THE CONSTITUTION
OF
THE FEDERATED CHURCH
OF
CHAGRIN FALLS, OHIO

ARTICLE I – PREAMBLE

As members of the Federated Church we view ourselves primarily as beneficiaries of God's free promise of grace. We are a church that has treasured our freedom to worship God in spirit and in truth—in a diversity of ways—and we have not accentuated rigid compliance to specific creeds, doctrines, dicta or rules.

Nevertheless, God does expect us to be accountable. Each member possesses different gifts and performs different functions, but unless there is a unity of purpose, discipline, a thoughtful concern for one another and a system of coordination, the Body suffers from disorder.

This constitution is an instrument for helping all members of the Body to work together by clarifying the lines of authority, responsibility and accountability and to ensure that proper procedures are followed in order to keep the Body strong and dedicated to its mission.

ARTICLE II – NAME AND IDENTITY

This Church is a nonprofit corporation formed under the Ohio Nonprofit Corporation Law. The legal name of the corporation is The Federated Church of Chagrin Falls, Ohio, Inc. (hereinafter referred to as "The Federated Church," "Federated" or "the Church").

ARTICLE III – POLITY AND AFFILIATIONS

The government of this church is vested in its membership, which, as a congregation, exercises the right of control in all its affairs in the manner as hereinafter set forth in this constitution, subject in legal matters to the Articles of Incorporation granted by the State of Ohio. This church is subject to the control of no other ecclesiastical body and possesses full power of self-government; but it recognizes and accepts the obligations of mutual counsel and cooperation involved in the free fellowship of congregations within the United Church of Christ and undertakes to share their common aims and work. This church shall be a member of the Western Reserve Association of the United Church of Christ, the Ohio Conference of the United Church of Christ, and General Synod of the United Church of Christ.

ARTICLE IV – STATEMENT OF FAITH

The summary of the faith most expressive of the doctrine held within this fellowship is the Statement of Faith of the United Church of Christ:

> We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:
>
> You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.
>
> You seek in holy love to save all people from aimlessness and sin.
>
> You judge people and nations by your righteous will declared through prophets and apostles.
>
> In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, 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.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen

ARTICLE V – PURPOSE

The purpose of the Federated Church shall be to worship God; to preach and hear the gospel of Jesus Christ; to joyfully embody the living Spirit of God; to embrace all people; to transform lives; and to empower everyone to love and serve the world through Jesus Christ.

ARTICLE VI – MISSION

God accepts me just as I am and loves me too much to leave me that way.
Federated Church accepts all people as they are and supports them in the spiritual journey.
With Christ, we offer hope and healing to change our world.

ARTICLE VII – MEMBERSHIP

A. The Church welcomes into membership all who, having been baptized, publicly commit themselves to faith in Jesus Christ and to the life and mission of Federated Church.

B. In special circumstances, at the discretion of the Senior Pastor, public witness by the congregation may be waived and the Member accepted in absentia or on his or her appearance before the Senior Pastor at a time mutually agreed on. Names of Members so accepted shall be published bulletin. Voting Member: An Active Member is entitled to the privileges of voice and vote. An Active Member is one who, within a calendar year:

    a. Shares in the life of the church by attending worship services, and/or

    b. Contributes to the church financial support, as they are able, and/or

    c. Strives to participate in a Commission, Committee, or Ministry Team.

C. Non-voting Member: Non-voting members in the congregation are classified as follows:

    a. Inactive Member - A member who does not qualify as an Active Member, as described above, will be notified of their pending change to an inactive status and encouraged to renew their participation. After reasonable attempts have been exhausted and no effort is made by the member to become active again, the member's status will be changed to "inactive". Inactive Members are not entitled to the privileges of voice and vote afforded to Active Members. Inactive Members may be restored to active status by the Membership Committee at the written request of the Inactive Member who has demonstrated participation in the life of the church. A changed to inactive status may be requested by the member. Letters of transfer to other churches shall be granted by the Senior Pastor or his/her designee on request of the Members desiring them.

    b. Friend of the Church – persons who wish to support the church's mission, to regard the church as their church home, or to participate in the activities of the church but do not desire to become or to remain an Active Member are welcome in all respects but shall not be entitled to the privileges of voice and vote afforded to Active Members.

