

# CONSTITUTION

## WINDSOR CONGREGATIONAL CHRISTIAN CHURCH (United Church of Christ)

Adopted 10/2/71; Amended 10/12/08, 07/11/2010, 01/08/2012, 04/15/2012, 07/13/2014 & 7/8/18

### ARTICLE I – NAME

The name of this church shall be Windsor Congregational Christian Church (United Church of Christ).

### ARTICLE II – PURPOSE

The purpose of this church shall be:

- a) to win people to Christ and to exercise Christian care over its members,
- b) to bind together the followers of Jesus Christ in Christian fellowship,
- c) to share in the worship of God and to administer the sacraments of the Church,
- d) to make His will dominant in the lives of believers as set forth in the life, teachings and death of Jesus Christ,
- e) to be a source of spiritual guidance and to serve as a channel of expression for its membership in extending the Kingdom of God throughout the world.

To accomplish this purpose the Church shall maintain public worship and Christian instruction to serve as a vehicle through which its members might become more effective witnesses for Christ. Further, the Church shall seek cooperation of other like-minded churches and shall join in the common goal of promoting the cause of the Kingdom of God.

### ARTICLE III – FAITH

We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to His deeds we testify:

He calls the worlds into being, creating us in His own image and setting before us the ways of life and death.

He seeks in holy love to save all people from aimlessness and sin.

He judges humankind and nations by His righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, He has come to us and shared our common lot, conquering sin and death and reconciling the world to Himself.

He bestows upon us His Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues and races.

He calls us into His Church to accept the cost and joy of discipleship, to be His servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and to eat at His table, to join Him in His passion and victory.

He promises to all who trust Him forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, His presence in trial and rejoicing, and eternal life in His Kingdom which has no end.

Blessing and honor, glory and power be unto Him.

Amen.

#### ARTICLE IV – CHARACTER OF ORGANIZATION

This church acknowledges Jesus Christ as its only head and finds in the Holy Scriptures, interpreted by the Divine Spirit, its guidance in matters of faith and practice as expressed in the following cardinal principles of the Christian Church:

1. The Lord Jesus Christ is the only head of the church.
2. The Holy Bible is a sufficient rule of faith and practice.
3. Christian character is a sufficient test of fellowship and of church membership.
4. The right of private judgment and the liberty of conscience is a right and privilege that should be accorded to and exercised by all.
5. All members shall have the right and privilege of voting upon all matters pertaining to the work of the church with the following exception:  
Only those members sixteen (16) years or older shall vote upon:
  - a) the calling or dismissal of a pastor,
  - b) the acquiring or disposal of the real properties of the church,
  - c) denominational affiliation.

#### ARTICLE V – MEMBERSHIP

##### Section 1 – Qualifications

This church will welcome into its membership any person who publicly acknowledges Jesus Christ as Savior and proposes to live in accordance with His teachings upon:

- a) presenting satisfactory letter of transfer from another church or
- b) reaffirming their faith in Jesus Christ or

- c) confessing their faith in Jesus Christ and receiving Christian baptism. (The mode of baptism shall be selected by the candidate.)

The acceptance of a candidate for membership shall be approved by the congregation at the time of his/her presentation.

### Section 2 – Types of Membership

The membership of the church may consist of:

- a) Active members who will be accorded all the rights and privileges of membership, including:
  - 1) All members in attendance shall have the right to vote on all matters brought before the congregation at any regular or special meeting, with the exception as stated in Article IV, 5.
  - 2) All members shall have the right to hold office when so chosen or elected.
  - 3) All members shall have the right to speak and to work in the church and its organizations.
  - 4) All members shall support the work of the church by attending the services of worship and the business meetings, by serving faithfully in any capacity where time and talents qualify him/her, and by giving systematically for the support of the church in its local program and its missions and benevolent enterprises.
- b) Inactive members who for a period of two years have not communicated with the church nor contributed to its support, and who, after due investigation shall be transferred to the inactive list by the Board of Deacons.

### Section 3 – Termination of Membership

Membership in this church may be terminated by any one of the following ways:

- a) Death.
- b) Transfer – any member of the church upon his/her own request, may be given a letter of transfer to another church by the Recording Secretary of the church.
- c) Erasure – members who are known to have joined another church will have their names dropped from the membership roll.
- d) Exclusion – should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of covenant vows, the Board of Deacons may recommend, subject to the approval of the Church Conference, to terminate his/her membership, but only after due notice and hearing and after faithful efforts have been made to induce such a member to return to a life of Christian living.

