

# Constitution

*updated Sept 2020*



## **Middleton Community Church United Church of Christ**

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**CONSTITUTION**  
**MIDDLETON COMMUNITY UNITED CHURCH OF CHRIST**

**ARTICLE I**  
**NAME**

The name of this church shall be the Middleton Community United Church of Christ, commonly known as Middleton Community Church, and referred to throughout this Constitution as “the Church.”

**ARTICLE II**  
**MISSION STATEMENT**

As a faithful church we will provide opportunities for growth in our witness to the grace and love of God through worship, fellowship, education and outreach.

**ARTICLE III**  
**COVENANT**

In the presence of God and this community, we confess our faith in Jesus Christ as Lord and Savior and intend to be his disciples, to obey his word and to show his love. We will be faithful members of the Church, upholding it with our presence, our prayers, our gifts and our service, and will seek the fellowship of the Church wherever we may be.

**ARTICLE IV**  
**STRUCTURE**

- A. The government of the Church is vested in its members, who exercise the right of control in all its affairs subject to the laws of the State of Wisconsin.
- B. The Church shall be a part of the United Church of Christ and shall maintain membership in the Southwest Association and the Wisconsin Conference.

**ARTICLE V**  
**MEMBERSHIP**

- A. Membership in the Church shall be open to any person who has been baptized and who has made public confession of faith in Jesus Christ as Lord and Savior. Membership is open to all without regard to race, color, gender, sexual orientation, marital status, mental or physical ability, or socio-economic background, so that we can grow and practice a unity of faith that transcends our differences.

- B. Prior to becoming a member, prospective members shall participate in a series of new member classes, during which they will learn about the life, history, faith and ministries of the Church. The Pastor and/or members of the Board of Membership and Fellowship shall conduct the new member classes.
- C. Upon completion of the new member classes, an individual may be received into membership by assenting to the covenant at a worship service of the Church.
- D. Members are encouraged to:
  - i. Regularly attend worship and the celebration of the Lord's Supper;
  - ii. Grow in faith;
  - iii. Share in the life and ministry of the Church;
  - iv. Provide financial support for the Church's ministry and mission;
  - v. Contribute to the spiritual welfare of the membership and the community.
- E. Membership is further defined as active or inactive. An active member is a member who participates in the life and work of the Church. An inactive member is a member who has not been a regular participant in the life and work of the Church for at least two (2) years and who has no extenuating circumstances restricting the member's ability to participate.
- F. A member may be defined as inactive by the member's request, or as determined by the Church Council. The Board of Membership and Fellowship shall periodically review the membership rolls of the Church and make recommendations to the Church Council regarding the membership status of Church members. After a member has been inactive for three (3) years or more, the Church Council may vote to remove that member from the membership rolls of the Church. At least ten (10) days prior to any such vote, the Clerk shall send written notice to the member affected at the member's last known address.
- G. The Clerk shall grant any member, upon the member's request, a letter of transfer or voluntary withdrawal of membership.
- H. No more than ten (10) days after the Church Council votes to change the membership status of any member, the Clerk shall send written notice of such change to the person affected at the person's last known address.
- I. All members of the Church shall be eligible to hold any Church office or position, subject to the requirements of the Safe Sanctuaries Plan.
- J. All members of the Church may vote at any congregational meeting.

