

# OLMSTED COMMUNITY CHURCH REVISED CONSTITUTION

LAST AMENDED ~~OCTOBER 17, 2004~~

Comment [JD1]: Update once approved

## ARTICLE 1 - NAME

- 1.1 The name of this church is the Olmsted Community Church.

## ARTICLE 2 – PURPOSE

- 2.1 The purpose of this church is to bind together followers of Jesus Christ in order to share in the worship of God, to study the life and teachings of Jesus Christ, to lead others to a commitment to God through Jesus Christ, to express the gospel of love to the world by our missionary outreach and by our concern for all of the children of God, and to use as a sacred trust the blessings which God has bestowed upon us. This church shall provide services of public worship.

## ARTICLE 3 – FAITH

- 3.1 We, the members of this church, believe in the living God at work in the world today and in Jesus Christ as revealed to us in the Bible. We find the Bible to be our sufficient rule of faith and practice.
- 3.2 Statement of Faith

We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator.

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

God calls us into the church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, 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.

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

Blessing and honor, glory and power be unto God.

~~We believe in one God, the eternal Spirit, Father of our Lord Jesus Christ and our Father.~~

~~We believe the Holy Bible to be the written word of God and the substance of our Faith.~~

~~God calls the worlds into being and creates man in His own spiritual likeness. He seeks in holy love to save all people from sin. He judges us, alone and together, by His righteous will.~~

~~He reveals Himself to us through the true Man, our crucified and risen Lord, Jesus Christ. We share in Christ's baptism, eat at His table, and join in His passion and victory.~~

~~God bestows upon us His Holy Spirit and calls us into His church to accept the cost and joy of discipleship. He promises forgiveness of sins and fullness of grace, His continual presence in trial and rejoicing, and a place in His spiritual kingdom forever.~~

~~Praise and glory, blessing and honor be unto God.~~

## ARTICLE 4 – GOVERNMENT

- 4.1 The Government of this church is vested in the body of believers who compose its membership. This church is subject to the control of no other ecclesiastical body; however, it maintains ties of interest and loyalty with its predecessors: the Congregational (now United Church of Christ) and the Methodist (now United Methodist) denominations. This church may also maintain and establish ties of interest and loyalty with other denominational and inter-denominational bodies.

## ARTICLE 5 – MEMBERSHIP

- 5.1 Admission to Membership
- A. In extending an open-door welcome to all who desire to unite with this body of believers, membership in this church shall be granted to all persons publicly confessing belief in the living God as revealed to us in the Bible.

- B. Prospective members shall be given adequate instruction before being received into membership of this church.
- C. New members shall be admitted by:
  - a. Baptism and confession of faith, if not previously baptized; OR
  - b. Confession of faith if previously baptized; OR
  - c. Letter of transfer from another Christian church; OR
  - d. Reaffirmation of faith.

5.2 Full, Associate, and Inactive Members

- A. Full Members are those persons who attend the services of worship regularly, and who contribute of their time, talent, and possessions to support the work and missionary outreach of the church.
- B. Associate Members are persons who may:
  - a. Hold dual membership in another church; OR
  - b. Be away from the community attending college, serving in a missionary assignment, serving in permanent or temporary resident of another state; OR
  - c. Be temporarily or permanently confined in a nursing home or hospital or at home; and, for these reasons, may not regularly attend the services of worship or contribute regularly to the support of the work of the church, but who desire to maintain membership with this church through attendance and/or contribution insofar as possible.
  - d. Persons who are permanently or temporarily shut-in are exempt from the attendance and contribution provisions.
- C. Inactive members are those persons who, either by their own initiative, or through the process in 5.4, below, have not attended the services of worship or contributed to the support of the church for a period of one (1) year or more.

5.3 Duties, rights, & privileges of Membership

- A. Members of this church are expected to be faithful to the Christian way of life, to attend regularly the services of worship and to contribute their time, talent and possessions to the support of the church and its missionary outreach.

- B. Each member of the church, irrespective of the type of membership held, shall have the undisturbed right to follow the Word of God according to his or her own conscience.
- C. Full and Associate Members shall have the right to vote at all Annual and Special Meetings of the church.
- D. Only Full Members shall be eligible for election to the Cabinet, Boards or to Committees and as Officers of the church.
- E. Inactive Members shall not be eligible to vote or hold office.

