

**First Unitarian Church of Alton**  
**Semi-Annual Congregational Meeting Minutes**  
**Sunday, May 15, 2015**

Our Mission

*The First Unitarian Church of Alton is a welcoming and inclusive faith community committed to nurturing lifelong spiritual growth and to inspiring lives of love and service, which strive toward justice and compassion for our community, our neighbors, and our world.*

**Sign in/Call to Order/Rules/Board Update**

Sabrina Trupia, President, opened the meeting at 12:05 p.m. by calling for a show of hands of members which yielded 39. This met the Bylaws requirement of 27 of 107 members for a meeting quorum.

Sabrina explained a new meeting rule: each person wanting to comment on a discussion item gets two minutes to speak; if the speaker desires more time to comment, s/he goes to the back of the line of speakers and gets two more minutes.

Sabrina then recapped the last year as reflected in Board activities:

Revision to organizational structure (which requires a ByLaws change later in the agenda) to clearly delineate responsibility between the Minister and the Board;

Our "group read" of Governance and Ministry; Rethinking Board Leadership by Dan Hotchkiss;

Work on a governance calendar to ensure that routine updates or revisions occur;

The change in our way of doing financial support to the Abundant Sunday model as well as the philosophical change to "what can we do with what we have and not focus on what we don't have?".

**Minutes of Past Congregational Meeting** -- Minutes of the January 18, 2015 semi-annual congregation were approved by the Board in February after the meeting and don't require a congregational vote today.

**Minister's Report – Rev. Sunshine Wolfe**

Pastor Sunshine reflected that last year at this time, Khleber and Linda Van Zandt were leaving (along with six major families during FY14-15). Ghe expressed gher belief that our church has a great deal to offer during the next year's search for our next settled minister.

Rev. Sunshine also discussed a list of gher areas of focus:

The Board, Transition Team and the Search Committee complete an evaluation of the interim process three times over the two years, and each time requires a significant investment of group time.

Congregational history – An updated history is required to accompany the ministerial search process, and that update is in process under the pens of Mary Johnson and Sarah Lazarz.

Who are we and why are we here? In addition to the recent covenant work, there will be a Mission & Vision Workshop on October 10 for all members to participate. This will result in creation of several living documents which should be reviewed every 5 years.

Volunteers & Leadership – Ghe has been working with the Board on an updated organizational structure designed to minimize the number of people deciding and maximizing the number of people doing work for the church. Sunshine plans on providing leadership training at Campfest and again in the fall.

Sunshine thanked Juliette Crone-Willis and Becky Green for all their help this year.

Connections with other churches will benefit from more attention, especially from a St. Louis Metro advertising campaign which will focus on local collaboration and publicizing the work of all.

Pastor Sunshine concluded by saying that the congregation had done a great deal of work over the last year that will help the Ministerial Search Team in its work this year.

**Transitions Team Report** – Sarah Lazarz reported that the Team consists of herself, Sayer Johnson and Marcia Custer, and that they meet the first Sunday of each month with Pastor Sunshine. The purpose of those meetings is to be the point of contact for praise or concern during the Interim Ministry period.

**Capital Campaign Report** – Mary Johnson provided the final financial figures from the Capital Campaign:

Donations received: \$244,609.94

Expenses: \$234,219.38

Remaining in account: \$10,390.56

Of the six Capital Campaign projects approved by the Congregation in May 2012, there were funds available to complete the following:

Remodeling of the kitchen and adding a coffee service center in the K.W. Room,

Upgrading the church's HVAC system, and

Installing energy efficient windows in the RE wing and kitchen.

The accessible parking lot was deferred because of the estimated cost \$40,000 and requirement for City approval to proceed.

The idea of creating an outdoor play area behind the church sort of fell by the wayside and was not "pushed" by anyone.

It is up to the Board to determine how to spend the remaining \$10,390 since, to Mary's thinking, the to-do list is pretty extensive – painting the sanctuary, landscaping the side of the Wuerker Room so the dirt doesn't wash down the sidewalk after a rain, replacing the flooring in the Wuerker room and/or hallways ... and numerous other projects. Mary ended her report by suggesting it would be great if the church could be "lookin' good" by the time we begin interviewing ministerial candidates.