D. Hereinafter Member shall refer to an Active Member.

ARTICLE VIII – GOVERNANCE STRUCTURE

The lay governance structure consists of Church Council, Standing Church Council Committees, and Council-Appointed Committees and Delegates, and Commissions. All lay leaders must be active Members of the Church, must financially support the Church through active pledging, and are subject to the requirements set forth in the current Policy Book. Each person who is elected has answered the call to be a servant leader and therefore is also called as a Deacon.

The governance structure is designed to distinguish between governance and ministry. Governance is responsible for articulating the mission and vision of Federated Church; adopting policies to guide its ministry and to ensure responsible stewardship of its resources; and seeing that its policies are executed and staff, Committees and Commissions are held accountable for the authority delegated to them. Ministry is responsible for the "work of the Church," i.e. fulfilling the mission of the Church through ministry which includes staff, committees, commissions and ministry teams. While there is a clear boundary between the two spheres of leadership, they function as a partnership providing mutual support to each other.

SECTION 1 - CHURCH COUNCIL

A. Church Council Organization

Church Council functions as the Board of Trustees of The Church and is the governing body of Federated Church when the Congregation is not in session/meeting. The Moderator, Vice-Moderator, Past Moderator, Treasurer, and Clerk are officers of Federated Church. All members of Church Council are voting members except the Senior Director of Operations. Most members of Church Council are also liaisons or representatives to other Commissions, Committees, or church staff.

During the vacancy of an elected Commission Councilor, the corresponding Commission chairperson is expected to attend and vote at Church Council meetings.

Church Council consists of:

- Moderator
- Vice Moderator
    - Liaison to Commission Councilors
- Past Moderator
    - Liaison to active task forces
    - Liaison to proposed and existing Ministry Teams
- Treasurer
    - Liaison to Finance and Properties Committee
    - Liaison to Legacy Committee
- Clerk
- Commission Councilors
    - Each is a liaison to one Commission
- Administrative Councilor
    - Liaison to Human Resources Committee
    - Liaison to Membership and Nominating Committee
- Senior Pastor
    - Liaison to all staff as Head of Staff
    - Provide a Strategic and Consultative role with the Generosity Commission
    - Liaison to Legacy Committee
- Senior Director of Operations (or equivalent)

- Liaison to staff for finance and operations
- Non-voting member

Church Council shall meet at least four times during the year, with the regular meetings at times and places fixed by it or by the Moderator. Special meetings may be called by the Moderator, the Senior Pastor or upon petition of five members of the Church Council. Adequate notice of special meetings, including time and location, must be given to each member.

Church Council positions are elected, except for staff positions. Terms of office for Treasurer, Clerk, Administrative Councilor and the Commission Councilors are three (3) years with a maximum of two (2) consecutive terms. The terms should be staggered to ensure continuity of leadership. Terms of office for Vice Moderator, Moderator and Past Moderator are three (3) consecutive one (1) year terms, a year in each role successively.

B. Church Council duties and responsibilities

1. Church Council's collective duties and responsibilities

a) Discerns God's will for the mission and well-being of the Congregation.
b) Initiates and formulates long range policy and objectives and conducts periodic strategic planning for growth and change.
c) Maintains and keeps current a Policy Book containing approved policies and procedures for governance, finances, operations, human resources, etc. for lay leaders, staff, and members.
    - Policies reflect prudent, ethical, and lawful conduct that is consistent with the Church's United Church of Christ principles.
    - Policies can be proposed by Church Council, Commissions, Committees, Members and staff and are approved by Church Council.
    - This Constitution takes precedence over the Policy Book.
d) Creates, maintains, promotes, and abides by statements of Mission, Vision, Purpose, and Core Values which serve as guidelines for all behaviors, actions, and policies. Statements are maintained in the Policy Book.
e) Is ultimately responsible for the Senior Pastor, which includes conducting an annual review of performance.
f) Executes oversight to meet its fiduciary and property management responsibility to the Congregation.
g) Supports the work of Standing and Appointed Committees, and the work of Commissions and Ministry Teams.
h) Provides the congregation with an Annual Financial Report, and an Annual Report on church activities.
i) Communicates its activities to the Congregation, and provides for input from the Congregation.
j) Collaborates with the Pastors and staff collectively and in individual Church Council roles.
k) Oversees endowment, fundraising, stewardship and other generosity activities through collaboration with the Generosity Commission and the other Committees and Commissions through which generosity activities are advanced.
l) Creates and implements programs for the development of the leadership of Federated Church.
m) Assists with serving communion and makes provisions for ushers and greeters.

