

BY-LAWS

KINGWOOD CHURCH OF GOD SUNDAY SCHOOL

Churches of God, General Conference

Adopted May 23, 1976

Revised October 16, 1983

Revised November 4, 1988

Revised December 26, 1993

Revised May 7, 2000

Revised 2007

Revised December 14, 2014

Kurt E. Miller – Superintendent  
Rev. James L. Monticue – Senior Pastor  
Rev. Paul Tobias – Associate Pastor

## **ARTICLE I - NAME**

The name of this body shall be: "Kingwood Church of God Sunday School".

## **ARTICLE II - OBJECT**

The object of this body shall be to serve as a ministry of the Kingwood Church of God by:

1. Promoting a study of the Word of God
2. Winning souls for Christ
3. Leading people to membership in the Kingwood Church of God
4. Providing a setting for Christian Fellowship
5. Providing opportunities for Christian service through programs and projects.

## **ARTICLE III - MEMBERS**

Any person wanting to learn about Christianity and our Savior Jesus Christ is welcome to participate as a member in good standing. Members in good standing shall be defined as those attending 5 Sundays in a 3 month period as per class record books.

## **ARTICLE IV - OFFICERS**

The officers shall be: Superintendent, Assistant Superintendent, Secretary, Assistant Secretary, and Treasurer.

## **ARTICLE V – THE SUNDAY SCHOOL BOARD**

1. The officers, teachers and their assistants shall make up the Sunday School Board.
2. They shall meet at the call of the chairman, who shall be the Superintendent.
3. The government of the School shall be in their hands.
4. Any officer wishing to resign must do so in writing to the Superintendent to be acted upon.

## **ARTICLE VI - ELECTION OF OFFICERS**

SECTION 1: The Sunday School year shall begin January 1 and run through December 31.

SECTION 2: All officers shall be elected annually prior to the beginning of the Sunday School year.

SECTION 3: The Church Music Committee shall be responsible for scheduling the Sunday School music program.

SECTION 4: The Nominating Committee (Sunday School Superintendent, Assistant Superintendent, Secretary and Senior Pastor) shall nominate two or more persons for each elective office at least one week prior to election. Further nominations can be made from the floor before the vote is cast.

SECTION 5: All elections must be by printed ballot unless otherwise designated. Those eligible to vote shall be members of the Kingwood Church of God Sunday School, as defined by Article III, ages 14 and over.

SECTION 6: All elected officers must be members in good standing of the Kingwood Church of God Sunday School.

SECTION 7: The Superintendent and Assistant Superintendent must be members of the Kingwood Church of God.

SECTION 8: The officers: Superintendent, Secretary and Treasurer, who will be elected annually may not be elected for more than three (3) consecutive terms, after which there must elapse one (1) year before being eligible to be elected to an office. (The offices of Assistant Superintendent and Assistant Secretary shall not be included.)

## **ARTICLE VII - DUTIES OF OFFICERS**

**SUPERINTENDENT** – He/she shall:

- Have care over the Sunday School
- Be responsible for weekly business of the Sunday School (Including the openings)
- Supervise & advise officers, teachers and all committees.
- Serve as Assistant Treasurer in the absence of the Treasurer
- Be responsible for ordering funeral flowers for church or Sunday School members
- Be responsible for ordering and reviewing all literature on an annual basis, or when curriculum changes.
- Hold periodic meetings of officers & teachers to discuss program needs, special events, etc.
- Supervise the program in the Primary Department
- Be responsible for appointing someone to take care of the Cradle Roll
- Be responsible for appointing someone to distribute quarterlies, papers and other items to those who are unable to attend

**ASSISTANT SUPERINTENDENT** – In absence of Superintendent, carry on his/her duties. He/she shall lead the Sunday School opening one Sunday a month.

**SECRETARY** – He/she shall keep an accurate record of the School each Sunday and record any business meetings held by the School or the Sunday School Board.

**ASSISTANT SECRETARY** – Above duties in absence of Secretary. He/she shall fill in one Sunday a month for the Secretary.

**TREASURER** – He/she shall keep a record of all monies received and spent by the School. He/she will not pay out money without an order from the Superintendent. He/she will report to the Sunday School Board on request and the whole Sunday School annually. He/she will also be responsible for taking orders and collecting money for the Christmas Poinsettias and Easter flowers for the church.

- ❖ Along with the duties listed above, no officer of the Kingwood Church of God Sunday School shall teach, support, or promote same gender civil unions, marriages or other recognized same gender sexual relationships.

### **ARTICLE VIII – MEETINGS**

1. The annual meeting shall be held prior to the beginning of the new Sunday School year.
2. Special meetings may be called by the Superintendent.
3. Members present shall constitute a quorum.
4. Regular Sunday sessions shall begin at 9:30 a.m. and end at 10:30 a.m.

### **ARTICLE IX – CLASSES**

1. Classes may only be organized by the consent of the Sunday School Board.
2. No classes shall be permitted to take on or engage in any project affecting the School or Church unless they have permission from the Sunday School Board and the Church Council.

### **ARTICLE X – TEACHERS**

1. All regular and assistant teachers must be members of the Kingwood Church of God Sunday School.
2. Adult classes will elect their own teachers and assistants before the first Sunday of the new year.
3. Teachers and assistants of the primary department will be appointed by the Superintendent.
4. Any teacher wishing to resign must contact the Superintendent.
5. Notice of resignation shall be given at least one month in advance.
6. Teaching assignments shall be for one year (from September 1 to August 31), with the option to continue.
7. No regular or assistant teacher of the Kingwood Church of God Sunday School shall teach, support, or promote same gender civil unions, marriages or other recognized same gender sexual relationships.
8. All regular and assistant teachers, from the nursery to the senior high school class, of the Kingwood Church of God Sunday School must submit a Criminal Record Check and Child Abuse History Clearance prior to the start of teaching a class.

### **ARTICLE XI – AMENDMENTS**

Amendments may be made to these by-laws by a two-thirds (2/3) majority of any regular meeting of the whole school, after announcements are made one week prior of the proposed change.

### **ARTICLE XII**

The Sunday School Superintendent shall appoint a committee to review these by-laws every five (5) years. One member of the committee shall be a member of the pastoral staff.