**Endowment Report** – Jerry Johnson provided and answered several questions about the following report.

## First Unitarian Church Endowment Fund Report - May 17, 2015

Fund	Current Endowment Fund Balance				Specific Fund Name	Symbol
	Shares	Price	Value	As Of		
American Fund	2881.44	\$22.15	\$59,393.90	5/15/2015	The Income Fund of America – A	AMECX
Ariel	1352.855	\$57.20	\$77,383.31	5/15/2015	Ariel Appreciation Fund Investor Class	CAAPX
Pax World	2,228.27	\$24.21	\$53,946.49	5/15/2015	Pax World Balanced Individual Class	PAXWX
US Bank			\$786.57	5/15/2015	Money Market Account	
<b>Current Value:</b>			<b>\$191,510.26</b>	<b>5/15/2015</b>		

Owed to the Church	
Year	Amount
2014-2015:	\$5,342.77
2013-2014:	\$4,487.96
2012-2013:	\$3,730.98
2011-2012:	\$1,038.23
<b>Total:</b>	<b>\$14,599.94</b>

Adjusted Endowment Value As of June 30th of the Year (actual or by regression to Index)	Endowment Fund Contribution Calculations:				Minimum Contribution	Calculated Contribution	
	SP500 Index	Index		Fund Performance			
		Regression					
2014	\$178,092.31	1980.23			minimum contribution for 2014-15	\$5,342.77	\$3,145.55
2013	\$149,598.59	1667.47	0.850650179	0.840005911	minimum contribution for 2013-14	\$4,487.96	\$2,928.08
2012	\$124,366.06	1304.86	0.782538816	0.831331742	minimum contribution for 2012-13	\$3,730.98	\$2,746.16
2011	\$131,107.83	1365.21	1.046250172	1.054209112	minimum contribution for 2011-12	\$3,933.23	\$2,598.38
2010	\$112,178.97	1188.57	0.870613312	0.855623726	minimum contribution for 2010-11	\$3,365.37	\$2,436.29
2009	\$81,434.21	862.82	0.725931161				
2008	\$125,569.81	1330.45	1.541978628				
2007	\$122,936.59	1494.07	1.122980946				
2006	\$107,881.27	1311.10	0.877535858				
2005	\$95,189.11	1156.85	0.882350698				
2004	\$91,111.99	1107.30	0.957168172				
2003	\$73,988.07	899.19	0.812056353				
2002	\$88,609.76	1076.89	1.197622305				
2001	\$103,430.58	1257.01	1.167259423				
2000	\$119,865.79	1456.75	1.158900884				

\* Minimum Contribution is 3% of the June 30th value.

\* Calculated Contribution is 4% of the 30-year average value.

**Treasurer's Report** – Michelle Bryant-Barbeau reviewed the April Financial Report (included at the end of these Minutes), noting that pledges received have been less than expenses but she is hoping that they will meet by the end of the fiscal year.

**Election of Board members** – Kelly Crone-Willis, on behalf of the Nominating Committee which included himself, Jennifer Timpe and Mary Johnson, moved approval of the following slate:

President-Elect – Dee Evans

Treasurer – Lisa Strangeman

Secretary – Pat Moore

At large Board position – Paul Hebert

All are three-year positions except for Paul Hebert who would have a two-year term since he is filling a vacancy caused by an interim resignation.

The slate was approved on a vote of 35 members in favor.

**Election of Ministerial Search Team** – Based on a vote of 36 members in favor, the following slate was approved:

Ruth Maskow  
Phil Embree  
Layne Simpson  
Nancy Conniff  
Kelly Crone-Willis  
Mary Johnson  
Robyn Berkley

**ByLaws Change Vote** – Sabrina explained the new organizational structure with specific responsibilities assigned to either the Minister or Board as well as how it required change in Article IX, Committees, of the Church ByLaws. Ron Glossop offered a friendly amendment to Section 3 of Article IX which was incorporated in the ByLaws presented for approval. Ron then moved approval of the revised ByLaws, seconded by Kelly Crone-Willis and approved with 33 members voting in favor and 4 abstaining. A copy of the full, approved ByLaws is included at the end of these Minutes.

**FY15-16 Budget Explanation and Vote** – Sabrina highlighted the major changes in the proposed FY15-16 Budget, particularly the deletion of funding for the nursery and an RE Coordinator in favor of funding the Ministerial Search effort. Following some questions and answers, Kelly Crone-Willis moved approval of the proposed FY15-16 Budget which was approved by the congregation with 32 approving and 3 abstaining.