5.4 Discontinuance of Membership

- A. Membership in this church may be discontinued by:
  - a. The member's request for a Letter of Transfer to another Christian church; OR
  - b. The member's own verified request; OR
  - c. Recommendation of the Board of Stewardship to the Cabinet; OR
  - d. Death of the member.
- B. In annually reviewing and revising the church membership rolls, the Board of Stewardship shall recommend to the Cabinet, for approval, the reclassification to Inactive Member status of those members who, according to church records, have not supported the church with either their fellowship, talents, or financial contributions over the past year.

Prior to making this recommendation, the Board of Stewardship shall notify each of the affected members, in writing, that a reaffirmation of his or her support of the church will automatically reinstate him or her to membership.

If a person who has been reclassified to Inactive Member status has not supported the church for a second year, or has not notified the church of a reason for not doing so, then he or she will be placed on the permanently inactive roll and will be so notified in writing by the Board of Stewardship.

**ARTICLE 6 – CABINET AND OFFICERS**

6.1 The Church Cabinet

- A. Purpose
  - a. To conduct official business of the church.
- B. Responsibilities

- a. To act as the governing body of the church between meetings of the church membership.
  - b. To review and approve all legal matters of the church, and obtain outside legal advice when necessary.
  - c. To review, approve, and enforce all policies and procedures of the Boards of the Church for conducting church operations; and to instruct each Board and Committee to submit not less than annually for the Cabinet's approval, written procedures guiding their respective activities.
  - d. To promote an ongoing lay leadership training program which includes both long and short term planning for the needs of the members and the community.
  - e. To appoint special committees as the need arises.
  - f. Annually review and evaluate the Sr. Minister.
  - g. Establish with the Board of Finance, uniform personnel policies for all Staff members, covering such things as, but not limited to, compensation, benefits, vacation, sick-leave, sabbaticals, evaluation, etc.
- C. Membership of Cabinet
- a. The Cabinet shall have as its voting members four (4) members elected at large from the church membership (see Section 6.1 D.a below); the Chairperson of each of the following Boards: Education, Worship, Trustees, Congregational Life, Missions, Finance, Stewardship, and the Vice-Moderator as the chairperson of the Board of Church and Ministry.
  - b. In addition to the Vice-Moderator and ~~seven~~ eight other Board representatives and its four voting at-large members, the Cabinet shall include, as non-voting members, the Minister(s), the Treasurer, and the Recorder. The Moderator shall be permitted to vote only when it is necessary to break a tie vote of the voting members of the Cabinet.
  - c. All members of the Cabinet, both at-large and representing the Boards, must be Full Members of the church.
- D. At-Large Members
- a. At the Annual Meeting each year, two (2) of the four (4) At-Large members of the Cabinet shall be elected from and by the church membership to serve a two (2) year term, and shall begin their term on the first of the month

following the Annual Meeting at which they were elected.

b. An At-Large member shall be limited to three (3) consecutive terms, and may again serve as an At-Large member only after a one (1)-year lapse.

c. Any At-Large member who fails to attend three (3) consecutive meetings without a valid reason acceptable to the Cabinet shall be considered to have vacated his/her seat on the Cabinet. A replacement shall be appointed within thirty (30) days by the Cabinet from a list provided by the Nominating Committee to complete the unexpired term.

d. Each year, the Cabinet may designate At-Large members to serve as liaison with and be the representative to the Cabinet for auxiliary organizations of the church.

e. At-Large members of the Cabinet may not serve as elected members of any other Board or committee, but may serve on sub-committees of any Board.

E. Meetings of the Cabinet

a. The Cabinet shall have at least ten (10) regularly scheduled meetings a year. A majority of the voting Cabinet membership shall constitute a quorum.

b. All meetings of the Cabinet for the purpose of transacting business shall be open meetings.

c. The moderator is authorized to call special meetings of the Cabinet.

d. Approved minutes of all meetings of the Cabinet shall be posted in a conspicuous place within the church as soon as possible following each meeting.

6.2 Officers

- A. The elected officers of the church shall be the Moderator, Vice-Moderator, Recorder, ~~and~~ Treasurer, and Assistant Treasurer, all of whom must be Full Members of the church.
- B. The officers except the Treasurer and Assistant Treasurer shall be elected for a one (1) year term at the Annual Meeting. The Treasurer and Assistant Treasurer shall be elected for a two (2) year term.
- C. The Moderator and Vice-Moderator shall not serve more than three (3) terms in succession.

