



# Second Presbyterian Church Annual Report 2020

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[spcsaginaw.org](http://spcsaginaw.org)

## 2020 Report of Session Membership Statistics

<b>Total Active Membership</b>	<b>12/31/2019</b>	<b>289</b>
<b>Membership Gains 2020</b>		
Certificate of Transfer		2
<b>Total Membership Gains</b>		<b>2</b>
<b>Membership Loss 2020</b>		
Death		8
<b>Total Membership Loss</b>		<b>8</b>
<b>Total Active Membership</b>	<b>12/31/2020</b>	<b>283</b>
<b>Inactive Members</b>	<b>12/31/2020</b>	<b>2</b>
Removed from Inactive Roll		0
<b>Total Inactive Members</b>	<b>12/31/2020</b>	<b>2</b>
<b>Meeting Summary</b>		
Session Meetings	10 Stated	10 Special
Congregational Meetings	1 Annual	1 Special

JoAnn M. Hunt  
Clerk of Session

## 2020 Membership

### Membership Gain

#### 2 Received into Membership

2571	Linn Mocny	Transfer
2572	Tony Mocny	Transfer

(T - Transfer, R - Reaffirmation of Faith, P - Profession of Faith, C - Confirmation)

### Membership Loss

#### 8 Deaths

2236	Douglas Ray Buter	01/22/2020
751	Kathy Ann Hoepner	02/13/2020
1907	Walter Geiersbach Jr.	08/11/2020
1831	Winnifred Grace Bingham	08/24/2020
2240	Charles M. Severance	11/11/2020
1562	Robert H. Jones	12/02/2020
692	Jack M. Netzley	12/04/2020
1020	Jack Cleveland	12/14/2020

## Presbyterian Women – Financial Report for 2020

### Disbursements:

Rescue Mission Lunches	\$500.00
Child Fund International	<u>403.50</u>
	\$903.50

### Receipts:

Donations	550.00
Funeral Donation	<u>375.00</u>
	\$925.00

### Account Balance:

Balance 1/1/2020	\$14,795.55
Receipts	925.00
Disbursements	<u>903.50</u>
Balance 12/31/2020	\$14,817.05

*The Presbyterian Women wish to thank all those who offered their time, donations, and financial support. This enables us to continue to serve and support missions locally and worldwide.*

Submitted by: Carol Ann Poole, Presbyterian Women – Treasurer

## Presbyterian Men – Financial Report for 2020

### Receipts:

Fish Fry – October 2019 refund	\$64.75
Donations	200.00
Memorials – Jack Netzley	<u>270.00</u>
Total Receipts	\$534.75

### Account Balance:

Balance 1/1/2020	\$17,130.98
Receipts	534.75
Disbursements	<u>805.26</u>
Balance 12/31/2019	\$16,860.47

### Disbursements:

Lawn Mower Maintenance	19.92
Snow Blower Maintenance	50.48
Safety Salt	10.59
Lawn Treatments (2021)	<u>724.27</u>
Total Disbursements	\$805.26

### Mission Support – 2020

Below is a list of Missions that our Congregation supported in 2020  
in addition to the General Assembly/ Synod/ Presbytery Mission

East Side Soup Kitchen	\$750.00	Mid Michigan Flood Relief	<u>1000.00</u>
Hidden Harvest	750.00		\$8,100.00
McGilvary Seminary (Thailand)	500.00		
Near East School of Theology (Lebanon)	500.00	Angel Tree Gifts (54 gifts)	
Old Town Soup Kitchen	750.00	Rescue Mission Hope & Care Totes (34)	
Saginaw City Rescue Mission	750.00	Arthur Eddy School - Supplies	
Mustard Seed Ministry	500.00	Brethren School - \$385 Meijer & Amazon Gift Cards	
Underground Railroad	200.00	Send Santa to the Troops - Christmas Stockings (37 stockings)	
Rev. Michael & Rachel Ludwig (Mission workers in Niger)	500.00	Harvest Sunday Food Drive	
Rev. Cathy Chang & Juan Lopez (Mission workers in the Philippines)	500.00	F.I.S.H., First Presbyterian Church Food Pantry	
Forgotten Man Ministry Bibles	550.00	Old Town Christian Outreach – Baby Pantry	
Community Village	200.00	SERRV Fair Trade Merchandise	
First Presbyterian Church Food Pantry	1000.00	Hand Sewn Items for Local Shelters	
1% Veterans Food Pantry	200.00		

*Thank you for all your hard work and support of these mission projects.*

### Special Offerings Received in 2020

Peace & Global Witness	\$180.00
Pentecost Offering	235.00
Christmas Joy Offering	325.00
One Great Hour of Sharing	<u>465.00</u>
<b>Total Special Offerings</b>	<b>\$1,205.00</b>

### The Endowment Fund of Second Presbyterian Church

The purpose of the Endowment Fund is to provide members of our congregation with an opportunity to extend their stewardship beyond a lifetime and to ensure that the mission of the church will faithfully be advanced in the generations ahead.

