

Constitution

St. Paul's United Church of Christ

Downers Grove, Illinois

ARTICLE I Name

The name of this Church shall be St. Paul's United Church of Christ located in Downers Grove, County of DuPage, State of Illinois.

ARTICLE II Purpose

The purpose of this Church shall be to worship God; preach the gospel of Jesus Christ; celebrate the Sacraments; promote the Christian life; realize Christian fellowship and unity within this Church and the Church Universal; and strive for righteousness, justice and peace both in the home and throughout the world.

ARTICLE III Affiliation and Government

Section 1. This Church shall be a part of the United Church of Christ and its legal successors and it shall sustain that relationship described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 4, 1961 which relate to local churches.

Section 2. The government of this Church is vested in its members who exercise the right of control in all its affairs subject to the laws of the State of Illinois relating to non-profit corporations.

ARTICLE IV Faith and Doctrine

This Church acknowledges Jesus Christ as its sole Head, Son of God and Saviour 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 to prosper its creative and redemptive mission 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 as stated in the Augsburg Confession, Evangelical Catechism and the Heidelberg Catechisms. Expressions of this faith are also found in the Apostles Creed and the "Statement of Faith" approved by the Second General Synod of the United Church of Christ. 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 prevailing practice among evangelical Christians, it recognizes the Sacraments of Baptism and the Lord's Supper of Holy Communion.

ARTICLE V Membership

Section 1. Membership in this Church shall be open to any person who has been baptized in the Christian faith.

Section 2. Persons who have been duly received into its membership by confirmation, letter of transfer or by profession of faith shall be communicant members of this congregation entitled to all its rights and privileges.

Section 3. All communicant members shall have voting status in the congregation at all

times.

Section 4. Members who have changed their permanent residence to other communities are encouraged to obtain a letter of transfer and to unite with another congregation of the United Church of Christ or its legal successors whenever possible.

ARTICLE VI Administration

Section 1. The supreme legislative and administrative power of the congregation is the congregation itself when assembled in a meeting duly called as provided for in the By-Laws.

Section 2. It is the prerogative of the congregation to decide such questions as buying and selling of property, building projects, major repairs of Church property, call or rejection of a Pastor, questions of congregation policy as well as changes in the Constitution and By-Laws. For the transaction of other business, the administration of the Church is entrusted to the Consistory as provided for in the Constitution and By-Laws.

ARTICLE VII Consistory

Section 1. The Consistory shall include the Pastors and elected lay members. It shall be the executive body of this Church and will be organized as provided for in the By-Laws. Two-thirds of its members, excluding any fraction thereof, shall constitute a quorum.

Section 2. The spiritual concerns of the congregation and the material concerns of this Church shall be the responsibility of the Consistory. It shall have original jurisdiction in matters of discipline except for the Pastors. Questions concerning the conduct of a Pastor shall be resolved by mutual understanding or referral to the Fox Valley Association and Illinois Conference of the United Church of Christ for disposition. It shall admit members into full communion and issue letters of transfer to members on request.

Section 3. The Consistory shall constitute the Board of Trustees.

ARTICLE VIII The Pastor

A Pastor or Assistant Pastor shall be elected by the congregation for an indefinite term. If more than one pastor is needed, the same call procedure will be followed as with the original pastor. Consistory shall designate the senior and assistant pastor for clarification of authority. In order to terminate the pastoral relationship, three months notice shall be given by either the Pastor or congregation. This time limit may be set aside in cases of mutual agreement. Duties of the Pastors are included in formal job descriptions of file in the Church office. The Pastors will serve as voting members of Consistory. The Pastor shall have complete charge of all services of worship and other religious activities of the congregation. Other pastors may also participate in these services with the consent of our Pastor.

ARTICLE IX Property

Section 1. This Church may in its corporate name sue or be sued; acquire by purchase, gift, devise, bequest or otherwise; own, hold, invest, reinvest or dispose of both real and personal property for such work as the Church may undertake. It may purchase, own, receive, hold, manage, care for, transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purpose of the Church. It may receive and hold in trust both real and personal property and invest or reinvest the

same, and make any contracts for promoting the objectives and purposes of the Church.
Section 2. Upon dissolution of this Church, its assets, property and interests in its possession shall be transferred to the Illinois Conference of the United Church of Christ.

ARTICLE X Rules of Order

Robert's Rules of Order revised shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution or By-Laws.

ARTICLE XI Amendments

Additions and alterations of this Constitution or By-Laws may be proposed at any duly called meeting of the congregation. These proposals shall be referred to Consistory which will then consider them and report to the next duly called meeting of the congregation. The Constitution may be amended at any duly called meeting of the congregation by a two-thirds majority of all voting members present. The By-Laws may be amended by a simple majority of voting members present.

