

CONSTITUTION

UNITED CHURCH OF CHRIST, CONGREGATIONAL, MEDINA, OHIO

ARTICLE I. NAME

The name of this church shall be United Church of Christ, Congregational, Medina, Ohio. The organization is incorporated under the laws of the State of Ohio.

ARTICLE II. STATEMENT OF PURPOSE

The avowed purpose of this Congregation shall be to worship God, to spread the Gospel of Jesus Christ, to celebrate the Sacraments, to realize Christian fellowship and unity within this Congregation and the church universal, to nurture personal faith, to render loving service toward all people, and to strive for righteousness, justice, and peace.

ARTICLE III. FAITH AND COVENANT

This church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of all persons. 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 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.

We give expression to this faith by use of historic creeds of the church and the United Church of Christ Statement(s) of Faith.

ARTICLE IV. POLITY

Section 1. This church shall be a part of the United Church of Christ. It shall sustain a relationship to the United Church of Christ as described in those portions of the Constitution and By-laws of the United Church of Christ relating to local churches, specifically Article V which declares that "the basic unit of the life and organization of the United Church of Christ is the local church" and that "the autonomy of the local church is inherent and modifiable only by its own action." However, it recognizes the obligation of mutual counsel and cooperation involved in the fellowship of the United Church of Christ. It expresses its intention to share in the life and work of the United Church of Christ through the Eastern Ohio Association, the Ohio Conference and the General Synod.

Section 2. The government of this church shall be vested in its members who exercise the right of control in all its affairs, subject to the laws of the State of Ohio relating to ecclesiastical corporations.

Section 3. The Congregational Council shall be the Executive Board or Board of Directors of the Corporation association as amended in this Constitution of the United Church of Christ, Congregational, Medina, Ohio as duly ratified by the congregation on November 21, 2010 to the former "Certificate and Covenant of Amendment" (dated May 23, 1972) to "These Articles of Incorporation" (dated December 19, 1910) as filed with the Secretary of the State of Ohio, and maintained in the Church Office official records.

ARTICLE V. MEMBERSHIP

Membership in this church shall be open to any person who makes a public confession of faith in Jesus Christ as Lord and Savior. Any person uniting with this church is expected to have been or to be baptized.

Section 1. APPLICATION FOR MEMBERSHIP by:

- 1) confirmation, or
- 2) confession of faith, or
- 3) letter of transfer from another Christian church, or
- 4) reaffirmation of faith.

The minister In consultation with the moderator(s) shall review and affirm all applications for membership.

Section 2. RESPONSIBILITIES of an active member shall include:

- 1) attending worship and participating in the Lord's Supper regularly
- 2) sharing in the life and work of the church
- 3) contributing to the church's support and benevolences as indicated annually on the Stewardship 'Intended Level of Giving' card as an obligation enabling church leadership to plan and budget appropriately for our Christian ministries
- 4) striving to live a Christian life
- 5) seeking diligently the spiritual welfare of the membership and the community by striving to resolve conflicts with the ministerial staff through the Pastoral Relations Team (Pastoral Relations Team shall be a sub-team under the guidance of the Staffing Leadership Team seeking to work with ministerial staff and congregants to assure the best possible interpersonal, ministry and working relationships -
* see Bylaws)

Section 3. PRIVILEGES of an active member are the right to:

- 1) vote in congregational business meetings, and
- 2) serve in the appointed and elected ministries of the church.

Section 4. DUAL MEMBERSHIP is recognized in instances where individuals wish to have a tie to this Congregation while holding membership at another church.

Section 5. LETTERS OF TRANSFER and TERMINATION / INACTIVE MEMBERSHIP

- 1) Any member may terminate their membership at any time through a written request to the church.
- 2) The Congregational Council shall have the power to grant letters transferring membership to other Christian churches.
- 3) In the case of a member geographically removed or who is judged to have lost all interest in the church, the Congregational Council shall have power to place the name on an inactive membership list or to terminate the membership altogether after contacting said member. Every member shall have the right to make an appeal to the church against such action. If a member on the inactive list returns to an active relationship with the church, the Congregational Council shall restore that person to the active membership list.
- 4) Inactive members shall have no vote.

ARTICLE VI. GOVERNING BODY

The current edition of Robert's Rules of Order (<http://www.rulesonline.com>) shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution.

