

**CONSTITUTION FOR GRACE UNITED CHURCH OF CHRIST**  
**2500 East 223<sup>rd</sup> Street**  
**Sauk Village, IL 60411-5132**

**ARTICLE I**  
**NAME**

The name of this church shall be the GRACE UNITED CHURCH OF CHRIST, SAUK VILLAGE, ILLINOIS.

**ARTICLE II**  
**FAITH, GRACE AND PURPOSE**

The purpose of this Church shall be to worship God, preach the Gospel of Jesus Christ, celebrate the Sacraments, to realize Christian fellowship and unity within its congregation and the larger community. In keeping with Christ's teaching, this Church will strive to promote righteousness, justice, peace while acknowledging that faith is a gift from God. Ephesians 2:8; "For by grace you have been saved through faith and that not of yourselves; it is the gift of God."

The infusion of sanctifying grace, transforms a sinner into a holy child of God and in this way, a person participates in the Divine Sonship of Jesus Christ and receives the indwelling of the Holy Spirit.

We believe that grace provides the following plan, which, if followed, results in salvation:

- One must hear the gospel/word (Rom. 10:17).
- Believe the gospel (Mark 16:15-16).
- Repent of their past sins (Acts 2:38).
- Confess their faith in Christ before men (Matt. 10:32; Rom. 10:9-10)
- Be immersed in water into Christ for the remission of those sins (1 Pet. 3:21; Romans 6:3-18; John 3:3,5; 1 John 5:6,8; Acts 2:38; Mark 16:16; etc.)
- Live faithfully even to the point of death (Rev. 2:10; Rom. 11:17-22; James 5:19-20)

**ARTICLE III**  
**POLITY, GOVERNMENT, FELLOWSHIP AND MISSION**

**SECTION 1. POLITY, GOVERNMENT AND FELLOWSHIP**

Grace United Church of Christ (referred to hereinafter as "Grace", "the Church", "this Church" or the "Corporation") is a non-profit corporation, incorporated in the State of Illinois. This Church acknowledges Jesus Christ as its head and finds in the Holy Scriptures (interpreted by the Divine Spirit through reason, faith and conscience) its guidance in matters

of faith and discipline. The Government of this Church is vested in its members, who exercise the right of control in all its affairs (subject in legal matters), in accordance to the Articles of Incorporation granted it by the Secretary of State of the State of Illinois and the General Nonprofit Corporation Act, as amended, of Illinois. It accepts the obligation or mutual consent, comity and cooperation involved in the free fellowship of the United Church of Christ and pledge itself to share its Common Faith and Mission.

## **SECTION 2. MISSION**

We are a self-governing congregation of seekers guided by the Scriptures and the Statement of Faith of the United Church of Christ. Together we strive to understand the workings of God's spirit within us. We recognize that this understanding may be different for each individual. Yet, as many visions of God are joined together, our collective understanding can be stronger; our insight can be keener.

As witnesses to the Gospel of Jesus Christ, we strive for truth, justice and peace in our community and nation and in the world. To carry out this mission, we seek to grow in grace through worship, education, witnessing, service and stewardship.

We work together to move beyond mere tolerance to a celebration of our diversity. We see this as an opportunity for better understanding God's unlimited love and following the example of Jesus Christ. To list human differences is to risk excluding someone. ALL ARE WELCOME. All are encouraged to participate in the full fellowship of the church. With God's help, we will create a church family that affirms the priesthood of all believers and in which all members use their gifts to minister to others.

## **ARTICLE IV**

### **REGISTERED AGENT AND REGISTERED OFFICE**

The Registered Agent of the Church Corporation shall be the Pastor. The Registered Office shall be 2500 E. 223<sup>rd</sup> St, Sauk Village, IL 60473.

## **ARTICLE V**

### **MEMBERSHIP**

#### **SECTION 1. QUALIFICATIONS**

This church will welcome into its membership any persons acknowledging and accepting Jesus Christ as their Lord and Savior recognizing that all persons are made in the image of God.

#### **SECTION 2. MEMBERS**

The membership of this church shall consist of persons making a public confession or reaffirmation of their Christian Faith; have been baptized or confirmed. The Pastor,

Assistant/Associate Pastor or an ordained Deacon may accept into membership on behalf of the church, critically ill persons, upon confession of their faith.