Donations are made as special bequests or from a will.

As of December 31, 2020 the Endowment Fund balance is \$82,968.95.

**Balance Sheet**

01/05/2021 09:00 PM

Consolidated - December 2020

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	Current Year	Previous Year
ASSETS		
CURRENT ASSETS		
Chemical Bank Checking	\$197,345.06	\$85,154.29
INVESTMENT ACCOUNTS		
Morgan Stanley CD	190,311.37	190,564.32
Morgan Stanley Mut. Fund	107,488.81	94,488.42
Presby. Investment & Loan	20,000.00	20,000.00
Unrealized Gain/Loss	(22,215.82)	(14,534.94)
Subtotal Investment Accounts	295,584.36	290,517.80
Subtotal Current Assets	492,929.42	375,672.09
TOTAL ASSETS	<u>\$492,929.42</u>	<u>\$375,672.09</u>

## Balance Sheet

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Consolidated - December 2020

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	Current Year	Previous Year
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
State Taxes payable	\$841.02	\$998.56
ATT Payable	260.46	0.00
Pre-paid Pledges	7,270.00	60.00
JRN Purse	0.00	20.00
Subtotal Current Liabilities	8,371.48	1,078.56
<b>FINANCE COMMITTEE</b>		
<b>GIFTS AND MEMORIALS</b>		
Memorial Fund	35,494.42	39,355.16
Gifts & Bequests	149,415.67	139,415.67
Subtotal Gifts And Memorials	184,910.09	178,770.83
<b>BUILDING AND GROUNDS</b>		
Contingency	37,708.65	38,389.08
Building Maintenance Fund	31,063.31	19,143.64
<b>BUILDING MISCELLANEOUS</b>		
Road Sign Upgrade	3,987.91	3,987.91
Snow Removal Accrual	213.49	1,218.49
Facilities Rental	1,232.50	0.00
Petty Cash	54.13	54.13
Subtotal Building Miscellaneous	5,488.03	5,260.53
Subtotal Building And Grounds	74,259.99	62,793.25
<b>MEMBER ACTIVITIES</b>		
Presbyterian Men	16,860.47	9,841.17
Spring Fish Fry	0.00	3,546.36
Fall Fish Fry	0.00	3,743.45
Subtotal Presbyterian Men	16,860.47	17,130.98
Presbyterian Women	14,817.05	14,795.55
Bazaar	6,871.50	6,901.50
Subtotal Presbyterian Women	21,688.55	21,697.05
<b>OTHER MEMBER ACTIVITIES</b>		
Great Lakes Scrip	(116.52)	(1,037.52)
Kroger Rewards	226.88	0.00
Deacon's Fund	1,210.88	1,210.88
Young at Hearts	111.43	111.43
Ruling Elder Training	1,000.00	1,000.00
Funds to be allocated	73,175.47	2,290.56
Subtotal Other Member Activities	75,608.14	3,575.35
Subtotal Member Activities	114,157.16	42,403.38
Subtotal Finance Committee	373,327.24	283,967.46

Second Presbyterian Church

**Balance Sheet**

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Consolidated - December 2020