2. Church Council Approval Authority

The following matters must be approved or affirmed by Church Council, subject to current policies:

a) Church budget
b) All pastors' terms of call
c) All church policies, including those proposed by Commissions, Committees, Members and staff
d) Inclusion of or modification of policies in the current Policy Book, including the creation and modification of approval authority
e) Nominations for lay leadership that occur between Annual Meetings of the Congregation
f) Staffing plans and substantive changes to staff

g) New staff position descriptions and corresponding compensation ranges and or adjustments
h) Non-budgeted expenditures
i) Affiliations with other organizations
j) All Church-related fundraising events.

3. Church Council individual duties and responsibilities

a) Moderator
- The Moderator is the lay leader of Federated Church. The Moderator or her/his designated representative is the only person authorized to speak for Church Council.
- The Moderator or designated representative is empowered to chair Church Council and Congregational meetings.
- The Moderator ensures that the Church Council, Commissions, and Committees behave consistently with the Constitution and Policy Book.
- The Moderator works in collaboration with the Senior Pastor and the Senior Director of Operations.

b) Vice Moderator
- In the absence of the Moderator the Vice Moderator shall assume all the duties of the Moderator.
- The Vice Moderator serves as liaison to the Commission Councilors when coordination is required.

c) Past Moderator
- The Past Moderator is the contact person for a proposed ministry team, and determines the assignment of ministry teams to Commissions.
- The Past Moderator is the liaison between all Ad-Hoc Committees and Church Council to ensure consistency and two-way communication.

d) Treasurer
- The Treasurer assists Church Council in its oversight of the Church's finances and ensures that the financial operations are in line with prudence, best practices and the Church's mission.
- The Treasurer collaborates with the Finance and Properties Committee in developing an annual budget ensuring compliance with that budget on a quarterly and annual basis and works with Finance and Properties Committee to oversee the maintenance of all Federated Properties.
- The Treasurer or designee presents an Annual Financial Report to the congregation
- The Treasurer has responsibility for investing the surplus funds of Federated.

e) Clerk
- The Clerk assures the integrity and distribution of the Church Council's records, meeting minutes and Congregational meeting minutes.
- In the absence of the Clerk, any voting member of Church Council may serve as the Interim Clerk of Church Council.

f) Commission Councilors
- Each Commission Councilor serves as a liaison between their respective Commission and Church Council to ensure consistency and two-way communication.
- Each Councilor attends the Commission meetings and collaborates closely with its members.

g) Administrative Councilor
- The Administrative Councilor serves as liaison between the Human Resources, Membership and Nominating and Church Council to ensure consistency and two-way communication.
- The Administrative Councilor attends the meetings of and collaborates closely with the members of each assigned committee.

SECTION 2 - STANDING CHURCH COUNCIL COMMITTEES

Each of the Standing Church Council Committees is responsible for a crucial aspect of the church's business or operation. Each Committee consists of no fewer than three (3) and no more than five (5) members. Each Committee has at least one liaison who serves on Church Council, and at least one staff representative. The liaison is non-voting except for ties, and the staff representative is non-voting. The Committees are:

- Legacy Committee
- Finance and Properties Committee
- Human Resources Committee
- Membership and Nominating Committee

Committees serve Church Council and provide recommendations to Church Council in their areas of responsibility. Council may grant Committees specific responsibilities and powers, as defined in the Policy Book.

Committee members collaborate with liaisons from Church Council, staff representatives, and other staff members and lay leaders as required.

Each Standing Committee shall meet monthly or at the discretion of the chairperson.

Standing committee positions are elected. The terms shall be for three (3) years with a maximum of two (2) terms of continuous service. The terms should be staggered to ensure continuity of leadership.

Committee Chairpersons shall be selected annually by the members of the committees.

