

CONSTITUTION AND BY-LAWS
of the
**Olivet Congregational Church,
United Church of Christ/NACCC**

(Adopted as revised and amended,
January 26, 2014)

Article I: NAME and AFFILIATION

This church shall be known as the Olivet Congregational Church, United Church of Christ, located in Olivet, Michigan. This church shall be a part of the United Church of Christ (UCC) and it shall sustain that relationship to the United Church of Christ described in those portions of the constitution and by-laws of the United Church of Christ, adopted July 4, 1961 and as subsequently amended, relating to local churches. This church is also affiliated with the National Association of Congregational Christian Churches by vote of the church April 2, 2000.

Article II: PURPOSE

The avowed purpose of this church shall be to worship God; to preach the gospel of Jesus Christ; to celebrate the sacraments; to promote Christian fellowship and unity among this church, the College, the community, and the Church Universal; to unite together followers of Jesus Christ for the purpose of sharing in making the Will of God dominant in the world; to render loving service toward all creation; and to strive for righteousness, justice, and peace.

Article III: POLICY

The government of this church is vested in its members, who exercise the right of control in all its affairs, subject, however, to laws of the State of Michigan relating to corporations not for profit.

Article IV: FAITH AND COVENANT

Faith: This church acknowledges Jesus Christ as its only head; observes the sacraments of baptism and communion; receives the Bible as a sufficient rule of faith and practice; and declares living in accordance with the teaching of Jesus Christ to be the true test of fellowship. Following the Word of God, under the enlightenment of the Holy Spirit and the claims of Christian fellowship, members shall have the freedom to interpret faith according to the dictates of their conscience. The following Statements of Faith, therefore, are not a test of church membership, but are used by this church as a testimony to and an expression of the spirit in which the church interprets the word of God.

We believe in God, the Eternal Spirit, who is made known to us in Jesus our Brother, and to whose deeds we testify: God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death. God seeks in holy love to save all people from aimlessness and sin. God judges all humanity and all nations by that will of righteousness declared through

prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its creator. God bestows upon us the Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues and races. God calls us into the Church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory. God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end. Blessing and honor, glory and power be unto God.

(Dr. Robert V. Moss' adaptation of the Statement of Faith approved by the Second General Synod of the United Church of Christ held in Oberlin, Ohio, July 5-9, 1959.)

We believe in God: who has created and is creating, who has come in Jesus, the Word made flesh, to reconcile and make new, who works in us and others by the Spirit. We trust in God. We are called to be the Church: to celebrate God's presence, to love and serve others, to seek justice and resist evil, to proclaim Jesus, crucified and risen, our judge and our hope. In life, in death, in life beyond death, God is with us. We are not alone. Thanks be to God.

(United Church of Canada 1980)

Covenant: We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the ways of the Lord, made known or to be made known to us. We hold it to be the mission of the Church of Christ to proclaim the Gospel to all humanity, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human oneness. Depending, as did our ancestors, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.

Article V: OFFICERS

Section 1. The principal officers of this church shall be the following:

- A. Pastor
- B. Moderator
- C. Moderator-elect
- D. Clerk
- E. Treasurer

All of whom shall be members of the church. The duties and terms of service of the lay officers who shall be elected at the Annual Meeting, shall be those specified in the By-Laws.

Article VI: MEETINGS

The Annual Meeting of this church shall be held on the fourth Sunday in January. Notice of this meeting, specifying the corporate business to be transacted, shall be given at the public worship service or by the regular method of announcement of the church at least two Sundays in advance of the time of the meeting. Other regular and special meetings shall be held as provided for in the By-Laws.

Article VII: MEMBERSHIP

Section 1. The membership of this church shall consist of persons who have been recommended by the Diaconate, and received by vote of the Active and Associate Church Members and by receipt of the Faith and acceptance of the Covenant as outlined in Article IV.

- A. Membership will begin at age thirteen (13) after completion of Confirmation.
- B. Voting rights shall be given to each member aged eighteen (18) years or over.

Section 2. In accordance with the gospel covenant which binds into a unit “faithful people of all ages, tongues and races,” membership in this church shall be open to:

- A. Any person who has been baptized and has made public confession of faith in Jesus Christ as Lord and Savior.
- B. Anyone who unites with this church upon presentation of satisfactory letters of transfer from another church, or who unites through reaffirmation of faith.