6.3 Duties of Officers

- A. The Moderator shall:

- a. Be the president and chief executive officer of the church ~~and the corporation~~;
  - b. Preside at the Annual and Special Meetings of the church membership and may be assigned other special or specific duties by the Cabinet;
  - c. Preside at the regular and special meetings of the Cabinet;
  - d. Call the meeting of any special committee appointed by the Cabinet;
  - e. Call a meeting of any church Board;
  - f. Act for the Treasurer or Assistant Treasurer in his/her absence;
  - g. Perform other functions as may be authorized by the Cabinet; and
  - h. Sign such legal or business documents in the name of the church as may be required from time to time.
- B. The Vice-Moderator shall assume the duties of the Moderator in his/her absence and shall serve as the Chairperson of the Board of Church and Ministry.
- C. The Recorder shall record the minutes of all Annual and Special Meetings of the church membership and of all regular and special Cabinet meetings.
- D. The Treasurer ~~(or, in his/her absence, the Moderator)~~ shall:
- a. ~~Make-Ensure~~ all operating, building maintenance and improvement, and benevolence and other payments authorized within the budget and approved by the appropriate Board representative or by the Cabinet, are made.
  - b. ~~Keep-Ensure~~ a record of all of the finances of the church, including receipts, deposits, and disbursements. Separate records shall be kept for the operating, benevolence, and other receipts and disbursements.
  - c. Give a financial status report to the Board of Finance and the Cabinet monthly and to the church membership annually.

E. The Assistant Treasurer shall:

- a. Assist the Treasurer in any duties related to the office of Treasurer. The Assistant Treasurer can perform any of these duties in support of the office, though it is the Treasurer's responsibility to ensure all duties are performed.

6.4 Bond

The church shall purchase a bond covering the Moderator, Vice-Moderator, Treasurer, Financial Secretary, and the Treasurer of the Memorials and Endowments Committee.

**ARTICLE 7 – BOARDS & ELECTED COMMITTEES**

7.1 Boards

- A. The Boards of the Church are Education, Worship, Trustees, Congregational Life, Missions, Finance, Stewardship, and Church and Ministry.
- B. Boards shall consist of a maximum of ten ~~(+0)eight (8)~~ elected members except the Board of Church & Ministry (see Section 7.1 B.a below). Each member shall have an equal voting voice.
  - a. The Board of Church and Ministry shall consist of six (6) members to be nominated jointly by the Moderator and the Minister and affirmed at the Annual Meeting by the congregation by a minimum two-thirds (2/3) of the members present. Members shall serve three (3) year terms with two (2) new members to be affirmed each year.
- C. All members of the Boards shall be Full Members of the church and shall be elected from and/or affirmed by the church membership at the Annual Meeting each year, ~~except for the Board of Church and Ministry (see Section 7.1 B.a above). In the event that the nominees for this board are not affirmed, new candidates shall be presented to the congregation.~~
- D. The term of office of all Board members shall be two (2) years, with approximately half (1/2) of each Board's members being elected each year from a slate of nominees presented by the Nominating Committee. The exception to this is the Board of Church and Ministry (see Section 7.1 B.a above).
- E. No person shall be elected to the same Board for more than three (3) consecutive terms. After serving the maximum number of terms, no Board member can succeed him/herself on the same Board without a one (1) year lapse. All Board members shall serve on only one (1) Board at a time, except those chairpersons so stipulated as also serving on the Cabinet.
- F. Each Board, except for the Board of Church and Ministry, shall select a Chairperson to represent the Board at regular Cabinet meetings; if the Chairperson is unable to attend on a regular basis, another Board member may be designated by the Board to attend.

G. Any member of a Board who fails to attend three (3) consecutive meetings without a valid reason acceptable to the Board shall be considered to have vacated his/her seat on the Board, and the Board Chairperson shall notify the Moderator of this fact so that a replacement may be appointed by the Cabinet from a list provided by the Nominating Committee except for the Board of Church and Ministry positions which will be jointly nominated by the Moderator and the Minister and appointed by the Cabinet.

