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990-EZ

Short Form Return of Organization Exempt From Income Tax

OMB No 1545-1150

2009

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)
▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form
▶ The organization may have to use a copy of this return to satisfy state reporting requirements

A For the 2009 calendar year, or tax year beginning January 1, 2009, and ending December 31, 2009

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See Specific Instructions.	C Name of organization Our Sacred Space, Inc. a.k.a. Pilgrim Heights Camp & Retreat Center		D Employer identification number 26-1412496
		Number and street (or P O box, if mail is not delivered to street address) Room/suite		E Telephone number 641-492-6165
		3005 E Avenue		F Group Exemption Number ▶
		City or town, state or country, and ZIP + 4 Montour, IA 50173		

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method: Cash Accrual
Other (specify) ▶

I Website: ▶ www.PilgrimHeights.org

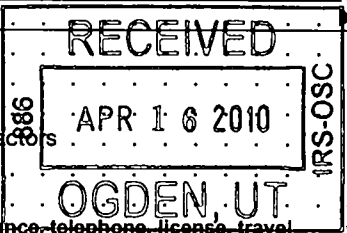
J Tax-exempt status (check only one) — 501(c) (3) ◀ (insert no) 4947(a)(1) or 527

H Check ▶ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

K Check ▶ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 279235

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)			
Revenue	1 Contributions, gifts, grants, and similar amounts received	1	152070
	2 Program service revenue including government fees and contracts	2	124435
	3 Membership dues and assessments	3	0
	4 Investment income	4	5
	5a Gross amount from sale of assets other than inventory	5a	1815
	b Less: cost or other basis and sales expenses	5b	0
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	1815
	6 Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here ▶ <input type="checkbox"/>		
	a Gross revenue (not including \$ 0 of contributions reported on line 1)	6a	0
b Less: direct expenses other than fundraising expenses	6b	0	
c Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	0	
7a Gross sales of inventory, less returns and allowances	7a	910	
b Less: cost of goods sold	7b	0	
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	910	
8 Other revenue (describe ▶)	8	0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	279235	
Expenses	10 Grants and similar amounts paid (attach schedule)	10	3180
	11 Benefits paid to or for members	11	0
	12 Salaries, other compensation, and employee benefits	12	110909
	13 Professional fees and other payments to independent contractors	13	4460
	14 Occupancy, rent, utilities, and maintenance	14	104095
	15 Printing, publications, postage, and shipping	15	8155
	16 Other expenses (describe ▶ program service/supply, insurance, telephone, license, travel)	16	59182
	17 Total expenses. Add lines 10 through 16	17	289981
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	(10746)
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	156412
	20 Other changes in net assets or fund balances (attach explanation)	20	(939)
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	144727



Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	112079	80966
23	Land and buildings	233731	241637
24	Other assets (describe ▶ contributions receivable, equipment)	35067	32793
25	Total assets	380877	355396
26	Total liabilities (describe ▶ note, vendors, employment taxes payable)	224465	210669
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	156412	144727

69 3

SCANNED BY 10707

Part III Statement of Program Service Accomplishments (See the instructions for Part III.)		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)	
What is the organization's primary exempt purpose? <u>facilities/services for education, recreation, renewal</u>			
Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.			
28	Summer Camp: 340 campers and leaders benefited from the Summer Camp residential programming for youth and adults at Pilgrim Heights Camp & Retreat Center with program highlights in spiritual renewal, environmental and religious education and recreation. (Grants \$ <u>3180</u>) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	80092
29	Our Sacred Space Programming: Seven overnight events were sponsored by Our Sacred Space staff for recreation, renewal and education. More than 130 participants were involved. (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	14626
30	Hosting and Hospitality: provision of facilities and services to provide participants with safe, comfortable experiences for their educational, recreational, or renewal events. (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	38741
31	Other program services (attach schedule) (Grants \$ _____) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32	Total program service expenses (add lines 28a through 31a)	32	133459