## ARTICLE VI – SERVICES AND MEETINGS

### Section 1 – Worship

- a) Services of worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the Board of Deacons.
- b) The Sacraments of the Lord's Supper shall be administered quarterly and at any other time deemed appropriate.
- c) Other services of worship, prayer, and inspiration and/or study may be held as determined by the Board of Deacons.
- d) Public baptism, christening, or dedication services may be held at the discretion of the pastor.

### Section 2 – Business Meetings

- a) The regular business meetings of the church shall be held on the second Sunday in the months of January, April, July and October. A regular meeting date may be changed with the approval of the pastor and the Board of Deacons.
- b) Special meetings for announced items of business may be called by the pastor, the Board of Deacons, the Executive Committee, or by written request bearing the names of any twelve members of the church. Any request for a special meeting must be presented to the pastor (in his/her absence the Executive Committee) who, in turn, will call the meeting. The meeting shall be limited to the items of business announced in the call. Call for such special meetings shall be read from the pulpit the Sunday before the date of the meeting; or, all active members of the church shall be notified by letter of the meeting date.
- c) A quorum for a business meeting shall be thirty members.
- d) Official year shall be the Calendar Year.

## ARTICLE VII – OFFICERS AND DUTIES

### Section 1 – Minister

Term of Office. The pastor shall be elected for an indefinite period. In order to terminate this relationship, three months notice shall be given by either the pastor or the congregation, unless by mutual consent.

Duties. It shall be the duty of the pastor to set a good example to his/her congregation and to conduct all services on Sundays, holidays, and such other days as the congregation may desire, to direct the work of religious education, including confirmation and new member classes, administer the Holy Sacraments, visit the sick, comfort the distressed and perform all such other duties as belong to the pastor's office. The pastor will oversee the church's website. In his/her absence, the Board of Deacons will assume this responsibility.

Rights. The pastor is the chairperson of the Executive Committee and ex-officio member of all Boards and Committees. As long as he/she is the pastor, no other

minister shall perform any religious ceremony in the church without his/her consent. To invite a speaker for any worship service either during a temporary absence of the pastor or for special occasions, the consent of both pastor and Board of Deacons is necessary. The pastor's salary shall be paid monthly or as agreed upon by the pastor and the Board of Finance and shall be sufficient to relieve him/her of temporal cares as far as possible and to preserve the dignity of his/her calling, subject, however, to the provisions of the contract between the pastor and the congregation. His/Her moving expenses when he/she assumes charge shall be borne in full by the congregation unless some other arrangements are agreed upon by the Pastor and the Pulpit Committee.

Calling of a Pastor. When the pulpit becomes vacant or the pastor gives notice to the church that he/she is retiring, the church shall elect a Pulpit Committee comprised of not less than five (5) members or more than nine (9). The Board of Deacons shall nominate the committee members. However, the congregation can nominate members from the floor. The Pulpit Committee shall elect its Chairperson.

### Section 2 – Recording Secretary

The Recording Secretary shall be elected in the manner prescribed to serve for a period of one year. The duties of the Recording Secretary shall be:

- a) to record all the transactions of the church whether at stated or called sessions, or conferences thereof,
- b) to record all admissions into the church, and state whether they be by letter or upon profession of faith; if by letter, state from what church or denomination the applicants came, always affixing the date and the age of applicant,
- c) to keep a complete and accurate account of all baptisms, christenings, dedications, deaths, changes of name by marriage, dismissals, and suspensions, and shall issue letters of transfer upon request of members,
- d) to attest all acts and proceedings of the church,
- e) to have in charge and carefully preserve all the records of the church, which shall be open to the inspection of the pastor and the church, and which he/she shall deliver to his/her successor in office.

### Section 3 – Administrative Secretary

The Administrative Secretary is responsible for assisting the pastor, various committees, and congregation as needed in the overall operation of the church. Specific responsibilities are documented in the position's job description.

The Executive Board is responsible for interviewing, hiring, dismissing and maintaining an up-to-date job description for this position. If necessary, the Executive Board is also responsible for administering disciplinary action, up to termination. The Pastor of the church will provide supervision of the Administrative Secretary. The Administrative Secretary is expected to work the regular office hours of the church, which are subject to change depending on the needs of the church.

