



THE CONSTITUTION AND BYLAWS OF GLENVIEW COMMUNITY CHURCH



APPROVALS:

CONGREGATION

EXECUTIVE BOARD

PLANNING COMMITTEE

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THE CONSTITUTION

Article I: Name

This church is named the GLENVIEW COMMUNITY CHURCH, United Church of Christ.

Article II: Faith, Polity and Fellowship

SECTION A. FAITH AND PURPOSE (COVENANT OF THE GLENVIEW COMMUNITY CHURCH)

The Glenview Community Church, United Church of Christ, unites Christians of all denominations on the common principles of belief in God, Christ, the Bible, and the Church, with each member interpreting these beliefs as conscience dictates.

We propose to live in the fellowship and ways of God and to follow the leadership of Jesus Christ in all our life's experiences so far as God's ways and Christ's leadership are made known to us. We strive to know the will of God as taught in the Bible and all other sources and to walk in the ways of the Lord made known to us.

We hold it our church's mission to proclaim the message of Jesus Christ to all people, exalting in the worship of the one true God. We labor for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship. We work and pray for the transformation of the world into the Realm of God.

We strive for conflict resolution in Glenview Community Church, in the community and in the world.

SECTION B. POLITY

The government of this church is vested in its members who exercise the right of full and final control in all its affairs.

SECTION C. FELLOWSHIP

This church is autonomous and under the control of no other ecclesiastical body. It shall accept, however, the obligations of mutual council, comity and cooperation involved in the free fellowship of the United Church of Christ and with all churches which seek to promote the reign of God demonstrated by the life and ministry of Jesus Christ. This church is a member of the United Church of Christ, the Illinois Conference of the United Church of Christ and the Chicago Metropolitan Association.

This church may, by a two-thirds vote of members voting, at any church meeting affiliate with any other organization of Christian churches or terminate its church standing or affiliation with any organization. Such notice of proposed action shall be given in the same manner for amending this Constitution.

This church shall acknowledge and accept the assistance freely offered and provided by the United Church of Christ (UCC). This church shall pledge, as appropriate, to direct its benevolences through United Church of Christ channels or other fields of service approved by the Executive Board upon the recommendation of the Missions Outreach Board. This pledge is partial recognition of past and present financial aid and other assistance from the UCC. Benevolences of the Church may be directed to any UCC or non-UCC mission.

Article III: Membership

SECTION A. QUALIFICATIONS

This church will welcome into membership all who affirm and believe in the Covenant of the Glenview Community Church as stated in Article II, Section A.

Active Members. Active members of this church are those persons who have affirmed the Covenant of the Church, have been received at a regular or special service of Worship, and fulfill their membership duties.

Inactive Members. Members unable to participate as active members shall be classified as inactive.

SECTION B. APPLICATION

Applications for membership may be made through a Called Minister, the Director of Member Engagement or a member of the Membership Board. Members shall be received through:

1. Letter of Transfer from another church;
2. reaffirmation of faith by those members of another church or those members of another church unwilling to grant a letter of transfer;
3. confession of faith by those joining with no previous church membership; or
4. confirmation for those youth of the church making their first profession of faith.

SECTION C. PREPARATION

Confirmation classes shall be offered to prepare the youth of the Church to understand and assume covenant responsibilities. Seminars for adult applicants shall be offered by Called Ministers in collaboration with the Director of Member Engagement at regular intervals to prepare new members to understand and assume covenant responsibilities.

SECTION D. DUTIES

Members are expected to be faithful and continually grow their role in fulfilling the Covenant of Glenview Community Church. Each member should: regularly attend church worship services, financially support the church and its benevolences, contribute their time and talents to the Church's organized work, diligently seek spiritual and general welfare for themselves and all members, and ever increasingly attempt to live a Christian life.

SECTION E. RIGHTS

Active members have the following rights:

1. To act and vote at meetings of the Church.
2. To be elected as an officer of the Church.
3. To serve as a member of an official Board or Committee of the Church.
4. To consider the church building as their church home, to use the building for a wedding or funeral for themselves or immediate family members without fee.
5. To receive regular church publications, mailings and other communications without fee.