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)				
(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (if not paid, enter -0-)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Ann Graham 3005 E Ave, Montour, IA 50173	Exec Director, 50	42500	0	
Julie Eberbach 3005 E Ave, Montour, IA 50173	President/Chair, Director 2	0	0	
Dennis Eastin 3005 E Ave, Montour, IA 50173	Vice President/Chair, Dir 2	0	0	
Vicki Engelmann 3005 E Ave, Montour, IA 50173	Secretary, Director, 2	0	0	
Jane E Meyer 3005 E Ave, Montour, IA 50173	Treasurer, Director, 4	0	0	
Bonnie Baum Meier 3005 E Ave, Montour, IA 50173	Director, 1	0	0	
Jessica Lown 3005 E Ave, Montour, IA 50173	Director, 1	0	0	
Bill Howie 3005 E Ave, Montour, IA 50173	Director, 1	0	0	
Rebecca Stout 3005 E Ave, Montour, IA 50173	Director, 1	0	0	
Elizabeth Dilley 3005 E Ave, Montour, IA 50173	Director, 1	0	0	

Part V Other Information (Note the statement requirements in the instructions for Part V.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		✓
34	Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	✓	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a	Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		✓
b	If "Yes," has it filed a tax return on Form 990-T for this year?		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		✓
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a <u>0</u>		
b	Did the organization file Form 1120-POL for this year?		✓
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		✓
b	If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 39a		
b	Gross receipts, included on line 9, for public use of club facilities 39b		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ <u>0</u> ; section 4912 ▶ <u>0</u> ; section 4955 ▶ <u>0</u>		
b	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		✓
c	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ <u>0</u>		
d	Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ <u>0</u>		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41	List the states with which a copy of this return is filed. ▶		
42a	The organization's books are in care of ▶ <u>Ann Graham</u> Telephone no. ▶ <u>641-492-6165</u> Located at ▶ <u>3005 E Avenue, Montour, IA</u> ZIP + 4 ▶ <u>50173</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		✓
	If "Yes," enter the name of the foreign country: ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.		
c	At any time during the calendar year, did the organization maintain an office outside of the U.S.?		✓
	If "Yes," enter the name of the foreign country: ▶ _____		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 <u>0</u>		
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- | | Yes | No |
|---|-----|-------------------------------------|
| 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | <input checked="" type="checkbox"/> |
| 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II | 47 | <input checked="" type="checkbox"/> |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | <input checked="" type="checkbox"/> |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | <input checked="" type="checkbox"/> |
| b If "Yes," was the related organization a section 527 organization? | 49b | <input checked="" type="checkbox"/> |
- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over \$100,000 none

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 none

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer: Jane E Meyer Date: 04/09/2010
 Jane E Meyer, Treasurer
 Type or print name and title

Paid Preparer's Use Only

Preparer's signature: _____ Date: _____ Check if self-employed:
 Firm's name (or yours if self-employed), address, and ZIP + 4: _____ EIN: _____
 Phone no: _____

May the IRS discuss this return with the preparer shown above? See instructions Yes No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2009

Open to Public Inspection

Name of the organization Our Sacred Space, Inc.	Employer identification number 26 : 1412496
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Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E.)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 10 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3)**. Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a Type I b Type II c Type III—Functionally integrated d Type III—Other
- e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?
 - (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
 - (ii) A family member of a person described in (i) above?
 - (iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U S ?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants")	na	na	90732	219734	152070	462536
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	na	na	0	0	0	0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	na	na	0	0	0	0
4 Total. Add lines 1 through 3	na	na	90732	219734	152070	462536
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						180847
6 Public support. Subtract line 5 from line 4.						281689

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	na	na	90732	219734	152070	462536
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	na	na	0	0	5	5
9 Net income from unrelated business activities, whether or not the business is regularly carried on	na	na	0	0	0	0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	na	na	0	0	910	910
11 Total support. Add lines 7 through 10						463451
12 Gross receipts from related activities, etc. (see instructions)					12	124885
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input checked="" type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2009. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test—2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)
(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

19a 33 1/3 % support tests—2009. If the organization did not check the box on line 14, and line 15 is more than 33 1/3 %, and line 17 is not more than 33 1/3 %, check this box and **stop here**. The organization qualifies as a publicly supported organization ►

b 33 1/3 % support tests—2008. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3 %, and line 18 is not more than 33 1/3 %, check this box and **stop here**. The organization qualifies as a publicly supported organization ►

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ►

Form 990 EZ (2009)
Our Sacred Space, Inc.
EIN: 26-1412496

Statements

Part I

Line 10

Grants and similar amounts paid

A total of \$3,180 in scholarship assistance to individuals for camping programs was provided to 19 individuals. Range of assistance per person: \$50 to \$300

Part I

Line 20

Other Changes in net assets or fund balances

Adjustment of prior year activity to reflect timing differences in revenue and expense resulted in a reduction of 2009 beginning net assets of \$939.