By-Laws

ARTICLE I Obligation to United Church of Christ

Section 1. Representation

A minimum of one lay delegate and one alternate of the congregation, who shall be communicant members, may attend the regularly called Conference and Association meetings. These delegates shall be appointed by Consistory. Church affiliated organizations may select nonvoting delegates to represent them. Travel and meal expenses of the pastors and lay delegates representing the congregation at these meetings shall be paid by the congregation.

Section 2. Denomination Support

This congregation shall regularly contribute towards the support of the United Church of Christ. This congregation either through its pastors or other Church officer, shall make such reports to the United Church of Christ as may be required.

ARTICLE II Financial Policy

Section 1. Annual Budget

Finances of the congregation shall be administered by the budget system. This budget shall be composed of two parts: Local Church Support and Benevolence. It shall be prepared in all details by Consistory and presented to the congregation for approval at the Annual Meeting. If the budget needs to be exceeded during the fiscal year, congregation approval may be required under the provisions of Article 8, Section 4 of the By-Laws.

The fiscal year of the congregation shall be from January 1 through December 31.

Section 2. Reporting Requirements

All congregation books dealing with finances shall be audited at least once a year by the latest method approved by consistory. Audit reports and financial officers reports shall be made at the Annual Meeting or as required.

ARTICLE III Church Membership

Section 1. Requirements

A member of this congregation is entitled to all the privileges and obligations of membership. This includes partaking of the Sacrament of Holy Communion, attending worship services, contributing to the financial support of the Church and providing their talents to various organizations of the Church as time permits.

Section 2. Inactive Members

Following three consecutive years of inactivity in the above areas of our ministry, individuals may be removed from Church membership.

ARTICLE IV Congregation Meetings

Section 1. Annual Meeting

The Annual Meeting of this congregation shall be held in the month of January on a date set by Consistory. At this meeting, the Consistory, Church Officers, Pastors and all Church affiliated organizations shall submit their annual written reports.

Section 2. Special Meetings

Special meetings may be called by Consistory or upon request in writing of thirty-five communicant members. Consistory shall issue a call for such a meeting within three weeks of receiving the request. Advance notice of at least one week must be given to the congregation and only such business as has been noted in the call may be transacted. In extreme emergencies, Consistory may call meetings at any time.

Section 3. Quorum At any annual or special meetings of the congregation, a minimum of ten percent communicant members shall constitute a quorum.

Section 4. Cabinet meetings

Subject to call of Consistory President, officers and representatives of the various organizations within the congregation shall meet as a Church Cabinet at least once a year with Consistory to coordinate and promote the entire Church program.

Section 5. Presiding Officer

The presiding officer at all congregation and cabinet meetings shall be as follows: (1) President of Consistory or, in their absence, (2) Vice President or (3) any other officer appointed by the President and approved by Consistory.

ARTICLE V Church Ushering

These ushers shall function under the Pastors and appropriate Consistory Committee. They shall see that the religious services of the congregation or any other ministerial assistance is carried out. All communicant members of this Church are eligible to serve as ushers.

ARTICLE VI Church Affiliated Organizations

Section 1. Administration

Church School and all Church affiliated organizations are subordinate to Consistory and shall give an annual report of activities to the congregation. All officers and representatives of any organization within this Church shall be communicant members. Church affiliated organizations are expected to maintain adequate records of income and expenses since they are solely responsible for all monies received by them.

Section 2. Church School

The Church School shall function under the guidance and direction of the pastors and Spiritual Life Committee. A designated amount from the Church General Fund shall be

allocated in the annual budget for the purpose of providing adequate teaching materials. This amount shall be paid to the Church School Treasurer at the discretion of General Fund Treasurer. All offerings and monies received by the Church School are to be deposited directly to their account in order to maintain adequate funds.

Section 3. Property Use

All equipment and furnishings are the property of the entire congregation and may be used under supervision of authorized persons. These items may be removed from the premises only after special permission of Consistory has been granted. Use of any buildings or grounds by any individual or group which is not established Church business shall first be brought to attention of Consistory. If permission is granted, fees and rules governing such use shall be set by Consistory; The chancel of this Church shall be used only for the purpose of Divine Worship or similar services except with permission of the Pastor or Consistory.

ARTICLE VII Election of Consistory

Section 1. Eligibility

Nominations are made for the office of Consistory member by the nominating committee composed of Consistory members. Additional nominations may be made by the congregation for each vacancy. Requirements include membership in this congregation for at least two years and a minimum age of eighteen years.