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	Current Year	Previous Year
<b>WORSHIP &amp; MUSIC COMMITTEE</b>		
Matching Music Fund	17,668.82	17,668.82
Memorial Music Program	6,783.92	6,783.92
Organ Fund	615.00	615.00
Jane Irwin Memorial Fund	14,146.78	13,478.31
Sag. Area Concert Band	281.10	631.10
Fellowship Hour	35.04	254.66
Flower Fund	(41.90)	339.33
Subtotal Worship & Music Committee	39,488.76	39,771.14
<b>CHRISTIAN ED. COMMITTEE</b>		
<b>SCHOLARSHIPS (RESTRICTED)</b>		
Muriel Lakey Scholarship	728.81	569.65
Mary Geiersbach Scholarsh	815.31	1,268.47
Presbyterian Scholarship	1,152.00	1,152.00
Subtotal Scholarships (restricted)	2,696.12	2,990.12
Youth Fellowship	8,447.49	7,137.82
Vacation Bible School	518.20	518.20
Subtotal Christian Ed. Committee	11,661.81	10,646.14
<b>MISSION COMMITTEE</b>		
<b>GENERAL MISSIONS</b>		
Mission Contributions	4,543.35	5,010.00
First Pres. Food Pantry	40.00	90.00
Rescue Mission Lunches	667.31	986.52
Busy Hands and Hearts	579.43	579.43
Audio Bibles	0.00	888.84
Subtotal General Missions	5,830.09	7,554.79
SERRV	10,120.03	12,111.45
SERRV - Missions	747.67	1,907.67
SPEC. OFFR. PASSTHROUGH	525.00	1,325.00
Subtotal Mission Committee	17,222.79	22,898.91
<b>TOTAL LIABILITIES</b>	<b>450,072.08</b>	<b>358,362.21</b>
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>		
Unrestricted Net Assets	\$42,857.34	\$17,309.88
<b>TOTAL FUND BALANCE</b>	<b>42,857.34</b>	<b>17,309.88</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$492,929.42</b>	<b>\$375,672.09</b>



# 2021 Budget with Comparisons

Second Presbyterian Church

## 2019 Historical Data

## 2020 Budget vs. Actual

## 2021 Budget

*INCOME*	2019 Budget	2019 Actual	Difference
Envelopes pledged	215,405.69	210,974.87	(4,430.82)
Envelopes unpledged	41,478.99	43,481.69	2,002.70
Loose	10,452.23	6,067.00	(4,385.23)
Per Capita	4,892.17	4,251.84	(640.33)
<b>Regular Income Total</b>	<b>272,229.08</b>	<b>264,775.40</b>	<b>(7,453.68)</b>
Interest Income - ckg	0.00	15.70	15.70
Interest Income - savings	0.00	3,850.67	3,850.67
Dividend Income	0.00	2,890.28	2,890.28
Fuel Contributions	0.00	520.00	520.00
Snow Removal Contributions	0.00	1,500.00	1,500.00
Other Income	0.00	12,916.14	12,916.14
<b>Other Income Total</b>	<b>0.00</b>	<b>21,692.79</b>	<b>21,692.79</b>
<b>TOTAL INCOME</b>	<b>272,229.08</b>	<b>286,468.19</b>	<b>14,239.11</b>

2020 Budget	2020 Actual	Difference
179,556.00	198,150.00	18,594.00
43,885.46	42,915.00	(970.46)
9,020.95	3,352.05	(5,668.90)
4,738.92	3,654.77	(1,084.15)
<b>237,201.33</b>	<b>248,071.82</b>	<b>10,870.49</b>
0.00	14.05	14.05
0.00	2,336.00	2,336.00
0.00	3,029.13	3,029.13
0.00	200.00	200.00
0.00	1,100.00	1,100.00
0.00	5,027.95	5,027.95
0.00	11,707.13	11,707.13
<b>237,201.33</b>	<b>259,778.95</b>	<b>22,577.62</b>

2021 Budget	2020 VS 2021
152,499.22	(27,056.78)
45,906.33	2,020.87
7,064.42	(1,956.53)
4,542.97	(195.95)
<b>210,012.95</b>	<b>(27,188.38)</b>
11.82	11.82
1,420.79	1,420.79
2,058.24	2,058.24
356.67	356.67
971.50	971.50
0.00	0.00
<b>4,819.02</b>	<b>4,819.02</b>
<b>214,831.97</b>	<b>(22,369.36)</b>

*EXPENSES*	2019 Budget	2019 Actual	Difference
<b>Personnel</b>			
SP Salary	55,782.39	55,782.39	0.00
SP Housing	15,000.00	15,000.00	0.00
SP Pension/Health Ins.	28,192.98	28,193.04	0.06
SP Car Allowance	1,500.00	691.60	(808.40)
SP Study Leave	1,500.00	0.00	(1,500.00)
SP Professional	700.00	159.44	(540.56)
SP SECA	10,829.71	10,829.71	0.00
SP Phone Reimbursement			
CE Salary	25,131.28	25,131.28	0.00
MM Salary	37,124.68	37,324.56	199.88
YD Salary	5,320.13	4,966.04	(354.09)
Office Staff	19,150.56	17,578.08	(1,572.48)
Custodian	12,064.85	10,393.96	(1,670.89)
Childcare	754.05	595.75	(158.30)
Live-Stream Operator			
Payroll Taxes	7,615.23	7,327.91	(287.32)
<b>Personnel Total</b>	<b>220,665.86</b>	<b>213,973.76</b>	<b>(6,692.10)</b>