The governing body of this church, henceforth referred to as the "Congregation", shall be the active membership assembled at the Annual or any special Congregational meeting. The Congregation may transact business only at a duly called Congregational meeting. A quorum shall consist of 10% of the members as recorded in the current membership report compiled by the church Clerk. The vote of a majority of members present at the meeting shall be the action of the church.

ARTICLE VII. CONGREGATIONAL COUNCIL

Section 1 - Purpose

"But speaking the truth in love, we must grow up in every way into him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love." (Ephesians 4:15-16)

The Congregational Council leads the congregation in fulfilling the Statement of Purpose in accordance with the Mission Statement and Vision of the Congregation. The Congregational Council seeks to be guided by the Holy Spirit and informed by the Scriptures. The Congregational Council has responsibility for the overall planning, coordination, evaluation, and advancement of the church's ministries. The Congregational Council lifts up the vision for the church, challenges the Leadership Teams, coordinates decisions, moderates disagreements, and is the final authority on all matters outside congregational meetings. It is the policy making body of

the church and shall transact such business that the laws of the State of Ohio may vest with the Congregational Council as its designated Board of Directors. All acts and deliberations of the Congregational Council are subject to the will of and revision by the Congregation.

Section 2 - Members

“Whoever wishes to become great among you must be your servant, and whoever wishes to be first among you must be slave of all.” (Mark 10:43-44)

Members of the Congregational Council are spiritually and emotionally mature persons who have demonstrated leadership in the congregation. They strive to be spiritually-centered and Christ-directed. Congregational Council members who serve as liaisons to the Leadership Teams should have experience in the area of their particular Team, and exhibit love for and commitment to the ministries that the Team oversees-

The slate will be presented for approval by the Congregational Council. The slate, published to the Congregation at least fourteen (14) days prior to the Annual Meeting, is to be presented for formal election at the Annual Meeting. Nominations shall also be accepted from the floor. During the year, should a vacancy occur in any elected position except Moderator Elect, the Minister and Moderators- shall recommend to the Congregational Council a replacement to serve until the next Annual Meeting.-

There are ten voting members of the Congregational Council: Moderator, Moderator Elect, Immediate Past Moderator, Treasurer and a liaison each from Worship, Community Engagement, Hospitality, DELT, Missions and Property & Grounds.

Section 3 – Terms

Moderators will serve limited terms to total three years, one year each as Moderator Elect, Moderator, and Immediate Past Moderator. However, they may continue in service as duly approved by congregational vote for a total limit of three additional single years as general Congregational Council members. All non-moderator Congregational Council members shall be elected for a term of three years but may serve no more than six consecutive years as duly approved by congregational vote.

Section 4 - EX-Officio Members

EX-Officio Members of Congregational Council shall include the Church Clerk and all ordained and program staff. The Senior Minister and Church Clerk shall attend all Congregational Council meetings. Other ex-officio members are not obligated to attend except in instances where the Senior Minister requests their presence.

Section 5. Regular Meetings

A regular meeting schedule shall be established under United Church of Christ, Congregational, of Medina, Ohio Bylaws with guidance from the Congregational Council. A minimum of quarterly meetings shall be held each year at such time and place as may be determined by the Congregational Council. Special meetings may be called by the Moderator, the Minister(s), or by

any other three members of the Congregational Council. Notice of special meetings shall be given to the entire Congregational Council (including ex-officio members) . A quorum, consisting of a majority of SEVEN , is required to transact business.

Section 6 - Search Team

The Congregational Council shall recommend a Search Committee to be approved by the Congregation should the need arise for the calling of ordained staff. This Committee shall seek the counsel of the Eastern Ohio Association Office, shall make a thorough study of all candidates, and shall report to the Congregational Council on a regular basis, submitting a final report with recommendations. The Congregational Council shall present its recommendation for Congregational approval. No paid Staff member shall serve on a Search Team. Any call agreement shall be reviewed by the Staffing Team prior to being consummated. (Also noted in Article VIII, Section 2)

ARTICLE VIII. OFFICERS AND STAFF

The duties of each office or staff position include, but are not limited to, those items specified within this Constitution. Each position's responsibilities are detailed in separate policies and procedures manuals, copies of which are maintained in the church office.