Section 2. Elections

Consistory members shall be elected by majority vote at the Annual Meeting of the congregation. Their term of office is for two years and must be arranged so that no less than one-third, excluding any fraction thereof, are elected each year. Four consecutive years is the maximum term of office which must be followed by a waiting period of one year before becoming eligible for reelection or appointment.

Section 3. Temporary Appointment

If any member of Consistory is unable to serve their full term of office, Consistory may appoint a person to serve until the next Annual Meeting. This person will meet the eligibility requirements stated previously in the By-Laws and shall be considered an elected member of Consistory. Appointment and subsequent reelection may not exceed a total of four years.

ARTICLE VIII The Consistory

Section 1. Organization

The current Constitution and By-Laws should be read at the start of each term by all Consistory members. Consistory shall organize itself annually as follows:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) General Fund Treasurer
- (e) Building and Memorial Fund Treasurer
- (f) Benevolence Fund Treasurer
- (g) Spiritual Life Committee
- (h) Property and Maintenance Committee
- (i) Church Service Committee

(j) Church Programming Committee

(k) Pastors.

The President shall appoint committees as needed for one year or until dissolved.

Section 2. Administration and Function Administration of the congregation is vested in the Consistory which consists of thirteen lay members and the Pastors. Spiritual life of the congregation shall be discussed and plans devised for its growth under pastoral guidance.

Section 3. Meetings Consistory shall meet within one week after the Annual Meeting for the purpose of organization and at least ten times per year thereafter for transaction of business. Special meetings are subject to call of the President or Pastors. Members of the congregation may address Consistory meetings upon approval of the President.

Section 4. Accountability

Consistory shall transact the business of the Church, prepare the annual Church budget, audit financial accounts and provide for the adequate support of paid staff and major encumbrances. Consistory shall authorize payment of all bills and obligations included in the annual budget as approved by the congregation.

Consistory may authorize expenses not provided for in the budget so long as these expenses do not exceed ten percent of the budget item or ten percent of the total budget. If these limits are exceeded, congregation approval must be granted before such expenses are incurred. Consistory may also ask the congregation to approve additional unexpected expenses related to the original request.

All real and personal property of the congregation, as well as all monies and legacies, shall be under the trusteeship of Consistory. Property and Maintenance Committee shall arrange to keep the Church edifice and other buildings belonging to the congregation in good repair and adapted for use as directed. Purchase and sale of property, borrowing of money which encumbers the property and remodeling or erection of buildings must be approved by majority vote of communicant members at a duly called congregation meeting. Such actions must also conform to the laws of the State of Illinois, DuPage County and the Village of Downers Grove.

Consistory shall keep a complete and accurate record of its proceedings, be custodian of all congregation records and report to the congregation at all its regular meetings.

Consistory shall submit all records to denomination authorities as required. The Pastors shall keep a complete record of all Baptisms, Confirmations, Reception of New Members, Transfers, Communicants, Membership, Marriages, and Deaths. All such records are the property of the congregation. In the event of dissolution, these records become the property of denomination authorities.

Section 5. Duties of Officers

(a) President: It shall be the duty of the President to see that all meetings of Consistory are regularly called, to conduct such meetings and direct the execution of all motions and resolutions. Shall be President of the congregation and preside at all congregation and Cabinet meetings. Shall appoint committees of the Consistory and congregation as needed. May sign minutes of all meetings as well as all legal documents. The President and Pastors will assign the duties of Office Secretary. Will serve as a member of all

Consistory and Cabinet committees.

(b) Vice President: Shall preside at all meetings when the President is unable to attend. Shall assist and share in any duties as required by the President.

(c) General Fund Treasurer: Shall normally be responsible for all monies of the congregation and serve as head of the Finance committee. Routine and advance approved expenses shall be paid by check at the discretion of this Treasurer. Shall provide a monthly written report to Consistory and an annual written report to the congregation. Shall be bonded in any amount determined by Consistory. Shall receive the services of Office Secretary and instruct them in duties pertaining to monies and finance.

(d) Building and Memorial Fund Treasurer: Shall be responsible for all monies contributed to Building and Memorial Funds of the congregation and will serve on the Finance Committee. Routine and advance approved expenses shall be paid by check at the discretion of this Treasurer. Shall provide a monthly written report Consistory and an annual written report to the congregation. Shall be bonded in an amount determined by Consistory. Shall receive the services of Office Secretary and instruct them in duties pertaining to monies and finance.

(e) Consistory Secretary: Shall keep a written record of all meetings of Consistory or congregation and keep a permanent record of such information. Shall see that all communication is filed and answered as needed. Shall be the keeper of all legal and Church papers including the Corporate Seal. Shall sign all official papers of the congregation along with the President and will serve on the Finance Committee.