## **ARTICLE VI**

### **MEETINGS**

- A. Annual Meeting. Each year in January, the Church shall hold an Annual Meeting to adopt a budget and to transact other business that may be brought before the meeting. With the exception of the Nominating Committee and the Moderator Elect, all officers, Boards, and Committees named in this Constitution shall submit a written report in advance of the Annual Meeting. The written reports shall be included in an Annual Report presented at the Annual Meeting.
- B. Election Meeting. Each year in November, the Church shall hold an Election Meeting to elect officers and members as necessary of Boards and Committees named in this Constitution. Upon election, any officer or member elected at the Election Meeting may meet with their respective group, but the officer or member shall not take office until the adjournment of the next Annual Meeting.
- C. Special Meeting. The Church Council may call a Special Meeting of the Church on its own motion. The Church Council also shall call such a meeting when presented with a petition requesting a meeting signed by not less than ten percent (10%) of the members of the Church.
- D. Notice of any Annual, Election, or Special Meeting shall be given during all Sunday worship services for at least two (2) successive weeks immediately preceding the meeting, and all members shall be notified in writing about the meeting at least seven (7) days before the meeting.
- E. Thirty (30) members shall constitute a quorum at any Annual, Election, or Special Meeting. Unless otherwise specified, the affirmative vote of a majority of those members present at any such meeting with a quorum shall be required to transact business. Only those members present at a meeting may vote on any issue.
- F. Robert's Rules of Order, Newly Revised, shall govern all meetings of the Church and its bodies unless otherwise specified.

## ARTICLE VII

### OFFICERS

- A. The officers of the Church shall be the Pastor, Moderator, Moderator Elect, Clerk, Financial Secretary and Treasurer. The officers shall be members of the Church, except the Pastor, who shall become a member as soon as practicable. The officers shall serve as trustees for the purpose of incorporation under Wisconsin Statutes 187.01.
- B. Pastor.
  - 1. The Pastor shall be the spiritual leader of the Church. In consultation with the Boards, Committees and ministries of the Church, the Pastor shall develop and implement a program of worship, spiritual nurture, counseling, teaching, pastoral care and other similar activities. The Pastor shall lead the Church as

it strives to care for its congregation and others, including the poor, the sick, the sorrowing, the indifferent and the stranger.

2. Procedures for Extending a Call.

- a. When there is a vacancy in the office of Pastor, the Church Council shall ask members of the congregation for volunteers or nominees to make up a Pastoral Search Committee. The period for congregational input shall not be less than two(2) weeks. The Church Council shall then nominate twelve (12) members to be voted on by the Church membership at a Special Meeting of the congregation called for the purpose of this election. The Pastoral Search Committee shall include one (1) member from each Board and seven (7) members from the Church membership at large.
- b. In the event any member elected to the Pastoral Search Committee is unable to continue serving on the Pastoral Search Committee, the Church Council shall appoint a replacement, such appointment being subject to approval by the member so appointed.
- c. In cooperation with the Southwest Association of the Wisconsin Conference of the United Church of Christ, the Pastoral Search Committee shall nominate a Pastor and, at a Special Meeting of the congregation, shall propose that the Church extend a Call to the nominee to serve as Pastor. A two-thirds affirmative vote of the members present at the meeting shall constitute a Call.
- d. In the Call agreement, the terms of the relationship between the Pastor and the Church shall be stated, including the salary, benefits, and other terms agreed upon between the Pastoral Search Committee and the nominee. The Pastor, the Clerk, and the Southwest Association Minister shall each receive a copy of the Call.
- e. When a nominee accepts a Call to serve as Pastor of the Church, the Church Council shall request that the Southwest Association arrange a service to install the nominee as Pastor of the Church.
- f. The Pastoral Search Committee shall serve until the nominee is installed as Pastor of the Church.

3. Once installed, the Pastor shall serve for an indefinite period. Either the Pastor or the Church may terminate the pastorate upon ninety (90) days written notice. The Church may only terminate the pastorate after a two-thirds affirmative vote of the congregation at a Special Meeting called for that purpose. Notwithstanding any other provision of this Constitution, loss of ministerial standing by the Pastor in the Southwest Association shall immediately terminate the pastorate.