### **SECTION 3. RECEPTION**

All persons desiring to become members of this church will attend new members' orientation classes conducted by the Pastor, his/her designees and/or the Membership Committee. Only after the Pastor or Membership Committee have received approval from their parent(s) or guardian(s) of youth under the age of thirteen (13) desiring baptism or membership in Grace, be received by the Pastor and membership at a Sunday Worship Service designated for the intake of new members.

### **SECTION 4. RESPONSIBILITIES**

Members are expected to be faithful to all responsibilities essential to the Christian life; to regularly attend worship services, give for its support and benevolence, share in its organized work and to diligently seek the spiritual welfare of the church. Members will covenant and affirm these responsibilities in a service of worship on the Sunday they are received into the congregation.

### **SECTION 5. ACTIVE MEMBERS**

Active membership is defined as:

- A. Having made a written financial pledge on a Commitment Card (provided by the Church) to remain current with tithes and offerings for current expenses including building/expansion projects; and Members may change their pledges at any time during the year upon written notification to the Membership Committee or Church Office
- B. Having maintained faithful adherence to the By-Laws and all organizational guidelines of Grace United Church of Christ.
- C. Becoming an active member of a ministry; attending regular meetings; accept and fulfill responsibilities and continually make positive contributions to the work of their group.
- D. Members who are unable to honor tithing or financial commitments due to extenuating circumstances such as unemployment or fixed income may remain active members.

### **SECTION 6. CONDITIONS OF MEMBERSHIP**

#### **TITHING and OFFERING DEFINED**

Tithing is defined as contributing ten percent (10%) of gross (family or individual) income towards Current Expenses and building projects. Offering is defined as regular contributions of less than 10% of gross (family or individual) income towards the current expenses and building projects.

134  
135 **IDENTIFYING INFORMATION**  
136

137 Each member of the Church is responsible for updating and maintaining all current  
138 information related to name, residence and/or mailing address(es), home and business  
139 telephone numbers to be kept on file in the Church office. New information may be  
140 submitted by marking the “new” box on the church giving envelope. Annual updates will  
141 be requested during the month of January of each year.  
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143  
144 **SECTION 7. RIGHTS**  
145

146 Members with active status may act and vote at all Quarterly, Annual and Special  
147 Meetings of the congregation. Active/Inactive membership status is defined in Article V,  
148 Section 5.  
149

150 **SECTION 8. ASSOCIATE MEMBERS**  
151

152 An associate member is a person with active status (see Section 5: Active Members) in  
153 more than one UCC congregation. Persons requesting Associate Membership must  
154 present themselves before the Pastor and the congregation in the same manner as those  
155 seeking full membership.  
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157 **SECTION 9. TERMINATION OF MEMBERSHIP**  
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159 An active membership may be terminated by:  
160

161 A. A letter from member stating their desire to terminate membership.

162 B. Church termination

163 Members who for a period of one (1) year, have not communicated with the church or  
164 contributed to its support, shall be transferred to the inactive or retired list. From the date  
165 of transfer, such persons shall cease to be reported on the active membership roll. Six (6)  
166 months from the date this information is known their names will be dropped from the  
167 church records.  
168

169 A. By Exclusion

170 Members who willfully violate the By-Laws and/or organizational guidelines of Grace  
171 UCC, or continually disregard their Grace responsibilities, may have their membership  
172 terminated. Any person whose membership has been terminated may be restored to  
173 membership in the spirit of Matthew 18: 15-20.  
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175 **ARTICLE VI**  
176

177 **SECTION 1. OFFICERS DEFINED**  
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- 179 A. Church Officers are members with active status, who by reason of their  
180 Church employment, job description, election, or appointment to Boards,  
181 Councils, Ministries or Standing Committees are authorized by the By-Laws  
182 to exercise the authority of the Church, for the benefit of the membership and  
183 larger community. These duties are specifically detailed and/or implied  
184 elsewhere in the By-Laws, job descriptions or General Nonprofit Corporation  
185 Act of Illinois, 1986. The titles of all Church Officers are listed in Article VI,  
186 Section 2.
- 187 B. Elected Officers are active members in good standing, who are elected by the  
188 members of their respective Boards, Councils, Ministries, Committees or  
189 organizations to provide leadership for their group for two (2) or no more than  
190 three (3) year terms. Elected Officers of a group usually include a  
191 Chairperson, Vice-Chairperson, Secretary and Treasurer. (Other officers may  
192 be elected from time to time as determined by the group.) Elected Officers  
193 are considered to be Church Officers only if their positions are listed in  
194 Article VI, Section 2 of the By-Laws.