**Covenant Reading and Vote** – Ed Navarre led a discussion of the process and content of the proposed covenant; there were several questions/answers but no amendments to the proposal.

Based on a motion by Robyn Berkley, seconded by Sarah Lazarz, the following Covenant was approved with 28 in favor, 2 opposed and 4 abstentions:

To strengthen and nurture our Welcoming community, with love, compassion and respect, we covenant together to:

Honor and make space for our diversity; respect our volunteers, leaders and staff by supporting balance in their lives and in their personal and professional pursuits

Encourage each member to develop a personal spiritual practice that cultivates honesty and acceptance

Remembering our humanness, we acknowledge our imperfection and extend forgiveness to ourselves and others.

Engage within our own and the larger community with integrity by taking responsibility for our actions, facilitating right relationships, and living into the journey.

**Close of Meeting** – At 1:45 Kelly Crone-Willis moved we end the meeting, seconded by Michele Bryant-Barbeau and approved by a voice vote approval with no opposition or abstentions.

Respectfully submitted,  
Sandra Shaner, Secretary

Apr

Treasurer's Report Apr 2015  
(83% of year)

MBB

INCOME:	CURRENT	YTD	BUDGET	Percentage
Pledges	\$9,802.00	\$68,361.50	\$103,550.00	66%
Anticipated Pledges	\$0.00	\$0.00	\$5,000.00	0% in with Pledges
Donations	\$1,203.44	\$7,550.38	\$5,000.00	151%
Health Insur Tax Credit	\$0.00	\$0.00	\$0.00	#DIV/0!
Fundraising Events	\$0.00	\$306.00	\$3,000.00	10%
Special Projects	\$53.91	\$3,431.75	\$1,000.00	343%
Interest	\$6.08	\$76.97	\$0.00	#DIV/0!
Misc	\$930.98	\$3,016.07	\$189.00	1596%
Local Endowment Income	\$0.00	\$0.00	\$5,000.00	0%
UUA Endowment Income	\$522.92	\$2,006.92	\$3,000.00	67%
Transfer from Reserves	\$0.00	\$16,127.84	\$18,000.00	90% (Sabbatical+additional reserves)
SUBTOTAL	\$12,519.33	\$100,877.43	\$143,739.00	70%
Memorials		\$300.00		
<b>TOTAL</b>	<b>\$12,519.33</b>	<b>\$101,177.43</b>	<b>\$143,739.00</b>	<b>70%</b>
<b>EXPENSES:</b>				
<b>Staffing</b>				
Administrator	\$1,798.13 (gross)	\$17,286.66	\$19,875.00	87% 13.65 x 28 x 52
Administrator Benefits	\$195.20 (retin)	\$1,947.42	\$1,988.00	98% 10% sal
Custodial	\$325.00	\$3,545.00	\$3,640.00	97% \$70 x 52wk
Minister	\$4,686.46	\$42,178.14	\$61,625.00	68% TCM 45500 S&H+ 35% benefits (includes 1400 housing)
Minister Professional Expenses	\$0.00	\$2,528.48	\$0.00	0%
RE Director	\$712.50	\$6,412.50	\$7,125.00	90%
RE Director Benefits	\$0.00	\$0.00	\$0.00	#DIV/0!
RE Director Professional Expenses	\$0.00	\$0.00	\$500.00	0%
Payroll Related	\$0.00	\$0.00	\$2,066.00	0%
Interim Minister Exp	\$0.00	\$1,392.87		
<b>Programming</b>				
Child Care	\$453.00	\$3,579.00	\$5,500.00	65%
Food Ministries*	\$0.00	\$67.46	\$300.00	22%
Members*	\$0.00	\$0.00	\$300.00	0%
Nursery	\$0.00	\$0.00	\$100.00	0%
Religious Education	\$0.00	\$345.66	\$1,500.00	23%
Social Justice	\$0.00	\$0.00	\$0.00	#DIV/0!
Worship	\$0.00	\$533.87	\$250.00	214%
Worship Tech Support* EMPLOYEE	\$75.00	\$750.00	\$900.00	83%
Music* EMPLOYEE	\$360.00	\$2,720.00	\$3,760.00	72%
<b>Maintenance &amp; Renovation</b>				
Building & Grounds (repairs)	\$98.95	\$1,105.71	\$1,500.00	74%
<b>Office &amp; Building</b>				
Administrative Expenses	\$55.00	\$650.00	\$1,200.00	54%
Building & Grounds Services	\$564.00	\$3,239.66	\$3,600.00	90%
Insurance	\$0.00	\$3,952.00	\$5,750.00	69%
Office Supplies & Equip Mnt	\$227.45	\$3,191.26	\$2,400.00	133%
Postage	\$0.00	\$703.30	\$500.00	141%
Telephone	\$105.44	\$952.66	\$1,500.00	64%
Utilities	\$539.33	\$4,590.83	\$6,250.00	73%
Misc Bank/Web Expenses	\$14.95	\$394.00	\$600.00	66%
<b>Association</b>				
Denominational Dues	\$0.00	\$2,484.00	\$5,500.00	45% (not 13-14 Reported)
UUSC	\$0.00	\$0.00	\$110.00	0%
United Congregations of MetroEast	\$0.00	\$400.00	\$400.00	100%
<b>Other</b>				
Sabbatical Fund	\$0.00	\$0.00	\$0.00	#DIV/0!
Qualified Shortfall Reduction	\$0.00	\$0.00	\$0.00	#DIV/0!
Miscellaneous	\$0.00	\$391.00	\$0.00	#DIV/0!
SUBTOTAL	\$10,220.41	\$105,341.48	\$138,739.00	76%
<b>Total (Income less Expenses)</b>		<b>-\$4,164.05</b>		