A. Legacy Committee

1. Manages The Federated Legacy Fund, which is a permanently restricted fund established to support Federated Church by being a receptacle for gifts, devises and bequests to be held in trust in perpetuity, and to be invested and distributed according to The Federated Legacy By-Laws.
2. Operates according to The Federated Legacy By-Laws, which are included in the Policy Book.
3. Presents a report on the Fund to the congregation at the Annual Meeting.

B. Finance and Properties Committee

1. Prepares an annual budget for Federated Church, and submits it to Church Council for approval. The budget must be approved by the Congregation at the Annual Meeting.
2. Develops and maintains financial operating policies and procedures to ensure the smooth financial operations of the Church.
3. Is responsible for the long-term care and maintenance of Church buildings, grounds, and vehicles.
4. Manages a maintenance and improvement schedule, prioritized project list, and budget, consistent with current policies.

C. Human Resources Committee

1. Ensures that Federated Church is a responsible employer.
2. Reviews staffing levels, staff compensation and benefits annually and recommends changes as needed.
3. Consults on job descriptions and salary ranges for new or changed positions.
4. Reviews and affirms staff hires, reorganizations and terminations.
5. Ensures that an up-to-date Employee Manual of human resource policies and practices is provided to every Church employee and is adhered to by all the staff.
6. Ensures members are available for confidential contact by an employee or a Church member in accordance with the procedure established in the Employee Manual.
7. Reviews the terms of call for the Senior Pastor and the Associate Pastors annually and recommends any changes to Church Council.

D. Membership and Nominating Committee

1. Provides classes for prospective new members in collaboration with the Pastoral staff.
2. Develops programs for assimilating new members into the life of the church.

3. Studies and provides leaders with information on attendance, activity, retention and attrition of members and makes recommendations in light of this information.
4. Keeps the membership rolls of the church current with regard to active vs. inactive members.
5. Prepares a slate of all nominees for Church Council, Commissions, and Standing Council Committees to present at the Annual Meeting for congregational approval.

If a lay leadership vacancy occurs, identifies and nominates candidates to fill the vacancy. All mid-year vacancy candidates shall be confirmed by the Church Council.

SECTION 3 - COUNCIL–APPOINTED COMMITTEES AND DELEGATES

Council-appointed committees and delegates are appointed by Church Council. The numbers of members/delegates is subject to change and there are no specific terms or term limits. Nominations for these positions will originate from Church Council. As of February, 2021 there are no Church Council Appointed Committees

A. Delegates

Church Council may call upon individuals to serve as its representative; for example:

1. Western Reserve Association Delegates
2. Ohio Conference Delegates

B. Ad-Hoc Committees and Task Forces

Church Council may establish an Ad-Hoc Committee or time-limited Task Force for a specific purpose. The make-up of each Committee or Task Force will be determined by Church Council, and may include hired consultants. Such Committees and Task Forces will submit their work and recommendations to Church Council for consideration.

SECTION 4 - COMMISSIONS

Each of the Commissions is responsible for a crucial facet of church life, and for the Programs and Ministry Teams that serve that facet. Each Commission consists of no fewer than six (6) and no more than nine (9) members, one Councilor who serves on Church Council, and at least one staff representative. The Councilor is non-voting except for ties, and the staff representative(s) is non-voting. The Commissions are:

- Congregational Care Commission
- Spiritual Formation Commission
- Mission and Service Commission
- Generosity Commission

The Commissions are focused on the support of Ministry Teams that do God's work in the Congregation, the community, and the world. They work to help create, support, and sustain Ministry Teams in their particular areas, and help church members and participants find their calling in ministry. The goal is a church filled with active ministers. Staff-led programs are also considered Ministry Teams.

Commissions will collaborate and coordinate with staff, through the staff representative, and with staff whose duties are aligned with the Commission's area of responsibility.

Each Commission has the authority to approve new actions and programs that occur within its area of responsibility, including the use of budgeted funds assigned to the Commission. Major changes or actions, which impact the whole Church or the community at large, must be submitted to Church Council for approval. The Policy Book provides additional guidance on the matters that require such approval.

Commissioner positions are elected, except for staff positions. Terms of office for all lay Commissioners are three (3) years with a maximum of two (2) consecutive terms. The terms should be staggered to ensure continuity of leadership.

