

ARTICLE I - NAME

Section 1

The name of this Church is “The West Park United Church of Christ”, Cleveland, Ohio.

Section 2

This Church shall be incorporated as a non-profit corporation under the law of the State of Ohio.

ARTICLE II - PURPOSE

The avowed purpose of the peoples of this Church shall be to worship God – to preach and teach the Gospel of Jesus Christ – to celebrate the Sacraments – to realize Christian Fellowship and unity within this Church and the church universal – to render loving service toward all of humanity – and to strive for righteousness, justice and peace.

ARTICLE III - POLICY

Section 1 - Fellowship

This Church acknowledges and accepts the equally important obligations of mutual counsel, courtesy, and cooperation involved in the free fellowship of the former Congregational Christian Churches and Evangelical Reformed Churches now organized as the United Church of Christ. This Church is a member of the Western Reserve Association of the Ohio Conference of the United Church of Christ.

Section 2 – Freedom

The government of this Church is vested in its members, who exercise the right of full and final control in all its affairs. This Church encourages people to think for themselves in matters of religion, following their best judgment and dictates of their own Christian faith and guidance of the Holy Spirit. We believe that our churches have the right to be independent. We believe also in the larger unity of the Church of Jesus Christ and stand ready to cooperate with its branches.

ARTICLE IV – FAITH AND COVENANT

Section 1 – Faith

This Church acknowledges as its sole Head, Jesus Christ, the Son of God and Savior of the world. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit in order to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

One expression of our faith is The United Church of Christ Statement of Faith as approved by the Second General Synod of the United Church of Christ, held in Oberlin, Ohio, July 1959.

Section 2 – Covenant

We covenant one with another to seek and respond to the Word and the Will of God. It is our purpose to walk together in the ways of the Lord made known and to be made known to us. We hold it to be the mission of the Church to witness to the Gospel of Jesus Christ in all the world. As did our forebears, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE V – MEMBERSHIP

Section 1 - Qualifications

This Church will welcome any who love the Lord Jesus Christ and who propose to live according to his law of love. Its membership shall consist of those who are of Christian faith and character, who have received Christian baptism,

and who are formally received into its fellowship at a service of worship or by action of the Church Council.

Section 2 - Duties

Members are expected to be faithful in all the duties essential to the Christian life, to attend the services of this Church, to give regularly for its support and charities, to share in its organized work for the world and to seek in every way to win those about them to Christ.

Section 3 - Rights

Only members may act and vote in business meetings, be officers and serve on boards and committees of this Church.

Section 4 - Associate Members

Persons who wish to retain their membership in another church while formally associating themselves with this Church, may do so with the approval of the Board of Deacons, and shall be designated Associate Members and shall enjoy all the rights and privileges of active members.

Section 5 - Termination of Membership

- A. A member who so requests in writing may be granted a letter of transfer to another church, or be given a certificate of church membership if he/she wishes to join a body not in fellowship with this Church.
- B. A member may be released from membership after conferring with the Pastor, Moderator, or Chairperson of the Board of Deacons, and so requesting in writing.
- C. The names of members or associate members for two years non-resident, or for the same period not worshipping with this Church or contributing to its support, may be placed on an "Inactive List". This action shall be taken only after conference, when possible, between the persons involved and the Pastor or a Deacon, and upon vote of the Board of Deacons. Members shall be notified in writing of such a change in status and of the following terms:
 1. Persons on the Inactive List shall not be counted as members when reporting church statistics.

2. Inactive members, at their request, may be reinstated to active status at any time within twelve months after being placed on the Inactive List.
3. After twelve months, if inactive members do not wish to be reinstated, the Board of Deacons may remove their names from the membership lists of this Church and inform the persons of such action in writing.

Section 6 - Restoration of Church Membership

Any person whose Church membership has been terminated by withdrawal or action of the Board of Deacons may request the Board of Deacons to restore his/her active membership standing.

ARTICLE VI - GOVERNING BODY

Section 1

The Governing Body of this Church shall be its membership assembled in a congregational meeting.

Section 2

A majority vote of the members assembled shall constitute the action of this Church, except as stated in Article VII, Section 2-E and Article XI, Section 2.