195  
196 **SECTION 2. CHURCH OFFICERS**

- 197  
198 A. The Officers of this Church shall be the Pastor, who shall serve as President  
199 and Chief Executive Officer of the Church. There shall be a Chairperson of  
200 the Board of Directors, Board of Deacons and Board of Trustees. There shall  
201 be Vice Chairpersons of the Board of Directors; Board of Deacons and Board  
202 of Trustees. There shall be a Chairperson and Vice-Chairperson of the  
203 Ministry Council; Church Clerk; Chief Financial Officer; Director and Co-  
204 Directors of the Department of Christian Education; and Coordinator of the  
205 Department of Pastoral Services.
- 206 B. Full time and part time employees on stipend of the Church may not hold an  
207 elected office in the Church or its corporations, exclusive of the Pastor and  
208 Executive Minister.

209  
210 **SECTION 3. ELECTIONS**

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212 All Officers shall be elected by majority vote of the Boards, Ministries, Councils, or  
213 Committees they serve. In the instance of a vacancy, a member in good standing will be  
214 appointed to serve the unexpired term until the next elections.

215  
216 **SECTION 4. TERM OF OFFICE**

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218 Members of Boards, Ministries and delegates to the Illinois Conference and Eastern  
219 Association serve terms not to exceed three (3) years.

220  
221 **SECTION 5. PASTOR**

- 222  
223 A. The Pastor, once installed, is the spiritual and administrative leader of the  
224 Church. The Pastor serves as Chairperson of the Board of Directors and

President and Chief Executive Officer of the Church. The Pastor shall preside at all meetings of the Church (except when matters concerning himself/herself are being considered) and shall hold these offices until resignation, retirement, permanent disability, death or termination, whichever comes first.

- B. It shall be the Pastor's responsibility to preach and teach the word, lead public worship, administer the sacraments and promote the spiritual welfare of the Church.
- C. The Pastor shall oversee the business, civic and social concerns of the Church on a day-to-day basis and shall use the power of his/her executive office to implement the program goals of the church and its duly constituted boards.
- D. The Pastor shall set short and long range goals for the Church and make a report of the year's work at the Annual Meeting.
- E. The Pastor, in consultation with the appropriate board(s) and committee(s), shall be responsible for calling such Assistant or Associate Pastors and Ministers as deemed necessary to carry out the ministries of the Church. The Pastor shall be responsible for the staff development, supervision, assigning of duties and evaluation of the church ministerial staff.
- F. Within thirty (30) days upon confirmed notification that a vacancy in the pastorate will occur or has occurred, the Board of Directors shall seek qualified candidates to fill the position. This process will follow procedures and guidelines established by the United Church of Christ.
- G. The Calling of a Pastor shall be done upon the recommendation of not less than two-thirds (2/3) vote of the Board of Directors to the membership. The Church shall confirm a new Pastor by two-thirds (2/3) vote of the members present at a Special Meeting called for that purpose.
- H. The pastor can be terminated by three quarter (3/4) of the members in attendance at a Special Meeting called for that purpose upon joint recommendation of the Board of Deacons and the Board of Directors.

## **SECTION 6. CONGREGATION'S RESPONSIBILITIES TO THE PASTOR**

**THE OFFICERS AND MEMBERS OF GRACE UNITED CHURCH OF CHRIST,** in accordance with Holy Scripture, the polity of the United Church of Christ and our own conscience, have accepted and hereinafter accept as one of our fundamental responsibilities adequately providing for the safety and security, housing, utilities, maintenance, health care and transportation needs of the Pastor and his/her family and providing an appropriate salary based upon education, years of experience and merit which is reviewed annually prior to budget preparation.

The Church will also provide for both the spiritual and formal educational growth and rejuvenation of the Pastor and for such other needs of the Pastor and/or his/her family as it may deem necessary from time to time. The responsibility for conducting an Annual Review of the Pastor's salary and related benefits shall rest with the Pastoral Relations Committee; or any officer or member of the church upon the request of the Pastor, may place an item(s) on the agenda of the Church at any regular or Special Meeting which deals with the welfare of the Pastor.