4. At a Special Meeting, the Church may call an Associate or Assistant Pastor, but any person so called shall not be considered an officer of the Church. Any such Associate or Assistant Pastor shall serve according to terms specified and approved at the Special Meeting.
  5. The Church Council shall supervise the Pastor, and the Pastor shall regularly report to the Church Council.
- C. Moderator. The Moderator shall be elected at the Election Meeting to serve a term of two (2) years, with the first year of the term served as Moderator Elect, and the second year of the term served as Moderator. After serving one (1) full term, the Moderator shall be ineligible for reelection as Moderator Elect for one (1) year. The Moderator shall be the principal lay officer of the Church, shall chair the Church Council and any Annual Meeting, Election Meeting or Special Meeting of the Church, and shall represent the Church in the community.
- D. Moderator Elect. The Moderator Elect shall be elected at the Election Meeting to serve a term of two (2) years, with the first year of the term served as Moderator Elect, and the second year of the term served as Moderator. In the absence of the Moderator, the Moderator Elect shall preside at any Church meeting normally chaired by the Moderator. In the absence of both the Moderator and the Moderator Elect at any such meeting, those attending the meeting shall elect a member of the Church Council to preside. The Moderator Elect shall serve as an ex officio member of the Board of Mission and Stewardship with full voice and vote.
- E. Clerk. The Clerk shall be elected at the Election Meeting to serve a term of two (2) years. In the event that the Clerk is elected to serve two (2) consecutive full terms, the Clerk shall be ineligible for reelection as Clerk for two (2) years. The Clerk shall:
1. Serve as secretary of the Church and of the Church Council;
  2. Keep an accurate record of the proceedings of the Church and the Church Council;
  3. Keep a register of members with addresses, admissions, baptisms, marriages, deaths, and dismissals;
  4. Ensure that notice is given of all meetings when notice is necessary;
  5. Conduct correspondence as necessary.
- F. Treasurer. The Treasurer shall be elected at the Election Meeting to serve a term of two (2) years. The Treasurer and Financial Secretary shall serve staggered terms, so that either the Treasurer or the Financial Secretary will be up for election each year. In the event that the Treasurer is elected to serve two (2) consecutive full terms, the Treasurer shall be ineligible for reelection as Treasurer for two (2) years. The Treasurer shall:

1. Authorize the payment of budgeted expenditures and other reasonable expenditures necessary for the day-to-day operation of the Church;
2. Review monthly cash flow and budget performance reports compiled by a Church employee designated by the Board of Finance, and present such reports to the Board of Finance and the Church Council;
3. Present an annual cash flow and budget performance report to the congregation at the Annual Meeting;
4. Coordinate with the Board of Finance to monitor the process for collecting, counting and depositing of all Church monies;
5. Coordinate with the Financial Secretary to gather and present the financial records of the Church for external audit at least once every three (3) years.
6. Serve as an ex officio member of the Board of Finance with full voice and vote.

G. Financial Secretary. The Financial Secretary shall be elected at the Election Meeting to serve a term of two (2) years. The Financial Secretary and Treasurer shall serve staggered terms, so that either the Treasurer or the Financial Secretary will be up for election each year. In the event that the Financial Secretary is elected to serve two (2) consecutive full terms, the Financial Secretary shall be ineligible for reelection as Financial Secretary for two (2) years. The Financial Secretary shall:

1. Ensure that all monies collected by the Church are accurately recorded and deposited;
2. Monitor incoming pledge receipts throughout the year and regularly report the status of such receipts to the Board of Finance and the Board of Mission and Stewardship;
3. Issue individual pledge performance reports to all members at the mid-point and end of each calendar year, and at other times as directed by the Church Council;
4. Ensure that the Church sends written acknowledgment and its expression of gratitude for all bequests, memorials, designated gifts, and other significant financial gifts received by the Church;
5. In the absence of the Treasurer, authorize the payment of budgeted expenditures and other reasonable expenditures necessary for the day-to-day operation of the Church;
6. Coordinate with the Treasurer to gather and present the financial records

of the Church for external audit at least once every three (3) years;

7. Serve as an ex officio member of the Board of Finance with full voice and vote.
- H. With the sole exception of the Camp Balsams bank account, the designated signatories for all bank accounts maintained by the Church shall be the Treasurer, the chairperson of the Board of Finance, and the Moderator. The signatories for the Camp Balsams bank account shall be the Treasurer, the chairperson of the Board of Finance, the Moderator, and the treasurer of the Camp Balsams Committee.
- I. No person may simultaneously serve in more than one office.