Ex-officio, as used in this Constitution, means serving as a member of Congregational Council or a Leadership Team by virtue of the office held, but without vote. Ex-officio members shall not be counted in determining quorum.

Section 1. OFFICERS - The officers of the church shall be the Moderator, Moderator Elect, Immediate Past Moderator, Clerk and Treasurer.

- 1) MODERATOR - The Moderator shall serve a one-year term and shall:
 - a) serve as the lay leader of the church
 - b) preside at all Congregational meetings
 - c) act as the lay representative of the church
 - d) chair Congregational Council
 - e) be an ex-officio member of all Leadership teams and their ministries
 - f) monitor Leadership Team activity and make recommendations
 - g) annually appoint, in consultation with the Senior Minister, delegates to the Ohio Conference of the United Church of Christ, the Eastern Ohio Association of the United Church of Christ, and any other organization at which the church should be represented

- 2) MODERATOR ELECT -

The Moderator Elect shall be elected at the Annual Meeting to serve a one-year term. The Moderator Elect shall then serve one year as Moderator and one year as Immediate Past Moderator. Should the Moderator Elect be unable to complete his/her term, the Congregation shall elect a replacement at a duly called Congregational meeting. The Moderator Elect shall:

- a) function as the Moderator in the absence of or in the event of the resignation of the Moderator
 - b) handle duties as may be assigned by the Moderator
 - c) be an ex-officio member of all Leadership Teams and their ministries
- 3) IMMEDIATE PAST MODERATOR -
The Immediate Past Moderator shall serve a one-year term and shall:
- a) serve on Congregational Council as an advisor
 - b) be an ex-officio member of all Leadership Teams and their ministries
- 4) CLERK -
The Clerk shall be elected at an Annual Meeting to serve a Two year term and may serve a maximum of Three consecutive terms. The Clerk shall serve as an ex-officio member to the Congregational Council serving the function specified to the Constitutional role. The Clerk shall give supportive and advisory counsel to the Congregational Council in keeping with the church's purposes.
The Clerk shall:
- a) be responsible for the preparation and safe-keeping of all records of the church and Congregational Council, both current and past, including an accurate record of church membership
 - b) keep a record of all regular and special meetings of the Congregation and Congregational Council
- 5) TREASURER -
The Treasurer shall be elected at an Annual Meeting to serve a Two year term and may serve a maximum of Three consecutive terms. Under the direction of the Congregational Council and in consultation with the Finance Leadership Team, the Treasurer shall:
- a) be responsible for all papers relating to the property of the church
 - b) act as a consultant to all financial activities conducted by the church
 - c) monitor church disbursements and report unusual expenses or circumstances to the Congregational Council and the Finance Leadership Team
 - d) acquire a working knowledge of the accounting system of the church and have access to all financial information
 - e) serve as the liaison to the Finance & Stewardship Leadership Team

Section 2. ORDAINED STAFF -

The Minister(s) of this church shall hold standing in the United Church of Christ. Upon recommendation and with Congregational Council approval, the Minister(s) shall be called for an indefinite term by a majority vote of the membership at a duly called Congregational meeting. In the call, the terms of the relationship, as agreed to by the candidate and the Congregational Council, shall be stated, including compensation, sabbatical, vacation and other benefits. The candidate, the church Clerk, the Chair of the Staffing Leadership Team, and the Association

Minister shall each receive a copy of the call. When a Minister accepts a call, the church and Minister may join in requesting the Association to arrange for a service of installation.

Should the church decide to terminate the relationship, the termination shall be by recommendation of the Congregational Council and majority vote at a duly called Congregational meeting, ninety days notice being considered proper. Should the Minister decide to terminate the relationship, acceptance of the resignation shall be made by the Congregational Council, ninety days notice being considered proper. Conditions of employment are described in the Call Agreement and the "Personnel Policies and Procedures Manual" and shall be reviewed by the Staffing Team prior to being consummated . Ordained staff positions may include, but are not limited to, Senior Minister and Associate Minister(s).