H. Each Board shall:

a. Be responsible to the Cabinet;

b. Maintain a responsible budget and annually submit a budget proposal for the succeeding fiscal year to the Board of Finance;

c. Elect a Chairperson and a Secretary not later than the regular Board meeting date in December for the succeeding fiscal year. Candidates should be selected from those members who have another year to serve on the Board except the Board of Church and Ministry which shall be chaired by the Vice-Moderator of the church;

d. Keep records of its activities and submit them in monthly written reports to the Cabinet and in an annual written report to the church membership at the Annual Meeting;

e. Direct the activities of the professional staff persons assigned to the Board by the Cabinet;

f. In cooperation with the Sr. minister, review and evaluate the staff member specifically assigned to it, not less than annually;

g. Define the responsibilities, functions, and job descriptions of all staff members who are specifically assigned to a Board, with the exception of the Sr. minister, Associate, Assistant Minister(s), and/or Interim Minister(s), if any. The above-mentioned must be approved by the Cabinet and Sr. Minister, and updated on an annual basis. This includes, but is not limited to, Director of Christian Education (if any), Director of Music and/or Organist (if any), Youth Director (if any), Administrative Assistant, Church Secretary (if any), Custodian (if any), and any others including assistants and substitutes;

h. In cooperation with the Sr. Minister be responsible for staff scheduling; and

i. Annually, in cooperation with the Board of Finance, recommend to the Cabinet adjustments in the salary and compensation of all Staff members when appropriate.

I. All Board meetings, except those of the Board of Church and Ministry, shall be open meetings.

J. Each Board must form an adequate number of committees to execute its responsibilities and to be made up of non-elected persons working under the direction and responsibility of the ~~ten~~ eight (108) elected members of the Board. The non-elected members shall be representative of the age and gender of the church membership.

K. All Boards and elected committees shall convene no less than ten (10) times, at monthly intervals, in a calendar year, except for the Board of Church and Ministry (see Section 7.10 B.a).

#### 7.2 Elected Committees:

##### A. Memorials and Endowments Committee

a. A Memorials and Endowments Committee shall consist of six (6) members with two (2) members to be elected each year for three (3) year terms. M & E shall be a sub-committee of the Board of Finance, responsible for reporting its activities monthly to the Board of Finance and annually to the congregation in the Annual Report.

b. The purpose of M & E shall be to provide for a means for church members to make memorials, endowments, and gifts to the church through "living gifts", wills, and bequests that will serve the long-term special financial needs of the church.

c. No Board, Committee, Cabinet, staff member or congregation member may direct the Memorials and Endowments Committee to disburse any funds received by the church as a bequest, memorial or endowment, or as a return on the investment of said gifts.

d. The Memorials and Endowments Committee may not disburse any discretionary funds under its supervision without the request for such funds first being submitted in writing to, and reviewed by, the Board of Finance.

e. The Memorials and Endowments Committee shall be responsible for investing, managing, and distribution of monies and property received and approval of all requests for discretionary disbursements less than an amount established from time to time by the Cabinet.

B. An Audit Committee shall consist of four (4) members with two (2) members to be elected each year for two (2) year terms. Audit shall be a committee of the Cabinet responsible for monthly reconciliation of all depository accounts and for written reports monthly to the

Cabinet and annually to the congregation in the Annual Report. The Audit Committee shall be responsible for the periodic examination of the records of the Financial Secretary and the Treasurer; an annual audit of the accounts (receipts and expenditures) of the church for operating expenses, benevolence, and all special accounts and memorials and endowments funds, the accounts of the Church School and other church organizations.

- C. A Nominating Committee shall consist of six (6) members with three (3) members to be elected each year for two (2) year terms. Nominating shall be a committee of the Cabinet responsible for insuring that all Board positions, except Church and Ministry, are filled at all times and for providing a written report of its activities monthly to the Cabinet and annually to the congregation in the Annual Report.

### 7.3 Board of Education

#### A. Purpose

- a. To provide a nurturing environment for persons of all ages who are seeking to build a foundation of Christian faith and to develop strong Christian values.
- b. To help individuals develop their talents and to share their Christian faith with others by following Biblical teachings and concepts.

#### B. Responsibilities

- a. To develop programs, including but not limited to: youth work, adult education, Church School, and Vacation Bible School, in conjunction with the professional staff and volunteers of the church, that will help children, youth, and adults to grow in their Christian faith so that it may become a moving force in their lives.
- b. To preserve our history and tradition, while continually developing programs which are relevant and spiritually fulfilling, to meet the ever-changing needs of the congregation.
- c. To communicate regularly with staff, other Boards, and the congregation regarding the programs and needs of the educational ministry.
- d. To appoint the superintendent of the Church School who shall be a non-voting member of this committee if he/she is not also an elected member of the committee.