## ARTICLE VIII BOARDS, COMMITTEES AND MINISTRIES

### A. General.

1. There shall be five (5) separate Boards as follows:
  - a. Board of Worship;
  - b. Board of Membership and Fellowship;
  - c. Board of Finance;
  - d. Board of Mission and Stewardship;
  - e. Board of Christian Education.
2. Each Board shall have six (6) members. Three (3) positions on each Board shall be up for election every year. The members of each Board shall be elected for a term of two (2) years. After serving three (3) consecutive full terms, a member shall be ineligible for reelection to that Board for one (1) year.
3. Each Board and Committee named in this Constitution may organize itself as it deems appropriate and establish its own operating procedures, provided that each Board shall:
  - a. Maintain in the Church office a record of its procedures, policies and minutes;
  - b. Meet at least eight (8) times a year or more frequently according to its own rules;
  - c. Make a written report of its activities to the Annual Meeting;



- d. Submit a budget for its activities for the following year within the time frame specified by the Board of Finance.
4. Any Board or Committee named in this Constitution may delegate its assigned duties to ad hoc ministries as appropriate, provided that such Board or Committee ultimately retains supervisory responsibility for such duties and requires such ad hoc ministries to report their activities on a regular basis to their delegating Board or Committee. Notwithstanding the foregoing, at any time the Church Council may direct a Board or Committee to perform its assigned duties without delegation. The rules governing Boards and Committees named in this Constitution shall apply to ad hoc ministries unless otherwise directed by the Board or Committee that created the ad hoc ministry.
5. A majority of the members of each Board or Committee shall constitute a quorum for the transaction of business, except that ex officio members shall not be counted in determining a quorum.
6. Affirmative action of any Board or Committee shall require a majority vote of those members present.
7. Unless otherwise specified, the Moderator and the Pastor shall be ex officio members of all Boards and Committees named in this Constitution, with full voice but no vote.
8. In carrying out the duties assigned by this Constitution, each Board and Committee named in this Constitution shall consult as appropriate with the Church Council, the Pastor and the Moderator.
9. No person may simultaneously serve as a member of more than one (1) Board. Nor may any person simultaneously serve as an officer and as a member of a Board, other than in an ex officio capacity.
10. Members of all Boards and Committees named in this Constitution shall be members of the Church.

B. Church Council.

1. The Church Council shall consist of the officers of the Church, a representative of each Board, and two (2) members elected from the congregation at large. All members of the Church Council shall have full voice and vote, with the exception of the Pastor, who shall have full voice but no vote.
2. The two at-large members of the Church Council shall be elected for a term of two (2) years, with one at-large member up for election every year. After serving three (3) consecutive full terms, a member shall be ineligible for reelection as an at-large member of the Church Council for one (1) year.