1) SENIOR MINISTER -

The Senior Minister shall be entrusted with guiding the spiritual welfare of the church. This shall be accomplished in cooperation with the Associate Minister(s), the Leadership Teams and with Congregational Council approval. Furthermore, the Senior Minister shall:

- a) minister to the spiritual needs of individuals
- b) furnish counsel and guidance to the Congregational Council, the Leadership teams and their ministry teams in their oversight of the activities of the church
- c) oversee the church staff
- d) be an ex-officio member of the Congregational Council, the Leadership Teams and their ministries, or have the right to appoint another staff member to act in this capacity
- e) be responsible to the Congregational Council and the Congregation

2) ASSOCIATE MINISTER(S) -

The Associate Minister(s) shall be entrusted with guiding the spiritual welfare of the church. This shall be accomplished in cooperation with the Senior Minister, the Leadership Teams and with Congregational Council approval. Furthermore, the Associate Minister(s) shall:

- a) be an ex-officio member of Congregational Council, the Leadership Teams and their ministries
- b) be responsible to the Congregational Council and the Congregation

Section 3. PROGRAM AND SUPPORT STAFF -

The church may employ other staff as deemed necessary. The hiring of staff to fill existing positions occurs through recommendations by the Staffing Leadership Team and the Finance & Stewardship Leadership Team with final approval given by the Congregational Council. Creation of new positions must be approved by the Congregation. All program and support staff are overseen by the Senior Minister. The duties for each position are detailed in job descriptions held by the Staffing Team.

- 1) PROGRAM STAFF are responsible for planning and overseeing broad program areas. These staff may include, but are not limited to, Director of Discipleship and Education, Director of Music, Organist and Director of Youth Ministry.
- 2) SUPPORT STAFF may include, but are not limited to, Financial Secretary, Administrative Secretary and Custodian.
- 3) DIRECTOR OF PRESCHOOL shall be responsible for overseeing the operations of the Preschool and the preschool staff as defined by the Preschool policies and guidelines, with the assistance and advice of the Preschool Team. Director of Preschool shall report to the Senior Minister, and shall act as chairperson of the Preschool Team. (Note: This position shall be funded solely through revenues of the Preschool, and shall exist only if the Church operates a preschool.)

ARTICLE IX. CONGREGATIONAL MEETINGS

Section 1. WORSHIP –

This church shall maintain regular services of public worship each Sunday, except as may be provided otherwise by vote of the Worship Leadership Team. The Minister(s) and Moderator, or a duly appointed representative of the Moderator, will determine whether services need to be canceled in emergency situations (e.g. extreme weather).

- 1) The Sacrament of the Lord's Supper will be celebrated on a schedule set annually by the Worship Leadership Team.
- 2) The Baptism of adults and/or children shall be administered by Clergy at such times as the Minister(s) may appoint, normally on a Sunday in the presence of the worshipping Congregation.

Section 2. ANNUAL MEETING –

The date, time and place of the Annual Meeting shall be established by the Congregational Council. Written annual reports of the officers, all Leadership teams and all appropriate other ministries shall be reviewed and approved. The election of the Team's slate, the adoption of an annual budget, and the plans for the new year will be part of the agenda. All those duly elected shall serve for the term stated or until their successors are elected.

Section 3. SPECIAL MEETINGS –

The Minister(s), Congregational Council, or one of the Leadership Teams may call special business meetings, the particular topic of the meeting being stated in the notice. Special meetings of the church shall also be called by the Clerk upon written application of any five (5) active members, specifying the subject thereof. Notice of any special meeting shall be published to the Congregation at least 14 days prior and announced during the preceding Sunday service(s).

ARTICLE X. PURPOSE & RESOURCE TEAMS

Section 1 – Purpose Focused Leadership Teams

“But strive first for the kingdom of God and his righteousness, and all these things will be given to you as well.” Matthew 6:33

The Purpose Focused Leadership Teams lead the congregation in following and fulfilling the purposes of the church as set forth in the Constitution, seeking to be informed by the Scriptures and guided by the Holy Spirit. Each Purpose Focused Leadership Team oversees the ministries related to its respective purpose. Each Leadership Team encourages the initiation of new ministries, coordinates existing ministries, and plans future endeavors. The Team recognizes that all persons in the life of the congregation have gifts for building up the Body of Christ, and should inspire congregational leadership and participation in all of its respective ministries. The Purpose Focused Leadership Teams communicate their resource needs to the Resource Focused Teams so that they can best carry out their ministries. Each Leadership Team is specifically focused on its purpose but also considers the whole vision of ministry of the church in its work. Each Leadership Team publicizes its ministries and opportunities to serve in its ministries.

