

APPROVED MAY 18, 2025

**UNITED CHURCH OF CHRIST,
CONGREGATIONAL, MEDINA, OHIO**

“We are called to live our Christian faith daily, loving God, growing spiritually
and serving others.” Matthew 22:36-39

BY-LAWS

Congregational Council Bylaws

Congregational Council

“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)

PURPOSE

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.

MEMBERSHIP & STRUCTURE

1. Begin and close every meeting with prayer, devotion and study as determined by Council at the onset of each new year.
2. Require any member who will be absent to contact the Moderator(s) as soon as possible prior to meetings and events. At the discretion of the Congregational Council members will be counted as present if they attend via live, 2-way, audio and/or video.
3. Designate each Council member’s area of responsibility as deemed within the Constitution. Member / liaisons shall attend Team and other assigned sub-team or committee meetings on a regular basis.
4. Members shall advocate for their assigned Teams and act as the primary communicators for their Teams to the Congregational Council.
5. All meetings are open to all members of the congregation unless decided by unanimous vote of the Council.

RESPONSIBILITIES & DUTIES

1. Set long and short term goals to further the avowed purpose of the church as set forth in Article II of the Constitution and make provisions to implement these goals.
2. Establish and review church policy.
3. Require biennial review of the constitution and by-laws and require any changes to be filed in the Church Office with the Office Manager.
4. Review for endorsement the proposed annual Operating and Benevolence Budgets and forward these to the Congregation for final approval at the Annual Meeting.

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5. Review for endorsement the selling, buying or transferring of any real property as recommended by the Finance Team a minimum of 60 days prior to the proposal's presentation to the Congregation for final approval.
6. Review for endorsement the initial leasing of all real property as recommended by the Finance & Stewardship Team.
7. Review for endorsement the leasing of equipment as recommended by the Finance & Stewardship Team if such leasing exceeds the current budget of the Finance & Stewardship Team.
8. Review for endorsement the creation of any new and on-going fund for which donations would be solicited and/or whose monies shall be invested separately from the general funds of the church.
9. Review for endorsement the reallocation of funds within the church as recommended by the Finance & Stewardship Team. In the event that the Congregational Council does not approve the recommendation of the Finance & Stewardship Team, the Congregational Council will refer the proposal back to the Finance & Stewardship Team for reconsideration.
10. Review for endorsement the borrowing of funds from external sources as recommended by the Finance & Stewardship Team, before the proposal is presented to the Congregation for final approval.
11. Review for endorsement the use and expenditure of all 'undesigned special gifts and bequests' beyond those received by the Memorial Gifts Team as recommended by the Finance & Stewardship Team. In the event that the Congregational Council does not approve the recommendation of the Finance & Stewardship Team, the Congregational Council will refer the proposal back to the Finance & Stewardship Team for reconsideration.
12. Review recommendations from a Search Team for the hiring of all new ministerial staff per Constitutional Article VII, Sec. 6 making its recommendation to the congregation.
13. Establish the date, time and place of the Annual Meeting.
14. Create teams, committees and positions (both ad-hoc and on-going), as deemed necessary to further the purposes of the church. These shall serve under the Congregational Council with appropriate Council liaison(s) as determined by Council.
15. Review annually the faithful work of members to select a recipient of the Tom Evans Servant Award.

PURPOSE FOCUSED LEADERSHIP TEAMS

MEMBERSHIP & STRUCTURE

The following Membership & Structure clauses apply to all Purpose Focused Leadership Teams. Any additional Membership & Structure clauses stated under each specific team applies only to that team.

1. The Team is encouraged to begin and close every meeting with prayer, devotion, and/or study as determined by the Team.
2. The Team shall consist of a minimum of (3) three of members.
3. The Team shall meet a minimum of (4) four times a year. Times and location will be determined by the Team.
4. Each year, the Team shall select a chair and a council representative at their first meeting after the annual meeting. The chair and council representative may be the same person.
5. The Team shall take meeting minutes and send those meeting minutes to be filed with the church office after each meeting, either hard copy or electronic.
6. The Pastors(s) and the Moderators (3) shall be ex-officio members of the Team. Friends of the Team shall be welcome to participate, but shall have no voting privileges.
7. Decisions shall be resolved by consensus, or if necessary, majority rule of the total Team membership, not just those attending. Official business shall be transacted only when a quorum of more than 50% of the members is present. An emergency vote at the call of the Team Leader can be conducted via phone or email with the same quorum. The emergency vote will then be ratified at the next Team meeting.
8. All meetings are open to all members of the congregation unless decided by unanimous vote of the Team.

WORSHIP – Purpose Focused Leadership Team

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

PURPOSE

The Worship Team plans, initiates, coordinates, facilitates and oversees the worship and music ministries within the United Church of Christ, Congregational and encourages participation with other congregations in our community.

MEMBERSHIP & STRUCTURE

1. The composition of the committee will include 7 members consisting of 2 representatives from each of the 3 worship services (Chapel, Sanctuary and Gathering), and one person to represent music. Ex-officio members will include the Council liaison, the moderators and a pastor.