3. The Church Council shall meet at least six (6) times each year, and shall call the Annual Meeting, Election Meeting, and Special Meetings of the Church.
4. The Church Council shall:
  - a. Coordinate the activities of all Boards, Committees and ministries of the Church;
  - b. Employ all Church employees except the Pastor;
  - c. Supervise the Pastor, which shall include a policy and procedure for periodic performance review;
  - d. Review and take action as appropriate in response to recommendations from the Board of Membership and Fellowship regarding the membership status of Church members;
  - e. Establish an annual Church calendar and revise the calendar as necessary;
  - f. Upon nomination by the Nominating Committee, fill mid-term vacancies in any elected position under this Constitution (persons so appointed shall serve until the next Annual Meeting, at which time the congregation shall elect a person to complete the unexpired term, if any portion of the term remains);
  - g. Authorize and approve an external audit of the Church's financial records at least once every three (3) years;
  - h. Make changes in the budget as adopted at the Annual Meeting (the exclusive authority to make such changes residing with the Church Council, or with the congregation upon approval at a Special Meeting);
  - i. Approve any non-budgeted expenditure;
  - j. Authorize any special fundraising project;
  - k. Assign responsibilities not otherwise assigned.
5. Pastoral Relations Committee. The general intent of the Pastoral Relations Committee ("PRC") is to support the Pastor in effectively ministering with and to the congregation. The committee serves as a liaison between the Pastor and Congregation, by supporting effective communication, and understanding roles, boundaries and needs of the Pastor.

- a. In consultation with the Pastor, the Church Council shall appoint four (4) voting members to the PRC. For each PRC vacancy, the Pastor shall provide a list of three (3) candidates to the Church Council, of which the Church will select one (1) member, such appointment being subject to the approval by the member so appointed. In the event of a new settled pastor, the procedure in 5c. will be followed. Each member so appointed shall serve a term of three (3) years, with a limit of two (2) terms served in succession. Voting members of the PRC shall not be a member of the Church Council or any Board, or a paid staff member of the Church. When no longer wishing to serve on the PRC, a member shall notify the Church Council, which shall solicit three (3) candidates from the Pastor, and the Council will appoint one of the three candidates. Such appointment will be subject to the approval by the member so appointed. The Church Council, at its sole discretion but in consultation with the Pastor, may replace any member of the Pastoral Relations Committee at any time.
- b. The Moderator and Moderator Elect may attend PRC meetings by invitation of the Committee. The Pastor will be present for all meetings of the Pastoral Relations Committee, with full voice.
- c. In the event a new Pastor is selected, the Church Council shall appoint four (4) members, with the approval of the new Pastor, including two (2) people from the Pastoral Search Committee. The two (2) people from the Pastoral Search Committee shall serve a term of one (1) year. The other two (2) members shall serve the three (3) year term.
- d. The Pastoral Relations Committee shall:
  - i. Serve to maintain a healthy relationship between the Pastor and the congregation, by listening, and sharing expectations, dreams, ideas, and concerns.
  - ii. Serve to support the Pastor's leadership by assisting in the interpretation of roles, functions, boundaries, and needs, and communicating those to the congregation.
  - iii. Consider the needs of the Pastor and the Pastor's family;
  - iv. Provide a support system for the Pastor and the Pastor's family;
  - v. Make recommendations as necessary to the Church Council, Boards, Committees and ministries of the Church.
- e. The Pastoral Relations Committee shall meet at least four (4) times per year and forward a report of any such meeting to the Church Council, which shall supervise its activities.

- f. In the event the church is served by multiple pastors, they shall each have their own PRC.
- g. In the event an Interim Pastor is serving the Church, the current PRC will continue in their roles

## 6 Nominating Committee.

- a. The Nominating Committee shall consist of the following six (6) members: the Pastor, the Moderator, the Moderator Elect, the past Moderator, and the two at-large Church Council members.
- b. Prior to the Election Meeting, the Nominating Committee shall nominate one or more members for every scheduled vacancy in any elected position under this Constitution, with the exception of the Pastor-Parish Relations Committee. In addition to the Boards and Committees named in this Constitution, the Nominating Committee also shall nominate Church members to serve as delegates to the Wisconsin Conference of the United Church of Christ and the Southwest Association of the Wisconsin Conference of the United Church of Christ. Such delegates shall be elected at the Election Meeting.
- c. If a member elected to a position cannot serve the entire term for that position, the Nominating Committee shall nominate a replacement for the position and forward the nomination to the Church Council for mid-term appointment.
- d. In consultation and cooperation with the Boards and Committees named in this Constitution, the Nominating Committee shall give thoughtful consideration to the capability of possible candidates for specific offices, shall make every effort to acquaint possible nominees with the duties and responsibilities of the positions, and shall secure the consent of the nominee before placing the name in nomination.
- e. Additional nominations may be made from the floor at the Election Meeting or Annual Meeting, providing the nominee's consent has been previously obtained.
- f. The Nominating Committee shall report as necessary to the Church Council, which shall supervise its activities.