7.4 Board of Worship

A. Purpose

a. To coordinate the celebration of God's love in regular and special services of worship.

B. Responsibilities

a. To work with the professional staff and volunteers of the church on everything pertaining to the conducting of regular and special services of worship and the celebration of sacraments at all times.

b. To recruit, supervise, educate, and support the ushers, greeters, musicians, vocalists, and communion stewards for all services of worship, and to provide all resources necessary to the performance of their duties.

c. To provide accessibility to worship for those with special needs.

d. To communicate regularly with staff, other Boards, and the congregation regarding the programming and needs of all services of worship.

e. To retain primary authority for determining appropriate activities in the sanctuary and the chapel.

7.5 Board of Trustees

A. Purpose

a. To manage the use and maintenance of our church properties, including but not limited to, building, land, equipment, furnishings, and parsonage.

B. Responsibilities

a. To coordinate the custodial functions so as to maintain and enhance the value and appearance of the church properties.

b. To submit for the Cabinet's approval on an annual basis updated policy statements and procedures for the use of church properties.

c. To keep concise records of church maintenance projects, including the names of bidding contractors, costs, and completion dates.

d. To develop, continually update, and maintain a five-year building improvement program.

7.6 Board of Congregational Life

A. Purpose

a. To give counsel to the entire community regarding our activities that exemplify the living body of Jesus Christ embodied within our Membership.

b. To counsel and communicate spiritual ideals to the minister(s), professional staff, Cabinet, Boards, and Membership on all matters pertaining to the spiritual life of the church.

c. To maintain and foster physical and spiritual membership in the congregation.

B. Responsibilities

a. To promote membership in the congregation through invitation and assimilation.

~~b. To administer the Stephen ministry program and all other lay ministry programs.~~

~~eb. To administer the church's lay visitation and ministry programs.~~

~~cd. To coordinate and promote fundraisers, historical commemorations, fellowship, and social events.~~

7.7 Board of Missions

A. Purpose

a. To educate and promote congregational participation in all church missions and benevolent activities.

b. To identify financial needs and select appropriate recipients and authorize expenditures at the local, state, national, and international levels of community.

B. Responsibilities

a. to organize and evaluate resource materials concerning opportunities for benevolence in relationship to the Christian principles of Olmsted Community Church.

b. To encourage the congregation, at every age level, to cooperate with and participate in the mission activities of the church.

c. To cooperate with local ecumenical groups in mission activities.

7.8 Board of Finance

A. Purpose

- a. To coordinate, review, monitor, approve, and report to the Cabinet and the congregation all financial matters of the church.
- b. To insure the continuing financial health of the church through adherence to sound financial management principles.

B. Responsibilities

- a. To annually submit a budget to the congregation for all Church operations, building and maintenance, and missions.
- b. To execute all financial instruments of the church.
- c. To annually submit to the Cabinet expenditure guidelines, authorizations, and limitations for each Board.
- d. To evaluate all requests for non-budgeted expenditures, and to determine the feasibility and availability of funding from all budgeted and non-budgeted sources excluding Memorials and Endowments funds.
- e. To fulfill its stated purpose for all matters including, but not limited to: budgeting, investing, accounting, depository relationships, disbursements, and collections.
- f. To ensure that appropriate insurance coverage is maintained at all times for all church assets, negotiating and executing all insurance contracts, including but not limited to hazard, flood, error, and omission, liability, and fidelity bond coverage.
- g. Establish with Cabinet uniform personnel policies for all staff members covering such things as, but not limited to: compensation, benefits, vacation, sick-leave, sabbaticals, evaluation, etc.
- h. Recommend to the Cabinet adjustments in the salary and compensation of all staff members when appropriate.

C. Financial Secretary

- a. The Board of Finance shall recommend a candidate for Financial Secretary for approval and appointment by the Cabinet.
- b. The Financial Secretary shall be responsible for receiving and depositing all monies received by the Church, except for Memorials and Endowments gifts which shall be the responsibility of the Treasurer of the Memorials and Endowments Committee.

- c. The Financial Secretary shall keep confidential records showing the pledges and contributions received from each member or friend of the Church.
- d. The Financial Secretary shall be a non-voting, non-elected member of the Board of Finance.