RESPONSIBILITIES & DUTIES

1. Plan and coordinate Sunday morning worship services of the church (including Chapel, Gathering, Sanctuary and Joyous Messenger Ministry services) that praise God and minister to the worship desires and needs of our congregation and community.
2. Oversee and support those persons and groups who assist in the worship experience on Sunday morning. Such groups include but are not limited to: lay readers, ushers, communion preparers and servers, acolytes, flowers, altar, banner-makers, sound system personnel.
3. Plan periodic Sunday morning services that unite the entire congregation in a single Sunday morning service (e.g. Alive on the Square, Youth Sunday).
4. Plan and develop worship services to celebrate the special seasons of the church. These include, but are not limited to, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and Easter Sunrise.
5. Plan and encourage worship services and experiences that will minister to the congregation at particular times in the life of the church. These may include Services of Remembrance, Healing services, Lenten or Advent services, and Community-wide services.
6. Oversee and support the celebration of the sacraments, baptism and Lord’s Supper.
7. Work with the Director of Music, Organist and other music personnel in planning and encouraging the music ministry for all worship services of the church.
8. Oversee the musical groups within the church including Chancel Choir, Bell Choir, Gathering Band.
9. Encourage and recruit persons to use musical gifts in the worship and service of God.
10. Oversee the upkeep and maintenance of the musical instruments (organ, pianos, and other) of the church.
11. Assist the Director of Music in maintaining the music library.
12. Oversee, support and encourage participation in the Joyous Messenger Ministry of the church.

COMMUNITY ENGAGEMENT– Purpose Focused Leadership Team

“You will be my witnesses in Jerusalem, in all Judea & Samaria, and to the ends of the earth.”

Acts 1: 8a

PURPOSE

The mission of our team is to engage and welcome all who choose to learn about us and share with us in celebration, worship and/or service.

RESPONSIBILITIES & DUTIES

1. Invite persons to experience our congregation through personal invitation, advertising, special events, and other means of publicity.
2. Oversee and direct the publicity of the church including advertising, banners, newsletters and other means.
3. Promote the work and ministries of the church to the wider Medina community.
4. Create a welcoming environment within the congregation and personally welcome those who visit for worship and other programs.
5. Recruit greeters for Sunday morning worship services.
6. Encourage visitors and new members to become active in the life of the church through personal invitation to worship and programs, appointing shepherds/mentors, and the use of spiritual gifts and time and talents surveys.
7. Be aware of new opportunities for ministry and communicate such opportunities to other Leadership Teams.
8. Carry out other activities of the church that support the above mission of inviting and welcoming.

HOSPITALITY– Purpose Focused Leadership Team

“Beloved, let us love one another, because love is from God.”

1 John 4: 7

PURPOSE

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.

RESPONSIBILITIES & DUTIES

1. Organize, support and oversee coffee hour and refreshments on Sunday mornings, after the 10:30 AM services, through September – May. No coffee hour will be provided during June, July, or August unless a special circumstance would arise.
2. Plan, oversee and support receptions and dinners celebrating special events in the life of the church.
3. Oversee and support annual fellowship events such as 50-year Member Luncheon, Ice Cream Social and Alive on the Square picnic.
4. Oversee and support funeral meals when requested.
5. Plan and support special events (dinners, potlucks, outings, etc.) that encourage fellowship in the life of the church.
6. Seek to create an atmosphere of hospitality, caring and love throughout the life of the church.

DISCIPLESHIP and EDUCATION – Purpose Focused Leadership Team

“Go therefore and make disciples of all nations...teaching them to obey everything that I have commanded you.”

Matthew 28: 19-20

PURPOSE

The Discipleship and Education Team (which hereafter will be referred to in this document as the D & E Team) plans, initiates, encourages, coordinates, facilitates and oversees ministries that nurture the Christian education, faith development, spiritual growth and Biblical understanding of our children and youth.

MEMBERSHIP & STRUCTURE

1. The Director of Christian Education and Associate Pastor shall be ex-officio members of the D & E Team. Representatives from Junior and Senior High Fellowships shall be welcome to attend Team meetings.

RESPONSIBILITIES & DUTIES

1. Develop goals and objectives for the education program for youth.
2. Approve curriculum and courses of study to be used.
3. Assist in the recruitment and training of teachers and advisors for the education program.
4. Support the Minister(s) and related staff in development and implementation of the Confirmation education program.
5. Create and implement, in conjunction with the minister(s) and related staff, programs that enhance the spiritual, educational, and social growth of all members of the congregation.
6. Provide information and encourage participation in summer programs of camps, conferences and Vacation Bible School.
7. Support and provide counsel to minister(s) and related staff.
8. Seek approval from Congregational Council for the creation of any new and on-going fund for which donations would be solicited and/or whose monies shall be invested separately from the general funds of the church.
9. Create Teams from the larger church, as deemed necessary, to carry out its assigned duties.

MISSION – Purpose Focused Leadership Team

“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

PURPOSE

The purpose of the Mission Team is to serve the church by encouraging, developing and coordinating an effective and comprehensive program of mission and community outreach, being sensitive to both physical and social needs. The Team will develop, within the church, an awareness of the extension of the Kingdom of God.

RESPONSIBILITIES & DUTIES

1. Develop, coordinate and administer a comprehensive missions program for the church, focusing on the community, the nation, and the world, by designing and communicating an expanding vision of missions. This includes setting specific and measurable goals to implement mission effort.
2. Coordinate a mission education program for the overall congregation and for identifiable groups such as adult education, teens, circles, children, etc.
3. The Team shall teach the congregation a Biblical understanding of world missions and encourage involvement through prayer, correspondence, friendship and financial support.
4. The Team will stimulate members to seek God’s will in terms of their direct involvement in the mission endeavors of the church.
5. The Team shall record decisions and projects to be maintained in records, minutes and communicated to the congregation.
6. Regularly evaluate and monitor mission efforts and mission projects sponsored by the church.
7. Develop and administer the mission and outreach budget (Benevolence), including implementing and recommending a policy of giving. This includes determining the distribution of funds by percentage or by dollars, allowing for flexibility as needs arise.
8. Administer and promote projects, both physical and financial, that support OCWM, and other denominational funds as presented, (Blanket Sunday, One Great Hour of Sharing, Neighbors in Need, Christmas Fund, Strengthen the Church, etc.).
9. Collaborate with other appropriate Teams, officers and leaders to carry out the mission and outreach ministry of the church. The Team shall create committees from the larger church, as deemed necessary, to carry out its assigned purposes.
10. Provide leadership, publicity, support and recruitment for the Adult Work Camp and newly identified projects as they may be identified.
11. Represent the church by serving on appropriate denomination committees and community organizations that further mission, partnering with effort and finances.
12. Seek new mission and outreach opportunities.