Board of Worship.

1. The Board of Worship shall:

- a. Ensure that worship services are held on Sundays and at other appropriate times during the year;
- b. Plan special worship services as appropriate;
- c. Consult with the Director of Music, Children's Music Director, and Pianist as appropriate;
- d. Provide worship leadership and support to a guest preacher when the Pastor is absent;
- e. Develop policies for the Church's participation in the sacraments and ordinances of the Church;
- f. Determine the schedule for the celebration of the Lord's Supper and assist in its conduct;
- g. Provide for ushers, lay readers, and other participants in worship services as appropriate.

2. Sanctuary.

- a. The Board of Worship shall maintain the sanctuary so as to enhance the worship of the Church.
- b. To further its sanctuary ministry, the Board of Worship shall:
  - i. Arrange for the presence of flowers or decorations at all regular and special services;
  - ii. Order and distribute literature for worship services;
  - iii. Place and care for altar cloths and banners;
  - iv. Replace candles for worship services;
  - v. Arrange for other sanctuary appointments as appropriate;
  - vi. Operate the public address system and audio-visual equipment;
  - vii. Arrange for audio-visual presentations as necessary.

### 3. Music.

- a. The Board of Worship shall supervise the Director of Music and Pianist, both of whom shall be salaried employees of the Church. The Board of Worship shall conduct separate annual reviews of the Director of Music and Pianist.
- b. In consultation and cooperation with the Director of Music, Children's Music Director, and Pianist, the Board of Worship shall maintain the music library, musical instruments and hymnals of the Church, and shall establish and maintain standards for the selection of appropriate music to be used in the Church's worship.

### D. Board of Membership and Fellowship.

1. To further its membership ministry, the Board of Membership and Fellowship shall:
  - a. Facilitate new church membership by seeking to enlist the participation of the unchurched through appropriate means, including the advertising of Church functions and the maintenance of the Church website;
  - b. Assist visitors with questions about the Church facilities or worship service;
  - c. Make follow-up contact with visitors to the Church as appropriate;
  - d. Conduct new member classes to prepare candidates for membership;
  - e. Help members identify their spiritual gifts, talents and interests;
  - f. Actively encourage members to apply their spiritual gifts, talents and interests in furtherance of Church ministries by connecting individual members with ministry opportunities that relate to that member's gifts, talents and interests;
  - g. Systematically gather and maintain information regarding the spiritual gifts, talents and interests of members so the Church can easily access that information when necessary;
  - h. Periodically review the membership rolls of the Church and make recommendations to the Church Council regarding the membership status of Church members;
  - i. With the assistance of the Clerk, present an accurate membership roll at the Annual Meeting.

2. To further its fellowship ministry, the Board of Membership and Fellowship shall:
  - a. Strive to promote the well-being of Church life by encouraging Christian fellowship within the Church;
  - b. Welcome those present at Church functions;
  - c. Arrange for refreshments during Church functions as necessary, and maintain the kitchen areas of the Church with appropriate supplies;
  - d. Facilitate participation in Church activities by persons who need assistance;
  - e. Reach out to members whose involvement in the life of the Church has become irregular.

