

### **Rationale for the amendment:**

Recently, due to Covid in her family and then herself, our Church Administrator was out of work for more than 2 weeks. This situation, coming as it has at the same time as the budget development and the Budget Information meeting with the congregation, has made us aware of this vulnerability in our current system.

Under the current Bylaws, if the Church Administrator were fully incapacitated by illness or injury for an even longer period of time, this budget blockage would extend the length of time that individual is unavailable.

In order to allow another trusted person, the Treasurer, to also be able to access the incoming pledges and their fulfillment into the deposits, the Church Council proposes the following amendment to the current Bylaws, Article VII, Section 3 Church Administrator the Church Council proposes the following motion.

### **Amendment:**

**"The Church Treasurer will also have access to this information and will maintain confidentiality relative to members level of giving."**

### **South Church Bylaws Article VII Section 3 Church Administrator:**

Without limitation of the duties set forth in Section 2 of this Article, the Church Administrator shall, based on information provided to him/her by the Collections and Deposits Committee, keep a record of all monies received by the Church, including payments on pledges and Church offerings and transmit a weekly deposit report to the bookkeeper (see Article VIII, Section 6); maintain confidentiality relative to an individual's level of giving to the Church; prepare and distribute quarterly statements as may be necessary for the timely collection of pledge payments; upon request or as required by law, provide Members, Associate Members and Parishioners with an annual statement of their pledge amount, order offering envelopes and see that they are distributed; and assist the Clerk in the annual review and updating of the membership role and the parish list. **The Church Treasurer will also have access to this information and will also maintain confidentiality relative to members level of giving.**