The Administrative Secretary's hourly rate of pay and benefits will be set by the Board of Finance and approved as part of the church budget. This position is to be maintained as a separate entity from other paid positions of the church.

#### Section 4 – Treasurer

The Treasurer shall receive all monies designated for the church, shall pay all bills promptly, and shall make written reports to all church Conferences. Other duties are to be spelled out in the job description. Bills other than those recognized as essential for carrying on the work and program of the church shall have the approval of the Board of Finance. All checks shall have two signatures, one being the Treasurer and the other a designee as determined by the Board of Finance.

The Board of Finance will provide oversight and guidance to the Treasurer. They will also advertise as appropriate and interview candidates for the position. They will recommend to the Executive Committee for approval a job description, employment and dismissal of the Treasurer.

The Treasurer's salary shall be set by the Board of Finance and approved as part of the church budget. The position of Treasurer is to be maintained as a separate entity from other positions in the church. The Treasurer will serve as an ex-officio member of the Board of Finance.

### ARTICLE VIII – BOARDS

General Qualifications. In the selection of persons for the Boards of the Church, consideration shall be given to the Christian qualities, aptitudes, and abilities for such office. Consideration shall be given to the number of other boards and committees on which each candidate currently serves. Boards may suggest to the Nominating Committee such persons as they believe to be worthy candidates for membership on their respective boards. No member shall be chairperson of more than one board at the same time.

Any member missing three regular meetings consecutively without cause, or behaving in such a way as to bring reproach upon his/her office or the church shall be replaced by the selection of a new member by the Executive Committee with the approval of the church, unless other methods of replacement are granted to specific boards on which the member in question serves.

#### Section 1 – Board of Deacons

The Board of Deacons shall consist of not fewer than twelve members. All deacons shall be elected for a term of three years and shall be eligible for re-election after the expiration of a full term out of office.

In the event of a vacancy on the Board of Deacons, a new member shall be elected by the board to fill the unexpired term, or until an official election year, after which he/she may be eligible to re-election to a full three-year term.

New Deacons shall be nominated by and through the existing Board of Deacons. (Refer to the Nominating Committee process for nominating candidates from the floor.) The Board of Deacons shall organize by the selection of its own chairperson, its own secretary and such other officers and sub-committees as it may ordain.

It shall be the duty of the Board of Deacons to assist the pastor in planning and advancing the spiritual interests of the church and community including confirmation and new member classes. They shall assist in preparing and administering the sacraments of the church; including those who are sick or shut-in; in caring for the sick, the sorrowing, and the straying. They shall provide for the supply of the pulpit during the illness or absence of the pastor.

The Chairperson of the Board of Deacons shall appoint a Membership Survey Committee (number of members to be left to the discretion of the Board) to survey the status of church members and make recommendations and carry out the provisions of Article V, Section 2b of this Constitution.

The Board of Deacons shall assume all duties traditionally performed by Boards of Deacons and shall report their work to the regular business meetings of the church.

This Board shall meet monthly and at such other times as may be necessary by call of the Chairperson, a majority of the members, or the pastor.

The Board of Deacons shall review the pastor's job description annually and make changes as necessary.

The Board of Deacons shall conduct a pastoral evaluation annually, based on mutually accepted goals and objectives of the pastor, Board members and the congregation. The evaluation process should be fair and have a primary focus on improving ministry.

The Board of Deacons shall review the pastor's compensation annually and make recommendations to the Board of Finance on the pastor's behalf.

### Section 2 – Board of Trustees

The Board of Trustees shall consist of no fewer than three persons, all of whom shall be active members in good standing of Windsor Congregational Christian Church. Trustees shall be nominated by the Nominating Committee and presented to the Conference for election.

### Section 3 – Board of Finance

The Board of Finance shall consist of not more than ten (10) members. Members shall be elected by the conference each year to serve for a term of three (3) years and are eligible for additional terms.

This Board shall elect a chairperson and vice-chairperson each year from its members.

This Board shall submit a budget for approval by the conference before the end of each calendar year.

The Board may require the Treasurer and such other officers or employees of the church as they may see fit, to furnish proper bonds for the protection of the church, such bond or bonds to be in such amounts and executed by such securities as the Board shall designate or approve, the cost thereof to be paid from the general funds of the church.