In collaboration with the current Chairperson, the Commission Chairperson will be proposed by the Membership and Nominating Committee and the Senior Pastor and voted on by the Congregation at the Annual Meeting. Vice chairs and secretaries shall be selected annually by the members of the Commissions as needed.

A. Spiritual Formation Commission

1. Assists members of the Congregation to grow in their Christian development, to enlarge and strengthen their Christian witness and to help them understand and participate in the whole work of the Church.
2. Initiates and support programs and activities that foster the Church's ministry of spiritual growth and fellowship for adults, children, youth and families.

B. Congregational Care Commission

1. Fosters attendance at Church services and fellowship opportunities for the Congregation.
2. Provides compassion, personal visitation, and service in response to needs of the Congregation.

C. Mission and Service Commission

1. Fosters and oversees a mission and benevolence program and budget, giving special consideration to the programs of the United Church of Christ.
2. Assesses opportunities for mission, partnership and service at local, national, and international levels and proposes action for giving and/or service.
3. Provides opportunities for individuals and Ministry Teams to serve the larger community.
4. Educates the Congregation concerning social and political issues morally relevant to Christians.

D. Generosity Commission

1. Creates and executes the Church's strategy for obtaining, maintaining and celebrating the financial commitments of Members, non-Members and the community at large
2. Promotes, cherishes and celebrates the impact of non-financial gifts of time and talents to the Church by Members, non-Members, Church Staff and the community at large
3. Coordinates with the Legacy Committee such that fundraising activities are connectible and consistent
4. Coordinates with the Spiritual Formation Commission and the Membership and Nominating Committee to assure that the spiritual teachings and practices of generosity and sacrificial giving are deeply woven into both the spiritual life of the community and into the internal and external messaging of the Church as a whole across a program year
5. Presents stewardship as a year-round practice, while coordinating with the Treasurer and the Finance and Properties Committee to assure that the practical funding needs of the Church are reasonably met.

SECTION 5 - ELECTION OF LAY LEADERS

A. A slate of new lay leaders for open elected positions will be presented to the Congregation for approval at the Annual Meeting. Nominations from the floor will be accepted provided the candidate has agreed to serve and meets the lay leadership requirements as defined in the Policy Book.

B. Should a leadership position become vacant between Annual Meetings (mid-year), a replacement will be proposed by the Membership and Nominating committee, and approved by Church Council. The replacement will serve the remainder of the vacated term.

SECTION 6 - DISCIPLINE AND REMOVAL OF LAY LEADERS

Any lay leader may be removed from their elected or appointed position by vote of Church Council. Such action can be initiated by any member of Church Council or the Chair of any Commission or Committee. The following reasons may be considered:

1. Violation of policy as defined in the current Policy Book
2. Commission of an action that jeopardizes the Church's tax-free status
3. Missing three (3) or more meetings annually, for which appropriate prior notice was not given
4. Engaging in conduct or behavior which is detrimental to the functioning of or impedes the progress of the work of the group to which the lay leader belongs

SECTION 7 - MEETINGS AND MINUTES

A. Church Council, Commissions, and Committee meetings shall be scheduled by the chair. Meetings will follow the normal meeting protocols as described by Robert's Rules of Order. Any decision determined by vote requires a majority of voting members be present. A majority vote of those present is sufficient to render a decision, unless specified otherwise herein.

B. Church Council, Commission, and Committee meetings shall be open to any Member of the church. Any church Member who wishes to attend must notify the chair in advance of the meeting. Any church Member can attend a meeting when invited by the chair. The Chair may call a recess for the purpose of discussion in a closed executive session consistent with the confidentiality policy in the Policy Book.

C. Church Council, Committees and Commissions shall keep minutes of their meetings. Any Member of the church may have access to the minutes of meetings, subject to the confidentiality policy.

SECTION 8 - CHURCH POLICY BOOK

The Policy Book will be made available to all lay leaders and all staff members, who are expected to be familiar with and to follow its content. Any Church Member may request the Policy Book from the Clerk or Senior Director of Operations.

