official business. A quorum shall be two officers, four community members and one minister. A minister may appoint an associate minister to be their proxy if necessary to make quorum.

15. **RESPONSIBILITY OF THE BOARD:** The responsibilities of the board, or Guiding Council, are to assure that the purposes of the church are attained, to oversee the member circles of the church and to transact the ongoing business of the church between annual meetings.

16. **LIABILITY OF OFFICERS AND BOARD MEMBERS:** No officer of the church shall be liable for acts or faults of any other officer or member. Nor shall any officer or member of the board be liable for any loss sustained by any person unless the loss resulted from willful misconduct or negligence on the part of the officer or member of the board.

17. **CONDUCT OF MEETINGS:** All meetings of the board are open to all members. Board meetings and the annual meeting of the membership will follow normal rules of courtesy, showing respect for everyone who wishes to be heard and making decisions unanimously whenever possible. When unanimity cannot be achieved, then at least a 2/3 majority is required for a decision. Within those guidelines, the board may set time limits on discussion as may seem appropriate.

18. **AVAILABILITY OF RECORDS:** All records of the church, including the articles of incorporation, bylaws, membership roster, and official correspondence will be housed in the church office and open to inspection by any member, by arrangement with one of the church officers or with one of the ministers at a time of mutual convenience.

19. **BUDGET:** An annual budget will be prepared by the treasurer and submitted to the board and the membership for approval at the annual meeting.

20. **MINISTERS:** There shall be 2 ministers serving Interfaith Community Sanctuary called by the ministers in consultation with the Guiding Council and ordained in the presence of the congregation. The purpose of ministry at Interfaith Community Sanctuary is to guide the community to the fulfillment of our Mission, to create a home of love and truth as a center of light for all seekers of divine wisdom and to encourage personal growth in unconditional spiritual love. They also may call and ordain Associate Ministers, as needed to further serve the Interfaith Community Sanctuary community.

21. **ASSOCIATE MINISTERS:** As need arises the Ministers may, after finding a suitable candidate, based upon their qualities and competencies and in accordance with our Mission, present a

candidate to the Guiding Council to serve the community as an Associate Minister. The Guiding Council may approve the recommendation, request further information about the candidate, or reject the recommendation. If accepted, the Ministers shall then call the Associate Minister to serve the Interfaith Community Sanctuary community.

22. **VACANCY OF MINISTERS:** The Ministers, in consultation with the Guiding Council, shall fill any vacancy in a timely manner. They shall first consider Interfaith Community Sanctuary Associate Ministers to fill any vacancy. The Ministers and the Guiding Council may then formally call such a candidate to Ministry at Interfaith Community Sanctuary and that person shall be ordained in the presence of the congregation.

23. **APPOINTING A TEMPORARY OFFICE HOLDER:** The Guiding Council may appoint a temporary replacement for any position when the current office holder is unavailable to perform their duties. If the Guiding Council determines that a permanent replacement is needed for the position, it may appoint someone for the remainder of the calendar year.

24. **AMENDMENT OF THE BYLAWS:** Proposed amendments to the bylaws will be presented to the Board at least 60 days before the Annual Membership Celebration. If approved, the proposed changes and the reasons for them shall be made available to the membership along with the meeting call at least two weeks prior to the Annual Membership Celebration. The membership will vote on the proposed changes at the Annual Membership Celebration.

25. **DISPOSITION OF ASSETS:** Upon the dissolution of the church, the debts will be paid and any remaining assets will be donated to a suitable interfaith organization, to be selected by the Board at that time.