SECTION F. TERMINATION

1. By letter of transfer. Members may request a letter of transfer to any Christian church be written by a Called Minister. A Called Minister shall write and send the letter of transfer to a specific church and provide a copy for the member, at which time membership shall cease.
2. By certificate. Members transferring to religious bodies which do not accept letters of transfer may request a certificate of good standing. A Called Minister shall issue the certificate and give it to the member, at which time membership shall cease.
3. By release. Members requesting release from covenant obligations for any reason shall be granted the request. A Called Minister shall issue a release after counseling with the member, at which time membership shall cease.
4. Transfer to inactive membership. Active members shall be transferred to inactive membership status if they fail to maintain their covenant responsibilities within and to this church by lack of participation or contribution. Excepted from this transfer shall be members with illness or infirmity, or in poverty. A list of those to be recommended for transfer to inactive membership shall be prepared annually by church staff under the direction of the Director of Member Engagement and reviewed by all Called Ministers and the Membership Board. A Called Minister, the Director of Member Engagement, or designee shall attempt to contact those members to advise them of the proposed status change. The Executive Board shall annually vote on proposed changes in members' status. Inactive members shall be reinstated as active members upon their written request and demonstration of renewed fulfillment of the member covenant.
5. Persons whose membership has been terminated or transferred to inactive status for any reason described in this section shall forfeit all rights described in Section E and all claims in the property of the Glenview Community Church as such, or any part thereof.

Article IV: Officers, Councils and Boards

SECTION A. NAMES AND QUALIFICATIONS

1. Names. Officers, Councils and Official Boards of the Church shall consist of the following and those made members, by virtue of their office, by this Constitution:

Called Ministers as set forth in Bylaws Article I, Section A-1
Moderator as set forth in Bylaws Article I, Section A-2
Vice Moderator as set forth in Bylaws Article I, Section A-3
Immediate Past Moderator as set forth in Bylaws Article I, Section A-4
Church Clerk as set forth in Bylaws Article I, Section A-5
Treasurer as set forth in Bylaws Article I, Section A-6
Council of Ministry as set forth in Bylaws Article Section B-1
Council of Moderators and Ministers as set forth in Bylaws Article I Section B-2
Executive Board as set forth in Constitution Article IV, Section B-1;
Adult Education Board as set forth in Bylaws Article III
Children's Ministry Board as set forth in Bylaws Article III
Confirmation and Youth Ministry Board as set forth in Bylaws Article III
Fellowship Board as set forth in Bylaws Article III
Finance Board as set forth in Bylaws Article III
Membership Board as set forth in Bylaws Article III
Missions Outreach Board as set forth in Bylaws Article III
Music Board as set forth in Bylaws Article III
Pastoral Care Board as set forth in Bylaws Article III
Properties Board as set forth in Bylaws Article III
Services and Sacraments Board as set forth in Bylaws Article III
Stewardship Board as set forth in Bylaws Article III

2. Qualifications. Any active member of the Church may hold elected office, be elected to any board of the Church, or serve on any committee subject to the following requirements:
 - a. The Moderator, Vice Moderator, Immediate Past Moderator, Church Clerk and Treasurer shall be at least 21 years of age.
 - b. An At-Large Member of the Executive Board shall have been an active member of the Church for at least three complete years and have served a complete elected term on another Board or served on the Executive Board of the Women's Association or served as the Church Clerk or Treasurer.
 - c. The Moderator and Vice Moderator shall have served at least one year as a member of the Executive Board in addition to meeting the requirements for an At-Large Member detailed above.
 - d. Comply with the safe church policy.

SECTION B. EXECUTIVE BOARD

The Executive Board is vested with all the authority of the Congregation between called meetings of the Congregation, except as otherwise provided in this Constitution and has the sole authority among the boards to authorize legal action. It shall meet during the month of June each year, at the call of the Moderator, and thereafter at such time and place that it determines, or at the call of the Moderator.

1. The Executive Board Membership shall consist of the following members or their authorized delegate:
 - Called Ministers
 - Moderator
 - Vice Moderator
 - Immediate Past Moderator
 - Church Clerk, who shall serve as Secretary
 - Treasurer
 - Chair of Adult Education Board
 - Chair of Children's Ministry Board
 - Chair of Confirmation and Youth Ministry Board
 - Chair of Fellowship Board
 - Chair of Finance Board
 - Chair of Membership Board
 - Chair of Missions Outreach Board
 - Chair of Music Board
 - Chair of Pastoral Care Board
 - Chair of Properties Board
 - Chair of Services and Sacraments Board
 - Chair of Stewardship Board
 - President of Women's Association
 - Eight members to be elected At-Large
2. The specific duties and responsibilities of Executive Board are:
 - a. to determine and enforce overall church policies;
 - b. to make recommendations to the various officers, boards and committees in the furtherance of such policies;
 - c. to consider the budget proposed by the Finance Board and recommend the adoption by the Congregation of the budget as so proposed or with such amendments thereto as the Executive Board shall deem advisable;
 - d. to choose and instruct delegates and alternate delegates to represent the Church at fellowship and denominational meetings, and to require that either such delegates or their