Purpose Focused Leadership Teams:

- Worship
- Community Engagement
- Hospitality
- Discipleship and Education
- Missions

Section 2 - Resource Focused Leadership Teams

The Resource Focused Leadership Teams lead the congregation in providing the necessary resources for following and fulfilling the purposes of the church as set forth in the Constitution, seeking to be informed by the Scriptures and guided by the Holy Spirit. Each Resource Focused Leadership Team oversees the ministries related to its respective purpose. Each Leadership Team encourages the initiation of new ministries, coordinates existing ministries, and plans future endeavors. The Leadership Teams recognize that all persons in the life of the congregation have gifts for building up the Body of Christ, and should inspire congregational leadership and participation in all of its respective ministries. Each Resource Leadership Team seeks to work with the Purpose Focused Leadership Teams in helping provide the needed resources for their work. The Leadership Teams are specifically focused on their purpose, but also considers the whole vision of ministry of the church in their work. Each Leadership Team publicizes its ministries and opportunities to serve in its ministries.

Resource Leadership Teams:

- Finance & Stewardship
- Property and Grounds
- Staffing

Section 3 - Membership of Leadership Teams

Members of each Leadership Team shall be elected at the Annual Meeting from a slate of active church members provided by the Leadership Teams except where this Constitution and By Laws provide for appointment rather than election. The Teams shall fully inform these nominees of the responsibilities involved and obtain their consent. Members shall be elected for a three year term and be eligible to serve a second term for a maximum of six consecutive years. One-third of the members shall be elected each year on a rotational basis. Those serving on such teams shall take heed to the high calling of their offices, guarding faithfully all the interests of the church.

Section 4 – Responsibilities

Each Leadership Team shall meet within one month after the Annual Meeting and shall elect its own officers. Each Leadership Team may determine its mode of operation and shall have the authority to create and staff as many ministries as it deems necessary to carry out its purpose. Official business shall be transacted only when a quorum of more than fifty percent (50%) of the members is present.

Each Leadership Team shall maintain a policies and procedures manual which shall be used in guiding its activities. Copies of these policies and procedures manuals shall be maintained in the church office.

Leadership Teams requiring funds to discharge their duties shall prepare proposed budgets. All Leadership Teams shall be responsible for their expenditures. The Finance & Stewardship Leadership Team shall work closely with each team to create annual budgets in line with their individual missions and the overall congregational mission and purposes.

The Missions Leadership Team shall submit(s)the Benevolence Budget to the Finance & Stewardship Leadership Team for informational purposes.

Section 5 - Purpose-Focused Leadership Teams

PURPOSE TEAMS -

The following Purpose-Focused Leadership Teams are responsible to the Congregational Council: Worship, Community Engagement, Hospitality, Discipleship and Education, Missions,.

1) WORSHIP

*“O come, let us worship and bow down, let us kneel before the Lord our maker.”
Ps. 95:6*

The Worship Leadership Team plans, initiates, coordinates, facilitates and oversees the worship and music ministries within the United Church of Christ, Congregational.

2) COMMUNITY ENGAGEMENT

"You will be my witnesses in Jerusalem, in all Judea & Samaria, and to the ends of the earth." Acts 1:8a

The Community Engagement Leadership Team's mission is to engage and welcome all who choose to learn about us and share with us in celebration, worship and/or service.

3) HOSPITALITY

"Beloved, let us love one another, because love is from God." 1 John 4:7

The Hospitality Team is an outreach about bringing our congregation at large together in fellowship. This team plans, oversees, and supports receptions/coffee hour, bereavements, dinners, and special events in the life of the church.

4) DISCIPLESHIP AND EDUCATION

"Go therefore and make disciples of all nations...teaching them to obey everything that I have commanded you." Matthew 28: 19 -20

The Discipleship and Education Leadership Team plans, initiates, encourages, coordinates, facilitates and oversees ministries that nurture the Christian education, faith development, spiritual growth and Biblical understanding of our children, youth, and adults.

5) MISSIONS

"I was hungry and you gave me food, I was thirsty and you gave me something to drink, a stranger and you welcomed me, naked and you gave me clothing, sick and you took care of me, in prison and you visited me." Matthew 25:35-36

The Missions Leadership Team plans, initiates, encourages, coordinates, facilitates and oversees ministries that show our church's care and love to the wider community and world. It also oversees and distributes the mission budget and special offerings.