**SECTION 7. PASTORAL ASSISTANCE**

- A. One (1) or more Associate Pastors or Ministers may be called by the Pastor.
- B. The officers and members of GRACE UNITED CHURCH OF CHRIST agrees hereinafter to meet and/or exceed, as resources permit, the United Church of Christ guidelines for providing for the housing, utilities, maintenance, health care, transportation allowance and appropriate salary, based upon education and years of experience which is reviewed annually prior to budget preparation, for its full time Assistant and Associate Pastors and Ministers. In accordance with UCC guidelines the Church shall also provide for the spiritual and educational growth of its full time Assistant and Associate Pastors and Ministers and retirement, life and disability insurance plans shall be maintained. Assistant and Associate Pastors and Ministers who are on less than full time status shall be provided salary and housing inclusive of utilities and maintenance. The Church shall also provide an allowance for the spiritual and educational growth for part time Assistant and Associate Pastors.

The Pastoral Relations Committee, in consultation with or upon recommendation of the Pastor, shall have the responsibility of proposing additional ministerial positions to ensure that the needs of the Church and its members are being met and there are in fact scheduled days off and duty-free vacation periods for church clergy. The responsibility for conducting an Annual Review of ministerial salaries and related benefits shall rest with the Pastoral Relations Committee.

- C. Ministerial and/or Lay Assistants to the Pastor shall be called by the Pastor for indefinite tenure and shall serve in those capacities until relieved by the Pastor or until the Pastor's resignation, retirement, permanent disability, termination or death. Their duties and responsibilities shall be determined by the Pastor.

**SECTION 8. ADMINISTRATIVE ASSISTANT**

The Church Clerk shall be appointed by the Pastor. He/She shall keep a faithful record of all proceedings of the church and congregational meetings.

**SECTION 9. CHIEF FINANCIAL OFFICER**

The Chief Financial Officer shall be a staff position. He/She shall keep all financial records of the church and make reports monthly to the Financial Oversight Committee and Board of Directors and Trustees and quarterly and annually to the congregation. The Chief Financial Officer shall manage payroll, benefits (insurance and pension) program, employee records, bank records, monitor supply chain and related relationships and contracts and assist with church audits. The duties of the Chief Financial Officer include maintaining accurate and timely financial records, budgets and forecasts. He/She

develops annual financial forecasts and budgets. Budgets include actual expenditure comparisons to forecasts, which are developed and monitored for trends and variances, giving reports to the Finance Oversight Committee. He/She develops the financial and membership reports for submission to the National Office. Collects and prepares financial information on any current issues under consideration with updates or input provided to designees as required. The CFO is a member of the Finance Oversight Committee. Financial reports are provided to the Finance Oversight Committee and the Board of Directors and Trustees monthly and to the congregation at Quarterly, Special and Annual Meetings.

## **ARTICLE VII**

### **BOARDS, STANDING COMMITTEES, COUNCILS AND ORGANIZATIONS**

#### **SECTION 1. ORGANIZATION GUIDELINES**

A. Official Boards, Councils and Church Organizations may establish guidelines to govern the specific duties and responsibilities of their members and the methods and procedures for accomplishing their purpose and goals.

B. Such Guidelines may not be in conflict with the laws of the State or the By-Laws and Standing Rules of the Church. Whether or not published in written form, Organization Guidelines are subject to review and final approval by the Ministry Council and shall under no circumstances be subject to legal or other redress outside the confines of the Church.

#### **SECTION 2. MEETINGS**

The dates, place, hours and frequency of meetings of Boards, Councils and Church Organizations, unless otherwise specified within the By-Laws, shall be determined by the Chairperson of the organization. However, the frequency, mode and/or hours of meetings shall be so set to maximize member attendance and to ensure accomplishment of goals and objectives. The Chairperson or his/her appointed designee shall have the responsibility of submitting meeting information to the Ministry Council through the Church Office at the earliest possible date for purpose of scheduling and resolution of conflicts within the Church Calendar.

#### **SECTION 3. ELECTION OF OFFICERS**

A. Each Board, Council and Lay Ministry, shall elect officers for the next calendar year in November of each year or during a special election to fill a vacancy. Candidates for office with the respective organization must be members of the Church with active status as defined for officers and must have a current term of membership with the organization for at least six consecutive months. A quorum being present, elections require a majority vote of the members in attendance.



B. The names of the officers shall be submitted by the incumbent Chairperson to the Secretary of the Church Office on the forms provided by the church within five (5) working days following the election. Officers will be listed in the Annual Report.

#### **SECTION 4. QUORUM**

A. A quorum at any regular or Special Meeting of the Boards, Councils and Church Organizations shall be comprised of 20% of the total membership.