Section 3. Members shall pledge themselves to attend the regular worship of the church and the celebration of the Lord’s Supper; to live the Christian life; to share in the life and work of the church; to contribute to its support and wider mission responsibilities; and to seek the spiritual welfare of the membership and the community.

Section 4. Provision for reception and separation shall be made in the By-Laws.

Article VIII: ASSOCIATE MEMBERSHIP

Section 1. A person who is a member of another church but who expresses the desire to be formally affiliated with this church may become an Associate Member for an indefinite period of time. Such persons shall:

- A. Follow the same guidelines for membership as in Article VII, but shall not require a letter of transfer from their home church.
- B. They shall be entitled to serve on any board or committee of the church, with the exception of the Board of Trustees and the Diaconate.
- C. They shall not serve as principal officers (See Article V of Constitution).
- D. They shall further be granted the right to vote on all matters coming before any board or committee or before the entire church membership with the exception of amending the constitution or by-laws.
- E. Provision for reception and separation shall be made in the By-Laws.
- F. Associate Members shall, at their request, be removed from membership by action of the Diaconate.

Article IX: CHURCH COUNCIL

Section 1. There shall be a Church Council, which between meetings of the congregation shall be the governing body of this church.

Section 2. The Council shall be composed of:

- A. The Pastor.
- B. The Moderator, Past Moderator, the Moderator Elect.
- C. The Clerk, the Treasurer.
- D. The chairperson or designated representatives of the Diaconate, the Board of Trustees, the Board of Christian Nurture, the Church Mission Board.
- E. Three persons elected at large from the membership.

Section 3. The Council shall be the policy making body of the church. It shall represent the Congregation and shall coordinate and advise the various boards and committees of the church. It shall keep a complete record of its proceedings, be the custodian of all church records, and report to the church at its regular and special meetings. All acts and deliberations of the Council are subject to the will of and revision by the Congregation.

Section 4. The Council shall approve a proposed budget prepared by the Trustees before presenting the budget to the membership for approval. The Council shall make provision for the raising of funds. The Council may authorize the Trustees to pay any extraordinary expenses outside of the church budget, if funds are available.

Section 5. In addition to the stated boards or committees, the Council shall appoint such other committees as it may deem necessary.

Section 6. The Council shall meet at least once every month for the transaction of such business as may properly come before it. Special meetings are subject to the call of the Moderator, who is the chairperson of the Council.

Section 7. The Church Council shall appoint delegates as needed to meetings of both the UCC and the NACCC. The Moderator shall be empowered to appoint, with the concurrence of the Church Council, representatives from the church to such other ecclesiastical, ecumenical or community organizations, local or outside the community of Olivet, as desire such representation.

Section 8. A quorum for the Council shall consist of seven persons.

Article X: AMENDMENTS

This Constitution may be amended by a two-thirds vote of the Active Church Members who are present and voting at an Annual Meeting, the proposed amendment or amendments having been announced from the pulpit or having been made available in print on the two Sundays immediately preceding such meeting and the proposed changes having been mailed to the members for receipt prior to the meeting.

BY-LAWS

Article I: MEMBERSHIP

Section 1. Reception

Candidates for church Membership or Associate Membership may be received publicly into the church at the regularly stated communion services or at such other times as the Pastor or the Diaconate shall provide. Candidates will affirm their faith in Christ, and accept both the Olivet Congregational Church Covenant and the commitment to Church Loyalty. (See Addendum: Section 1.)

Section 2. Termination

- A. Any members desiring a letter of transfer shall receive same from the Clerk upon request.
- B. If a member, because of change of faith or for other reasons, requests in writing to terminate the membership, the Diaconate shall grant the request.
- C. Revocation of membership shall be by recommendation of the Diaconate to the Church Council for final majority vote.

Section 3. Inactivation

Members and Associate Members whose addresses have long been unknown or those who for a period of two years, in spite of kindly reminders, have not communicated with the church or contributed to its support shall, by vote of the Diaconate, be placed on the Inactive List. Persons on this list who request letters of transfer shall be restored to Active membership for the purpose of transfer.

Section 4. Restoration of Membership

- A. Any person who has been placed on the Inactive List may request reinstatement by the Diaconate.
- B. Any person whose membership has been terminated and wishes to rejoin the church must reapply through the Diaconate and fulfill the requirements of Article VII of the Constitution.