7.9 Board of Stewardship

A. Purpose

- a. To administer all stewardship programs of the church.
- b. To communicate stewardship needs to the congregation.

B. Responsibilities

- a. To develop an annual financial stewardship drive.
- b. To annually update and document the church membership rolls for all membership categories.
- c. To educate the congregation ~~on and~~ coordinate all aspects of financial stewardship, including fund-raising activities.
- d. To develop programs of time and talent stewardship for the church.
- e. To educate the congregation on available time and talent opportunities.
- f. To develop programs in co-operation with the Board of Congregational Life to increase the Active Membership of the church.

7.10 Board of Church and Ministry

A. Purpose

- a. To support and maintain an open and healthy relationship between the staff and members of the congregation.
- b. To serve as an advisory group to the Minister by sharing ideas, dreams, expectations and concerns of the congregation.
- c. To serve as support for the staff by interpreting roles, functions, and needs of both staff and congregation.

B. Responsibilities

- a. To meet on a quarterly basis, or more frequently as necessary, to review any issues,

problems, concerns, or opportunities voiced by the congregation or staff.

b. To establish formal communication with all other Boards, the congregation, the staff and the Cabinet when necessary.

c. To call on the appropriate denominational body as necessary.

d. To channel any issues, problems, concerns, or opportunities to the relevant Board for further evaluation and discussion.

e. To handle any confidential information with sensitivity, using good judgment as church representatives and faithful servants.

f. To reconcile any and all disputes between staff members, between members of the congregation and the staff, including recommending to the Cabinet appropriate actions.

g. Recommend to Cabinet, if necessary, disciplinary action, or severance of any staff member.

## ARTICLE 8 – MINISTER & PROFESSIONAL STAFF

### 8.1 The Senior Minister

#### A. The Senior Minister shall:

a. Be the spiritual leader and pastor of the church;

b. Preach the Gospel, administer the Sacraments, have charge of all services of worship, and administer such programs as are needed for the overall growth and welfare of the church;

c. Be the Chief Operating Officer of the church and monitor the activities of the staff as directed by their respective Boards: Associate and/or Assistant Ministers (if any), Director of Christian Education (if any), Director of Music and/or Organist (if any), youth Director (if any), Administrative Assistant (if any), Church Secretaries (if any), and assistants and substitutes therefore, in cooperation with, and under the guidance of, the Cabinet;

d. Administer the operating policies and procedures established by the Cabinet; and

e. Be a non-voting member of the Cabinet and an advisory member of all other Boards of the church.

### 8.2 Associate or Assistant Minister(s)

The church Membership, at its discretion, may call one or more Associate or Assistant Ministers, the

duties of whom shall be prescribed by the Senior Minister in consultation with the Cabinet.

### 8.3 Calling of Senior, Associate, or Assistant Ministers

A. In the event of a vacancy in any of the ministerial positions of this Church (Senior Minister, Associate Minister, or Assistant Minister), the Cabinet shall nominate a Pastoral Selection Committee for election by the church membership. It shall be the duty of this Committee to find a suitable candidate for the ministry of the church and submit the name to the church membership for election.

B. The candidate shall be called by the church membership at a Special Meeting duly assembled for this purpose by an affirmative vote of at least two-thirds (2/3) of those members present and voting. When called, he/she shall hold office without limit of term.

C. The salary and other matters incidental to his/her engagement shall be attended to by the Cabinet upon the recommendation of the Board of Finance.

D. In accordance with the Minister's performance, he/she may be installed into office by an Ecclesiastical Council of his/her own choosing.

E. In the event of a desire for severance of pastoral relationship between a Minister and the church, a sixty (60) day notice in writing shall be given by the Minister to the church members, or by the Cabinet Moderator acting on behalf of the church membership, to the Minister. This severance action requires a majority vote of approval by those present and voting at a Special Meeting of the church membership called for the purpose of severing the pastoral relationship.

### 8.4 Interim Minister

In the event of a vacancy in the position of Senior Minister, the Cabinet shall select a candidate for Interim Minister, the duties and responsibilities of, and the compensation arrangements for, whom shall be determined by the Cabinet in consultation with the Board of Finance.

### 8.5 Director of Christian Education

#### A. Duties

a. The Director of Christian Education shall initiate and supervise plans for the Christian Education work of the church under the direction of the Senior Minister in conjunction with the Board of Education. He/she shall be a non-elected, non-voting member of the Board of Education.