- alternates shall attend such meetings and make full report to the Executive Board;
- e. to fill vacancies in elective offices until the end of the current election year;
 - f. to review the reports of officers and chairs of boards and committees at each monthly meeting;
 - g. to recommend to the Congregation the establishment of new boards or the abolition of boards named in Article IV Section A;
 - h. to establish or discontinue committees as required for the successful operation of the Church;
 - i. to increase or decrease the number of members of any of the boards specifically named in Article IV Section A, other than the Executive Board, upon recommendation of the particular board concerned;
 - j. to recommend to the Congregation that it call a Minister or that it declare the office of any Minister vacant;
 - k. to alter the duties and responsibilities of any member of the Council of Ministry after consultation with: 1.) the Personnel and Ministerial Relations Committee; 2.) any boards to which that member has primary liaison responsibility; 3.) the Senior Minister; and 4.) the member;
 - l. to receive program status reports from members of the Council of Ministry;
 - m. to remove an individual member from any board or committee of the Church or any officer from any office of the Church;
 - n. to assign duties or objectives to any board within the area of its responsibilities;
 - o. to review the performance of the various boards of the Church and, where deemed necessary, amend or rescind the actions of any board or committee;
 - p. to coordinate the activities of the various boards of the Church;
 - q. to adopt or repeal bylaws;
 - r. to delegate duties to the Vice Moderator and Immediate Past Moderator;
 - s. to create and determine the membership of, and establish procedure for a Leadership Committee which shall present, at Congregational Meetings in accord with this Constitution and Bylaws, nominations of candidates for elective offices and elective membership on boards and committees in such numbers as shall be required to fill all vacancies and provide successors to all whose terms of office expire at the end of the current election year, naming in each instance the term or portion of a term of office for which the individual is nominated and which Leadership Committee shall perform such other duties as shall be determined by the Executive Board;
 - t. to create and determine the number of members of a Search Committee to recommend personnel for positions on the Council of Ministry and to nominate members of a Pastoral Search Committee for congregational approval and appoint the members of other search committees;
 - u. to consider the minutes of each Congregational Meeting and recommend their approval, or amendment and approval, at the next regular or special meeting of the Congregation;
 - v. to coordinate fund raising efforts from boards and affiliated organizations to minimize concurrent and overlapping activities.

Article V: Congregational Authority

SECTION A. CONGREGATIONAL POWERS

The powers of the Executive Board shall not include authority to act on any matter for which this Constitution specifically requires action by the Congregation of the Church, including as follows: amendment of this Constitution; calling ministers; declaring their offices vacant; buying, selling or mortgaging church real property; and erecting or altering buildings.

SECTION B. CALLING MINISTERS

1. The Church will determine the number of Ministers that it will call and any modification in the number of ministers shall require the approval by the Church, at a regular or special meeting, by a majority vote of those present.
2. Ministers will be “called” on completion of a formal pastoral search process by a Pastoral Search Committee. The Church will, at a regular or special meeting, accept or decline the candidates for such a committee by a majority vote of those present.
3. The Pastoral Search Committee will recommend to the Church a single candidate for each vacancy.
4. The Church, at a regular or special meeting or meetings, shall hear the recommendation of the Pastoral Search Committee and by two-thirds vote of those present shall choose and call a new Minister and approve the letter of call.
5. A Called Minister shall then hold office without limitation of time; but upon three months’ notice in writing to the Church, a Minister may resign; or upon three months’ notice to the Minister the Church, by a majority vote of those voting at any regular or special meeting of the Congregation, may declare the office of any Minister vacant.
6. Any significant modification to the letter of call for any Minister shall be submitted to a regular or special meeting of the Executive Board for ratification by a majority vote of those present.

SECTION C. CHURCH PROPERTIES

The Properties Board shall have the care, custody and control of the real and personal property of the Church, subject to the direction of the Executive Board or the Congregation, and may, when directed by the Executive Board or the Congregation, erect houses or buildings and improvements. Non-budgeted repairs and alterations to property in excess of ten percent of the annual operating budget must have Congregational approval prior to contractual involvement.