Section 3

The Governing Body shall call a Pastor and, with the approval of the Pastor, may call such other ministerial staff as it deems necessary.

Section 4

The Governing Body shall have sole power to buy, sell, lease or transfer property of this Church, and to approve an annual budget for this Church.

ARTICLE VII – ORGANIZATION

Section 1 - Introduction

This Church regards as a living part of itself all organizations formed in connection with its religious, social and
Constitution & Bylaws

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educational work. The management of its property, all of its activities, and the collection and disbursement of all its funds are delegated to the Church Council, and the appropriate boards and committees selected by the Church Council or elected by the congregation.

Section 2 - The Church Pastor

- A. The members of this Church shall call an ordained minister to be its full-time Pastor and Administrator. The Pastor shall have a central place of leadership in all the affairs of this Church. The Pastor shall be an ex-officio member of all boards and committees of this Church.
- B. The Pastor shall become an active member of this Church.
- C. The Pastor shall be called for an indefinite term by not less than a two-thirds vote of the members of the congregation called for that purpose. When a vacancy occurs in the pastorate, or a Pastor's resignation has been accepted or requested, the Moderator shall notify the Western Reserve Association. The Church Council will appoint a Pastoral Search Committee who shall then request a list of available ministers from the Western Reserve Association. Upon proper examination and careful consideration, the Search Committee shall then decide upon one candidate who, in the judgment of this committee, should be called to the Pastorate. They shall then make a report and recommendation to the Church Council at a meeting of its members called to consider and act upon such report. The Church Council shall provide the means of introducing the candidate to the congregation and call a meeting of the congregation to vote upon extending a call.
- D. When a Pastor has been selected and accepted the call, the officers of the Western Reserve Association and the ministers and churches of the vicinity shall be invited to participate in an installation service, in accordance with the established practices of the United Church of Christ.
- E. While the term of the Pastor shall be indefinite, should the Pastor wish to resign, a ninety (90) day prior written

notice shall be presented to the Moderator. This Church at any time, at a special meeting called for that purpose, by a two-thirds vote of the members present may request the Pastor's resignation. If so requested, it shall be presented and effective within sixty (60) days.

Section 3 - Elected Officers

The elected officers of this Church shall be: Moderator, Vice-Moderator, Clerk, Treasurer, Recording Treasurer and Treasurer of Funds. They shall be elected at the Fall Congregational Meeting, for a term of one year. No officer shall hold more than one office at a time, or be a member of any board or standing committee. At the annual meeting, each officer shall submit a written report concerning the activities of that person's year in office. The term of office shall be from January 1st through December 31st.

A. Moderator

The Moderator shall:

1. Be the president of the corporation
2. Preside at all meetings of this congregation, the Annual Meeting, Church Council, and other such meetings as may be required.
3. Work closely with the Pastor to coordinate the work of the boards and committees of this Church.
4. Be an ex-officio member of all boards and committees of this Church.
5. Have the custody of all papers relating to the property of this Church.
6. Appoint a Statutory Agent, said appointee to be approved by the Church Council.
7. Sign all legal documents of this Church, and perform all duties pertaining to this office in matters requiring legal action.
8. Be elected to serve a one-year term unless the Vice-Moderator cannot become Moderator, but no more than three consecutive one-year terms.
9. No Moderator shall become the Vice-Moderator the year following his/her term as Moderator.

B. Vice-Moderator

The Vice-Moderator shall:

1. Be the Vice-President of the corporation.
2. In the absence of the Moderator, shall perform the Moderator's duties needing immediate attention.
3. Render assistance to the Moderator at other times when requested by the Moderator.
4. Preside at all meetings when the Moderator is not able and also when business pertaining to the Moderator may be brought to the Church Council or Congregation.
5. Become the Moderator the year following his/her term as Vice-Moderator.
6. Be an ex-officio member of all boards and committees of this Church.
7. Be a voting member of the Church Council.
8. Be elected for no more than one term.

C. Clerk

The Clerk shall:

1. Be the Secretary of the corporation, and shall perform all duties as prescribed by law.
2. Act as secretary of the Church Council, providing each Council member a copy of the minutes, within a period of seven days after a Church Council meeting.
3. Maintain records of new members, letters of transfer, baptisms, marriages, and deaths.
4. See that proper notice of meetings is given when necessary, report all communications intended for this Church, and conduct the official correspondence of this Church.
5. Notify all officers, boards and committees of their election and appointment.
6. Serve an indefinite number of one-year terms.