#### B. Calling

a. In the event of a vacancy in the office of Director of Christian Education, the Board of Education shall recommend a suitable candidate to the Cabinet for engagement. Matters of salary and employment shall be attended to by the Cabinet in consultation with the Board of Finance.

b. In the event of a desire for the severance of the relationship between the Director of Christian Education and the church, a thirty (30) day notice in writing shall be given by the Director of Christian Education to the Cabinet, or by the Cabinet Moderator on behalf of the Cabinet to the Director of Christian Education. This severance action requires an affirmative vote by a majority of the Cabinet.

8.6 Director of Music and/or Organist

A. Duties

a. The Director of Music and/or Organist shall provide music for the worship services of the church and shall have charge of the church choirs under the direction of the Senior Minister in conjunction with the Board of Worship. The Director of Music and/or Organist shall be a non-elected, non-voting member of the Board of Worship.

B. Calling

a. In the event of a vacancy in the position of Director of Music and/or Organist, the Board of Worship shall recommend a suitable candidate for the position to the Cabinet for engagement. Matters of salary and employment shall be attended to by the Cabinet in consultation with the Board of Finance.

b. In the event of a desire for severance of the relationship between the Director of Music and/or Organist and the church, a thirty (30) day notice in writing shall be given by the Director of Music and/or Organist to the Cabinet, or by the Cabinet Moderator on behalf of the Cabinet to the Director of Music and/or Organist. This severance action requires an affirmative vote by a majority of the Cabinet.

8.7 Other Staff

The Senior Minister or the respective Board may recommend to the Cabinet the employment or severance of other staff personnel such as, but not limited to: Youth Director, Administrative Assistant, Church Secretary, Custodian, and assistants or substitutes therefore.

ARTICLE 9 – MEETINGS

9.1 Annual Meeting

A. The Annual Meeting shall be held during December of each year, the exact date of which shall be set by the Cabinet at its regular meeting in October beginning in 1997.

B. The purpose of this meeting shall be the election of all church Officers, At-Large Cabinet members, Board members, elected committee members, the approval of the annual church budget for operating, building maintenance and improvement, and benevolence expenses, and the transaction of other necessary church business.

C. The Nominating Committee shall submit a printed ballot to which nominations from the floor may be added, provided the consent of the nominee is obtained.

9.2 Special Meetings

A. Special Meetings shall be called by the Cabinet Moderator either at the request of the Cabinet or by written request to the Cabinet Moderator from at least fifty (50) Full or Associate Members of the church.

B. The business to be transacted at a Special meeting shall be limited to the purpose for which the meeting was called.

9.3 Notice of Meetings

A. Notice of the Annual Congregational Meeting shall be considered as being given when the written notice is published in two weekly church bulletins two to four weeks prior to the meeting OR notice is mailed to each household of members at their last known address. For Special Meetings of the Congregation, notice shall be mailed to each household as well as being placed in two weekly church bulletins two to four weeks prior to the Special Meeting.

B. The slate of nominees prepared by the nominating Committee shall be published in the church publications, or in a letter, mailed to all members at least two (2) weeks prior to the Annual meeting.

9.5 Quorum

The quorum for transaction of business at an Annual and/or Special Meeting shall consist of fifty (50) Full or Associate members of the church.

9.6 Absentee Ballots

- A. Any member of the church who cannot attend an Annual or Special Meeting may receive and vote an absentee ballot on agenda items to be voted on by the church membership.
- B. The request for an absentee ballot shall be made to the moderator or Vice-Moderator.
- C. All absentee ballots must be received at the church office prior to the meeting in order to be counted with the ballots cast at the meeting.

9.7 Parliamentary Procedure

“Robert’s Rules of Order”, in its most recent edition, shall be followed for the orderly transaction of business at all Annual and Special meetings, all meeting of the Cabinet, and all the meetings of Boards and elected Committees.

**ARTICLE 10 – FINANCES**

10.1 Pledges

The church shall seek financial support from its members and friends. An opportunity shall be offered annually to all members and friends to make written pledges for operating expenses and benevolence, and building, maintenance and improvement.

10.2 Special Offerings

Special offerings may be received and disbursed, and special funds may be raised and disbursed, only with the prior authorization of the Cabinet.