(f) Property and Maintenance Committee: Shall see that the Church, associated buildings, parsonage and grounds are kept in good condition. They shall make a regular inspection of all properties and advise Consistory of any repairs or replacement needed. Upon Consistory or congregation approval, they shall see that all construction work is properly completed.

(g) Spiritual Life Committee: Shall assist the Pastors, Church School Superintendent and other staff in the Christian Education of our youth within this Church. Shall maintain contact between all Church affiliated organizations and Consistory. Shall assist the Pastors and other committees in areas concerning the spiritual life of our Church. This committee will report their information to Consistory at all regular meetings.

(h) Church Programming Committee: Shall assist in planning the Church calendar for the year and coordinate services of the Church ushers. Shall plan special functions as requested by Consistory.

(i) Church Service Committee: Shall assist the various service committees such as Altar, Flower, Wedding or special services as requested by Consistory. Shall be responsible for purchasing supplies needed for ordinary operations of the Church.

(j) Benevolence Fund Treasurer: Shall be responsible for all monies contributes to the Benevolence Fund of the congregation and will serve on the Finance Committee. Shall provide monthly written report to Consistory and an annual written report to the congregation. Shall authorize General Fund Treasurer to pay by check benevolence as authorized by the congregation and Consistory.

ARTICLE IX The Pastor

Section 1. As soon as a pastoral vacancy occurs, it shall be reported to the Illinois Conference and the Fox Valley Association.

Section 2. It shall be the responsibility of Consistory to appoint a Search Committee to seek a candidate for a vacancy in the office of Pastor.

Section 3. In filling a vacancy or securing supply ministers for the period of vacancy, the Search Committee may seek the counsel of the Conference Placement Committee. The Search Committee may request the Conference to secure relevant information about any minister whom it wishes to consider for the vacancy.

Section 4. The Search Committee shall present to the congregation the name of a candidate they recommend to fill the vacancy. The congregation shall consider only one candidate at a time and vote by secret ballot for or against their election by majority vote within thirty days. If this candidate is elected, Consistory shall issue an immediate call with a reply due in thirty days. This call must be confirmed by the Illinois Conference of the United Church of Christ or its legal successor.

Section 5. In this call, terms of the relationship shall be stated including the agreement of this Church to participate in the Pension Fund of the United Church of Christ, the Ministers Health Insurance Program and other terms agreed on between the candidate and Consistory. This minister, the Church, the Fox Valley Association and the Illinois Conference shall each receive a copy of the call.

Section 6. When a minister accepts this call, the Church and minister may join in requesting the Fox Valley Association to arrange for a Service of Installation. A report of this service shall be signed and copies sent to the Secretary of the United Church of Christ and the Council for Church and Ministry.

Section 7. When either party decides to terminate this relationship, it shall be by action of Consistory and notice of termination shall be sent by the Consistory President to the Illinois Conference and Fox Valley Association for appropriate action.

Section 8. Disciplinary action involving a pastor shall be in accordance with the Constitution and By-Laws of the United Church of Christ.

Section 9. This Church may at its discretion choose and call Associate or Assistant Pastors in accordance with the preceding guidelines.

ARTICLE X Major Contracting Committee

Section 1. As used in this article, a "major project" shall mean a building or other improvement project for which the total expenditures are expected to exceed 10% of the current general fund budget for the Church.

Section 2. Appointment of Major Contracting Committee. When Consistory has determined that it may be desirable to pursue a major project, the President shall appoint a Major Contracting Committee. Such Committee shall be chaired by the chair of the Property and Maintenance Committee or such other individual as the chair of the Property and Maintenance Committee shall select. The Major contracting Committee shall consist of the chair and at least two other individuals, at least one of which is a member of Consistory and at least one of which is a member of the congregation not currently serving on Consistory.

Section 3. The Major Contracting Committee. Shall be responsible for obtaining at least two competitive bids for the major project. Shall recommend for Consistory approval of the bids and explain to Consistory its reason(s) for its recommendation. If the Committee determines that it is impractical to obtain more than one bid, it shall report that fact along with an explanation in writing to Consistory.

Section 4. Major Contracting Committee Recommendation. In making its recommendation, the Major Contracting Committee shall report on:

- (a) The amounts of the competitive bids received.
- (b) The results of reference checks for each competitive bidder.
- (c) The complianance of each bid with the specifications for the project established by Consistory.
- (d) All other factors that members of the Committee believe pertinent.

Section 5. Emergency Situations. A Major Contracting Committee need not be appointed in an emergency if Consistory determined that it is impractical to appoint such a Committee.

Section 6. Limitations. Nothing in this Article shall eliminate the need to obtain Consistory and congregational approval, as provided in the Constitution or other parts of these By-Laws.