E. Board of Finance.

1. The Board of Finance shall:
  - a. Oversee the financial affairs of the Church;
  - b. Prepare a budget;
  - c. review and make appropriate recommendations to the Church Council regarding any non-budgeted expenditure;
  - d. Prepare a monthly cash flow and budget performance report;
  - e. Monitor the process for collecting, counting and depositing of all Church monies;
  - f. Present all necessary information (including the financial records of the Camp Balsams Committee) to the Treasurer and Financial Secretary for purposes of conducting an audit of the Church's financial records at least once every three (3) years;
  - g. Provide information and support to the Board of Mission and Stewardship as necessary with regard to an annual pledge drive;
  - h. Review the financial needs of the Church and communicate those needs to the Church membership for potential designated gifts and bequests;
  - i. Provide appropriate recognition for all designated gifts and bequests;
  - j. Execute the wishes of donors in so far as possible within the policies of

the Church;

- k. Monitor the condition of the Church building and surrounding grounds to identify and implement, within the confines of available funds, appropriate actions to keep the facilities in a proper state of repair;
  - l. Consider applications for use of the Church facilities by organizations not affiliated with the Church;
  - m. In consultation with the Boards responsible for supervising the employees of the Church, establish personnel policies for all employees (except the Pastor), which policies shall include salary ranges, conditions of employment, fringe benefits, and a procedure for periodic performance review by the supervising Board.
2. The Treasurer and Financial Secretary shall be ex officio members of the Board of Finance with full voice and vote.
  3. The Board of Finance shall also supervise and conduct an annual review of any regular Church employee whose supervision is not otherwise specified in this Constitution.
  4. With the approval of the Church Council, the Board of Finance may enter into contracts on behalf of the Church to rent any portion of the Church property regardless of location.
  5. Camp Balsams Committee.
    - a. The Board of Finance shall supervise a Camp Balsams Committee comprised of at least four (4) members, one of whom shall serve as the treasurer of the Camp Balsams Committee.
    - b. The treasurer of the Camp Balsams Committee shall maintain a separate checking account for Camp Balsams. The Board of Finance shall appoint a church member to serve as treasurer of the Camp Balsams Committee for a term of two (2) years, such appointment being subject to approval by the member so appointed. After serving two (2) consecutive full terms, the treasurer of the Camp Balsams Committee shall be ineligible for reelection as treasurer of the Camp Balsams Committee for one (1) year. Regardless of the number of terms served, the treasurer of the Camp Balsams Committee may immediately serve on the Committee in any other fashion after completing a term as treasurer of the Committee and no longer serving as treasurer.
    - c. The Board of Finance also shall fill all other vacancies in the Camp Balsams Committee by appointment, such appointment also being



subject to approval by the members so appointed. Each member appointed to a position other than treasurer of the Camp Balsams Committee shall serve a term of one (1) year, with no limit to the number of terms served in succession. When wishing no longer to serve on the Camp Balsams Committee, a member of the Committee shall notify the Board of Finance, which shall appoint a replacement. The Board of Finance may replace any appointed member of the Camp Balsams Committee at any time.

- d. The Camp Balsams Committee shall:
  - i. Elect its own officers (other than its treasurer, who shall be elected by the congregation at the Election Meeting);
  - ii. Be responsible for all decisions relating to the operation, maintenance and improvement of Camp Balsams;
  - iii. Organize and supervise cabin rental at Camp Balsams;
  - iv. Consult with the Board of Worship in the development of the Vespers program for Camp Balsams;
  - v. Update the Board of Finance on its activities as appropriate;
  - vi. Present a written annual report, including a financial report, to the Board of Finance to be included with the Board's annual report;
  - vii. Present its financial records to the Board of Finance for inclusion in an external audit of the Church's financial records at least once every three (3) years.
- e. The Camp Balsams Committee shall not have the authority to borrow money, or to buy or sell property, such authority being exclusively vested in the Church Council with congregational approval as necessary.
- f. The Board of Finance shall promptly submit nominations to the Nominating Committee for any vacancy, scheduled or otherwise, that may arise for the treasurer of the Camp Balsams Committee.