Part V

Line 35

"If the organization had income from business activities, such as those reported on lines 2, 6, and 7 (among others), but not reported on Form 990-T, attach a statement explaining the reasons for not reporting the income on Form 990-T."

All income from business activities was directly related to our program mission and provided to the general public for the purpose of our organizational mission, therefore was not reported on Form 990-T, the purpose of which is:

Use Form 990-T, Exempt Organization Business Income Tax Return, to:

- Report unrelated business income;
- Figure and report unrelated business income tax liability;
- Report proxy tax liability,

- Claim a refund of income tax paid by a regulated investment company (RIC) or real estate investment trust (REIT) on undistributed long-term capital gain.
- Request a credit for certain excise taxes paid.

OUR SACRED SPACE, INC. BYLAWS AND AMENDMENTS

ARTICLE I

Name, and Location and Purpose

- Section 1. Name** The name of this corporation is: **Our Sacred Space, Inc** ("Corporation").
- Section 2. Non-Profit** The Corporation is organized under the authority of Chapter 504.202 of the Revised Iowa Non-Profit Corporation Act, and has perpetual existence under the Certificate of Incorporation issued on October 16, 2007, by the Secretary of the State of Iowa.
- Section 3. Location** The registered office of the Corporation and the registered agent shall be as stated in the Articles of Incorporation or as either or both may subsequently be changed as provided by law. The principal office of the Corporation shall be at what is presently known as Pilgrim Heights Camp & Retreat Center ("Camp"), located 3005 East Avenue, Montour, Iowa, 50173.
- Section 4. Purpose** The Corporation shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code (as amended or comparable provision of any future federal revenue law). Its specific purposes shall be to support the operation of a religious and educational camp and retreat center to provide facilities and services for outdoor ministries, educational activities, spiritual renewal, and community building for individuals of all ages and families and groups. The Corporation's facilities and services may be used by other educational, religious, and nonprofit organizations for related education and retreat purposes. Further, the Corporation may offer programs for religious and other education, spiritual and personal renewal to members of congregations, organizations, corporations, or the general public. In connection with these stated purposes, the Corporation may purchase, own, develop, manage, hypothecate, and sell land and improvements.

ARTICLE II

Board of Directors Membership and Meetings

- Section 1. Membership** The Corporation shall have a Board of Directors composed of not less than seven (7) members and not exceeding fifteen (15) members. Any person of legal age, regardless of sex, race, or religious affiliation, shall be eligible for membership on the Board of Directors of Our Sacred Space, except that no person may be a Director and at the same time be an employee of the Corporation or the spouse or partner of any such employee. At no time shall the Board of Directors be comprised of less than 51 percent (51%) of active members being members of the United Church of Christ. At no time shall any person, who is a disqualified person or any aggregate of persons who are disqualified persons, as defined in Section 4946 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, control this Corporation.
- Section 2. General Powers** The Corporation through its Board of Directors shall have the power to do all lawful acts necessary or desirable to carry out its purposes consistent with the provision of the Iowa Code Chapter 504 and Section 501(c)3 of the Internal Revenue Code. The Corporation shall not, except to an insubstantial degree, engage in any activity or exercise any powers that are not in furtherance of its purposes. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- Section 3. Limitation of Powers** Section 2 of this Article II notwithstanding, the Directors of the Corporation must seek and receive the approval, by formal action, of the Iowa Conference of the United Church of Christ ("Conference") for the disposition by sale or trade of any real property constituting what is presently known as Pilgrim Heights Camp, located near Montour, Iowa.
- Section 2. Policy Making** The Board of Directors shall be the policy making body of the Corporation. No member of the Board of Directors shall receive any wage or salary or other compensation of any sort neither for serving as a member of the Board, nor for any services performed as an officer of the Corporation.
- Section 3. Annual Meeting** The annual meeting of the Board of Directors shall be held the last Saturday of the month of February unless otherwise changed by the Executive Committee. Such annual meeting shall be held at the office of the Corporation.