May 17 Semi-Annual

Cash Flow 2014-2015	Sept
Checking Bal	\$17,787.32
Savings/Reserves Bal	\$42,317.40
Total Cash on Hand	\$60,104.72

Oct
\$31,641.88
\$26,189.56
\$57,831.44

Nov
\$31,649.68
\$26,192.14
\$57,841.82

Dec
\$27,899.24
\$26,194.80
\$54,094.04

Cash Flow 2014-2015	Jan
Checking Bal	\$26,067.31
Savings/Reserves Bal	\$26,197.46
Total Cash on Hand	\$52,264.77

Feb
\$23,421.15
\$26,199.87
\$49,621.02

Mar
\$15,455.41
\$26,202.54
\$41,657.95

Apr
\$13,888.02
\$26,205.12
\$40,093.14

**Off Budget as of Apr 30, 2015**

Category	05/11/14
Pass Thru	\$1,382.87
Endowment Fund	(report)
Memorials	\$10,261.54
Minister's Discretionary Fu	\$1,626.51
Coffee Fund	\$368.38
Sabbatical Fund	\$1,960.14
Saturday Lunch Fund	\$908.72
Unspent Outreach Funds	\$765.83
Youth Fund	\$719.61
Petty Cash	\$50.00

12/31/14
\$1,382.87
(report)
\$11,261.54
\$1,991.51
\$368.38
\$1,960.14
\$1,208.72
\$765.83
\$719.61
\$50.00

04/30/15
\$1,382.87
(report)
\$11,411.54
\$2,252.43
\$368.38
\$1,960.14
\$877.09
\$765.83
\$719.61
\$50.00

(exp pending)  
(exp pending)

Totals \$18,043.60

\$19,708.60

\$19,787.89





	<b>2014 Budget</b>	<b>2015 Budget</b>
	Congregation Approved 5/18/2014	
	Actual Pledges=\$109,000	Estimated Pledges=\$105,000
<b>INCOME:</b>		
Pledges	\$103,550	\$99,750
Anticipated Pledges	\$5,000	\$5,000
Donations	\$5,000	\$5,000
Health Insur. Tax Credit	\$0	\$0
Fundraising Events	\$3,000	\$3,000
Special Projects	\$1,000	\$1,000
Interest	\$0	\$0
Local Endowment Income	\$5,000	\$5,400
UUA Endowment Income	\$3,000	\$3,000
Transfer From Reserves	\$18,000	\$10,000
Miscellaneous	\$189	\$363
<b>SUBTOTAL:</b>	<b><u>\$143,739</u></b>	<b><u>\$132,513</u></b>
<b>EXPENSES:</b>		
<b>Staffing</b>		
Administrator	\$19,875	\$19,875
Administrator Benefits	\$1,988	\$1,988
Custodial	\$3,640	\$3,640
Minister	\$61,625	\$61,625
Minister Professional Expenses	\$0	\$0
Minister Relocation Expenses	\$5,000	\$0
Minister Search Committee		\$10,000
RE Director	\$7,125	\$0
RE Director Benefits	\$0	\$0
RE Director Professional Expenses	\$500	\$0
Payroll Related	\$2,066	\$1,520
Worship Tech Support	\$900	\$900
Music	\$3,760	\$3,760
<b>Programming</b>		
Child Care	\$5,500	\$0
Food Ministries	\$300	\$0
Members	\$300	\$0
Nursery	\$100	\$0
Religious Education	\$1,500	\$0
Social Justice	\$0	\$0
Worship	\$250	\$0
NEW - Ministerial Committees		\$1,200.00
NEW - Board Committees		\$1,200.00
<b>Maintenance &amp; Renovation</b>		
Building & Grounds Committee	\$1,500	\$0