F. Board of Mission and Stewardship.

1. The Board of Mission and Stewardship shall:
  - a. Encourage awareness of the responsibilities of Christian stewardship as they relate to the worldwide mission of the Church;
  - b. Promote Christian stewardship throughout the year in a manner that

inspires generosity by Church members;

- c. Identify mission opportunities both inside and outside the Church and encourage involvement in those opportunities by Church members;
  - d. Regularly distribute information to promote understanding and support of Our Church's Wider Mission ("OCWM");
  - e. Plan, organize, and supervise an annual pledge drive that asks members to pledge: (i) funds to support the Church budget; and (ii) their time and talents to support the Church's mission;
  - f. In consultation with the Financial Secretary, monitor the status of the annual pledge drive throughout the year, and update the Church Council, Board of Finance, and congregation as appropriate;
  - g. Recommend an annual budget for missions, in cooperation with the Southwest Association and the Wisconsin Conference;
  - h. Recommend to the Church Council special offerings to support missions as appropriate;
  - i. Direct the disbursement of all mission funds received from the Church budget and from special offerings;
  - j. Review all non-budgeted requests of a benevolent, charitable or missionary nature, and recommend approval of such requests by the Church Council when appropriate.
2. The Board of Mission and Stewardship shall coordinate its stewardship activities with the Board of Finance as appropriate.
  3. The Moderator Elect shall be an ex officio member of the Board of Mission and Stewardship with full voice and vote.

G. Board of Christian Education.

1. The Board of Christian Education shall:
  - a. Initiate and guide faith formation and Christian education for all ages in the life of the Church;
  - b. Evaluate alternative approaches to faith formation and Christian education;
  - c. Establish policies with respect to the structure and substance of programs deemed essential to the understanding and maintenance of Christian values;

- d. Supervise the faith formation and Christian education program for children and youth;
  - e. Provide lay teachers for faith formation and Christian education programs, and coordinate training sessions for such teachers as appropriate;
  - f. Develop and maintain a repository of curricula and resource materials;
  - g. Monitor and ensure compliance with the Safe Sanctuaries Plan.
2. The Board of Christian Education shall supervise the Faith Formation Director and Children's Music Director, both of whom shall be salaried employees of the Church. The Faith Formation Director and the Children's Music Director shall be ex officio members of the Board of Christian Education with full voice but no vote. The Board shall conduct separate annual reviews of the Faith Formation Director and Children's Music Director.

## ARTICLE IX

### CHURCH EMPLOYEES

- A. With the exception of Pastor, the Church Council shall create all positions of employment in the Church. Other than periodic hourly employees such as nursery staff, the Church Council shall approve the hiring of any Church employee. If not otherwise specified in this Constitution, the Church Council shall designate a Board to nominate individuals for any position created by the Church Council, and to supervise any individual subsequently hired.
- B. All employees of the Church shall be at-will employees.
- C. In the event of a vacancy in any position, the Board responsible for supervising that position shall advertise the vacancy, interview candidates, and recommend a candidate to the Church Council for employment.
- D. In the event that a Board is responsible for supervising an employee, the Board shall conduct an annual review of the employee and shall report a summary of such review to the Church Council by the end of September, which report shall include a recommendation regarding the continued employment of the employee and the terms of such employment.
- E. Notwithstanding the supervisory responsibilities of any Board over any employee, the Church Council may specify the reporting relationship between employees of the Church.
- F. All Church employees shall sign a form acknowledging receipt of the

Employee Handbook.

**ARTICLE X  
AMENDMENTS**

This Constitution may be amended at any Annual Meeting or Special Meeting called for that purpose, provided that the text of the proposed amendment has been included in the notice of the meeting, and the amendment is adopted by a two-thirds affirmative vote of the members present.

**ARTICLE XI  
DISSOLUTION**

In the event the members dissolve the Church, the assets of the Church shall become the property of the Wisconsin Conference of the United Church of Christ, and/or such other non-profit organization as the members may designate.

(As amended through Sept, 2020)