Article II: MEETINGS

Section 1. Worship Services

- A. Services of worship shall be held at given hours each Sunday except when temporarily suspended by vote of the church or at the direction of the Church Council, or, in the event of weather emergencies, by the Pastor in consultation with any principal officer (See Article V of Constitution) of the church.
- B. Midweek or special services shall be held under the general direction of the Pastor and the Worship Committee with the approval of the Church Council.
- C. The sacrament of the Lord's Supper shall be celebrated at least quarterly and at such other times and in such manner as may be determined by the Pastor and the Worship Committee.

Section 2. Business Meetings

- A. The Annual Meeting of this Church shall be held on the fourth Sunday in January. Under the direction of the Moderator, Moderator Elect, and Pastor the yearly reports of all officers and organizations shall be given in writing; lay officers and committee members shall be elected; the corporate business of the church shall be transacted; and the plans for the year shall be presented.
- B. The order of business for the Annual Meeting shall be as follows:
 - 1. Call to Order
 - 2. Prayer
 - 3. Approval of minutes of the preceding Annual Meeting
 - 4. Report of the Pastor
 - 5. Reports of Officers and Organizations
 - 6. Election of lay officers and committee members
 - 7. Action on corporate business
 - 8. Approval of the Annual Budget
 - 9. Consideration of miscellaneous business

Section 3. Budget Meeting

A meeting of the church for the preliminary approval of the annual budget proposed for the ensuing year shall be held at least one month before the Annual Meeting.

Section 4. Special Meetings

Special meetings of the Church may be called by the Pastor, the Moderator, the Church Council, the Board of Trustees, or the Clerk on the written request of five Active Members. Notice of such a meeting shall be given at two consecutive Sunday services preceding the meeting and by a mailing to all Active and Associate Members of the church. The nature of the business to be transacted shall be stated in the call.

Section 5. Quorums for Board & Committees

All boards and committees shall, at their first official meeting following the Annual Meeting, determine their quorum for the ensuing year.

Article III: OFFICERS

Section 1. The Pastor

- A. The Call
 - 1. When a vacancy occurs, the church shall elect a Pastoral Search Committee which, working in consultation with the United Church of Christ and the National Association of Congregational Christian Churches, shall recommend a Pastor to be hired. At a duly-called meeting of the church, a description of the candidate's qualifications and a statement of his/her consent to serve shall be presented. The Pastor shall be hired for an indefinite period of service by a two-thirds vote of the Active and Associate Members of the church present and voting.

B. Duties

1. Shall preach the Gospel and administer the sacraments.
2. Shepherd the activities of the church in cooperation with the Church Council and the various Boards and Committees of the church.
3. Shall be the chief of staff of the church.
4. Shall be an ex-officio, non-voting, member of all church Boards and Committees.

C. Denominational Relationship

When a Pastor has been hired, it is expected that he/she shall become a member of this church and hold ministerial standing in the Covenant Association of the Michigan Conference of the United Church of Christ or the National Association of Congregational Christian Churches. The Pastor and the church shall arrange for a service of installation in accordance with the Covenant Association of the Michigan Conference of the United Church of Christ or with the help of the National Association of Congregational Christian Churches.

D. Termination of Service

1. Termination by the Pastor shall require two months' notice to the church in writing.
2. Termination as the Pastor by the church shall require two months' notice in writing and shall be in accordance with the Constitution and By-Laws of the Covenant Association of the Michigan Conference of the United Church of Christ. Termination by the church shall be required by a two-thirds vote of the Active and Associate Members of the church present and voting at a specifically called meeting for that purpose.
3. Notice of any termination shall be sent by the Moderator of the church to the Michigan Conference of the United Church of Christ and the National Association of Congregational Christian Churches.

E. Additional Pastoral Staff:

1. The church may by a two-thirds vote of the Active and Associate Members of the church present and voting create a position for an Associate, Assistant Pastor(s) or Pastoral Associate(s). At which time, the church shall elect a Search Committee which, working in consultation with the United Church of Christ and the National Association of Congregational Christian Churches, shall recommend an Associate, Assistant Pastor(s) or Pastoral Associate(s) to be hired. At a duly-called meeting of the church, a description of the candidate's qualifications and a statement of his/her consent to serve shall be presented. The Associate, Assistant Pastor(s) or Pastoral Associate(s) shall be hired for an indefinite period of service by a final two-thirds vote of the Active and Associate members of the church present and voting.
2. Termination will be done by vote of the Church Council on the recommendation of the Staff Relations Committee.