Administrative Expenses	\$1,200	\$1,200
Building & Grounds Services	\$3,600	\$3,600
Insurance	\$5,750	\$5,750
Office Supplies & Equip.Mnt.	\$2,400	\$2,400
Postage	\$500	\$500
Telephone	\$1,500	\$1,500
Utilities	\$6,250	\$6,250
Misc. Bank/Web expenses	\$600	\$600
<b>Association</b>		
Denominational Dues	\$5,500	\$4,500
UUSC	\$110	\$105
United Congregations of MetroEast	\$400	\$400
<b>Other</b>		
Sabbatical Fund	\$0	\$0
Qualified Shortfall Reduction	\$0	\$0
Miscellaneous		
<b>SUBTOTAL:</b>	<b><u>\$143,739</u></b>	<b><u>\$132,513</u></b>
<b>INCOME</b>	\$143,739	\$132,513
<b>EXPENSES</b>	\$143,739	\$132,513
<b>Gain/(Loss)</b>	<b><u>\$0</u></b>	<b><u>(\$0)</u></b>

## BY-LAWS

of the

FIRST UNITARIAN CHURCH OF ALTON

A Religious Corporation

### ARTICLE I – NAME AND PURPOSE

Section 1: The name of the church shall be “First Unitarian Church of Alton.”

Section 2: Purpose of the corporation shall be for religious worship and the corporation shall exist and operate under the “Religious Corporation Act” of the State of Illinois, (ILL Stat. Chap. 32, Sec. 164, et seq.), as the same is or shall be amended from time to time, pursuant to resolution of the congregation adopted May 27, 1949, as shown by affidavit of Incorporation filed July 1, 1949, in Book 11.37 at Page 413 in the Recorder’s Office of Madison County, Illinois.

Section 3: The purpose of this church is to foster liberal religious living through worship, study, service and fellowship.

Section 4: This church is congregational in tradition and polity. Nothing in these By-Laws is to be construed as an authoritative test of right belief. The Unitarian Universalist Association, of which this church is a member, promulgates the following statements as principles supported by the majority of member congregations of the UUA.

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. Democracy and the rights of conscience in our congregations and in society;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

### ARTICLE II – STATEMENT OF INCLUSION

This congregation affirms and promotes the full participation of persons in all our activities and endeavors; including membership, programming, hiring practices, and the calling of religious professionals; without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.

### ARTICLE III – MEMBERSHIP

Section 1: The members of this church shall comprise those persons who find themselves in sympathy with the purposes and programs of the church and sign the membership book of the church witnessed by two members of the Board of Trustees.

Section 2: Voting members shall be all those members who have at anytime within the past two years actively participated in, or sustained by contribution of record, the activities of the church. Each member shall have one vote on any question before the membership.

Section 3: Certificates or letters of membership in good standing, shall on a member's request, be granted in proper cases and signed by the Minister or the President of the church. A person may be removed from membership through that person's written request, or through the recommendation of the Board of Trustees when a member has died, moved away, or cannot be located.

#### ARTICLE IV – DENOMINATIONAL AFFILIATION

This church shall be a member of the Unitarian Universalist Association, Central Midwest District, and the St. Louis Area Unitarian Universalist Council. It is the intention of this church to make annual financial contributions equal to its full share as determined by the Association, the District, and the Council.

#### ARTICLE V – MEETING OF MEMBERS

Section 1: The regular annual meeting of the membership shall be held in the last quarter of the fiscal year at such place, date, and hour as may be designated by the Board of Trustees. The purpose of this meeting shall be to elect the officers and trustees as provided in the By-Laws and to receive reports from the officers, minister, and various committees about their work and progress, and such other matters that may come before the meeting.