FINANCE & STEWARDSHIP - Resource Focused Leadership Team

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

PURPOSE

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 and 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.

RESPONSIBILITIES & DUTIES

1. Annually, The Team shall prayerfully select and purchase, or develop, an organized, year-round stewardship campaign plan and provide the ongoing assessment of its effectiveness and a detailed report at the conclusion of the campaign that demonstrates any change in the giving patterns of the church.
2. The Team shall prepare an annual budget request for the Operating Budget needs.
3. The Team shall oversee the financial management of the church, including budgeting, investment, and disbursement of funds, monthly financial statements, loans, lines of credit, Memorial Gifts, Special Gifts including inheritances and bequests (both designated and undesignated), insurance, leases, and other items related to the financial activities of the Church such as the operating, capital, and mission teams budgets.
4. Budgeting: The Team shall develop and monitor the church’s annual operating budget.
5. The Team shall develop processes and goals to consider issues including, but not limited to:
 - a. The expectation of a balanced budget is presented each year;
 - b. Consideration of the growth and adequacy of unrestricted reserve funds;
 - c. Situations in which the monitoring of actual results require expense reductions or other budget actions;
 - d. Setting aside funds in advance for major maintenance or capital improvements;
 - e. Guidelines for the distribution of undesignated pledge cards, loose offerings, undesignated bequests or other special gifts.
6. Each Leadership Team shall submit their proposed operating budget to the Finance and Stewardship Team for review in the fall for the upcoming fiscal year. The Director of Finance or designee shall prepare and the Treasurer shall review and forward the proposed budget for office expenses. The Team shall formally approve the operating budget for the next fiscal year and forward it to the Congregational Council for consider by their December meeting.
7. Capital Improvement Fund: The Team shall review any proposed and significant planned expenditures submitted by the Property and Grounds Team prior to the approval by Congregational Council and Congregation.
8. Reassignment of Funds and Borrowing: The Team shall have the authority to assign, allocate, or reallocate funds among various line items of the budget or borrow monies

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internally should circumstances warrant. Any borrowing of money from an external source shall also require approval by the Church Council and the Congregation.

9. Memorial Gifts: The Team shall preview, accept, or reject Memorial Gifts. Gifts may be rejected if they seem incompatible with the purposes or plans of the Church. Non-designated funds will be dispersed at the discretion of the Team with advisement from the Memorial Gifts Team.

10. Insurance and Bonding: The Team shall procure all appropriate insurances (such as building and grounds, office, liability, etc.), including bonding of financial officers, by obtaining and evaluating bids from multiple sources and selecting the best value for the Church. In the event of an insurance claim, the Team will work with other Church organizations and committees, as appropriate, on any resolution.

11. Leases: The Team shall procure and monitor all leases and leased equipment or property.

12. Audit: The Team may conduct a review of the financial records of the Church to be performed by a subcommittee of the Team or by other individuals not directly responsible for Treasurer or Financial Secretary duties. The Team considers the advisability of an outside audit on a periodic basis, such as triennially.

13. Property: The Team shall make a recommendation to the Congregational Council for the selling, buying, renting or transferring of any real property.

14. Hobby Horse Preschool: In so delegating financial authority to the Preschool and in recognition that the Preschool Team and all respective successors preserve a stable and consistent policy, it is acknowledged that:

- a. The Preschool shall operate only from revenues generated by student tuition, donations, and/or grants provided directly to the preschool;
- b. The Preschool may reserve a fund necessary to safeguard the operations of the Preschool subject to approve of the Finance and Stewardship Team, Congregational Council, and the Preschool Team;
- c. Any excess revenues generated by the Preschool may be transferred to the Church to be used as determined by the Congregational Council and the Stewardship and Finance Team.

PROPERTY and GROUNDS – Resource Focused Leadership Team

“I was glad when they said to me, ‘let us go to the house of the Lord!’”

Psalm 122: 1

PURPOSE

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

RESPONSIBILITIES & DUTIES

1. The Team will identify, prioritize and direct all maintenance and repair/replacement projects of the church.
2. Property & Grounds will develop an annual budget reflecting the needed funding to complete these projects.
3. While the Property & Grounds Team will identify, prioritize and direct the capital project needs of the church, these will not be included in their annual budget.
4. Funds for these Capital Projects will come from the Capital Accrual account to be created and administered by the Finance & Stewardship Team with review for endorsement by the Congregational Council.
5. Where practical, vendors and contractors will be selected by competitive bid (three bids being preferred). The Team will select the bid representing the best value for the church and submit these to the Finance Team and Congregational Council.

STAFFING – Resource Focused Leadership Team

“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

PURPOSE

The Staffing Leadership Team shall perform the function of a Human Resource entity for the Church. The Team’s task is to determine the terms and conditions of employment for the paid staff. The team is responsible for recommending staffing and personnel issues, including staff job descriptions, reviews, salary recommendations, personnel guidelines, discipline, hiring + termination guidelines/processes, volunteer help and other items relating to staff development and relations.