Section 4. Meetings Meetings of the Board of Directors shall be held the last Saturday of every other month unless otherwise changed by the Executive Committee and at any time on the call of the President or any two (2) other officers of the Corporation, provided that notice of time and place for such meetings shall be given to all members of the Board. Notice of meetings shall be mailed to the last known address of each Director at least four days, or shall be given to a Director in person, by telephone, by fax, or by e-mail at least twenty-four hours, prior to the date or time fixed for the meeting. Meetings without notice may be held at any time that all Directors are present in person, and the presence of any Director at a meeting shall constitute waiver of notice of such meeting except as otherwise provided by law. Unless specifically required by law, the Articles of Incorporation, or these Bylaws, neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

Section 5. Quorum A quorum at any annual or other meeting of the Board of Directors shall consist of at least fifty percent (50%) of the total membership of the Board of Directors. A quorum shall be required in order to conduct any business of the Corporation. Except as may be otherwise provided in these Bylaws the vote of a simple majority of those present at any meeting shall be required for the approval of any action.

ARTICLE III

Board of Directors Election and Terms

Section 1. Terms The Board of Directors shall be divided into thirds. Directors shall be elected for a term of three (3) years. Any Director shall be eligible for re-election to the Board of Directors for two consecutive terms. Terms shall begin on January 1. For purposes of the initial formation of the Board of Directors, staggered term ending dates shall be assigned to each member of the initial Board of Directors by the President.

Section 2. Election At any meeting of the Board of Directors, new members may be elected to membership on the Board of Directors as determined by the number of vacancies in Directorships. The proposed member will be recommended by a current Board Member, or the Board of Directors of the Conference, with a letter of reference outlining the Director's or Board's reasons for recommending the proposed member. Election to membership on the Board of Directors shall be by ballot stating the term being filled and require a simple majority vote of those Board Members present at a meeting of the Board of Directors. In addition, at any one time, two members shall be elected by the Annual Meeting of the Conference for designated terms of membership.

Section 3. Removal By a majority vote of the members present at a regular board meeting of the Board of Directors, a member may be removed from the Board of Directors when it is judged the best interest of the Corporation will be served thereby.

Section 4. Absences Active involvement is a necessary element of qualified directorship, attendance at a majority of Board meetings is expected. The Board Secretary shall maintain attendance records. Those board members, who are unable to attend a meeting for just cause, should inform the Secretary of the Board or the Corporation's office, which results in an excused absence. Unexcused absence in excess of the majority of meetings in a year shall result in automatic resignation from the Board.

ARTICLE IV

Executive Committee

Section 1. Membership The Executive Committee shall consist of the Past-President, President, Vice President, Secretary, and Treasurer. . All members of the Executive Committee must be members of the Board of Directors. The Executive Director, as hereinafter established, shall be an ex-officio member of the Executive Committee without voting power.

Section 2. Authority and Duties The Executive Committee shall have and may exercise all the authority of the Board of Directors; but it shall not have the authority of the Board of Directors in reference to amending the Articles of Incorporation, adopting any plan of merger or consolidation, recommending to the members the sale, lease, exchange, or other disposition of all or substantially all the property and assets of the Corporation, recommending to the members a voluntary dissolution of the Corporation or a revocation thereof, or amending the Bylaws of the Corporation. The Executive Committee shall be responsible for maintaining a covenantal and working relationship with the Conference. The Executive Committee is required to report interim actions to the Board of Directors.

Section 3. Meetings The Executive Committee shall hold special meetings at such times and places as designated by them. Special meetings shall be held at the call of the President or a majority of the other members of the Executive committee.

Section 4. Quorum A quorum at any regular or special meeting of the Executive Committee shall consist of three (3) members of said Committee. All matters considered by the Executive Committee shall be decided by a simple majority vote of the members present at any meeting.

Section 5. Chairperson The President of the Corporation shall be the Chairperson of the Executive Committee.

ARTICLE V **Committees**

Section 1. Standing Committees The Standing Committees of the Corporation shall be as follows:

- a. Program Oversight
- b. Finance/Budget Management
- c. Fund Raising/Development
- d. Publicity and Public Relations
- e. Building and Grounds

The Board of Directors of the Corporation shall have authority to establish other Standing Committees as the need for the same may arise.

Section 2. Task Force The President may appoint a task force to accomplish a specific objective.

ARTICLE VI **Officers**

Section 1. Officers The officers of the Corporation shall be the President, Vice President, Secretary, and Treasurer. No individual may fill multiple offices.

Section 2. Election Election of officers shall be held at each annual meeting; and the officers then elected shall hold office for a term of two (2) years and until their successors are elected and qualify in their position. No Board Member shall hold the office of President or Vice President for more than two consecutive terms. Election shall be by ballot.