SECTION D. ENDOWMENTS, GIFTS, BEQUESTS AND TRUSTS

1. Property sales, mortgaging and encumbrances.
The Finance Board may, subject to the approval of the Executive Board or the Congregation, mortgage, encumber, sell and convey any real or personal estate of the Church. However, no mortgage, encumbrance, sale or conveyance shall be made of any such estate so as to defeat or destroy the intent or effect of any gift, grant, devise, or bequest which may be made to the Church; instead such restrictive gifts, grants, devises and bequest shall be appropriated and used as directed or intended by the person or persons making the same.
2. Endowment Funds
The Endowment Funds of the Glenview Community Church shall consist of donations, gifts, and bequests thereof, the principal of which shall be held in trust and invested by the Treasurer under the direction of the Finance Board subject to the approval of the Executive Board. The income of

the Endowment Funds shall be expended in the support and maintenance in perpetuity of the worship, religious activities, and community services of the church, together with the upkeep of all properties belonging to the Church, under the direction of the Finance Board subject to the approval of the Executive Board. All donations, gifts, and bequests restrictively designated for Glenview Community Church Endowment Funds shall be added to and become part of the Endowment Funds, to be held in trust for the purpose stated. Other extraordinary donations, gifts, and bequests to Glenview Community Church without specific restrictive designation may be voted by the Finance Board to be added to and become part of the Endowment Funds.

The donor principal of the Endowment Funds shall be held in trust in perpetuity, subject to the right of withdrawal of all or a portion of the principal, under extraordinary circumstances, and following a two-thirds vote of the members of the Finance Board, and a two-thirds vote of the Executive Board, and a two-thirds affirmative vote of the members of the Church in attendance, at a regular or special Congregational Meeting.

Article VI: Meetings and Official Publications

SECTION A. ANNUAL CONGREGATIONAL MEETING

The annual meeting of the Congregation for program purposes shall be held during the month of May of each year. The business of this meeting shall be to elect a Moderator and Vice Moderator, to recognize the incoming Immediate Past Moderator, to elect members At-Large of the Executive Board, and members of the boards of Adult Education, Children's Ministry, Confirmation and Youth Ministry, Fellowship, Finance, Membership, Missions Outreach, Music, Pastoral Care, Properties, Services and Sacraments, Stewardship. It shall receive reports from each member of the Council of Ministry, in addition to the officers and Boards indicated above. In addition, it shall receive a report from all organizations and advocacy groups recognized by the Executive Board. It may transact any other business provided that notice of such business has been included in the official call to meeting.

SECTION B. MIDWINTER CONGREGATIONAL MEETING

The Midwinter Congregational Meeting for fiscal purposes shall be held during the first quarter of each year. The business of this meeting shall be to elect the Church Treasurer and Church Clerk, and receive reports of the Treasurer and Clerk and adopt a budget. It may transact any other business provided that notice of such business has been included in the official call to meeting.

SECTION C. SPECIAL MEETINGS

Special congregational meetings of the Church may be called by the Council of Ministry or by the Executive Board or by written request of twenty-five (25) active members

SECTION D. NOTICE OF MEETINGS

Notice of every congregational meeting of the Church shall be printed in two successive issues of the *Broadcaster*, the second of which shall be mailed at least four days prior to the date of the meeting. Alternatively, notice in writing of the meetings shall be mailed to every active member of the Church at least four days prior to the date of the meeting. No business shall be transacted at any special meeting except as specified in a notice of such meeting as prescribed above.

SECTION E. QUORUM AND PROCEDURE

Robert's Rules of Order shall inform the conduct of all meetings. Any person presiding at a meeting, in order to retain the role of impartial moderator shall not be entitled to vote except when such vote will change the result of the voting.

Fifty (50) active members of the Church shall constitute a quorum for the transaction of the business of the Church at any Congregational meeting. Those eligible to vote are those members physically present at the meeting, or in cases where a meeting only involves voting, not discussion, the Executive Board by a two-thirds vote of those present at a duly called meeting of the Executive Board may approve an alternative process for obtaining ratification by the Congregation, such as a physical mail ballot or an electronic mail ballot.

For board and committee meetings, a quorum shall be defined as a majority of the members of the body. Those eligible to vote at board and committee meetings shall be set forth in the Bylaws.

SECTION F. OFFICIAL PUBLICATION

The Church shall regularly publish and distribute, without fee, the official church paper known as the *Broadcaster* to all members and such other persons as the Executive Board shall designate.

Article VII: Advocacy Groups

The Executive Board may recognize advocacy groups upon the petition of ten or more active members of the Church. The nature and purpose of each group shall be set forth in the group's petition seeking recognition. Such a group shall not speak on behalf of the Church, but may speak to the Church in advocacy of the particular idea or concern. The term of existence of advocacy groups shall be one year; a group may, however, have an unlimited term of existence, provided that an annual petition is made by ten active members of the Church and approved by the Executive Board. Advocacy groups shall be supervised by the Executive Board and shall make reports to the Executive Board and at Congregational meetings as specified.