MEMBERSHIP & STRUCTURE

1. The Staffing Leadership Team (the Team) shall consist of three (3) past Moderators, selected from previous serving Moderators. The term of office shall be three years, with the option of renewal for a second term, with a maximum of six (6) years. The current Moderator, who is not a member of the Team, shall have the discretion to appoint or not appoint representation of two (2) members of the congregation to serve on the Team for a one-year term. These appointments are not required. The two members appointed by the Moderators are not past Moderators but represent the congregation at large. The appointment is subject to Council approval and shall be in collaboration with current Team members.

RESPONSIBILITIES & DUTIES

1. The Team shall be responsible for maintaining accurate records of discussions and decisions reached by the Team. A portable file of data is considered confidential, and such requires discretion.
2. The Team shall develop, maintain, and edit the Personnel Policies and Procedures Manual, dated 2006. Copy of such is available from the church secretary. The Manual shall be updated not less than every four (4) years.
3. The Team shall assure that church positions are adequately staffed. Should a vacancy occur, the Team shall meet to resolve how to respond. The Team shall re-evaluate each vacancy and re-construct it, alter and re-interpret the position, as the functioning needs of the church change. The Team shall have the authority to recommend the establishment of new positions or the elimination of positions as needed, with approval by Council.
4. The Team shall evaluate the job performance of the paid staff. The Team has the authority to assign new duties to employees only after a bona fide need for that duty has been established and discussed with the staff member, the Pastor(s) and Council.
5. The Team shall develop and update the job descriptions (dated 2007) no less often than every 4 years.
6. The Team shall provide one (1) annual job performance evaluation of paid staff each year, preferably in the late fall, prior to budget preparation time. This review is to be a written and oral review, with records maintained in the file.

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7. The Team shall recommend compensation/benefit terms for the paid staff. The Team shall recommend to the Finance Team and Council changes to the compensation/benefit terms as needed.
8. The Team shall have representation on any future Search Committee or Task Force should the need arise for the calling of ordained staff.
9. The Team shall implement a process to handle employee grievances, acknowledging that dissatisfaction and discipline issues need to be handled with extreme care and Christ-like mercy. The Team shall assure that all disciplinary action is fully documented. All discipline shall be incremental. No sidebar discussions on the part of the employee, the Team or the Pastor(s) will be binding during the disciplinary procedure. Only disciplinary discussions and decisions occurring at a duly and sanctioned meeting of the Team shall be valid.
10. The Team shall supervise the Church Volunteers, while delegating to the salaried church staff the function of supervising volunteers on the job. Such volunteers are not to handle sensitive or confidential data. Should a disagreement arise, the Team, in consultation with the paid staff, shall have the ultimate decision as to the resolution of issues surrounding volunteers.
11. The Team shall collaborate with other Leadership Teams, officers and leaders to carry out the mission of the church. The Team shall create committees, as deemed necessary, to act as a fact-gathering entity as needed, and such committees shall report to the Team the results of their efforts.
12. The Team, as an agent of the Council, shall be held harmless for any claims made against the Team members, or among the Team members, of discrimination, defamation of character, partisanship, negligence, malicious intent or behavior, slander, libel or malfeasance while reaching their decisions, excluding violations of local, state or federal law that may occur.

ADDITIONAL TEAMS

MEMBERSHIP & STRUCTURE

The following Membership & Structure clauses apply to all Additional Teams. Any additional Membership & Structure clauses stated under each specific team applies only to that team.

1. The Team is encouraged to begin and close every meeting with prayer, devotion, and/or study as determined by the Team.
2. The Team shall consist of a minimum of (3) three of members.
3. The Team shall meet a minimum of (4) four times a year. Times and location will be determined by the Team.
4. Each year, the Team shall select a chair and a council representative at their first meeting after the annual meeting. The chair and council representative may be the same person.
5. The Team shall take meeting minutes and send those meeting minutes to be filed with the church office after each meeting, either hard copy or electronic.
6. The Pastors(s) and the Moderators (3) shall be ex-officio members of the Team. Friends of the Team shall be welcome to participate, but shall have no voting privileges.
7. Decisions shall be resolved by consensus, or if necessary, majority rule of the total Team membership, not just those attending. Official business shall be transacted only when a quorum of more than 50% of the members is present. An emergency vote at the call of the Team Leader can be conducted via phone or email with the same quorum. The emergency vote will then be ratified at the next Team meeting.
8. All meetings are open to all members of the congregation unless decided by unanimous vote of the Team.

PASTORAL RELATIONS TEAM

"Speaking the truth in love, we must grow up in every way into him who is the head, into Christ."

Ephesians 4: 15

PURPOSE

The Pastoral Relations Team facilitates effective communication between the Minister(s) and the Congregation. The Team shall attempt to process all issues, questions, concerns, suggestions and ideas in the light of Christ so that, together, new understandings and compassion can be reached.

MEMBERSHIP & STRUCTURE

1. The Team shall consist of four (4) members, plus one representative from the Staffing Leadership Team and the Ministers. The Team shall reflect the divergent views, different worship services, and varied attributes/demographics of the congregation. Past Moderators may be invited to assist the Team. Leadership from Purpose and Resource Teams may be invited to assist the Team. Such invited guests will have input, but no voting privileges.
3. The Team shall report directly to the Staffing Leadership Team, and does not have an annual budget.