D. Treasurer

The Treasurer shall:

1. Keep an accurate record of all monies received by this Church and disburse the same under the direction of the Board of Stewardship and Finance,

and/or the Church Council and in the name of this Church .

2. Attend all meetings of the Board of Stewardship and Finance and the Church Council.
3. Be provided bond by the Board of Trustees.
4. Submit reports as required by the Board of Stewardship and Finance and the Church Council.
5. Serve an indefinite number of one-year terms.

E. Recording Treasurer

The Recording Treasurer shall:

1. Promptly receive an accurate record of all incoming monies deposited in this Church's account.
2. Keep a full and accurate account between this Church and each person giving toward the expenses and/or benevolences.
3. Attend all meetings of the Board of Stewardship and Finance and the Church Council.
4. Submit reports as required by the Board of Stewardship and Finance and the Church Council.
5. Serve an indefinite number of one-year terms.

F. Treasurer of Funds

The Treasurer of Funds shall:

1. Keep an accurate record of all transactions pertaining to the Memorial, Foundation and Endowment Funds.
2. Attend all meetings of the Board of Stewardship and Finance and the Church Council.
3. Submit reports as required by the Board of Stewardship and Finance and the Church Council.
4. Be provided bond by the Board of Trustees.
5. Serve an indefinite number of one-year terms.

Section 4 - Church Council

A. Introduction

The Church Council shall:

1. Be the executive body of this Church, responsible only to the congregation.

2. As a duty and responsibility, provide direction to the Pastor, officers, boards, committees and organizations of this Church.
3. Seek to analyze areas of concern, and develop new programs for the benefit of this Church and the church universal.
4. Act as a coordinating body, initiating such action as is necessary to expedite cooperative efforts through the Pastor, officers, boards, committees and members of this Church, which will best develop these ideas for the betterment of this Church and the church universal.
5. Notify the Personnel Committee to employ persons for positions authorized by Church Council.
6. Shall appoint, if needed, assistant(s) to the Treasurer or Recording Treasurer.
7. Shall fill vacancies of Officers and Church Council Representatives-at-Large.

B. Members

1. Voting members of the Church Council shall be:
 - a. Elected officers of this Church
 - b. Chairpersons of the boards (or a representative of a board if the chairperson cannot be present)
 - c. Delegate(s) to Ohio Conference of the United Church of Christ
 - d. One of the Delegates to the Western Reserve Association of the Ohio Conference of the United Church of Christ.
 - e. Chairpersons (or representatives if the chairpersons cannot be present) of approved organizations (see Article VII, Section 8, Organizations) so designated by Council at its January meeting each year. These voting members shall attend all meetings of Council and shall serve from February 1st to January 31st of the following year.
 - f. Chairperson of the Standing Committees (or a representative of a Standing Committee if the chairperson cannot be present)

2. Members without vote at Church Council shall be:
 - a. Pastor of this Church
 - b. Employees of this Church
 - c. Representatives from appointed committees other than the Standing Committees.

C. Meetings and Business

To carry out its responsibility as the executive body of this Church, the Church Council will follow these rules:

1. Meetings will be the fourth week of the following months: January, March, May, July, September, and November.
2. Special meetings of the Church Council may be called by the Pastor, Moderator, or five voting members. The Clerk shall be responsible for notifying the Church Council members of special meetings.
3. Parliamentary authority for meetings will be Robert's Rules of Order, Newly Revised.
4. A quorum will consist of ten voting members.
5. All business submitted by the boards or committees for presentation to the congregation, will first be reviewed and approved by the Church Council.
6. The Church Council will provide for an annual audit of the financial records of this Church.
7. The Church Council may establish committees as the need arises.
8. The Church Council will appoint a Historian who shall maintain a concise record of the history of this Church.
9. The Church Council must approve all fund-raising projects sponsored by organizations of this church.