B. The act of the majority of the members present at a meeting shall be the act of the group.

#### **SECTION 5. VOTING**

A. Each member of the Board, Council or Organization, including ex-officio members, shall have one vote on all matters which come before the group, except where a conflict of interest exists. See Section 6. A. for the definition of Conflict of Interest

B. Voting shall be by voice, show of hands or ballot at the discretion of the Chairperson and Pastoral Liaison.

C. Voting by proxy shall not be authorized.

#### **SECTION 6. CONFLICT OF INTEREST**

##### **A. DEFINITION OF CONFLICT OF INTEREST**

A conflict of interest is said to exist when a motion or resolution which has been brought to the floor for a vote at a meeting of the congregation, Board of Directors, Ministry Council, Board of Deacons or Trustees, will substantially benefit (or provide a loss) to one or more voting members of such Boards or Councils due to their ownership, employment, fiduciary contractual, creditor, or consultative relationship within a twelve month period preceding such a vote.

##### **B. ABSTENTION FROM VOTING**

Members of the Board of Directors, Ministry Council, Board of Deacons, Trustees and ministerial personnel and employees who are members of the Church shall abstain from voting on any matters where there is a conflict of interest. Defined in Section 6. A above.

#### **SECTION 7. BOARD OF DIRECTORS**

The first Board of Directors shall be composed of said names in the Articles of Incorporation per State of Illinois application for non-profit incorporation. Subsequent to

this first term the Board of Directors shall consist of the chairpersons of the four (4) permanent Boards/Departments: Director of Christian Education, Coordinator of Pastoral Services, Board of Trustees, Board of Deacons and the Ministry Council Chairperson; and two (2) Standing Committees: the Finance Oversight Committee, the Pastoral Relations Committee. Two members-at-large shall be appointed every three (3) years by the Pastor.

A quorum shall be a majority of the Board members.

Directors shall tithe and be active members of the church.

Subject to the direction and control of the congregation, to whom it reports, the Board of Directors shall be responsible for oversight of the business affairs of the church and its subsidiaries and for setting policy and establishing standing rules.

Subject to the prior approval or subsequent ratification of the congregation, the Pastor and Board members may enter into negotiations and execute any contracts, deeds, mortgages, bonds or other instruments and buy, sell, lease or transfer real estate or durable goods for the church or its subsidiaries. Such execution may be accomplished as provided herein under Sections 7, 10, 11 of Article VII of the By-Laws.

In the event of long-term or permanent disability, resignation, termination or death of the Pastor, the Board of Directors shall have the day-to-day or on-call responsibility of coordinating the work of the four permanent boards and other Church groups as needs dictate. It shall reorganize and reassign staff as necessary, pending the return or replacement of the Pastor.

The Directors shall meet at least four (4) times a year during the week preceding quarterly or annual church business meetings.

Special Meetings of the Directors shall be called by the Pastor and three (3) other members of the board.

The Board of Directors shall report to the congregation at the Annual Meeting and if necessary at Quarterly and Special Meetings.

## **SECTION 8. DEPARTMENT OF CHRISTIAN EDUCATION**

A. There shall be a Department of Christian Education appointed by the Pastor. The Department of Christian Education under the direction and supervision of the Director shall have the responsibility of administering, facilitating, assessing, pre-planning and coordinating the activities of the religious education divisions under its charge.

C. The Department of Christian Education shall have other divisions not limited to the following:

- (1) Christian Education-Biblical Studies Program and Sunday School
- (2) The Educational and Scholarship Division
- (3) The Christian Education Division shall be responsible for: (1) Biblical Studies Program which will be approved by the Pastor or Pastor's designee. Biblical Studies will also include responsibility for (2) The Church School, with a volunteer staff of teachers and under the leadership of the Department of Christian Education, shall conduct Sunday School, Vacation Bible School, the expenses of which shall be included in the regular budget of the Church. As a part of Christian training, the Church School will be afforded the opportunity to contribute to the regular expenses through Sunday School offering.

## **SECTION 9. COORDINATOR OF PASTORAL SERVICES**

A. There shall be a Coordinator of Pastoral Services appointed by the Pastor. The Coordinator of Pastoral Services shall have the responsibility of administering, facilitating, assessing, pre-planning and coordinating the activities of the pastors and ministry leaders under its charge.