F. Additional Ministerial Licenses

1. The church may by a two-thirds vote of the Active and Associate Members of the church present and voting approve the annual Ministerial Licenses for ministers without a designated congregation.

Section 2. The Moderator

The Moderator, whose term of office shall be for two years, shall serve as the presiding officer of the Annual Meeting of the church, of the Church Council, and of any special meetings of the church called for the purpose of transacting business. Following the term as Moderator, he/she will become the Past Moderator and will serve as the chair of the Nominating Committee for a term of two years.

- A. The Moderator shall be the duly authorized legal signatory of the church when the Clerk is not available.

Section 3. The Moderator Elect

The Moderator Elect, whose term of office shall be for two years, shall serve as the presiding officer of the meetings designated in the preceding Section when the Moderator is absent or unable to perform those responsibilities. The Moderator Elect will be chair of the Staff Relations Committee. After two years the Moderator Elect will become the Moderator.

Section 4. The Clerk

- A. The Clerk, whose term of office shall be for two years, shall keep a faithful record of the proceedings of the church. The Clerk:
 1. Shall keep the minutes of the meetings of the Church Council.
 2. Shall be responsible for a register with the names and addresses of the members of the church, together with the date of admission, date of separation, or date of death. In the records, each member shall be classified as Active, Inactive, or Associate as determined by the Diaconate.
 3. Shall keep a record of baptisms and marriages.
 4. Shall issue letters of transfer.
 5. Shall make a written report to the church at the Annual Meeting.
 6. Shall give legal notice of all meetings when such notice is necessary.
- B. The Clerk shall be the duly authorized legal signatory of the church.

Section 5. Treasurer

- A. The Treasurer position is responsible to oversee disbursement of all funds received into the church treasury in a responsible and organized manner with funds identified and bills paid when due so that the ministry of the congregation can be effective. The Treasurer's term of office shall be for two years. The Treasurer's duties are:
 1. To keep accurate records of how money is spent.
 2. To prepare accurate monthly financial reports indicating the financial well-being of the congregation.
 3. To participate in and report regularly to the Board of Trustees or Church Council and appropriate Congregational Meetings.
 4. To assure there are adequate records documenting the assets of the church for insurance and other purposes.

5. To make recommendations to the Board of Trustees for the investment of excess funds (if any).
6. To insure that all governmental taxes, reporting forms, and regulations are met on a timely basis.
7. To be accountable to the congregation through the Board of Trustees or Church Council.
8. Treasurer shall be an ex-officio, non-voting, member of the Board of Trustees.

Article IV: BOARDS

Boards can create ad-hoc and sub-committees to further their work as needed.

Section 1. The Board of Deacons (The Diaconate)

The Board of Deacons shall consist of at least 6 members of the church, three men and three women, serving for 3 year terms. Elections for the Diaconate are to be staggered, with two Deacons being elected annually. After serving two full terms, a Deacon shall be ineligible for re-election for one year. The Board shall meet monthly and shall elect its own officers and committees. This Board shall:

- A. Cooperate with the Pastor in ministering to the spiritual needs and interests of the congregation.
- B. Complete an annual review of the membership rolls for the purpose of defining Active and Inactive members. Membership rolls shall be reported to the Clerk for recording.
- C. Assist in caring for the needy of the congregation, with the Pastor.
- D. Be responsible for recommendation regarding membership status.
- E. Maintain its own separate fund for charitable purposes.
- F. Submit an annual budget for Diaconate expenditures.

Section 2. The Board of Trustees

The Board of Trustees shall consist of six members of the church, two of whom shall be elected annually to serve for a term of three years. After serving two full terms, a trustee shall be ineligible for re-election for one year. Members of the church who are also employed by the church shall not serve as Trustees of the church. The Board shall meet monthly and shall elect its own officers and committees. This Board Shall:

- A. Have the care of the property of the church and shall have charge of its financial affairs, subject to regulations prescribed by the laws of the State.
- B. Insure that all church property is appropriately covered by insurance for casualty and liability losses.
- C. Work with Olivet College on building and grounds projects in accordance with our current agreement.
- D. Prepare the annual budget for presentation to the Church Council, prior to this meeting; the Board of Trustees shall receive in writing requests from the boards and committees of the church for the ensuing year.
- E. Keep the Council informed on the monthly financial affairs of the church.
- F. Hire or appoint a qualified Auditor with the concurrence of the Church Council to perform an annual audit of the church finances and present the findings of such audit to the church at the Annual Meeting.