Section 5. Boards

A. The Boards of this Church shall be:

1. Board of Christian Education
2. Board of Deacons
3. Board of Evangelism and Growth
4. Board of Stewardship and Finance
5. Board of Trustees

B. Policies

1. The term of office for any board shall be for a period of three years, with each year beginning on January 1st.
2. One third of the members of each board shall be elected at the Fall congregational meeting.
3. A person may be elected to a second consecutive term on the same board. A person may be appointed to fill a one or two year vacancy before or after serving one or two consecutive terms on a Board. The appointment does not count toward the person's term in office.
Then one year must pass before that person may serve on the same Board. A person who has been appointed to complete a term of office may subsequently be elected to a three year term of office, and this shall be considered that person's first three year term of office.
4. Because persons have special qualifications, experience and/or knowledge, each board may co-opt up to a maximum of three persons beyond their elected membership. The names of such persons shall be submitted to the Church Council for approval. Co-opted members shall serve for one year and have no vote.
5. Each board has the power to appoint committees to carry out its responsibility.
6. Vacancies on any board may be filled by the affected board, by making a nomination to the Church Council for its approval.

C. Meetings

1. Each board shall meet monthly, at a time and place of its own choosing.
2. Special meetings of any board may be called by the chairperson, or at the request of one-third of the board members.
3. At the discretion of the board, any board member absent from three consecutive meetings without being excused shall be removed from the board and so notified, in writing, by the Secretary of the Board.
3. Vacancies may be filled by that board making a recommendation to the Church Council.

D. Monies

1. Each board shall submit to the Board of Stewardship and Finance a budget request necessary to discharge its responsibilities.
2. All receipts and disbursements with respect to their budget shall be recorded by the Chairperson of the Board/Standing Committee and in cooperation with the Treasurer of this Church.

E. Standing Rules

1. Each board shall create and maintain Standing Rules covering its function and organization.
2. Standing Rules must not conflict with the Constitution and Bylaws of this Church.

F. Officers

1. Between November 1st and December 31st, each board shall elect a chairperson, a vice-chairperson and a secretary from its membership for the following year. The new officers shall assume their duties on January 1st. They shall be elected by a simple majority of the total votes cast.
2. The duties of the Chairperson shall be to:
 - a. Preside at regular and special meetings of the board.
 - b. Have the power to appoint all committees of the board.
 - c. Be a member of the Church Council, and submit a written report to the Church Council meeting regarding past and planned activities of the board.
 - d. Be an ex-officio member of all committees of the board, and be responsible for their supervision.
 - e. Work closely with the Pastor, Moderator and the Church Council, and be knowledgeable of the total church program.
 - f. Have the power to make decisions in emergencies, after consulting with the Pastor and the Moderator, regarding any matter pertaining to the responsibilities of the board.
 - g. Submit a written report of past and planned activities of the board at the annual meeting of this Church.

3. The duties of the Vice-Chairperson shall be to:
 - a. Exercise all duties of the chairperson in chairperson's absence.
 - b. Take responsibility for the administration of details delegated by the chairperson.
4. The duties of the Secretary shall be to:
 - a. Notify all members of the board of regular and special meetings.
 - b. Record all business transacted at each meeting, and present minutes for approval at the next meeting.
 - c. Send a copy of the minutes to all board members, the Pastor and the Moderator within seven days following the board meeting.
 - d. Conduct all correspondence of the board.
 - e. Maintain a file of the Constitution and Bylaws, and the Standing Rules of the Boards and Standing Committees (with all revisions) of this Church.
 - f. Notify in writing all board members who are dropped, in accordance with Article VII, Section C-3 of the Constitution and Bylaws of this Church.

G. Quorum

At all meetings a quorum shall be a majority of the actual membership of the board.

H. Membership and Responsibilities

1. Board of Christian Education

- a. This board shall consist of twelve elected members.
- b. Responsibilities:
 - 1) Confer with the Minister of Christian Education on all phases of the educational program of this Church.
 - 2) Have charge of the Church School, including:
 - i. Assist the Minister of Christian Education in the administration of the Church School providing assistants as may be necessary.

- ii. Power to recruit and remove teachers and to develop a comprehensive training program for teachers and leaders.
 - iii. Authority to select the curriculum to be used in this Church's Christian Education program, in cooperation with the Minister of Christian Education and the Pastor.
- 3) Operate and maintain the libraries of this Church.
 - 4) Supervise all church-sponsored youth organizations.
 - 5) Supervise and maintain the operation of the Church school classrooms and crib room.