RESPONSIBILITIES & DUTIES

1. Seeks Christian compassion and confidentiality regarding conversations and discussions. Because of this responsibility, the Team is under no obligation to share findings, proceedings and results of discussions with Purpose and Resource Teams. The Team is accountable only to the active members. No sidebar discussions regarding topics of concern can be held outside the confines of the members' knowledge. Fact-finding conversations can be conducted only with the approval of the entire Team and the knowledge of the individual involved. Evaluate how to remain transparent but honorable in all proceedings.
2. Has a working knowledge of the policies and procedures of the church.
3. Has the right to access data from the Staffing Leadership Team, Search Team, Financial Secretary, and Association-denominational resources if such data will assist in the peaceful and unifying processes of the Team.
4. Makes the congregation aware of the Team's purpose and function on a semi-annual basis. The Team shall provide a brief written summary of their activity for the Annual Report.
5. Is receptive to all requests for an issue to be presented to the group, regardless of the source or topic.
6. Acts as listening posts within the congregation and bring issues or concerns to the Team for discussion.
7. Ignores all issues that are submitted anonymously, but if known, the Team will maintain the confidentiality of those who raise the issue.
8. Accepts issues from congregational members in three formats: talk to a member of the Team, provide a written statement of the concern and submit it to the Team, arranges to present their concern in person to the Team. Ample time, no less than 90 days, shall be provided for full discussion of all issues raised.

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9. Should an issue arise that is sensitive, the Ministers will be excused from that portion of the meeting.
10. Promptly communicates the actions and thoughts of the Team to the congregational member on the issue raised by the member.
11. Summarizes discussions and findings regarding job performance, and if need be, submits them to the Staffing Leadership Team to be filed in personnel folders as needed. The Ministers shall receive a copy of such summaries, and shall have the right to present a written rebuttal to the content. Such rebuttal must be timely, being filed within 90 days, and will be filed with the issue statement in the personnel folder.
12. The Team shall have no responsibility or right to conduct, record and file annual work evaluation performances or review job performance reports/statements of the ordained ministers. Such a task is assigned to the Staffing Leadership Team.
13. Adheres to, obeys and responds to all local, state, and federal laws in the decisions and findings of the group.

MEMORIAL GIFTS TEAM

"Remember the days of old, consider the years long past; ask your father, and he will inform you; your elders, and they will tell you."
Deuteronomy 32: 7

PURPOSE

The purpose of this team is to formally administer the procedure of receiving and allocating monetary gifts given in memory or honor of someone with approval of the Finance Leadership Team.

MEMBERSHIP & STRUCTURE

1. The Team consists of three (3) members appointed by Congregational Council for rotating three (3) year terms.
2. Chairman calls Team meetings as needed.
3. Gifts arrive at the church office via mail or in person.
4. The Financial Secretary of the church keeps a record of the name of deceased/honored person, name of donor, amount, and types a note to the family of the deceased/honored person with the name of the donor(s), signed by the minister. He/she deposits the money in the Memorial Gifts Account and generates a report monthly for the Team.

RESPONSIBILITIES & DUTIES

1. Contacts the families regarding their choice of gifts and so records.
2. Reviews, accepts, and rejects non-designated Memorial Gifts, in concert with the Finance Leadership Team. Any gift may be rejected if it seems incompatible with the purposes or plans of the church.
3. Sends a personal thank you note as soon as possible to the donor to acknowledge the gift.
4. Contacts the minister(s) and Leadership Teams for needs that are above and beyond budget. Then, after endorsement from the Finance Leadership Team, acts upon the dispersal of the funds.
5. Keeps meeting minutes and has them filed in the Church office.
6. Makes out a report for the Church Annual Report.
7. Sends a note of appreciation to the families for the memorial gift if appropriate.

HOBBY HORSE PRESCHOOL TEAM

“Start a child in the way s/he should go, and when s/he is olds/he will not turn from it.”

Proverbs 22:6

“And whoever welcomes a little child like this in my name welcomes me.”

Matthew 18:5

MISSION STATEMENT

The Hobby Horse Preschool provides an age-appropriate, child-centered education in a loving Christian environment. It seeks to foster the development of the whole child by facilitating growth – socially, physically, emotionally, spiritually and intellectually

MEMBERSHIP AND STRUCTURE

1. An effort shall be made to have representation by present, past, and/or future Hobby Horse Preschool parents.
2. The Director of Preschool shall be the Team leader and responsible for recording the minutes of the meeting. The Director is to distribute the minutes to Team members and abbreviated minutes to the Church Council.
3. The Preschool Bookkeeper/Accountant shall report to the Director and the Team.

RESPONSIBILITIES & DUTIES

1. The Team will attend meetings called by the Director and respond to electronic or phone communications as needed.
2. Any member who will be absent must contact the Team leader as soon as possible prior to meetings and events.
3. The Director and Preschool Team shall be responsible for staffing the Preschool per the HHP Hiring Policy.
Preschool staff shall include but not be limited to: the Preschool Bookkeeper/Accountant, teachers, administration, and cleaning staff as required.
4. The Team shall be responsible for developing policies and guidelines for the Preschool which shall be reviewed and approved by the Congregational Council.
5. The Director, Preschool Bookkeeper/Accountant, and members of the Team shall form a committee for the purpose of developing an annual budget to present to the entire Team for approval. The Preschool shall operate only from revenues generated by student tuition, donations, and/or grants provided directly to the Preschool.
6. The Preschool may reserve a fund necessary to safeguard the operations of the Preschool subject to the approval of the Finance Leadership Team, the Congregational Council, and the Preschool Team.
7. 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 Leadership Team, Congregational Council and the Preschool Team.
8. Bookkeeping and financial accounting shall be the responsibility of the Director and the Preschool Bookkeeper/Accountant. A report of the financial status of the Preschool shall be

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provided to the Church Financial Secretary on a monthly basis. Cash management procedures will be on file with the church.