Section 2: A regular semi-annual meeting of the church shall be held between November 1<sup>st</sup> and January 31<sup>st</sup> of the fiscal year at such place, date, and hour as may be designated by the Board of Trustees. The purpose of this meeting shall be to receive reports of the officers, minister, and various committees on their work and progress, and such other matters that may come before the meeting.

Section 3: Special meetings of the members shall be held at any time at the call of the Executive Committee or the Board of Trustees at such time and place as may be designated in the call. On written petition of at least 5 members of the congregation the Executive Committee shall call a special meeting of the members for the purposes stated in the petition.

Section 4: Members shall be notified of all regular and special meetings at least two weeks prior to the date of such meeting.

Section 5: A quorum at any meeting of members shall be twenty-five percent of the congregation's voting members present in person, except as specified differently herein for special meetings. No absent member shall be entitled to vote by proxy. In the event of illness, family emergency, or other reasons necessitating absence, a member shall be entitled to vote by absentee ballot. Said ballot shall be signed, sealed, and delivered to a member of the Board prior to voting.

Section 6: Any resolution which is presented to the congregation at a special meeting or at the annual or semi-annual meeting, and which is to be publicized outside the confines of the church, shall require the affirmative vote of two-thirds of the members voting in order to pass. In addition, the meeting minutes prepared by the secretary shall include all pertinent information concerning the vote (e.g., the number of voting members in the church, the number of voting members present at the meeting, and the number voting for and against the motion).

#### ARTICLE VI – TRUSTEES

Section 1: The Board of Trustees shall, after June 30, 2010, consist of seven elected members and the Minister, who shall be an ex-officio, non-voting member. The seven members shall include the five officers (i.e., President, President-elect, Past-President [most recent available], Secretary, and Treasurer) and two members-at-large. All Trustee terms are for three years and begin on July 1<sup>st</sup>. Elections shall be held at the annual

meeting. Trustees shall not be eligible for re-election to the Board of Trustees for one year after the expiration of a full three-year term with the exception of the Treasurer who may be elected to serve a second full term.

Vacancies that occur between congregational meetings shall be filled by the Board of Trustees until the next congregational meeting. Until June 30, 2010, the Board of Trustees shall have an additional at-large member, for a total of eight elected members, provided however, that if one of the existing at-large members of the Board of Trustees resigns or is removed prior to June 30, 2010, the Board shall not fill that vacancy.

Section 2: Exceptions to the By-Laws regarding the election of Trustees and their terms of office may be made with the approval of the congregation.

Section 3: All of the affairs of the church shall be under the control and jurisdiction of the Board of Trustees, except the matters which are by law or herein reserved to the congregation. The Board of Trustees shall provide for the raising and disbursing of the funds of the church and auditing the books. The Board of Trustees shall have general care and control of the real and personal property of the church and shall receive and appropriate all sums, gifts, contributions, and donations for the purpose of the church as they see fit, subject however to any limitations, if any, of such gift. The Board of trustees shall not, however, create any debt beyond the current budget expenses, unless authorized by a 2/3/ vote of the members present at any regular or special meeting of the members of which notice of the proposed expenditure and its purpose was contained in the call of the meeting.

Section 4: The Board of Trustees shall arrange the terms of settlement of such minister as the church may call and provide an incumbent for the pulpit when there is no settled minister.

Section 5: The Board of Trustees shall provide an order of business for all meetings of the members and shall lay before the regular annual meeting a report of the substance of their transactions with full financial statements and estimate of proposed budget for the ensuing year. The Trustees shall at all times keep the congregation well informed concerning the church affairs. The Trustees shall at all times and in all matters be subject to the instructions of the congregation by resolution duly passed at any meeting of the congregation held in accordance with the By-Laws.

Section 6: The Board of Trustees shall hold regular meetings at such time and place as may be fixed from time to time by resolution of the Board of Trustees and shall hold special meetings at such time and place as may be designated by the President. Reasonable notice of such meetings shall be given as the Board itself may determine. A quorum for a regularly scheduled meeting shall be five members of the Board of Trustees.

## ARTICLE VII – OFFICERS

Section 1: The officers of the Church shall be a President, President-Elect, Past President, Secretary, and Treasurer. The Presidency is a three position office. The individual elected to be President-Elect one year automatically becomes President the next year, then Past President the third year. The Secretary and the Treasurer each have a three-year term of office.