2020 Budget	2020 Actual	Difference
56,631.78	38,045.76	(18,586.02)
15,000.00	9,708.38	(5,291.62)
28,531.30	14,500.49	(14,030.81)
1,500.00	76.02	(1,423.98)
1,500.00	0.00	(1,500.00)
700.00	363.89	(336.11)
10,959.66	4,109.78	(6,849.88)
0.00	318.45	318.45
26,429.18	24,107.88	(2,321.30)
38,494.51	34,376.06	(4,118.45)
5,158.84	1,630.84	(3,528.00)
18,042.84	17,169.28	(873.56)
10,797.22	11,590.52	793.30
607.95	194.31	(413.64)
7,614.09	6,813.80	(800.29)
<b>221,967.36</b>	<b>163,005.46</b>	<b>(58,961.90)</b>

2021 Budget	2020 VS 2021
57,131.00	499.22
14,500.00	(500.00)
20,200.44	(8,330.86)
1,500.00	0.00
1,500.00	0.00
700.00	0.00
5,479.77	(5,479.89)
600.00	600.00
26,426.40	(2.78)
33,400.00	(5,094.51)
5,157.95	(0.89)
17,935.77	(107.07)
13,811.91	3,014.69
607.95	0.00
3,900.00	3,900.00
7,446.51	(167.58)
<b>210,297.70</b>	<b>(11,669.66)</b>

Administration	2019 Budget	2019 Actual	Difference
Office Supplies	3,000.00	3,360.24	360.24
Bank Fees			
Postage			
Finance Committee			
Electronic Subscriptions			
Employee Goodwill	300.00	325.00	25.00
Insurance	9,000.00	8,267.75	(732.25)
Audit/Finance	2,000.00	2,525.00	525.00
Staff Training	100.00	0.00	(100.00)

2020 Budget	2020 Actual	Difference
3,000.00	4,244.33	1,244.33
300.00	250.00	(50.00)
9,000.00	10,240.75	1,240.75
2,500.00	2,250.00	(250.00)
100.00	0.00	(100.00)

2021 Budget	2020 VS 2021
1,000.00	(2,000.00)
700.00	700.00
1,000.00	1,000.00
1,000.00	1,000.00
300.00	300.00
300.00	0.00
9,000.00	0.00
2,500.00	0.00
100.00	0.00