The Board shall plan and supervise the Stewardship Campaign each year. It shall have the supervision of any capital funds program of the church unless a special committee is elected by the congregation. All such programs must have approval of the conference.

The Board shall have the authority to approve expenditures of up to \$10,000 per occurrence for repairs and maintenance of church buildings and grounds and other discretionary projects deemed in the best interest of the church. Such action of the Board shall be taken with practical unanimity, otherwise the confirmation of the church is required.

The Board will provide oversight and guidance to the Church Treasurer. It will advertise as appropriate and interview candidates for the position of Treasurer. It will recommend the job description, employment and dismissal of the Treasurer to the Executive Committee for approval.

The Board will be responsible for having an annual review of the financial records of the church, youth groups and other boards and committees as designated in the constitution. This review will be done by two members of the Board of Finance.

The Board is responsible for maintaining an agreed upon schedule, whereby two members of the Board will serve as counters of the church offering each Sunday.

The Board of Finance shall meet upon the call of the chairperson or a request from a majority of the members.

### Section 4 – Board of Christian Education

The Board of Christian Education shall consist of nine (9) members, six (6) to be elected by the church conference and three (3) to be appointed by the elected members of the Board. The elected members shall serve for a term of three years and are eligible for additional terms.

The elected members of the Board shall appoint the Sunday School Superintendent, who will serve as Chairperson of the Board, Assistant Superintendent and Secretary/Treasurer. They shall be appointed to serve for a term of three years and are eligible for additional terms.

The Board shall organize by electing its own recording secretary and any other officers deemed necessary. Each officer of the Board shall be elected to serve for one year. It shall be the duty of this Board to advise, direct, and carry out the total program of Christian Education to include Vacation Bible School, the nursery, the children's message and children's church, as well as assisting the pastor and deacons in maintaining confirmation classes; to determine all matters of policy relating to it; to appoint all Sunday School officers and teachers; to secure all other necessary personnel for the implementation of the program; to assist in all budgetary and financial matters pertaining thereto; and to determine from time to time the most suitable literature, curriculum, and materials to be used in the program of Christian Education, making whatever changes and improvements in the literature that the Board considers to be desirable.

The Board shall meet quarterly and other times as deemed necessary by the chairperson or a majority of the members. All educational programs of organization and/or auxiliaries of the church shall be correlated and coordinated by approval of the Board of Christian Education.

It shall be the duty of the members of this Board to strive to keep themselves informed of new procedures, literature, and avenues open and available to insure a better quality Christian Education program in the church.

The Board of Finance will review the books of the Sunday School Treasurer during the annual review of the church books and at other times as deemed necessary.

## ARTICLE IX – COMMITTEES

### Section 1 – Executive Committee

The Executive Committee shall consist of the pastor as Chairperson, the church Recording Secretary who shall be Secretary of the Committee and the Chairperson of the following Boards and Committees: Board of Deacons, Board of Trustees, Board of Finance, Board of Christian Education, Property Committee, Music Committee, Youth Committee, Board of Ushers, Pastoral Relations Committee, Women's Fellowship and Men's Fellowship. The Committee shall meet at least quarterly. Special meetings may be called by the chairperson or by a request of three members of the Committee. In the absence of a settled pastor, the Executive Committee shall elect its own chairperson.

The Executive Committee shall serve as the coordinating agent of all the interests and activities of the church. It shall endeavor to promote the general efficiency of the church and its organizations and shall recommend to the church such adjustments and improvements as may seem wise concerning policies and administration. The

Committee may act for the church in minor matters, always assuming that unless such action is taken with practical unanimity, it must have the confirmation of the church. The Committee shall have the authority to expend budgeted funds of the church to carry out its programs and meet the needs of the church. All other unbudgeted requests shall require the approval of the Finance Committee and/or church conference as appropriate.

All officers, Boards and Committees shall present their plans to the Executive Committee for information in order to assist the Committee in the work of mediating and unifying.

### Section 2 – Property Committee

The Property Committee shall consist of seven (7) members, at least two (2) of whom will be elected by the conference each year to serve for a term of three years and are eligible for additional terms. A Chairperson shall be elected by its members to serve for a period of one year.