9. The Director shall use the Team for advice and suggestions as needed.

10. The Team shall support the director and the Preschool by attending as many special events of the Preschool as possible. The Director shall be responsible for communicating in advance to the Team any upcoming special events.

Sources: UCC Medina Constitution (approved November 21, 2010) pages 14 and 15
UCC Medina By-Laws (approved November 21, 2010) page 21 (under Finance)

GATHERING LEADERSHIP TEAM

“Wherever two or three are gathered in my name, I am there among them.” Matthew 18:20

PURPOSE

Through prayerful discernment and creativity from the Holy Spirit, the Gathering Leadership Team seeks to oversee the Gathering Worship Service by providing direction, fostering collaboration, and nurturing inspiration. Specific purposes of the Gathering Leadership Team include:

1. Help to sustain a Gathering Worship Service that is planned and executed largely by laypersons with the nurturing and support of ordained staff members.
2. Help to discern God’s emerging vision for the Gathering Service through periodic exploration of the shifting identity and unfolding direction of the service (i.e., what is God calling the Gathering to be and how are we being faithful to this call).
3. Oversee and facilitate the planning process for each worship series and the logistics for each worship service.
4. Interface with the church’s Purpose Focused Leadership Teams (Caring, Community Engagement, Discipleship and Worship) to strengthen relationships and coordinate common needs between all worship services.
5. Interface with the church’s Resource Focused Leadership Teams (Stewardship, Finance, and Property & Grounds) to strengthen relationships and coordinate short and long-term needs for the Gathering Service.
6. Help to promote that the Medina United Church of Christ Congregational is a unified church that consists of four equally important worship services tailored to meet the needs of all persons seeking Christ.

MEMBERSHIP & STRUCTURE

1. The suggested composition of the Team is comprised of persons who represent and reflect the diversity of the Gathering Service (considering age, gender, ability, duration of experience with the Gathering, theological belief, etc.). The Senior and Youth & Family Life Pastors shall be considered ex-officio members of this team (not counted in the 7 to 10, non-voting).

RESPONSIBILITIES & DUTIES

The following are suggested responsibilities and duties of the Gathering Leadership Team. This includes the responsibilities and duties of the ordained staff (Senior Pastor and Youth & Family Life Pastor) as they relate to the Gathering Service:

Ordained Staff

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1. The Ordained Staff shall develop, train, nurture, and support the Gathering Leadership Team and assist the development of the worship series and the logistics of the Gathering Worship Service.
2. The Ordained Staff will participate actively and regularly in weekly worship. This may include leading the welcome and announcements, offering the morning prayer, and presiding at the Lord's Table.
3. The Ordained Staff will preach the sermons on a regular basis (suggested frequency being once per month on average).
4. The Ordained Staff will assist lay worship leaders and those responsible for preaching the sermon as required. This could include providing periodic preaching workshops, clinics, and Bible studies.
5. The Ordained Staff will encourage creative opportunities to engage in the word of God beyond sermons and they will work to recruit, educate, empower, and equip lay participation in sharing the word of God during worship.
6. As determined by the Gathering Worship Team, either the Senior Pastor or the Youth and Family Life Pastor shall typically provide the sermon for both the Easter and Christmas Gathering Services.

Gathering Leadership Team

1. Promote and oversee meetings to identify themes for a variety of worship series throughout the year.
2. Develop a comprehensive plan (looking at least one quarter ahead) that identifies message-givers and coordinators, choice of music, band participants, decorations, etc. Existing information technology mechanisms should be used to enhance the communication of these plans.
3. Coordinate with the Caring Leadership Team to arrange hospitality needs for the Gathering Service.
4. Support the Worship Leadership Team in endeavors involving unified worship services (i.e., Alive On The Square, etc.).
5. Develop a forward-thinking master plan for the Gathering Service that identifies physical church building needs (drapes, window improvements, etc.), worship service needs (band equipment, sound equipment, video recording needs, etc.) and other needs to further enhance the overall service. The Team shall prioritize and communicate these needs to the Financial and Property & Grounds Resource Focused Leadership Teams for incorporation into the overall church master plans and budgets.
6. Work to strengthen the relationship and communications between the Gathering Band and the Director of Music.

The Gathering service is represented in the Worship Team. The Gathering Team has not met since 2022 (or earlier) in an official capacity.

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FINAL DRAFT OF GATHERING TEAM APPROVED MARCH - 2011

ENDOWMENT STATEMENT OF PURPOSE
APPLICATION FOR FUNDING / GRANT CRITERIA

APPROVED MAY 18, 2025

**STATEMENT OF
PURPOSE AND MISSION**
UNITED CHURCH OF CHRIST, CONGREGATIONAL MEDINA, OHIO

We are called to live our Christian faith daily loving God, growing spiritually and serving others. Matt 22:36-39

Mission Statement
Constitution
Revised 2015:

ENDOWMENT FUND FOR THE UNITED CHURCH OF
CHRIST-CONGREGATIONAL, MEDINA, OHIO

A. **RESOLUTION FOR AMENDMENT TO THE CONSTITUTION OF THE UNITED CHURCH OF CHRIST, CONGREGATIONAL, MEDINA, OHIO**

"An Endowment Fund shall be established. The purpose, governance and operational procedures are hereinafter defined by a special resolution adopted by the Congregation."

RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND

"Whereas, Christian Stewardship involves the faithful management of all the gifts God has given to us - time, talents, the created world and money, including accumulated, inherited, and appreciated resources; and

Whereas, Christians can give to the -work of the church through bequests in wills, charitable remainder Trusts, charitable gift annuities, assignment of life insurance, and transfer of property (cash, stocks, bonds, real estate, etc.); and

Whereas, it is the desire of the United Church of Christ, Congregational, Medina, Ohio, to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors in accord with the desires of this congregation:

THEREFORE BE IT RESOLVED, at the Council meeting assembled on November 14, 1995, that the United Church of Christ, Congregational of Medina, Ohio approve and establish a new and separate fund to be known as **THE ENDOWMENT FUND OF THE UNITED CHURCH OF CHRIST, CONGREGATIONAL**, 217 East Liberty Street, Medina, Ohio, 44256 (hereafter called the "FUND".)

BE IT FURTHER RESOLVED, that the purpose of this FUND is the furtherance of the United Church of Christ-Congregational, Medina, Ohio's mission statement as adopted.

BE IT RESOLVED, that unless otherwise specified by the grantor; the principal amounts of the gifts to this FUND will be retained and preserved, and that only the income earnings from the managed investments of the principal may be expended, and

BE IT RESOLVED, that an Endowment Fund Committee (hereinafter called the "Committee")

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shall be established to be the custodian of the FUND and

BE IT FURTHER RESOLVED that the following Plan of Operation be set forth for the administration and management of the FUND."

PLAN OF OPERATION. .

The COMMITTEE

THE COMMITTEE shall consist of five members, all of whom shall be active members (but not members of the Church Council) of the United Church of Christ, Congregational, Medina, Ohio. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the Congregation, it shall elect the five members to the Committee: two (2) for a term of three years; two (2) for a term of two (2) years; and one (1) for a term of only (1) year. Thereafter, at each Annual Congregational Meeting, the congregation shall elect the necessary number of members to three (3) year terms to complete the COMMITTEE. No member shall serve more than two consecutive terms. After a lapse of one year, former members of the COMMITTEE may be reelected. The Minister, the Church Treasurer, the Financial Secretary and the Moderator of Council shall be ex-officio members of the COMMITTEE. The ex-officio members shall serve as advisors only, and they shall not exercise the right to vote.

The Council shall nominate members to the COMMITTEE in the same manner as for Leadership Teams via the Nominating Committee. In the event of a vacancy on the COMMITTEE, the remaining members of the COMMITTEE shall nominate a member to the COMMITTEE to fill the vacancy for the remaining term. The Council recognizes the COMMITTEE as the sole and exclusive decision makers for the FUND, as they complete their fiduciary responsibilities.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed necessary in the best interest of the FUND. A quorum shall be three (3) members, and a quorum is necessary to conduct legal business. A majority of the COMMITTEE members attending a duly called meeting shall carry any motions or resolutions.

The COMMITTEE shall elect from its membership a Chairperson, FUND Treasurer, and a recording Secretary. The Chairperson, or a designated member, shall preside at all COMMITTEE meetings. The FUND Treasurer shall maintain complete and accurate books of accounts for the FUND and shall be empowered to sign checks and all other documents on behalf of the congregation in furtherance of the purposes of the FUND.

A counter signature or co-signature of the Church Treasurer is also required. The Financial Secretary shall perform accounting procedures to support the FUND's actions, including maintaining church records to reflect the asset value of the FUND'S holdings. The Financial Secretary has no vote and no active function or responsibilities within the COMMITTEE.

The Recording Secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE and to the Church Council. Each member shall keep these complete minutes to be delivered to his/her successor.

The COMMITTEE shall have its books audited annually by a qualified person (who is not a

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member of the COMMITTEE) for presentation with its Annual Report to the Congregational meeting. Should an outside audit service provide an audit function for the Medina UCC Church, the FUND'S holdings would be listed as an asset within that audit. A separate audit document for the FUND is not required.

The COMMITTEE may request other members of the Congregation to serve as advisory members and/or, at the expense of the FUND income, may provide for such professional counseling on investments, accounting, or legal matters as it deems to be in the best interest of the FUND.

All assets are to be held in the name of THE ENDOWMENT FUND OF THE UNITED CHURCH OF CHRIST, CONGREGATIONAL of Medina, Ohio.

The COMMITTEE shall be empowered to hold, sell, exchange, reject, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, certificates of deposit, savings accounts, mortgages, notes, or other securities of real property as in their judgment and discretion they deem wise and prudent. The COMMITTEE shall report to the Church Council quarterly, or more frequently as needed, and to the Congregation at its Annual Meeting. The five members of the COMMITTEE are solely and exclusively charged with any and all decisions affecting the FUND, including, but not limited to, allocation and disbursement of the FUND'S assets.

Members of the COMMITTEE shall not be held liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. Members shall not be liable for the acts or omissions of any other members. The COMMITTEE shall operate and exercise due diligence and oversight to protect the fiduciary welfare of the FUND and its assets. The COMMITTEE, as a whole, and as individuals, shall be held harmless for any such decisions, made in good faith, affecting the assets of the said FUND.

It will be recognized that the COMMITTEE, as a whole, is to reach decision by a majority vote. No contacts, official or informal, are to be made by an individual COMMITTEE member to any outside entity without the full knowledge, disclosure and approval of the total COMMITTEE. Members of the COMMITTEE are accountable to the entire COMMITTEE.

Members are not to exercise their own, individual judgment, operating in isolation, on matters that will impact the success of the FUND's mission. Such violation shall result in dismissal from the COMMITTEE. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest, and shall at all times refrain from any conduct in which his/her personal interest would conflict with the interest of the FUND.