2. Board of Deacons

- a. This board shall consist of twelve (12) elected members.
- b. Responsibilities:
 - 1) Confer with the Pastor concerning all phases of the worship program of this Church.
 - 2) Assist the Pastor in the preparation and distribution of the Lord's Supper and the administration of the sacrament of Baptism.
 - 3) Arrange for ushers, music, and temporary decorations for all regular and special worship services.
 - 4) Communicate this Church's concern in times of joy and sadness.
 - 5) Provide for those in need, including transportation to and from worship services.
 - 6) In conjunction with the Moderator, supply the pulpit with an ordained Pastor or other qualified person in the absence of the Pastor of this Church, and acquaint the visiting Pastor with the worship procedures.
 - 7) Initiate fellowship activities.
 - 8) Aid in the orientation and assimilation of new members into the fellowship of the congregation.
 - 9) Assist in the welcoming of visitors to this Church.

- 10) Be responsible for church membership as stated in Article V of this Constitution and Bylaws.
- 11) Provide flowers and greeters for all regular and special worship services.

3. Board of Evangelism and Growth

- a. This board shall consist of nine elected members.
- b. Responsibilities
 - 1) To develop and implement programs for evangelism and growth.
 - 2) To sponsor outreach programs periodically, designed to attract new members to this Church.
 - 3) To coordinate sponsors for all new members
 - 4) To orient and assimilate new members into the life of this Church.

4. Board of Stewardship and Finance

- a. This board shall consist of nine elected members.
- b. Responsibilities
 - 1) Promote Christian stewardship of time, talent, and treasure through year-around education.
 - 2) Prepare and submit an annual church budget to the Church Council.
 - 3) Conduct an annual program to contact every member for the purpose of securing funds to underwrite the annual budget.
 - 4) Supervise and manage receipts, investments and disbursements of the following funds:
 - a) Operating
 - b) Designated benevolent giving
 - c) Our Church's Wider Mission
 - d) Memorial
 - e) Foundation
 - f) Endowment
 - g) Miscellaneous receipts
 - 5) Provide bond for the Treasurer of this Church.

5. Board of Trustees

- a. This board shall consist of nine members.

- b. Responsibilities:
 - 1) Have care and custody of the physical properties of this Church.
 - 2) Take appropriate action for the purpose of improvement or acquisition of additional equipment, building facilities, and other physical assets of the Church as may be required.
 - 3) Arrange for appropriate insurance for the various properties of this Church.
 - 4) Shall train and monitor Custodial Staff and consult with Personnel Committee regarding performance of said staff.

Section 6. Standing Committees

A. The Standing Committees of this Church shall be:

- 1. Pastoral Advisory Committee
- 2. Nominating Committee
- 3. Music Committee
- 4. Community Awareness Response Education Committee (C.A.R.E.)
- 5. Personnel Committee

B. Policies

- 1. The term of office on any Standing Committee shall be for a period of three years, with each year beginning on February 1st.
- 2. One third of the members of each Standing Committee shall be appointed by the Moderator and approved by the Church Council at the January meeting.
- 3. A person may be appointed to a second consecutive term on the same Standing Committee. After the second consecutive term of office on the same Standing Committee, one year must pass before that person may serve on the same Standing Committee. A person who has been appointed to complete a term of office, may subsequently be elected to a three year term of office, and this shall be considered that person" first three-year term of office.

4. Because persons have special qualifications, experience, and/or knowledge, each Standing Committee may co-opt up to a maximum of three persons beyond their appointed membership. The names of such persons shall be submitted to the Church Council for approval. Co-opted members shall serve for one year and have no vote.
5. Each Standing committee has the power to appoint subcommittees to carry out responsibilities.
6. Vacancies will be filled by the Moderator appointing a replacement, with approval by the Church Council.

C. Meetings

1. Each Standing Committee shall meet and report to the Church Council at least quarterly.
2. Any Standing Committee member absent from three consecutive meetings without being excused, shall be contacted by the Moderator and a decision made as to whether or not the person shall continue on the Standing Committee.