- G. Have the power to borrow money to meet budgeted needs: if the needs exceed 10% of the budget, church approval must be secured before borrowing.
- H. Have no power to buy, sell, mortgage, lease or transfer property without specific authorization by vote of the church.
- I. May invest or cause to be invested all legacies, special gifts, memorial and endowment funds, and any other special funds acquired by the church; unless otherwise specified by donors.
 - 1. May borrow invested funds. While such action is to be avoided, when it is necessary to do so, however, the congregation shall be kept informed. The money shall be paid back promptly - with interest if the borrowing is from an interest bearing account. Approval of the congregation is required if the amount borrowed reaches or exceeds 10% of the annual budget.
 - 2. Keep and render separate accounting of all such funds. It shall, in conjunction with the Treasurer of the church, disburse the principal and interest of such funds in accordance with the purposes for which they were given and obtained.

Section 3. The Board of Christian Nurture

The Board of Christian Nurture shall consist of at least four members, two of whom shall be elected annually to serve for a term of two years. After serving two full terms, a board member shall be ineligible for re-election for one year. This Board shall meet monthly and shall elect its own officers and committees. The Director of Christian Nurture shall be an ex-officio, non-voting, member of the Board of Christian Nurture. The Board shall submit an annual budget for Christian Nurture expenditures.

The Board shall plan and coordinate the total educational ministry of the church, including but not limited to the church school, children, youth and adult ministries and the training of persons to work with the educational organizations of the church. This board shall be the governing body of the educational ministry of the church, while the Director of Christian Nurture shall be the individual responsible for carrying out the plan. The Board shall:

- A. Select and review curriculum for educational ministry of the church.
- B. Provide a method for recruiting and training Christian Nurture volunteers.
- C. Coordinate and plan for special events such as Vacation Bible School, Christmas Play, etc.

Section 4. The Board for Church Mission

The Board for Church Mission shall consist of at least four members, two of whom shall be elected annually to serve for a term of two years. After serving two full terms, a board member shall be ineligible for re-election for one year. This board shall meet monthly and shall elect its own officers and committees. The Board shall submit an annual budget for mission expenditures. The Board shall:

- A. Keep the parish informed of the ministries of the church through the work of the denominational and/or ecumenical mission programs.
- B. Encourage the congregation to financially support and personally participate in benevolent projects and missions.
- C. Explore and evaluate possible mission projects for the church.

Section 5. Other Boards

Other Boards may be elected by the church as need shall dictate.

Article V: STANDING COMMITTEES

All Committees are accountable to the Church Council and shall provide a written report before each council meeting.

Section 1. Friendship Committee

There shall be a Friendship Committee, consisting of at least five members of the church. Others may serve on this committee (including non-members). They may plan church, community and denominational fellowship opportunities throughout the year. (Potlucks, meals, socials, celebrations, etc.) There shall be no maximum number of members.

Section 2. Gifts and Memorials Committee

There shall be a Gifts and Memorials Committee, consisting of at least 3 members, which, in cooperation with the Pastor, the Trustees and the Church Council, shall have general direction of funds presented to the church as special gifts and memorials. It will also recognize and honor the donors and will maintain a record of these gifts.

Section 3. Worship Committee

There shall be a Worship Committee, consisting of at least five members of the church. Others may serve on this committee as need dictates. Ex-officio, non-voting, members will include the Pastor, other Ordained Staff and the Minister of Music. In the broadest sense the committee will seek to improve, upgrade and renew the worship services of the church. To this end the committee will be concerned with the music program, the ushers, the liturgist, the sound system, the lighting of the sanctuary, the decorating of the church, the recruiting and instructing of the acolytes and the planning and administration of communion. The committee shall meet at least monthly.

Section 4. Nominating Committee

Each year the Church Council will nominate three church members to be the Nominating Committee for the coming year, one of whom shall always be the Past Moderator. The members will be elected at the Annual meeting of the church for one year terms. The right of a member of the church to make a nomination from the floor at an Annual Meeting or any other church meeting shall always be recognized. They shall prepare a slate of nominations for all officers, boards, and committees to be elected by the church at the Annual Meeting. In addition, this Committee shall present nominations to fill vacancies which may occur; these nominations will go to the Church Council for the final action. In the event that a vacancy occurs on the Nominating Committee, the Church Council shall fill this vacancy.