Section 6 – Resource Focused Leadership Teams

RESOURCE TEAMS -

The following Resource Teams report to the Congregational Council and are responsible for supporting the purpose functions of the Purpose Focused Teams and the Mission of the Church: Finance & Stewardship, Property and Grounds, and Staffing.

1) FINANCE & STEWARDSHIP

"And my God will fully satisfy every need of yours according to his riches in glory in Christ Jesus." Philippians 4:19

The Finance and Stewardship Team is to serve the church as a wise steward of the methods and means to create and manage resources in a Godly manner for the furtherance of the mission of Christ's church. To accomplish this, the Finance & Stewardship Team shall conduct on-going stewardship publicity and demonstrate these values by overseeing the financial management of the Church including, but not limited to, fundraising, budgeting, investment and disbursement of funds, and monthly financial statements review.

2) PROPERTY and GROUNDS

"I was glad when they said to me, 'Let us go the house of the Lord!'"

Psalm 122:1

The Property & Grounds Leadership Team shall oversee the upkeep, general maintenance, and repair/replacement of buildings and grounds. The Team shall work closely with the custodial and other maintenance staff.

Property and Grounds will propose annual expenditure needs to support their resource work. The expenditures requests shall be reviewed by the Finance Team.

3) STAFFING

"The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry." Ephesians 4:11-12

The Staffing Leadership Team oversees staffing and personnel responsibilities including staff job descriptions, reviews, and salary recommendations, personnel guidelines, hiring guidelines and processes, Pastoral Relations, volunteer office help, and other items relating to staff development and relations.

ARTICLE XI. ENDOWMENT FUND

An Endowment Fund for the United Church of Christ, Congregational, Medina, Ohio, was established by Congregational approval on February 11, 1996. The purpose, governance and operational procedures are defined in the separate document entitled "Endowment Fund for the United Church of Christ, Congregational", copies of which are available in the church office. See APPENDIX A.

ARTICLE XII. REMOVAL FROM OFFICE

Any officer, team or committee member or Congregational Council member elected by the Congregation may be removed from office by a two-thirds vote of the Congregation in accordance with Article VI. Any appointed member of a team or committee may be removed from office by a two-thirds vote of Congregational Council.

ARTICLE XIII. PROPERTY AND DISSOLUTION

Section 1. PROPERTY

The church in its corporate name may sue or be sued, acquire property by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest or dispose of property both real and personal for such work as the 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 purpose of the church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objectives and purposes of the church.

Section 2. DISSOLUTION

Should the Congregation choose to dissolve the church, the Congregation shall transfer all its assets, properties and interest, including any devise, bequest, gift or grant contained in any will or other instrument in trust or otherwise made before or after such dissolution, to the Eastern Ohio Association or the Ohio Conference of the United Church of Christ or any successor bodies; or dispose of the church's holdings so as to further the ongoing work of the church universal.

ARTICLE XIV. CHURCH PRESCHOOL

'A Community Outreach Ministry of the UCC Medina'

Section 1. PRESCHOOL PURPOSE

The church may own and operate a Preschool. The preschool shall be a Christian based outreach ministry of the church serving the educational needs of community preschool students. (Note: References to a preschool in this constitution are applicable only if said preschool is in operation.)

Section 2. OPERATIONS

The Preschool will be operated as a separate center of the church. A paid Preschool staff will operate the Preschool under the guidance and with the assistance of Director of Preschool and the Preschool Team with oversight by the Congregational Council. The Preschool Team shall be responsible for staffing the Preschool. Preschool staff shall include but not be limited to:

- a) The Preschool Bookkeeper/Accountant.
- b) Teaching, administration, and cleaning staff as required. (Preschool staff positions).

Note: With the exception of the Director of the Preschool, staff employed by the preschool will not be considered as staff of the church as defined in Article VIII of this constitution.