Section 3. Duties and Responsibilities The officers of the Corporation shall have the following duties and responsibilities:

a. **The President** is elected by the Board of Directors from its membership and is the chief executive officer. The President operates under the policies established by the Board. The President presides at all meetings of the Board of Directors and the Executive Committee, and shall vote only in the case of a tie. The President shall, with consultation with the Executive Director, appoint all committees and chairpersons of such committees. The President has the power to call special meetings of the Board or of the Executive Committee. The President, on behalf of the Board, shall sign all legal and official documents necessary for the carrying out of the purpose for which the Corporation has been created and which shall have first been duly authorized by the Executive Committee or the Board of Directors, as the case may be. The President will also perform such other duties as may be prescribed from time to time by the Board of Directors or Executive Committee.

b. **The Vice President** shall perform such duties as may be assigned by the President. In the event of the absence or disability of the President, the Vice President shall succeed to the duties, powers and responsibilities of the President. In the event of a vacancy in the Presidency, the Vice President shall succeed the President and fill out the unexpired term.

c. **The Secretary** shall be responsible for keeping the minutes of the meetings of the Board of Directors and of the Executive Committee. The Secretary shall give notice or see that notice is given to each member of the Board of Directors of both regular and special meetings as required by these Bylaws; and shall give notice or see that notice is given to each member of the Executive Committee of both regular and special meetings as herein required. The Secretary shall or see that, within sixty (60) days of any meeting of the Board of Directors or of the Executive Committee, send a copy of the minutes of such meeting to each member of the Board of

Directors. In the event that the Secretary is absent from any meeting of either the Board of Directors or the Executive Committee, the presiding officer at such meeting shall appoint any member present to act as Secretary for that particular meeting and such person so appointed shall keep the minutes of that meeting and comply with the requirement herein of sending or seeing that copies of such minutes are sent to the members of the Board of Directors.

d. **The Treasurer**, through the use of outside, independent reviewers and the Corporation's accounting department, shall ensure the financial integrity of the Corporation. This is primarily accomplished through an examination of an independent review performed by an outside accounting firm. The independent firm will review all the funds, securities, evidences of indebtedness, books of accounts and other similar property belonging to the Corporation. The Treasurer shall cause to be kept, under supervision at all times full and complete books of accounts showing accurately and in convenient form all business transactions of the Corporation. The Treasurer will be responsible for ensuring that the Corporation meets generally accepted accounting principals. The Treasurer shall cause to be kept, a sufficient and proper record of all such checks, drafts, and negotiable instruments. Whenever requested by the Board of Directors, Finance Committee, or the Executive Committee, shall see that these records are submitted for its information and inspection, and shall see that an annual review, budget, report and such other reports are presented as are requested. Generally the Treasurer shall perform and discharge such other duties as the Board of Directors or Executive Committee may prescribe and such as are usually incident to the office.

ARTICLE VII

Executive Director

Section 1. Employment In accordance with the purposes and goals of the Corporation, the Board of Directors shall employ a qualified person designated as the Executive Director. The terms of such employment may be determined by contract. The Executive Director shall be the chief administrative officer of the Corporation and shall have the authority to employ and discharge personnel according to policies and procedures of the Board of Directors. The Executive Director shall serve as an ex-officio member of the Executive Committee and all other committees in an advisory capacity. The Executive Director is responsible for recommending policies, programs, and plans to the proper committees and to the Board. The Executive Director shall at all times be subject to and accountable to the Board of Directors.

Section 2. Duties and Responsibilities The Executive Director shall also have these specific duties and responsibilities:

- a. Supervision of the Corporate administration, Camp and staff;
- b. Attendance at all meetings of the Executive Committee and the Board of Directors and attendance at committee meetings as practical;
- c. Regular reports to the committees as to the conditions of the Corporation and Camp;
- d. Make recommendations concerning any matter which involves the well-being of the Corporation;
- e. Shall, with the cooperation of the Treasurer and the Finance Committee, prepare an annual budget for consideration by the Board of Directors, and shall administer the budget as enacted by the Board;
- f. Shall be purchasing agent for the Board and the Executive Committee, and shall have authority to purchase supplies and equipment under such terms and regulation as might be prescribed by the Board or the Executive Committee;
- g. Shall examine and approve for payment all bills and claims;
- h. Shall make such rules and regulations regarding routine matters in the operation of the Corporation and Camp which have not otherwise been specifically provided for in the Bylaws or otherwise by the Board or Executive Committee;
- i. Shall perform such duties as the Board may require, and in the absence of specific rules and advice of the Board or the Executive Committee, shall assume any authority and perform any duty which any particular situation unforeseen or suddenly arising may demand, subject to later consideration of and action by the Board;
- j. Shall have authority to pay regular routine monthly operating expenses of the Corporation.