## 2021 Budget with Comparisons

### Second Presbyterian Church

*EXPENSES*	2019 Budget	2019 Actual	Difference	2020 Budget	2020 Actual	Difference	2021 Budget	2020 VS 2021
Recruitment					249.40	249.40	0.00	0.00
Phone & Internet	1,800.00	2,903.54	1,103.54	2,800.00	3,284.88	484.88	3,960.00	1,160.00
Copier Lease	6,500.00	4,539.49	(1,960.51)	5,500.00	4,314.54	(1,185.46)	5,500.00	0.00
Electricity & Gas	18,500.00	17,744.64	(755.36)	18,500.00	15,965.38	(2,534.62)	18,500.00	0.00
Water & Sewer	200.00	390.36	190.36	200.00	191.94	(8.06)	200.00	0.00
Street Light Assessment	600.00	651.81	51.81	600.00	715.65	115.65	600.00	0.00
Alarm	600.00	239.40	(360.60)	600.00	239.40	(360.60)	600.00	0.00
Janitorial/Kitchen/Garbage	2,500.00	1,416.28	(1,083.72)	2,500.00	1,192.25	(1,307.75)	2,500.00	0.00
Building Repair/Maintenance	5,000.00	5,270.98	270.98	5,400.00	3,566.33	(1,833.67)	5,400.00	0.00
Equipment Repairs	400.00	0.00	(400.00)	0.00	0.00	0.00	0.00	0.00
Snow Removal	1,100.00	2,510.00	1,410.00	1,100.00	1,115.00	15.00	1,100.00	0.00
Per Capita	7,048.65	7,048.65	0.00	8,294.00	8,294.00	0.00	8,311.64	17.64
<b>Administration Total</b>	<b>58,648.65</b>	<b>57,193.14</b>	<b>(1,455.51)</b>	<b>60,394.00</b>	<b>56,113.85</b>	<b>(4,280.15)</b>	<b>62,571.64</b>	<b>2,177.64</b>
<b>Missions</b>								
Gen. Assem./Presby./Synod	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
Gen. Mission Designated	5,000.00	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
<b>Missions Total</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>0.00</b>
<b>Christian Education</b>								
Curriculum	500.00	0.00	(500.00)	500.00	401.02	(98.98)	500.00	0.00
C.E. Supplies	500.00	229.21	(270.79)	500.00	37.80	(462.20)	500.00	0.00
Vacation Bible School	1,000.00	986.43	(13.57)	1,000.00	209.52	(790.48)	1,000.00	0.00
Confirmation Class	250.00	340.60	90.60	250.00	0.00	(250.00)	250.00	0.00
Youth Fellowship	600.00	202.91	(397.09)	600.00	97.34	(502.66)	600.00	0.00
Youth Mission Trip	2,100.00	2,297.15	197.15	2,100.00	500.00	(1,600.00)	2,100.00	0.00
<b>Christian Education Total</b>	<b>4,950.00</b>	<b>4,056.30</b>	<b>(893.70)</b>	<b>4,950.00</b>	<b>1,245.68</b>	<b>(3,704.32)</b>	<b>4,950.00</b>	<b>0.00</b>
<b>Worship &amp; Music</b>								
Music	1,300.00	400.32	(899.68)	1,300.00	92.91	(1,207.09)	1,300.00	0.00
Instrument Repair	600.00	544.04	(55.96)	600.00	380.00	(220.00)	600.00	0.00
Copyright Licensing	250.00	336.00	86.00	250.00	960.00	710.00	1,000.00	750.00
Special Music	200.00	0.00	(200.00)	200.00	0.00	(200.00)	200.00	0.00
Devotional Books & Tracts	250.00	268.50	18.50	250.00	268.50	18.50	250.00	0.00
Drama	100.00	0.00	(100.00)	100.00	24.37	(75.63)	100.00	0.00
Worship Enhancement	100.00	0.00	(100.00)	100.00	75.35	(24.65)	100.00	0.00
Worship Supplies/Communion	500.00	290.09	(209.91)	500.00	706.07	206.07	500.00	0.00
Contractural Music Services	3,000.00	3,930.00	930.00	3,000.00	1,100.00	(1,900.00)	3,000.00	0.00
Pulpit Supply	1,000.00	200.00	(800.00)	1,000.00	1,259.30	259.30	1,000.00	0.00
<b>Worship &amp; Music Total</b>	<b>7,300.00</b>	<b>5,968.95</b>	<b>(1,331.05)</b>	<b>7,300.00</b>	<b>4,866.50</b>	<b>(2,433.50)</b>	<b>8,050.00</b>	<b>750.00</b>
<b>TOTAL EXPENSES</b>	<b>300,564.51</b>	<b>290,192.15</b>	<b>(10,372.36)</b>	<b>303,611.36</b>	<b>234,231.49</b>	<b>(69,379.87)</b>	<b>294,869.34</b>	<b>(8,742.02)</b>
<b>TOTAL INCOME</b>	<b>272,229.08</b>	<b>286,468.19</b>	<b>14,239.11</b>	<b>237,201.33</b>	<b>259,778.95</b>	<b>22,577.62</b>	<b>214,831.97</b>	<b>(22,369.36)</b>
<b>BUDGET BALANCE</b>	<b>(28,335.43)</b>	<b>(3,723.96)</b>	<b>24,611.47</b>	<b>(66,410.03)</b>	<b>25,547.46</b>	<b>91,957.49</b>	<b>(80,037.37)</b>	<b>(13,627.33)</b>

**ANNUAL MEETING of the CONGREGATION and  
the CORPORATION of SECOND PRESBYTERIAN CHURCH  
of SAGINAW, MICHIGAN  
JANUARY 19, 2020**

The **Annual Meeting of the Congregation** of Second Presbyterian Church was held January 19, 2020, at 10:29 a.m., in the church sanctuary. Moderator James R. Neumann called the meeting to order with prayer.