D. Monies

1. Each Standing Committee shall submit to the Board of Stewardship and Finance a budget necessary to discharge its responsibilities.
2. All receipts and disbursement with respect to their budget shall be recorded by the Secretary of the Standing Committee and in cooperation with the Treasurer of this Church.

E. Standing Rules

1. Each Standing Committee shall create and maintain Standing Rules covering its function and organization. Standing Rules must not conflict with the Constitution and Bylaws of this Church.

F. Officers

1. Each Standing Committee shall elect a chairperson, a vice-chairperson, and secretary from its membership at its first meeting after February 1st. The new officers assume their duties immediately upon election. They

shall be elected by a simple majority of the total votes cast.

2. The duties of the Chairperson shall be to:
 - a. Preside at regular and special meetings of the Standing Committee.
 - b. Have the power to appoint subcommittees.
 - c. Be a voting member of the Church Council and submit a written report to the Church Council meetings regarding past and planned activities of Standing Committees.
 - d. Be an ex-officio member of all subcommittees of the Standing Committee and be responsible for their supervision.
 - e. Work closely with the Pastor, Moderator and the Church Council and be knowledgeable of total church programs.
 - f. Have the power to make decisions in emergencies, after consulting with the Pastor and the Moderator, regarding any matter pertaining to the responsibilities of Standing Committees.
 - g. Submit a written report of activities of the Standing Committee at the annual meeting of this Church.
3. The duties of the Vice-Chairperson shall be to:
 - a. Exercise all duties of the chairperson in that person's absence.
 - b. Take responsibility for the administration of details delegated by the chairperson.
4. The duties of the Secretary shall be to:
 - a. Notify all members of the Standing Committee meetings.
 - b. Record all business transacted at each meeting, and present minutes for approval at the next meeting.
 - c. Send a copy of the minutes to all Standing Committee members, the Pastor and the Moderator within seven days following the Standing Committee meeting.
 - d. Conduct all correspondence of the Standing Committee.

- e. Maintain a file of the Constitution and Bylaws and the Standing Rules of the Boards and Standing Committees (with all revisions) of this Church.

G. Quorum

A quorum shall consist of a majority of the actual membership of the Standing Committee.

H. Membership and Responsibilities

1. Pastoral Advisory Committee

- a. This committee shall consist of three members appointed by the Moderator in consultation with the Pastor.
- b. The date of this committee's quarterly meeting and its member's names are to be printed in the previous Sunday's bulletin of this Church.
- c. Special meetings of this committee may be called by its chairperson, Pastor, or Moderator.
- d. Responsibilities
To provide a liaison between the Pastor and the congregation.

2. Music Committee

- a. This committee shall consist of six members plus the following ex-officio members: Music Director, his/her staff, and Chancel Choir President.
- b. Responsibilities
 - 1) To plan and promote the music program of this Church at all age levels.
 - 2) To cooperate with the Pastor and the Music Director and his/her staff.
 - 3) To furnish proper musical equipment for public services and meetings.
 - 4) To maintain the choir robes, supplies and musical instruments.

3. Nominating Committee

- a. This committee shall consist of six members.
- b. This committee shall prepare nominations for all officers, board members, delegates and representatives to be elected by the congregation.
- c. The term of office will be one year with a maximum of three consecutive years with a minimum of one year between each three consecutive years of service.

4. Community Awareness Response Education Committee (C.A.R.E.)

- a. This committee shall consist of six members.
- b. Responsibilities
 1. To address social issues that impact this Church and its members.
 2. To increase the awareness & knowledge of the congregation about particular issues.
 3. To respond to resolutions and priorities of other UCC bodies and/or of other denominations.

5. Personnel Committee

- a. This committee shall consist of three members appointed by the moderator and approved by the church council at the January council meeting. If the committee feels there is a need for a search committee to pursue a candidate to fill an open position, they may appoint said committee in consultation with Church Council.
- b. Responsibilities
 - 1) The Personnel Committee shall be the center for all human resource matters of the staff of West Park United Church of Christ.
 - 2) The Personnel Committee shall be accessible and available to Program and Custodial Staff.
 - 3) The committee shall meet with each member of the program and custodial staff at least two times per year.
 - i. To conduct performance and compensation review of the Program Staff.