10.3 Endowments and Memorials

Acceptance and supervision of all endowments and memorials shall be handled by the Memorials and Endowments Committee as authorized by the Cabinet.

10.4 Fiscal Year

The Fiscal Year of the church, for all budgeting and accounting purposes, shall be from January 1 to December 1 of each year.

10.5 Fund Raisers

Fund Raising projects will be approved and scheduled by the Board of Stewardship. The church will not sponsor any raffles or fundraising events that involve games of chance.

**ARTICLE 11 – PROPERTIES**

11.1 Title to all property of every kind and nature heretofore or hereafter acquired shall be taken in the name of and all rights thereto vested in the Olmsted Community Church and shall be held and disposed of by the Cabinet thereof in accordance with the

Articles of incorporation and Constitution, and in accord with the laws of the State of Ohio, and in particular under the agreements and trusts under which said property is acquired, and as hereinafter set forth.

11.2 Title to the Methodist Church property shall be conveyed to the northeast Ohio Conference of the Methodist Church, its successors and assigns, under such conditions, agreements and means as may be agreed upon by the Cabinet and said Conference or conveyed directly or reconveyed to the Olmsted Community Church under an agreement to the general effect that if in the event the Olmsted Community Church shall cease: (1) to provide a place of divine worship of evangelical character in the territory now consisting of the City of Olmsted Falls and Olmsted Township, Ohio or (2) to conduct such church in the manner of an interdenominational church associate with the Methodist and Congregational church organizations or their respective successors or with denominational affiliation or affiliations as shall have the approval of the Northeast Ohio Conference of the Methodist Church, its successors and assigns, then and in either event, title to the Methodist Church property shall revert to and become the unrestricted property of said Conference. But provided further that if said conditions are being fulfilled, the Olmsted Community Church shall have the power of sale and ownership generally provided that a proper declaration of trust or contract has been made to the effect that upon future failure to meet said conditions then all property and funds of the Olmsted Community Church shall be divided equally between said Conference and the Ohio Conference of Congregational Christian Churches or their respective successors or assigns. The particular terms of said agreement and of the methods of handling said property and trusts shall be such as may be agreed upon between said Conference and said Cabinet.

11.3 Title to the Congregational Church property shall be conveyed to and vested in the Olmsted Community Church, but same shall be subject to the trust declared and set forth in this Article.

11.4 Title to all property of every kind and nature of the Olmsted Community Church heretofore or hereafter acquired and particularly the properties known as the Methodist and Congregational Church properties shall be held, owned, and controlled under the following trust, which is hereby declared, viz:

- A. If in the event the Olmsted Community Church shall cease:
  - a. To provide a place of divine worship of evangelical character in the territory now consisting of the City of Olmsted Falls and Olmsted Township, Ohio; or

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b. To conduct such church in the manner of an interdenominational church associated with the Methodist and Congregational Church organizations or their respective successors or with other denominational affiliation or affiliations as shall have the approval of the Northeast Ohio Conference of the Methodist Church, its successors and assigns, then and in the event of the happening of either event, then all property and funds of the Olmsted Community Church shall be divided equally between the northeast Ohio Conference of the Methodist Church and the Ohio Conference of Congregational Christian Churches or their respective successor and assigns; provided, however, that if said Methodist Church property has reverted to said Conference under the provision of Section 11.2 hereof, then the share of said Conference property under the provisions of this paragraph shall be diminished to the property so reverting and the share of the proper organization of the Congregational Church increased to the entire remaining property and assets of said Olmsted Community Church.

**ARTICLE 12 – AMMENDMENTS**

- 12.1 This Constitution may be amended by a vote of at least two-thirds (2/3) of the church members present at any Annual or Special Meeting, provided that a quorum is present, and that the notice of the meeting indicates that an amendment to the Constitution is to be submitted for a vote at the meeting.
- 12.2 A proposed amendment may be submitted by either:
  - A. A recommendation from the Cabinet by a majority vote (51%) of the Cabinet; OR
  - B. A written request from not less than twenty-five (25) members of the church submitted to the Cabinet Moderator.
- 12.3 Proposed amendments shall be made available in the Church office to all church members at least two (2) weeks prior to the meeting at which the amendment is to be voted upon, and shall also be posted in a conspicuous place in the church for at least two (2) weeks immediately prior to such a meeting.

v. 09.11.05

**Comment [JD2]:** Change to match last amended date at the top