B. Pastoral Services shall have other divisions not limited to the following:

- (1) The Pastoral Counseling Division
- (2) The Justice Witness Division
- (3) The Youth Ministry
- (4) The Stewardship Ministry
- (5) The Outreach Ministry

C. The above specified Divisions shall have those responsibilities listed below and as determined from time to time by the Ministry Council, the Department of Christian Education and Pastoral Services or the Pastor:

1. The Pastoral Counseling Division shall be responsible for pastoral counseling to members of the congregation and referrals to authorized professional counselors after a maximum of three sessions unless certified by the State of Illinois.
2. The Education and Scholarship Committee shall be responsible for interviewing and approving applicants for Grace UCC scholarships and assisting graduates in researching other scholarship opportunities. The Committee also plans the Annual Scholarship Ceremony.
3. The Justice Witness Division shall be responsible for prison ministry, local community and national advocacy witness issues and human rights.
6. The Youth Ministry Division, with its volunteer staff selected by the Pastor,

shall have the responsibility of planning and coordinating the worship and learning experiences for children ages 3 - 17 years of age in addition to Nursery and Pre-school activities and the regular Sunday worship services of the Church. The Youth Ministry is also responsible for Confirmation, Confirmation Camp, Youth Bible Classes, Youth Revival, Youth Music Ministry and all recreational activities related to youth (e.g. Teen Lock-ins, Summer Bar-B-Q, etc).

7. Stewardship Ministry will educate the congregation on becoming better stewards with budgeting of personal finances, savings, investments and charitable giving through Biblical readings and monthly bulletin inserts.

8. Outreach Ministry will align and engage the church with community health concerns such as HIV/AIDS, Blood Drives, PADS, CMA, Cluster 5 and the Illinois Conference.

Leaders of each Division shall tithe and be active members of the church.

#### **SECTION 10. BOARD OF DEACONS**

A. There shall be a Board of Deacons composed of active members of the church who shall be chosen as Servant Leaders to assist in the preparation and administration of the Sacraments, in caring and ministering to the spiritual interests of the Church and community. Vacancies on the Board of Deacons, which are caused by an expired term, incapacitation or failure to perform, shall be filled by a Deacon in Training or an eligible Deacon. Deacons shall be responsible for the administration of the Deacon Benevolence Fund, according to guidelines established by the full Board in consultation with the Pastor. Deacons and Deacons in training shall tithe and be active members of the church.

B. The Board of Deacons shall elect its own officers and committees and shall work in cooperation with the Pastor in meeting the spiritual needs of the congregation.

C. There shall be Deacons In Training. They shall journey for a period of six months to one (1) year, or for a shorter period only if needed to fill a vacancy created on the Board of Deacons. Deacons In Training shall serve as students for the Board of Deacons, assisting in caring and ministering to the spiritual needs and interests of the Church and community.

#### **SECTION 11. BOARD OF TRUSTEES**

A. There shall be a Board of Trustees composed of active members of the church who shall be chosen as fiscal officers responsible for all fiduciary matters related to church funds. There shall be a Trustee Board Apprentice Training Program which all persons

seeking nomination to the Trustee Board shall have attended except for those persons with prior experience and service on the Board. All vacancies on the Board which are caused by, incapacitation or failure to perform shall be filled by persons who have attended the Apprentice Training Program or by former Trustees. The Trustees shall have the care and custody of the property development by the Church including financial oversight, except for that which is under separate Corporation of the Church and is always subject to and under the jurisdiction of the Board of Directors and the Congregation. Trustees and Trustee Apprentices shall tithe and be active members of the church.

- B. The Trustee Board shall elect its own officers and committees and shall work in cooperation with the Pastor in meeting the fiscal goals and objectives of the congregation.

## **SECTION 12. MINISTRY COUNCIL**

The Ministry Council shall be composed of the Chairperson and Vice-Chairperson from every Ministry and Church Organization, Church Clerk, Delegates to the Illinois Conference and Eastern Association and one additional member at large may be appointed by the Pastor. Lay ministry leaders to the Ministry Council must participate in the Annual Leadership Training for Ministry Council.

The Pastor, Associate and Assistant Pastor/Ministers and Board Chairpersons are ex-officio members of the Ministry Council and shall be entitled to vote except where there is a conflict of interest but shall not hold elective office on the Council.