ARTICLE IX MINISTRY

SECTION 1 - PASTORS

A. Pastoral Search

1. A Search Committee shall be established for any ordained staff position and will consist of seven members proposed by Church Council for presentation to the congregation. At an Annual Meeting or a special meeting of the Church the formation of a Search Committee and its nominees will be voted upon.
2. Should the subsequent membership of the Search Committee fall below seven, replacements needed to restore committee membership to seven will be nominated and confirmed by Church Council.
3. The terms of the Call are proposed by the Search Committee in consultation with the United Church of Christ and the Human Resources Committee, reviewed by the Finance and Properties Committee and approved by the Church Council.
4. A nominee for an ordained staff position other than Senior Pastor must have the approval of the Senior Pastor before presentation.
5. The nominee for pastor will be presented to the congregation by the Search Committee at a congregational meeting duly called as provided in Article XI. A Call shall be extended to the nominee upon a two-thirds affirmative vote of the Members present at this meeting. The vote on the Call shall be by written ballot.

B. The Senior Pastor shall:

1. Serve as pastor and teacher with spiritual oversight of the Congregation and shall administer the sacraments.
2. Have freedom of the pulpit and the exercise of public worship, in covenant with the Congregation.
3. Be the chief administrative officer of the Church and Head of Staff.
4. At the first opportunity, become a Member of the Church and of the Western Reserve Association of the United Church of Christ.
5. Assign at least one staff member as a liaison to each Commission and Standing Committee.

C. Other Ordained Staff shall:

1. Serve in the capacity to which called, under the direction of the Senior Pastor, understanding that roles and responsibilities may be altered as staff and needs change.

SECTION 2 - STAFF

A. The Senior Pastor, as Head of Staff, shall oversee the recruitment and development of staff which supports the mission and purpose of the Church.

B. Prior to the search for any newly created position, the Senior Pastor will present a job description with a salary range to Church Council for approval in order to understand the budget impact and to ensure that the position supports the Church's overall mission.

C. The Senior Pastor shall guide and unify all staff and lay leaders toward the fulfillment of the Church's strategic ministry plan.

D. The relationship between the Church Council, which sets policy, and the Staff, which determines means and manages the Church's operation is defined here.

1. The official connection to the staff is through the Senior Pastor (Head of Staff).
2. All Church Council authority delegated to the staff is delegated through the Senior Pastor so all the authority and accountability of the Staff, as far as the Church Council is concerned, is considered to be the authority and accountability of the Senior Pastor.
    a. Church Council is responsible for ensuring that the policies implemented in the Employee Manual are implemented consistently. .

SECTION 3 - TERMINATION OF STAFF OR PASTORS

A. Termination of employment for non-ordained staff may occur as a result of resignation, retirement, involuntary employment termination or a reduction in force. Termination procedures will be consistent with the policies in the Employee Manual.

B. Ordained staff may be asked to resign upon a two-thirds vote of Church Council. Ordained staff may be terminated only by a two-thirds vote at a congregational meeting duly called as provided by Article XI.

SECTION 4 - MINISTRY TEAMS

A. Purpose

The "work of the Church" is accomplished by groups of people working together as Christians who feel called to serve as their gifts and passions lead them. Federated Church strives to enable everyone to serve and/or grow in ways that are fulfilling and in which each person may feel supported in his or her efforts.

B. Process

The Federated Church Ministry Team Manual, describes how Ministry Teams are created, how they connect to Commissions and how they are supported.

ARTICLE X - FINANCIAL ADMINISTRATION

SECTION 1 - BUDGET

The operating budget shall be prepared by the Treasurer in collaboration with the Finance and Properties Committee and the Senior Director of Operations and shall be approved annually by Church Council and the Congregation.

SECTION 2 - REAL AND PERSONAL PROPERTY

Except as otherwise provided in Section 3 hereof, Church Council has the authority for all purchasing, holding, controlling, leasing, encumbering, selling and disposing of real and personal property of the Church.

SECTION 3 - APPROVAL OF CONGREGATION REQUIRED

The following financial transactions require the prior approval by vote of the Church Congregation at a meeting duly called as provided by Article XI:

A. Any unbudgeted expenditure that is greater than $100,000 that Church Council deems to materially increase the Church's financial risk.