Section 5. Staff Relations Committee

There shall be a Staff Relations committee, which shall consist of the Moderator, the Moderator Elect, and the chairpersons of the Boards of Deacons, Christian Nurture and Trustees. Members of the church who are also employees of the church shall not serve on this committee. Chaired

by the Moderator Elect, the Committee will meet at least annually with the employed staff of the church to evaluate with them their work. This committee is also responsible for the creation and maintenance of Position Descriptions.

Section 6. Other Committees

Other Committees may be elected by the church or appointed by the Church Council, and shall function for such periods of time as need shall determine.

Article VI: AFFILIATED ORGANIZATIONS

All organizations connected with this church and/or using its equipment or facilities are regarded as Affiliated Organizations and they are under its general oversight in the uses thereof.

Article VII: AMENDMENTS

These By-laws may be amended by a two-thirds vote of the Active Church Members who are present and voting at any regular or special meeting of the church, the proposed amendment or amendments having been announced from the pulpit or having been made available in print on the two Sundays immediately preceding such meeting and the proposed changes having been mailed to the members for receipt prior to the meeting.

Article VIII: FUNDRAISING

All funds raised by individual committees to be used within the church must be accounted for and recorded with the church secretary. These funds will be included on the monthly reports generated by the Treasurer for review by the Trustees.

ADDENDUM

Section I. Reception of New Members

Scripture for Reception of New Members: Romans 12:1-18

Question of Faith

Leader: Do you believe in your heart and profess with your words and life that Jesus Christ is your Lord and Savior? Do you intend to follow in the steps of Jesus Christ, to live as He lived and to love as He loved? Do you take seriously Christ's great commandments to love God with all your heart, soul, mind and strength and your neighbors as yourself? Do you commit yourself to honoring Jesus Christ in daily life and in devotional life? Will you use the Bible as your rule for life and faith?

Response: I do, God helping me.

(Please stand if able)

Owning of the Covenant (In Unison)

We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the way of the Lord, made known or to be made known to us. We hold it to be the mission of the Church of Christ to proclaim the Gospel to all humanity, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human oneness. Depending, as did our ancestors, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.

(Congregation please be seated)

Question of Church Loyalty

Leader: Will you take this church as your church and willingly share in its worship, witness and work? Will you determine to support this church with your presence, your prayers, your service and your offerings? Will you endeavor to be a positive, constructive and encouraging part of this Christian community? Will you share the spiritual gifts, abilities and talents God has given you for the welfare and Christian maturity of us all?

Response: I will, God helping me.

Prayer and Right Hand of Fellowship

Section 2. Agreement Between Olivet College and the Olivet Congregational Church

AGREEMENT

Copy of: Agreement between Olivet College and Olivet Congregational Church

Olivet, Michigan
January 2, 1942

The large stone building at the corner of East and Cottage Streets in Olivet, Michigan known as The Olivet Congregational Church building, was constructed and is owned jointly (50-50) by the First Congregational Church of Olivet, Michigan and Olivet College, Olivet, Michigan, both incorporated bodies. As extensive alterations and repairs are being made on the building at this time due to the removal of the old pipe organ and the installation of a new pipe organ, it seems best at this time to put in writing a general plan and agreement for paying the costs of these present changes, and for the maintenance and upkeep of the building for the future.

It is mutually agreed and understood:

First: That all the labor of the changes in the platform in the church due to the plans for the new organ is to be done by the plant men of the college with no cost to the church as an off-set by the college for some recent repairs made on the building by the church in which the college did not pay its proportional share. But all the cash costs for these platform changes, repairs to, and decoration of the walls, draperies around the organ, etc., are to be born 50-50 by the church and the college.

It is understood by both parties that the organ to be installed is the sole property of the college, but that the church is to have the free use of the organ for its services of worship, and that the organ is not to be removed from the church building by the college at any time without the consent and agreement of the church. Any new pulpit furniture, choir-stalls or chairs that may be added to harmonize with the new organ are to be paid for by the church and are to be the sole property of the church.

Second: The daily maintenance of the building -- the heating, lighting, and janitor service -- is to be provided as follows: The church agrees to employ and pay for such labor as is necessary to keep the building clean and ready for use at any time by either of the owners; the college agrees to heat and light the whole building for all purposes and to pay \$50 per year toward the janitor service. The overseeing of the heating and lighting systems, and minor repairs to the same are to be done by the plant men of the college without cost to the church. But any cash out-lay on the heating or lighting systems in the church -- such as new radiators, pipes, electric bulbs, etc., -- is to be born 50-50 by the church and the college.