## Section 2: Duties of the Board of Trustees:

- A. The President of the Board of Trustees also serves as the President of the Church and has the usual duties of a chief officer. These include:
1. Call and preside at all regular and special congregational meetings and issue agendas for such meetings at least 10 days in advance;
  2. Call and preside at all regular and special meetings of the Board of Trustees;
  3. Act as executor of the Board of Trustee decisions;
  4. Work with the President-Elect and Past President to fill standing committee chairs within 30 days of taking office;
  5. Report to the congregation on the year's activities, achievements, and problems at the semi-annual and annual congregational meetings.
- B. The President-Elect shall:
1. Serve as President of the Church and of the Board of trustees in the absence of the President;
  2. Assist in recruiting committee chairs and committee members and orienting them to the functions and responsibilities of each committee;
  3. Facilitate the work of Standing Committees by coordinating meeting times for said committees and informing chairs of these committees about denominational issues and educational opportunities, as well as any other issues needing attention or action;
  4. Maintain current Operating Papers for each committee.
- C. The Past President shall:
1. Work with the President and President-Elect to identify and fill standing committee chairs;
  2. Serve on the Nominating Committee and review by-laws;
  3. Act as an advisor to the other officers and trustees.
- D. The Treasurer shall:
1. Be responsible for keeping records of income, disbursements, and investments (actual tallies, deposits, and disbursements may be conducted by a board approved assistant);
  2. Make financial reports at each regular meeting of the Board of Trustees or Congregations, or when requested to do so by the Board of Trustees;
  3. Serve as liaison to the Finance Committee and to any endowment/trust/management and/or planning committee authorized by the Board of Trustees.
- E. The Secretary shall:
1. Take minutes at all Board, Executive, and Church Membership meetings;
  2. In coordination with the Church Office Manager, provide copies of the minutes from each meeting to the appropriate individuals (e.g., Board Members, Minister, and /or church members.);
  3. In coordination with the Church Office Manager, maintain a file of approved minutes as a permanent record of the business of the church;
  4. Prepare and send a summary of all meeting minutes to the newsletter editor;
  5. Send correspondence as directed by the Board or the Membership;
  6. Serve as Board Liaison to the Church Office Manager.
- F. Every Trustee will serve as liaison to Church committees. These one-year assignments shall normally be made at the first meeting of the Board of trustees in the new Church year. As liaison, the Trustee will:
1. Initiate and maintain contact with the assigned committee(s) and serve as an ex-officio, active member of it;
  2. Bring before the Board of trustees any committee requests or recommendations involving policy or monetary matters requiring Board of Trustee action;
  3. Report to the Board of trustees at least once each year on the general goals, achievements, and problems of the assigned committee(s).

Section 3: The officers shall perform the usual duties pertaining to their respective offices under the direct control of the Board of Trustees and any special duties named herein.

## ARTICLE VIII – MINISTER

Section 1: The Minister shall be responsible for the conduct of worship within the church and the spiritual interests and activities of its members. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinion outside the pulpit.

Section 2: The Minister shall perform the usual duties pertaining to the office under the direction of the Board of Trustees. The Minister shall, with Board of Trustees, determine and arrange other meetings for edification or usefulness. The Minister shall be a non-voting ex-officio member of the Board of Trustees and of all committees except the Nominating Committee, the Executive Committee, and the Ministerial search Committee.

Section 3: The Minister shall be called on recommendation of the Ministerial Search Committee by a four-fifth (4/5) majority of the voting members of the church present at any meeting legally called for the purpose. The quorum for such a meeting is to be constituted by 40% of the voting members.

Section 4: The Minister may be dismissed by a majority vote of the voting members of the church present at any meeting legally called for the purpose; quorum for such a meeting to be constituted by 40% of the voting members.

Section 5: In the event of the Minister's dismissal, his or her salary and allowance shall be continued for three months after date of dismissal. Should the minister submit a resignation, three month's notice must be given at the time the resignation is made, except the Board of Trustees may allow an interval of less time.

## ARTICLE IX – COMMITTEES

Section 1: The Executive Committee shall consist of the Past President, Current President and President-Elect and shall be empowered to act for the Board of Trustees on all matters requiring immediate attention between meetings of the Board which are not amenable to an e-mail vote. For the Executive Committee to act, two of the three members must agree, and the topic plus the vote must be described and recorded in the Minutes of the next Board meeting.