B. Any sale, lease or encumbrance of Church property in an amount greater than $100,000.

C. Expenditures for improvement or purchase of Church plant, property and equipment in an amount greater than $100,000.

D. Any increase in the Church's debt obligation greater than $100,000.

E. Any advance under the Church's line of credit greater than $100,000.

ARTICLE XI—CONGREGATIONAL MEETINGS

SECTION 1 - ANNUAL MEETING

A. Called:

The Annual Meeting of the Congregation shall be held each year, on a date set by Church Council, no later than the last day of February.

B. Notice:

Notice of the Annual Meeting shall be given from the pulpit and published in the church bulletin on the two preceding Sundays, and published in a regular church publication.

C. Quorum:

Quorum for the Annual Meeting shall be at least 10% Members of the Church.

D. Agenda:

The agenda of the Annual Meeting shall include election of officers and lay leadership, presentation of the annual financial report, approval of the annual budget, a report on the Federated Legacy Fund, and other reports which inform the Congregation of the annual work of the Church and/or items which require Congregational approval.

SECTION 2 - OTHER MEETINGS

A. Called:

1. Church Council may call a special meeting of the Congregation.
2. A special meeting may be called pursuant to the written petition of any thirty (30) Members presented to the Moderator detailing therein the matter of business they wish to bring before the Congregation.

B. Notice:

Notice of the special meeting shall be given from the pulpit and published in the church bulletin on the two preceding Sundays. Notice will also be sent to Members electronically or by mail at least two weeks in advance, and including such

notice in a regular church publication suffices. These provisions govern congregational meetings elsewhere referred to as "duly called."

C. Quorum:
Quorum for a special meeting shall be at least 10% Members of the Church.

D. Agenda:
Business at a special meeting may be conducted only for the purpose for which the meeting was called.

SECTION 3 - CONDUCT OF MEETINGS

The rules contained in Robert's Rules of Order shall govern all cases to which they are not inconsistent with the Constitution or Policies.

ARTICLE XII —-CHURCH YEAR

For purposes of budget planning, preparation of reports and record keeping, the Church fiscal year shall be the calendar year.

ARTICLE XIII—REVISIONS AND AMENDMENTS

SECTION 1 - CONSTITUTION

This Constitution may be revised or amended only as follows:

(1) At a Congregational meeting duly called under Article XI.
(2) Two-thirds of those Members present must vote in favor of the amendment or revision for it to be adopted. Voting shall be by a show of hands or, upon request, by written ballot.
(3) Only those revisions or amendments provided to Members at least two weeks in advance of the meeting may be considered. Electronic notification or inclusion in a Church publication is acceptable.

SECTION 2 - MODIFICATION BY CHURCH COUNCIL

Notwithstanding Section 1 of this Article, Church Council is hereby granted limited authority to make grammatical, typographical, or stylistic changes in this Constitution, or changes to the numbers, titles, or arrangement of sections therein in order to assure its logical consistency, but no such change shall in any way affect the substance or meaning of any part of this Constitution.

SECTION 3 - POLICIES

Policies to carry out the provisions of this Constitution may be enacted at any duly called business meeting of the Church Council.

Revisions

Date	Revision
2/28/21	• Addition of Generosity Commission & elimination the Stewardship Committee • Definition of Membership
2/27/22	• Addition of the Revision Page • Suspension Governance Articles VIII.1.A, VIII.1.B.3, VIII.2, and VIII.4 up to March 1, 2024 • Change criteria for a Quorum for Annual Meeting (Article XI.1.C) and special meetings of the congregation , (Article XI.2.C) from 100 members to10% of the members
10/7/22	• Corrected page 5 to reflect the Treasurer is the liaison to the Generosity Commission per 2/28/21 Annual meeting.
2/25/24	• Remove temporary suspended Governance Articles that were approved at the 2021

	Annual Meeting on 2/27/22 • Assign Church Council responsibility for leadership development and training, assisting with serving communion and making provisions for ushers and greeters • Change Telling Our Story from Commission to Committee, combine Finance and Properties Committees, combine Membership and Nominating & Leadership Committees, eliminate Worship and Music Commission and realign roles and responsibilities accordingly.
2/22/26	• Retire the Telling Our Story Committee at the Annual Meeting on 2/22/26
10/6/26	• Correction of the omission in Section 7C, by adding language that explicitly states that Committees are required to keep minutes of their meetings, consistent with current practice and expectations for Commissions and Church Council.