- ii. To conduct performance and compensation review of the Custodial Staff in consultation with the Board of Trustees.
- 4) Hire Personnel for positions authorized by Church Council.
- 5) The Personnel Committee shall be responsible for appropriate recognition of milestone dates of Staff personnel.

Section 7. Delegates and Representatives

- A. The authorized number of delegates and representatives shall be elected annually to the following organizations and may serve an indefinite number of one-year terms:
 1. Western Reserve Association of the Ohio Conference of the United Church of Christ.
 2. Ohio Conference of the United Church of Christ.
 3. Representatives to other organizations as may be approved or elected by the Church Council.

Section 8. Organizations

- A. Only those organizations approved by the Church shall have official standing in this Church.
- B. These groups may organize, meet, and draft bylaws according to their needs and consistent with the Constitution and Bylaws of this Church.
- C. Unlike Boards and Committees (as specified in Section 1 of Article VII), organizations shall be responsible for the management of their own properties and activities, and for collection and disbursement of their funds.
- D. Organizations shall report at least quarterly to the Church Council and shall submit a written report of activities at the annual meeting of this Church.

ARTICLE IX – PROPERTY

This Church may, in its corporate name, sue or be sued, acquire by purchase, gift, devise, bequest or otherwise, and own, hold, invest, re-invest or dispose of property both real and personal for such work as this Church may undertake, and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell,

assign, transfer and convey such property for the general purposes of this Church; it may receive and hold in trust both real and personal property and invest and re-invest the same, and make any contracts for promoting the objectives and purposes of this Church. If this Church is dissolved, after consultation with the denomination in which this Church has standing, this Church shall dispose of its assets and property, including any devise, bequest, gift, or grant contained in any will or other instrument, made before or after the dissolution.

The property shall be disposed of in accordance with a majority vote of the congregation and the laws governing 501-C-3 Corporations. If the denomination's plan differs from this Church's, this Church's decision shall prevail.

Upon dissolution of this Church, its assets and all property and interests of which it shall then possess, including any devise bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be disposed of in accordance with a majority vote of the congregation at large. The laws governing 501-C-3 Corporations and in consultation with the denomination in which this Church holds standing at the time of dissolution. However, if there is any disagreement between any of the actions to be taken heretofore then the majority vote of the congregation at large shall precedent as to the final dissolution.

ARTICLE X – CHURCH MEETINGS

Section 1. For Worship

- A. Services for worship shall be held regularly on Sunday mornings and at other appropriate times.
- B. The Lord's Supper shall be observed as determined by the Pastor in cooperation with the Boards of Deacons and Deaconesses.

Section 2. For Business

- A. The Annual Meeting of this Church shall be held between January 1st and the last day of February of each year. The time and day shall be determined by the Church Council at its November meeting. The Annual Meeting

shall be for the purpose of reviewing the annual reports and the transaction of any and all business of the Corporation of this Church.

- B. The Fall Congregational Meeting shall be held between October 15th and November 30th of each year, for the purpose of adopting the annual budget and the election of officers, board members, delegates and representatives for the following year.
- C. Special meetings of the congregation shall be called by the Clerk when requested by the Church Council or by at least twenty-five members of the congregation.
- D. Notice of the Annual Meeting, the Fall Congregational Meeting and special congregational meetings shall be posted in conspicuous locations in the buildings of this Church and shall be published in the Church newsletter and at the Sunday morning services for at least two consecutive Sundays preceding the meeting. The purpose of special meetings shall be stated in the notice.
- E. At all meetings of the Congregation, fifty voting members shall constitute a quorum for the transaction of business.

ARTICLE XI – AMENDMENTS

Section 1.

This Constitution and Bylaws may be amended only at a meeting of the congregation as outlined in ARTICLE X. The call for the meeting shall include the proposed amendment(s).

Section 2.

A two-thirds vote of members present is required for approval.

ARTICLE XII – FISCAL YEAR

The fiscal year shall be from January 1st through December 31st of each year.

ARTICLE XIII – EFFECTIVE DATE

This Constitution and Bylaws shall be effective October 1, 1982.

ARTICLE XIV – CONSTITUTION AND BYLAWS REVIEW

The Constitution and Bylaws must be reviewed every five years for the purpose of revision and updating.