Section 2: The Nominating Committee shall consist of three members. Two, who are elected by the congregation at the annual congregational meeting, may not be members of the Board of Trustees. The third member of the committee shall be the Past President whose term ends at the end of the fiscal year of the annual congregational meeting. The Past President shall be the committee chair. If a vacancy occurs in the Nominating committee, the President shall, with the concurrence of the Board, appoint a replacement.

The Nominating Committee shall solicit suggestions and recommendations from the Board and the congregation prior to creating a recommended list of nominations. The Nominating Committee report of nominations for officers, trustees and elected members of the succeeding Nominating Committee shall be presented to the Board and the congregation 30 days prior to the annual meeting. At the time of the regular annual meeting, other names may be placed in nomination for any elected position, provided the consent of the nominee is obtained.

Section 3: The Board of Trustees designates the function of standing committees and creates ad hoc committees as needed to conduct church affairs. Some Committees and Teams report to the Minister while others report to the Board; specific committees or teams and the reporting relationships are designated in the



Church Policy and Procedures Manual. The president appoints chairs, with approval of the Board of Trustees, by the end of July of each fiscal year. These appointments are for one year and may be renewed.

Section 5: Endowment Committee. There are three signatories authorized for the Endowment Fund (the Endowment's Financial Secretary, the Treasurer and Secretary) with two signatures required for any transaction. The Endowment Committee Chair has internet access to review records but does not have signature authority. (as established by Board on 5/12/10)

In order to provide a predictable level of contribution to the operating budget of the church: The church Endowment Fund will make a yearly disbursement of funds to the operating account of the church. This disbursement will be made within 90 days of the beginning of the fiscal year. The value of this disbursement will be determined by the following formula:

$$SI_{31} = R \frac{\sum_{i=1}^{30} V_i}{30}$$

Where:

- $SI_{31}$  = Spendable income from the Endowment Fund.
- $R$  = Rate of return (0.04).
- $V_i$  = Value of the Endowment Fund, in real dollars, at the close of market on the last business day of the fiscal year "i".
- "i" is the index that denotes each of the previous 30 years. Where  $i=1$  indicates the fiscal year just finished.
- $SI_{31}$  is constrained as follows:

$$V_1(0.03) \leq SI_1 \leq V_1(0.06)$$

The actual methodology and execution of the calculation shall be the responsibility of the Endowment Committee with oversight and advice of Finance Committee. Any method used will conform to the above formula and constraints.

Until such time as the Endowment Fund has been in existence long enough to perform this calculation in full, the  $V_i$  for any year the Endowment Fund did not exist will be set to the value of the Endowment Fund in its first year indexed to the Standard & Poor's 500 Stock Index.

#### ARTICLE X – FISCAL YEAR

The fiscal year shall begin July 1.

#### ARTICLE XI – DUES

No fixed dues or assessments shall ever be levied against any member. All conditional gifts, bequests, or devices limited for specific uses and purposes shall be subject to acceptance by the Board of Trustees.

#### ARTICLE XII – AMENDMENTS

These By-laws, so far as allowed the law, may be amended or replaced at any meeting of the members by a two-thirds (2/3) vote of those present and voting. Notice of the proposed change shall be contained in the notice of the meeting.

### ARTICLE XIII – DISSOLUTION

Should this church cease to function and the membership vote to disband, any assets of the church will be transferred in accordance with the wishes of the congregation at the time of dissolution. Such transfer to be made in full compliance with whatever laws are applicable.

### ARTICLE XIV – RULES OF ORDER

The official rules of order on all points not covered in these By-Laws for meeting of this church shall be *Robert's Rules of Order, Newly Revised*, as published by Scott, Foresman, and Company.

Approved by vote of the members at a regular meeting held October 26, 1949, as amended, April 30, 1950; January 7, 1951; June 8, 1955; August 19, 1956; September 18, 1960; October 9, 1963; April 10, 1968; April 27, 1978; October 27, 1985; December 11, 1988; April 18, 1990; April 24, 1991; March 13, 1994; May 10, 2001; December 14, 2003; December 11, 2004; May 20, 2005; May 19, 2006; December 3, 2006; January 16, 2009, May 31, 2009, May 23, 2010, May 17, 2015.

Attest: Sabrina Trupia, Church Board President, May 17, 2015