2. ACCUMULATION AND DISTRIBUTION

The COMMITTEE shall determine what is principal and income according to accepted accounting

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procedures.

The COMMITTEE shall evaluate all requests for disbursements for church program funding.

The program requests for funding that are deemed (1) to be in the furtherance of the United Church of Christ, Congregational, Medina, Ohio's Mission Statement, and (2) to be at the specified level of financial support as described in items A, B, and C below may be approved by the COMMITTEE, who has complete and final decision powers. Church Council and other groups within the church may be consulted for this process and decision. The COMMITTEE shall make decisions supporting the concept that the FUND is for long-term vision of the church.

The COMMITTEE may accept, manage, and provide oversight for any gifts/bequests to the Church's Budget that the Finance Leadership Team designates as eligible for management by the COMMITTEE. Such eligible designations shall be reflected in the assets of the FUND. Gifts and Bequests to the FUND, unless otherwise specified by grantors, shall accumulate until the FUND's Market Value of \$250,000 is achieved, after which, 100% of the income (dividends and interest) and 67% of the unrealized appreciation or growth generated by the FUND may be expended each year end, and at such times deemed as necessary and/or feasible. Allocations to Program Requests approved by the COMMITTEE will adhere to the template of distribution as listed below. The COMMITTEE, over a sequence of years, shall follow the distribution guide with the objective of establishing equality among the allocations given, and will accomplish the following purposes:

A. 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 new programs and initiatives of the United Church of Christ, Congregational, Medina, Ohio

B. One fourth (1/4)

....For outreach to the community in support of the local benevolences and mission interests of the church, in advisement with the Mission Team

...And/or For the wider mission of the United Church of Christ at home and abroad; i.e. United Church of Christ colleges, universities, scholarships, new church development, educational ministries, disaster relief, etc. Such allocations are in addition to the Mission budget administered by the Mission Team

C. One fourth (1/4)

....For maintenance of church facilities, 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.

The COMMITTEE shall only direct, and will not actively manage the investment program deemed appropriate by the COMMITTEE. The COMMITTEE will direct the outside management agency

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(brokerage firm, investment counselor, Trust Department, United Church Foundation) with diligence and oversight.

An annual review of investment products will be included in a written statement. Such review will include status of the holdings in:

Cash, Savings Accounts, Certificates of Deposit, Treasury Notes, Mutual Funds, Real Estate, Commodities, Bonds, Equities, Financials, Stocks (Small Cap, Mid Cap, Large Cap) Antiquities and Precious Metals.

This annual review statement will be filed with annual reports of the United Church of Christ, Congregational, Medina, Ohio. These investing tools shall be evaluated periodically, but not less than every 3 years. The above statements of review are not to be merged with the Church's Treasurer's Report or Annual Financial Reports of the Corporation. The FUND financial and status reports are to be included in the Annual Report.

The COMMITTEE has the authority to accept/reject gifts of Real Property and other assets if such gifts present a risk, hazard, or liability. (i.e. a gift of real estate that is contaminated and violates Federal/State/local environmental laws).

A separate report (from the Annual Budget) to the Congregation shall be made by the COMMITTEE members. Included will be specific acknowledgment of donors (if permitted). Such donors shall be recognized in the FUND status reports. Donors shall receive personal acknowledgement for their bequest/gift.

The COMMITTEE shall create an appropriate means to publicize and promote the purposes, impact and results of the FUND, and the COMMITTEES decisions to allocate monies. The COMMITTEE shall devise a plan to encourage and attract contributions to the Endowment Fund. This plan to be in advisement with the Stewardship Leadership Team but not controlled or regulated by the Stewardship Committee.

If the intended goal of a restricted gift to the FUND no longer exists, the COMMITTEE has authority to seek a court ruling to change said restriction, pending a concerted effort and attempt to receive authorization and approval from the donor or grantor.

The Fund will be responsible for any requirements of the Federal or State Internal Revenue Service to file annual Tax returns and divulge complete information if an audit is required.

In the event the COMMITTEE directs that a restricted asset of the FUND be disposed or liquidated, the grantor or his/her heirs shall be notified in writing of such disposal. If the grantor and his/her heir's addresses are unknown, notice may be accomplished by publication in a newspaper service in Medina County, Ohio. The intent of the grantor must be honored and respected.

3. AMENDING THE RESOLUTION

BE IT FURTHER RESOLVED, that any amendment to this document which will change, alter, or

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amend the purpose for which the FUND is established will require for adoption a majority vote of members present at a duly-called Congregational meeting. Any revisions to this document must be submitted to the Endowment COMMITTEE for approval prior to submission to the congregations for approval at a congregational meeting.


4. DISPOSITION OR TRANSFER OF FUND

"BE IT FURTHER RESOLVED, that in the event the United Church of Christ, Congregational of Medina, Ohio ceases to exist either through merger, separation, or dissolution, disposition or transfer of the FUND shall be at the discretion of the governing body in conformity with the approved United Church of Christ, Congregational, Medina, Ohio, Constitution."

5. ADOPTION OF RESOLUTION

"This resolution, recommended by the Council and accepted by the congregation at a duly called Congregational meeting, is hereby adopted."

UNITED CHURCH OF CHRIST,
CONGREGATIONAL
Medina, Ohio

By 
(Moderator)

and _____
(Church Clerk)

Dated this 11th day of February, 1996
Revised this 1st day of February 2009
Updated this 22nd day of December 2014
Updated this 28th day of February 2016
Updated this 9th day of January 2025
Approved this 26th day of January 2025
Approved this 18th day of May 2025