The Ministry Council reviews and approves activities of all Church organizations and establishes program priorities with the exception of the Board of Directors and the four (4) permanent Boards; Trustees, Deacons, Department of Christian Education and Pastoral Services and the three (3) Standing Committees; Finance Oversight, Safety and Security and Pastoral Relations.

The Ministry Council shall have the responsibility of approving the formation of new church organizations; the expansion or major modification of program activities; the evaluation of the success of church organizations in achieving their approved goals; the canceling of activities and the reorganization and revitalization of organizations which are found to be in disunity with the mission of the Church and to seek ways to extend and expand the ministry and services of the Church to the membership and to the broader Church community.

The Ministry Council shall be responsible for the coordination, scheduling and reconciliation of conflicts which relate to the Church calendar.

The Council shall meet at least four (4) times a year, shall elect its own officers except where otherwise indicated and shall certify Ad-Hoc Committees as programs and needs warrant.

### **SECTION 13. FINANCE OVERSIGHT COMMITTEE**

There shall be a Finance Oversight Committee consisting of the Chief Financial Officer, the Chairperson of the Board of Trustees, four (4) members appointed by the Pastor. The appointed members shall be chosen for a term of three (3) years with staggering terms. Members of the Finance Oversight Committee shall tithe and be active members of the church.

The Pastor shall convene the Finance Oversight Committee and be an ex-officio member. It shall be the duty of this committee to review the proposed annual budget in conjunction with the CFO for the ensuing calendar year. The budget shall be reviewed by the Board of Directors and subsequently presented to the congregation for approval at the Annual Meeting.

Upon written notification to the Board of Directors, following adoption by the congregation, adjustments within budget categories may be requested by the Board of Trustees. Adjustments among categories may be approved by the Board of Directors to meet the actual programmatic needs of the Church. Such changes, when and as required, shall be reflected in the monthly financial reports.

The Board of Directors and the Finance Oversight Committee in consultation with the CFO shall monitor all financial activities and make interim changes as required. The CFO shall report interim modifications to the approved budget as proposed by the Finance Oversight Committee to the congregation at the next Quarterly meeting or at a Special meeting of the congregation called for that purpose.

### **SECTION 14. PASTORAL RELATIONS COMMITTEE**

The Pastoral Relations Committee shall be composed of the Co-Chairperson of the Board of Deacons, the Chairperson of the Ministry Council and two (2) persons selected annually by the Pastor who shall serve as Chairperson and Vice-Chairperson of the Committee. Pastoral Relations Committee Members shall tithe and be active members of the church.

The duties of this committee shall be to serve as a liaison between the congregation and the Pastor; to provide for the safety and welfare of the pastoral staff in accordance with the Standing Rules and to annually submit recommendations regarding the salary and fringe benefits of members of the pastoral staff to the Finance Oversight Committee during budget preparation.

When or if matters of a serious nature which relate to the Pastor and/or other members of the pastoral staff arise the Pastoral Relations Committee may convene meeting(s) with the various Boards, Councils and/or Committees for resolution.

## **SECTION 15. SECURITY AND SAFETY COMMITTEE**

There shall be a Security and Safety Committee whose chairperson(s) and members are volunteers for indefinite tenure and approved by the Pastor. Duties and responsibilities shall be determined by the Pastor.

## **ARTICLE VIII INDEMNIFICATION, DEFENSE, BONDING AND ANNUAL AUDITS**

### **SECTION 1. INDEMNIFICATION AND DEFENSE**

The Church shall carry comprehensive insurance and exercise those responsibilities detailed in Section 24a (a)-(g) of the State of Illinois General Non-profit Corporation Act of 1985 in regards to the Pastor and an active member who by reason of his/her performance of any duty, function, or activity actually or is arguably required of or authorized to be undertaken by him/her on behalf of the Corporation, is threatened with or made a party to any civil or criminal lawsuit or administrative or arbitration proceeding shall (to the fullest extent permitted by law) be indemnified and defended by the Corporation against all expenses and liabilities incurred if he/she acted without gross negligence or malice toward any person.

### **SECTION 2. BONDING**

The Church shall, at its own expense, bond the Pastor or any member with fiscal responsibilities.

### **SECTION 3. AUDITS**

The Board of Directors shall engage in an internal audit annually and an independent certified auditor(s) every three years of all accounts of the Church and subsidiary corporations and shall charge the cost of such audits to said corporations.