This Committee shall conduct regular inspections of the church building and grounds, shall see that they are kept in proper repair at all times and shall supervise the sexton and the groundskeeper. It shall employ, provide a written job description and dismiss all sextons. It will advertise, as appropriate, interview candidates for the position of Sexton, and recommend to the Executive Committee for approval the job description employment and dismissal of the Sexton. All contracts for work not performed by church employees (i.e. Groundskeeper) will be negotiated by the Property Committee and then approved by the Executive Committee. They shall further supervise these employees, advising them of their duties and responsibilities. It shall recommend salaries for all Sextons to the Board of Finance.

This Committee is authorized to expend up to \$3,000 of budgeted funds on repairs and maintenance during a calendar year. All other repairs and maintenance of church buildings and grounds require the approval of the Finance Committee.

No furniture shall be borrowed from the church for members' use outside of the church without permission of the Chairperson of this Committee who will record such action.

The Administrative Secretary will be the contact for any person, group or organization desiring to use the church to eliminate scheduling conflicts. The Administrative Secretary will pass all requests, excluding those of church members desiring to use the church for regular meetings, on to the Property Committee for approval. Fees for use of the sanctuary and/or fellowship hall will be set by the Finance Committee. Approval of the Finance Committee is required for a waiver of this fee. (Refer to Policy established for weddings.)

The Property Committee shall meet at least quarterly and such other times as deemed necessary by the chairperson or a majority of the members.

### Section 3 – Nominating Committee

The Nominating Committee, consisting of members of the Executive Committee, shall present nominations for Recording Secretary and Boards and Committees not otherwise provided for, at the quarterly Church Conference preceding the end of the church year. The right of a member to make a nomination from the floor shall always be recognized. All nominations from the floor must have the permission of the individual before being made. In case of multiple nominations, paper ballots will be used. If any nominee after election declines to serve, the Executive Committee shall fill the vacancy. The Nominating Committee shall keep in mind not only the qualifications of a person for any given office or Board but the quality of his/her witness, his/her willingness to apply himself/herself to the office and ability to fill the office with dignity and credit to the church. They shall further give due consideration to recommendations received from any Board or Committee for members for nomination to their respective Boards or Committees.

### Section 4 – Music Committee

There shall be a Music Committee composed of three members, one of which will be elected by the conference each year to serve for a period of three years and is eligible for additional terms. A Chairperson shall be elected by its members to serve for a period of one year. The Choir Director, organist, and audio technician are to be ex-officio members of the Music Committee.

The Music Committee shall advertise as appropriate and interview candidates for the positions of organist, assistant organist, choir director and audio technician. It shall recommend the job description, employment and dismissal of these positions to the Executive Committee for approval. This committee shall make salary recommendations for these positions to the Finance Committee. They shall further supervise these employees, advising them of their duties and responsibilities. They shall have the responsibility of dealing with any issues that affect the music program of the church.

The Music Committee shall submit to the Finance Committee a proposed budget for the music program of the church.

The Music Committee shall meet quarterly and at other times as needed. A meeting can be called by any member of the committee as needed.

### Section 5 – Ushers

The Board of Ushers shall consist of not less than six members, recommended by the Nominating Committee, and elected by the church conference at its annual meeting. Members shall serve for a period of one year and may succeed themselves without limitation. A Chairperson shall be elected by its members to serve for a period of one year.

The ushers shall serve as a hospitality committee, care for the comfort and convenience of the worshippers at regular church services and at such other times as may be necessary and select and train acolytes. It shall work with the pastor and choir as it functions to make people at home in the house of God and in aiding to create a worshipful atmosphere.

#### Section 6 – Youth Committee

The Youth Committee shall consist of eight (8) members, three (3) to be elected by the church conference, the leader of the Senior Youth Group, the leader of the Junior Youth Group, the leader of the Kid's Club, the leader of the Pre-School Club and the President of the Senior Youth Group. It is recommended that the three (3) members elected by the church conference not have a direct connection with the youth groups (i.e. assistant leaders). The term of office shall be three (3) years, with one being elected each year to serve for a term of three years and is eligible for additional terms. The chairperson of the committee shall be selected from the three elected members of the committee by its members to serve for a period of one year. The chairperson will be a member of the Executive Committee and attend scheduled meetings.