Third: The costs of repairs to the building to keep it in good condition are to be born 50-50 by the two owners. Neither party should incur any costs for repairs or alternations without first consulting, and getting the consent of the other party, unless it is willing to pay the full costs for the same alone. It is mutually agreed that on all repairs and alternations where the plant men of the college are able and have the time the work shall

be done by them, and the church is to pay to the college one-half of this labor at the same wage scale the college pays its plant men.

Signed this second day of January, 1942

Board of Trustees of First Congregational Church,
Olivet, Michigan

By (Wm. P. Kellogg) Secretary

Board of Trustees of Olivet College, Olivet, Michigan

By (E.P. Reynolds) Secretary

(Attached to agreement:)

Note: The agreement on all points, excepting the installation of the new organ, was arrived at in January 1942, and the whole agreement, with organ additions, was incorporated in the minutes of February 7, 1943. These last minutes were of a meeting after E.P.R. resigned as a Trustee of the College, but the fact that the agreement prepared by him in 1942 and reiterated in 1943, gives it double weight.

E.P.R.

DEED

Received and Recorded the 15th day of July A.D. 1893 at 9 3/4 A.M.

R. A. Garber, Register

Olivet College
&
First Congregational Society of Olivet



This indenture made this
fourteenth day of April in the
year of our Lord one thousand
eight hundred and ninety three.

Between Olivet College by its President, Willard G. Sperry and its Secretary, Albert L. Lee, a corporation located at Olivet, Eaton County, Michigan, party of the first part, and the First Congregational Society of Olivet, Michigan, a corporation of the same place, party of the second part. Witnesseth, that the said party of the first part for and in consideration of the sum of one thousand three hundred dollars (1300.00) in hand paid by the party of the second part, the receipt of which is hereby confessed and acknowledged: and of the conditions and agreements herein after expressed to be fulfilled by the said second party has granted, sold, released, aliened, and forever confirmed unto the said second party, and by these presents does grant, sell, release, alien and forever confirm unto the second part and to its legal representatives, that parcel of land situated in the Village of Olivet, in the County of Eaton and State of Michigan and described as follows, to wit: The undivided half of lot three (3) Block eight (8) and the one undivided half of the south one third (1/3) of Lot four (4) Block eight (8), to be occupied as a site for a church building to be erected thereon, together with sheds and other appurtenances thereto belonging, and for no other purpose whatsoever.

And it is expressly understood and agreed that a church building which shall cost not less than twenty thousand dollars (\$20,000) of which cost each party to this agreement shall pay one half, shall be erected thereon, during the three years next succeeding the date hereof.

And it is further agreed that the possession and control of said building shall be vested in the Board of Trustees of Olivet College and the Trustees of the First Congregational Society of Olivet and their successors in office, and that the management thereof and the purposes for which it may be used, shall be determined by the two boards aforesaid, each Board having an equal voice upon any questions which may come before the joint board and in case of failure to agree upon any matter, the question at issue shall be submitted to arbitration, to be chosen by said joint boards, whose decision shall be final.

It is also agreed and required that neither party shall sell, assign, mortgage or otherwise suffer to be encumbered, its interest in the property described herein, without the written consent of the party of the other part.

And it is further agreed that if in the course of time, the parties in interest should deem it wise to terminate the existing relationship, the same shall be allowed upon such terms as the said parties may agree.

In witness whereof the said parties of the first part have hereto set their hands and seals and caused the seal of Olivet College to be affixed upon the day and the date first above written.

In presence of
F. L. Reed
A. K. Warren

Seal
Willard G. Sperry, President
Albert L. Lee, Secretary

State of Michigan
County of Eaton

On this fourteenth day of April
in the year one thousand eight
hundred and ninety three

before me, a Notary Public, of the village of Olivet, in and for said County of Eaton, personally appeared Willard G. Sperry, President of Olivet College and Albert L. Lee, Secretary of Olivet College to me known to be the same persons described in, and who executed the within instrument, who acknowledged the same to be their free act and deed.

Seal

Asa K. Warren, Notary Public
Eaton County

Certificate presented in accordance with Sec. 135, Act 206 law of 1893.