The Moderator and Secretary, JoAnn Hunt, determined that a quorum was present.

The 2019 Annual Report was presented. Minutes of the 2019 Congregational Meetings were included.

**Motion prevailed** to elect the following as the Nominating Committee for 2020:

From the Session

Adam Engel, Chair

Kristin Fowler

From the Congregation

A.J. Makrianis Carol Poole Scott Rousseau DJ Sova Sue Shepherd

A unanimous ballot was cast.

Jim Neumann thanked the 2019 Nominating Committee for its work.

**Motion prevailed** to nominate and elect Heather Rousseau to serve on Session.

Rick Humphreys, Treasurer and the Finance Committee reviewed the financial reports and 2020 budget.

**Motion prevailed** to approve the following changes in the Terms of Call for 2020 for the Pastor:

Salary \$56,631.78

Housing \$15,000.00

Plus Benefits

Presented by Linda Kennan (from the Presbytery's Commission on Ministry) and Rick Humphreys, a request was made to the Presbytery of Lake Huron that the pastoral relationship with James R. Neumann, effective January 31, 2020, per the terms of the Covenant of Closure approved by the Session and Rev. Neumann be dissolved.

**Motion prevailed** to approve the request.

Linda detailed the steps that will be taken in the future. She concluded with prayer.

The Congregational Meeting was recessed.

Brian McNalley, President, called the Meeting of the Corporation to order.

Brian explained the purpose of the Corporation. There was no business to discuss.

**Motion prevailed** to adjourn the Meeting of the Corporation and the Congregational Meeting was reconvened.

Other Business

- **Motion prevailed** to authorize the Session to approve the minutes of this meeting.
- A transition team has been formed has been formed to operate between Jim's leaving and the interim pastor's coming. Members include Sonia Hoepfner, Adam Engel, and Genie Herter.

**Motion prevailed** to adjourn the Annual Meeting at 10:59 a.m. Rev. Neumann closed the meeting with prayer.

Approved January 28, 2020

JoAnn M. Hunt  
Secretary

**SPECIAL CONGREGATIONAL MEETING**  
**November 22, 2020**

A special meeting of the Congregation of Second Presbyterian Church was held on November 22, 2020, at 10:38 am, in the Church Sanctuary. The purpose of the meeting was to nominate and elect Elders for the Class of 2021 and 2023.

Moderator Pastor Philomena Ofori-Nipaah called the meeting to order with prayer.

The Secretary for the congregational meeting is the Clerk of Session, JoAnn Hunt.

The Moderator determined that a quorum was present.

**Motion prevailed** to cast a unanimous ballot to elect the following to the Session.

Class of 2021:

Larry Long

Class of 2023:

Administration – Kristi Millar

Finance/Budget – Karen Kalina

Stewardship/Mission – Rebecca LaLonde

Returning Elders for Class of 2023:

Christian Education – Natalie Martinez

Worship and Music – Kim Byron

(Kim later declined to serve as elder)

**Motion prevailed** to adjourn at 10:40 a.m. Pastor Philomena Ofori-Nipaah closed the meeting with prayer.

Approved on December 8, 2020

JoAnn M. Hunt  
Secretary

Pastor Philomena Ofori-Nipaah  
Moderator

**Bylaws of  
The Second Presbyterian Church (U.S.A)  
Saginaw, Michigan**

**I. Statement of Purpose or Mission**

By the Articles of Incorporation the name of this ecclesiastical corporation has been designated as “The Second Presbyterian Church (U.S.A.) of Saginaw, Michigan.” Used herein the term “Church”, “congregation”, or “corporation” shall be with reference to The Second Presbyterian Church (U.S.A.) of Saginaw, Michigan. The Second Presbyterian Church has been called by God and organized to proclaim the good news of Jesus Christ, to minister to the needs of members of the congregation and residents of the community, and to promote peace and justice in the world.

**II. Relation to the Presbyterian Church (U.S.A.)**

The Second Presbyterian Church is a member church of the Presbytery of Lake Huron in the Synod of the Covenant of the Presbyterian Church (U.S.A.).

**III. Governance of the Church**

This church shall be governed in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that *Constitution*, these bylaws shall provide specific guidance for this church. The most recent edition of *Roberts Rules of Order* shall be used for parliamentary guidance, except in those cases where these By-Laws or said *Constitution* provide otherwise.