The committee is responsible for overseeing the youth programs of the church. The committee will work with the Pastor of the church, and other committees as deemed necessary, to develop and administer programs and events for the church's youth that will parallel the "purpose" of our church as listed in Article II of this constitution.

It is the responsibility of the committee to ensure all events are properly supervised by at least two adults.

An enrollment form for each member of the Youth Groups must be completed. This form will act as an overall consent form for the members to participate in activities. In addition, this committee must also monitor that signed permission slips are obtained from the legal guardians of the participants for all activities outside of the church facility.

The leaders of all Youth Groups, or the Treasurer of the Youth Committee if the individual accounts are combined, must oversee the checking accounts. This includes ensuring that an audit trail is created for fundraisers, donations and all expenditures. The Board of Finance will review their records during the annual review of the church books and at other times as deemed necessary.

The committee will meet at least once per quarter, and other times as deemed necessary by the chairperson, to discuss the status of the youth program and plan future events.

#### Section 7 – Pastoral Relations Committee

The Pastoral Relations Committee shall consist of five (5) members, 3 appointed and 2 elected. The members are selected as follows: upon initial start up, two members of the existing Pulpit Committee appointed by the Pulpit Committee will serve for one full year. This one full year starts the first day of employment of the new pastor. Two (2)

members are appointed by the current pastor after one full year of tenure, both shall serve a 3 year term. The two pastoral appointees shall replace the outgoing Pulpit Committee appointees.

One (1) is appointed by the Executive Committee for a three year term. Two (2) are nominated and elected by the congregation, one for a two year term and one or a three year term.

Each member, other than the Pulpit Committee appointees, shall be eligible for a second term of three years. Members will not be eligible for a re-appointment or re-election until the expiration of a full three year term out of office.

The process of formation of a new Pastoral Relations Committee shall take place within thirty days following the calling of a new pastor. It shall be the duty of the Executive Committee to start the process with the goal of having it formed on or shortly after the first day of employment of the new pastor.

A chairperson and secretary shall be elected by its members to serve a period of one year. The chairperson should ideally only serve as chairperson for one year but may not serve for more than two consecutive years. The pastor is an ex-officio, without vote, member of the Committee. The chairperson shall not be the pastor.

If the time occurs that the church does not have a full time pastor, the existing Pastoral Relations Committee will cease to exist.

If at which time the church calls more than one pastor, there shall be a separate Pastoral Relations Committee for each pastor.

Important characteristics of members should include:

- Being of Christian character that commands the respect and admiration of the congregation and the pastor.
- Have maturity with patience and flexibility.
- Have a vital interest in the life of the church with knowledge of the inner workings of the church.
- Have the ability to maintain strict confidentiality at all times.
- Have the ability to appreciate different points of view.
- Have the ability to negotiate and reconcile differences.
- Have the availability to listen to church members.
- Being trustworthy.
- Have the willingness to learn how to be effective in this ministry.
- Being of good standing in the church and valuing the progress of the church's mission in the community.

Consideration should be given to selecting members that do not serve on existing boards, if practical.

The purpose of the Pastoral Relations Committee is to support and maintain an open and healthy relationship between the pastor and members of the congregation which shall enhance the effectiveness of the church's mission. The Committee serves in two primary ways, as an advisory group to the pastor and as support to the pastor's leadership. As an advisory group, the Committee shares ideas, dreams, hopes, expectations and concerns of the congregation with the pastor. As support for the pastor, the Committee interprets roles, functions, and needs of the pastor to the congregation.

The Pastoral Relations Committee shall meet monthly during the first six months after formation and shall meet at least quarterly thereafter. The Committee shall meet at other times as deemed necessary, either called by the pastor, chairperson or a majority of its members.

The Pastoral Relations Committee shall be a separate standing committee accountable only to the congregation.

The Committee shall make an annual report to the congregation. The Committee shall report at each quarterly conference a brief narrative summary of the evidence of advocacies on behalf of the pastor and the congregation and indicate categories discussed at meetings.

The Committee members shall undergo training at least once per year to keep themselves continually educated and informed using literature and all educational avenues available to them to enhance the effectiveness of the Church's mission.

#### ARTICLE X – AMENDMENT

To amend this Constitution any organization or member of the church may submit a proposed amendment and/or additions at any regular church conference. A vote shall be taken on the adoption of the proposed change at the following regular church conference; a two-thirds majority vote of the voting members present will be necessary for adoption.

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