ARTICLE VIII

Contracts, Checks, Deposits, and Funds

Section 1. Contracts The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. The Board of Directors is expressly authorized to retain such investment counsel as it deems necessary to provide investment management for the assets of the Corporation.

Section 2. Checks, Drafts, Etc. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Secretary and countersigned by the President of the Corporation.

Section 3. Deposits All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Gifts The Board of Directors may accept on behalf of the Corporation any contributions, gifts, bequests, or devise for the general purposes or for any special purpose of the Corporation. The Board of Directors may solicit contributions on behalf of the Corporation. Unless otherwise designated or restricted by donors, the Board of Directors shall have full discretion as to the use of the gift.

Section 5. Use of Funds The Board of Directors may distribute any net income of the Corporation annually to carry out the purposes of the Corporation.

ARTICLE IX

Fiscal Year

Section 1. Fiscal Year The fiscal year of the Corporation shall be the calendar year, January 1 through December 31.

ARTICLE X

Dissolution of Corporation and Distribution of Assets

Section 1. Upon the dissolution of the Corporation, assets shall be distributed to the Iowa Conference of the United Church of Christ, or to the successor of the Iowa Conference of the United Church of Christ, or, in the event that the Iowa Conference of the United Church of Christ or a successor is not then existent, to the national United Church of Christ or its successor, only for one or more exempt purposes within the meaning of Section 502(c)3 of the Internal Revenue Code (as amended or comparable provision of any future federal revenue law). Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE XI

Waiver of Notice

Section 1. Waiver of Notice Whenever any notice is required to be given under the provisions of the Revised Iowa Nonprofit Corporation Act or under the provisions of the Articles of Incorporation or Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notices, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XII

Indemnification of Directors and Officers

Section 1. Indemnification of Directors and Officers The Corporation shall indemnify every Director of officer, his/her heirs, executors, and administrators, against expenses reasonably incurred by him/her in connection with any action, suit, or proceeding to which the Director may be a party by reason of his/her being or having been a director or officer of the Corporation, or at its request of any other Corporations of which it is a stockholder or creditor and from which that Director is not entitled to be indemnified, except in relation to matters as to which he/she shall be liable for intentional misconduct; in the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the Corporation is advised by counsel

that the person to be indemnified did not commit such misconduct. The foregoing right of the indemnification shall not be exclusive of other rights to which that Director may be entitled.

ARTICLE XIII
Amendments

Section 1. **Amendments** These Bylaws may be altered or amended by a simple majority vote of the members of the Board of Directors present at any annual meeting or at any other meeting of the Board of Directors called for that purpose.

ARTICLE XIV
Misc.

Section 1. **Consideration** The Corporation shall issue no capital stock, nor shall any member at any time, either upon a dissolution of the Corporation or in any other event, be considered to be the owner or entitled to any extent to any of the assets, funds, and property of the Corporation; all of which assets, funds and property being devoted exclusively to the purposes set forth in the Articles of Incorporation. No salary of any kind shall be given to any officer or any member of the Corporation. No dividend of any kind shall be paid from any income or capital funds of the Corporation.

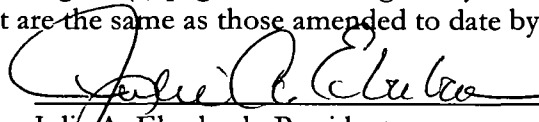
Section 2. **Discrimination Prohibited** The Corporation recognizes that discrimination on the basis of race, creed, color, national origin, religion, age, gender, sexual orientation, or disability is inconsistent with its goals, purposes, and policies. Therefore, the Corporation will carry out all its programs and activities in a manner to avoid this discrimination.

CERTIFICATION

I, Julie A. Eberbach, the President of Our Sacred Space, Inc., an Iowa non profit corporation, hereby certify:

The foregoing bylaws, comprising six (6) pages, are the original bylaws of the Corporation, as amended to date. The bylaws in effect at present are the same as those amended to date by the Corporation.

Date: February 28, 2009



Julie A. Eberbach, President