The affairs of the Church shall be governed and managed by the Session. There shall be a Board of Trustees (common with the Session) as required by the Articles of Incorporation under the laws of the State of Michigan. The responsibilities attributed to the Board of Deacons shall be the responsibility of the Session, since the congregation has elected to not have a Board of Deacons.

**IV. Meetings of the Church**

The annual meeting of the congregation is ordinarily held in the month of January of each year. The date, time, and place shall be determined by the Session. The meeting shall be held to review the church's annual report including the financial report for the preceding year and the budget for the current year (information only), to approve changes in the terms of call for the pastor(s), to elect members to serve on the nominating committee, and for the transaction of any business properly coming before such a meeting.

Special meetings of the Congregation may be called by the Session, by the Presbytery, or by one fourth of the active members on the roll of the congregation. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (G-1.0501)

The Congregation or Session at Second Presbyterian Church may meet by electronic means if all members have reasonable notice of the electronic meeting and the ability to discuss and vote on business items. Notice of any meeting where attendance by electronic means may occur must include an adequate description of how to participate. Participation by this method constitutes presence in person at a meeting. The quorum for such a meeting is the same as for a non-electronic meeting.

## **V. Notice of Meetings**

Public notice of meetings of the congregation shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday. Notice of meetings shall be given at regular service of worship prior to the meeting. (G-1.0502)

## **VI. Moderator**

The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, the presbytery shall make provisions for a moderator. (G-1.0504)

## **VII. Secretary**

The clerk of session shall serve as secretary for meetings of the congregation. If the clerk is not present or is unable to serve, the congregation shall elect a secretary. (G-1.0505)

## **VIII. Minutes of the Meeting**

The minutes of the meeting recorded by the secretary shall be attested by the secretary and recorded in the minute book of the session.

## **IX. Quorum for the Meeting**

The quorum of a meeting of the congregation shall be the moderator, the secretary, and not less than one tenth of the members. All active members of the congregation present at either annual or special meetings are entitled to vote. (G-1.0501)

## **X. Incorporation**

In accordance with the laws of the state of Michigan, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation. A quorum shall be not less than one tenth of the members. Consistent with the laws of the state of Michigan, voting at a meeting of the corporation is restricted to active members age 18 or above. Voting by proxy is not allowed.

The chairman of the Session's Finance Committee shall be the moderator/president of the corporation.

The second-year elder serving on the Session's Finance Committee shall be the vice-president of the corporation.

The ruling elders serving on the session shall serve at the same time as trustees.

## **XI. Nominating Committee (G-2.0401)**

There shall be a representative Nominating Committee of the congregation, in accordance with the Form of Government of the Presbyterian Church, (U.S.A.), of active members of the church, giving attention to a fair representation of the male and female constituency of all ages, of the various groups and organizations of the church, and of all racial/ethnic minorities of the church,

composed as follows: Two members shall be ruling elders currently serving on the Session, one of whom shall serve as moderator of the committee; and five members-at-large elected by a majority of votes cast at a Congregational Meeting. Any person nominated as a member-at-large shall not be currently serving on the Session. No member may serve more than three years consecutively. The Moderator of Session is an ex officio member.

Ruling elders shall be nominated by the Nominating Committee. When elections are held, full opportunity shall always be given to the congregation for nominations from the floor of the congregational meeting by any active member of the congregation. A majority of the active members present and voting shall be required to elect.

## **XII. The Session**

The Session shall consist of the pastor and the ruling elders elected to the Session. The congregation shall elect fifteen (15) ruling elders divided into three equal classes, one class of whom shall be elected each year for a three-year term. No ruling elder shall serve for consecutive terms, either full or partial, aggregating more than six years. A ruling elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year.

The Session, shall elect a ruling elder to serve as clerk for such a term as the session shall decide (3.0104), and shall elect a treasurer for such a term as the session shall decide (3.0205). The session shall form such committees as necessary to carry out its work. A quorum for the session shall be the pastor or other presiding officer and one third of the ruling elders.

Vacancies on the Session may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

## **XV. Fiscal Year**

The fiscal year for the church shall be the calendar year.

## **XV. Amendments**

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Michigan and the *Constitution of the Presbyterian Church (U.S.A.)* by a two-thirds vote of the voters present, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

## **XVI. Effective Date.**

These by-laws become effective on the date approved by the congregation:  
Approved as amended on \_\_\_\_\_

Session recommends that this Amendment be voted on by the congregation: March 14, 2021