Section 3. FINANCIAL

The Preschool shall operate only from revenues generated by student tuition, donations, and/or grants provided directly to the Preschool. Any excess revenues generated by the preschool will be transferred to the church on an annual basis to be used as determined by the Finance & Stewardship Leadership Team, Congregational Council and the Preschool Team. The Preschool may reserve a fund necessary to safeguard the operations of the Preschool subject to the approval of the Finance & Stewardship Leadership Team, the Congregational Council, and the Preschool Team. Bookkeeping and financial accounting shall be the responsibility of the Director of the Preschool and the Preschool Bookkeeper/Accountant. A report of the financial status of the Preschool shall be provided to the Church Financial Secretary on a monthly basis.

Section 4. PRESCHOOL TEAM

The Preschool Team shall be responsible for developing policies and guidelines for the Preschool, which shall be reviewed and approved by the Congregational Council. * * (see Preschool Team in Bylaws)

ARTICLE XV. AMENDMENTS AND REVISIONS

Amending the Constitution

Amendments to this Constitution shall be submitted in writing to the Congregational Council least 30 days prior to a meeting in which they are to be presented. At least 14 days prior to a Congregational meeting, the Moderator shall transmit such proposed amendments to the church membership. Adoption of an amendment to the Constitution shall require a two thirds affirmative vote of those present and voting in the Congregational Meeting. If so approved, the Congregational Council shall declare the amendment(s) adopted and in force.

Amending the Bylaws

Amendments to the Bylaws of the United Church of Christ, Congregational in Medina shall be submitted in writing to the Congregational Council at least 30 days prior to a Council meeting in which they are to be presented. Following Council deliberations, the Council shall inform the congregation of proposed changes allowing 30 days for comment and suggestion. After the period for comment and suggestion is closed, the Congregational Council shall move to adopt, alter or reject the proposed Bylaw amendment(s). The Congregational Council shall notify all Teams and the Congregation of its decisions. Any Bylaw that is contingent upon a Constitutional provision shall not be effective until after the Constitutional provision is ratified and declared in force. All Bylaw amendments shall be effective upon adoption.

Revised January 26, 2025

Amended May 16, 2021

Revised, February 28, 2016

Revised November 21, 2010

Amended September 18, 2005;

Amended, February 11, 1996

Revised, January 30, 1994

Amended, January 29, 1989

Amended, January 1987

Revised, January 25, 1981

Revised, January 17, 1966

Revised, December 13, 1998

Amended, January 28, 1995

Amended, June 14, 1992

Amended, January 1988

Amended, January 30, 1983

Amended, January 25, 1976

Originally adopted January 22, 1961

APPENDIX A

ENDOWMENT FUND

The Endowment Committee is responsible for managing and controlling the assets of the Endowment Fund as specified in the document entitled "Endowment Fund for the United Church of Christ, Congregational". This Committee shall report to the Congregational Council and be responsible to the Congregation. The Endowment Committee shall consist of five active (5) members (but not members of the Congregational Council), the necessary number of whom shall be elected each year for a term of three years to complete the Committee. The Minister, Church Treasurer and Moderator shall be advisory members of the Committee. During the year, should a vacancy occur in the Committee, the Congregational Council shall recommend a replacement to fill that vacancy until the next Annual Meeting. No member shall serve more than two (2) consecutive terms. Gifts and bequests to the Fund, unless otherwise specified by grantors, shall accumulate until the market value amount of \$250,000 is achieved, after which the appropriate income generated by the Fund principal may be expended annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:

1) One-Half (1/2)

for capital improvements, debt reduction, or a building program of the United Church of Christ, Congregational, Medina, Ohio, and/or for people and programs of the United Church of Christ, Congregational, Medina, Ohio, Christian education, evangelism, scholarships or grants to members of the U.C.C. Church for the purpose of attending seminary or such other training which enables members of this congregation to grow in Christian faith and service to God's people.

2) One-Fourth (1/4)

- a) for outreach to the community in support of the benevolences and mission interests of the church, in coordination with the Missions Team, and/or
- b) for the wider mission of the United Church of Christ at home and abroad; e.g., U.C.C. colleges and universities, new church development, educational ministries, disaster relief, etc. Such allocations are in addition to the Benevolence Budget.

3) One-Fourth (1/4)

for the goals of the Finance & Stewardship Team, including but not limited to, the Operating Budget of the United Church of Christ, Congregational, Medina, Ohio. Monies from the Fund are not to exceed 20% of the annual Operating Budget for any given fiscal year.

APPENDIX B