## **ARTICLE IX SERVICES, MEETINGS AND DISSOLUTION OF THE CONGREGATION**

**SECTION 1. WORSHIP**

- A. Worship service(s) shall be held each Sunday at the hour designated by the Pastor and the Board of Deacons.
- B. The sacraments of the Lord's Supper and Baptism and the Christening or dedication of infants shall be administered at such time as the Pastor and the Board of Deacons may appoint.
- C. Other services for worship, inspiration, prayer and study may be held as determined by the Pastor and/or the Board of Christian Education.

**SECTION 2. ANNUAL MEETING**

The Annual Meeting of the Church shall be held in January to hear the yearly reports of officers, boards and organizations, to adopt a budget, to transact other business and to adopt plans for the new year. The call for the meeting must be published two (2) weeks prior to the meeting.

**SECTION 3. QUARTERLY MEETINGS**

Quarterly Meetings of the Church shall be held in April, July and October at the time to be announced by the Pastor at which time reports regarding finance, business and activities of the Church shall be presented by the various officers of committees.

**SECTION 4. SPECIAL MEETINGS**

Special Meetings may be called by the Pastor or the Board of Directors. Notice of Special Meetings will be read at the Sunday worship service on the Sunday prior to the day of the Special Meeting.

**SECTION 5. QUORUM**

A quorum at any regular or Special Meeting of the Boards, Councils and Church Organizations shall be comprised of 20% of the adult membership, seventeen (17) and older.

**SECTION 6. VOTING**

Elections will be by show of hands or ballots (at the discretion of the Chairperson) except where otherwise stated in the BY-LAWS. A quorum being in attendance, a majority vote of the members present at any meeting will decide all questions except the calling of the Pastor; amendment of the By-Laws which require a two-thirds (2/3) vote; amendment of



the Articles of Incorporation or the termination of the Pastor which requires a three-fourth (3/4) vote.

## **SECTION 7. THE OFFICIAL YEAR**

The official or fiscal year of the Church will be the calendar year from January 1 through December 31. All officers will assume duties the day following the Annual Meeting except members who are elected to fill vacancies occurring during the year who will assume duties on the day following election; selection or appointment. Officers will serve through the day of the Annual Meeting unless they have resigned or been removed from office.

## **SECTION 8. DISSOLUTION OF THE CONGREGATION**

If membership is less than 25 members, a Special meeting will be called to determine the future life of the Church. If it is deemed that the future life of this Church is not possible the body will vote and upon 2/3 majority vote to dissolve the congregation and deed all properties and assets to Illinois Conference of the United Church of Christ 14 days following the final worship service.

## **ARTICLE X**

### **RULES OF ORDER**

Robert Rules of Order, in the Latest Edition, will be the informing instrument of order for all matters of procedure not specifically covered by the By-Laws or the Standing Rules. The Pastor of the Church will chair the business meetings. (Article VI, Section 5)

In the absence of the Pastor, the Chair of the Board of Directors shall chair the Church business meeting.

## **ARTICLE XI AMENDMENTS**

STANDING RULES may be amended, deleted or added at any regular or Special meeting of the Board of Directors by majority vote without prior notice. Such changes will be distributed to chairpersons of organizations, Church employees and published in the Sunday Bulletin. Standing rules will be codified every third year or more often as necessary upon instruction of the Board.

## **BY-LAWS**

A quorum being present, the Board of Directors, upon a one-fourth (1/4) vote at any regular or Special meeting may recommend that proposed amendment(s) to the BY-

LAWS be submitted to the congregation for adoption at a Quarterly, Annual or Special meeting.

A quorum being present, the BY-LAWS may be amended upon a one-fourth (1/4) vote at any Quarterly, Annual or Special meeting of the congregation called for that purpose where such proposed amendments were published in the Sunday Bulletin or sent by US mail at least two weeks prior to such a meeting.

The BY-LAWS shall be reviewed and revised, as necessary, every third year concurrently with the Standing Rules.

#### **ARTICLE OF INCORPORATION**

A quorum being present, the Board of Directors, upon a three-fourth (3/4) vote at a Special Meeting called for that purpose may recommend to the congregation adoption of amendments of the Articles of Incorporation.

A quorum being present, the congregation upon a three-fourths (3/4) vote through secret written ballot at a SPECIAL MEETING CALLED FOR THAT PURPOSE may adopt amendments to the Articles of Incorporation given that such proposed amendment(s) were mailed to the members at least four (4) weeks prior to such date and that these amendments are not in violation of Municipal sacraments, State status or Federal law.