Article VIII: Bylaws

The Executive Board, by a majority vote of those voting at any meeting, may adopt or repeal bylaws consistent with this Constitution provided that the proposal to adopt or repeal bylaws is made by a member of the Executive Board and notice of the proposal is given in writing to each member of the Executive Board at least two weeks prior to the meeting at which the proposal shall be voted. The substance of bylaw changes—addition and deletion actions passed by the Executive Board—shall be printed in three successive issues of the *Broadcaster*.

Article IX: Amendments

This Constitution may be amended by a two-thirds vote of those voting at any meeting of the Church provided a notice of the meeting and the substance or a copy of the proposed amendment has been printed in three successive issues of the *Broadcaster*, the last of which shall be mailed at least four days prior to the date of the meeting. Alternatively, the substance of a copy of the proposed amendment shall be mailed at least ten days prior to the meeting date to all active members of the Church. The amendments passed by the Congregation will be published on the Church website and made available in the church office.

Amendments to this Constitution may be proposed by the Council of Ministry, by the Executive Board or by written statement signed by five active members of the Church.

THE BYLAWS

Article I: The Officers And Councils

SECTION A. NAMES OF OFFICERS

The following named positions shall be the Officers of Glenview Community Church.

1. Called Ministers are elected by the Church in accordance with the Constitution of the Church.
 - a. The Senior Minister is the highest elected ministerial office of the Church and shall lead the ministry of the Church. There shall be only one Senior Minister of Glenview Community Church at any given time.
 - b. Associate Minister or Assistant Minister are elected ministerial offices of the Church and shall assist and aid the Senior Minister in the ministry of the Church. Based on the will of the Congregation, there may be more than one Associate or Assistant Minister.
2. The Moderator is the highest elected lay officer of the Church.
3. The Vice Moderator is the second highest elected lay officer of the Church and shall perform the duties of Moderator when the Moderator is unable to serve, until a successor is elected.
4. The Immediate Past Moderator is an appointed officer and is held by the previous year's Moderator.
5. The Church Clerk is an elected office and shall act as custodian of all official records of the Church.
6. The Treasurer is an elected office and is the chief financial officer of the Church.

SECTION B. NAMES OF COUNCILS AND MEMBERSHIP

The names of the official church councils and their membership shall be as follows:

1. Council of Ministry shall consist of the Senior Minister, ordained and called by the Congregation, such other ordained ministers as the Congregation may call, and such other clergy or laity as the Executive Board may appoint.
2. Council of Moderators and Ministers shall consist of the Moderator, the Vice Moderator and the Immediate Past Moderator and the Called Ministers.

SECTION C. DUTIES AND RESPONSIBILITIES

1. The Senior Minister shall be the spiritual leader of the Congregation and is responsible for helping Church members lead balanced and fulfilled lives for themselves, their families, and the local and greater community. The Senior Minister will coordinate worship services to create and maintain an atmosphere that encourages members to grow personally and spiritually. The Senior Minister will collaborate with staff and lay leaders to assist members to establish and maintain covenant relationships with one another in the faith community known as Glenview Community Church. The Senior Minister shall be the chief administrative officer of the Church. The Senior Minister shall have direct responsibility for daily administration, management, and performance of all staff, and shall supervise, counsel, and support members of the Council of Ministry in the discharge of their assigned duties and responsibilities. The Senior Minister shall make annual performance evaluations of all staff members and report these to the Personnel and Ministerial Relations Committee of the Executive Board. The Senior Minister may, however, delegate performance evaluations of clerical and facility staff members to any other Called Minister or appropriate full-time staff members. The Senior Minister shall be ex officio on all boards and committees.

2. Council of Ministry shall meet regularly and at the call of the Senior Minister, who shall preside at the meeting. The Senior Minister may designate another member of the Council to preside when the Senior Minister is absent.

The Council shall concern itself with the coordination of ministries in the Church, the enrichment of church life, the development of the spiritual life and outreach of the Church, the pastoral care of the members of the Church and consider conditions or developments in or out of the Church and, through the Senior Minister, bring such conditions or developments to the attention of the Executive Board or the Personnel and Ministerial Relations Committee where the Council of Ministry shall deem such action advisable. The Council of Ministry should reach decisions on debatable issues by consensus and uniformly support and endorse the decisions. Members of the Council of Ministry may discuss significant differences on these decisions with the Personnel and Ministerial Relations Committee of the Executive Board as necessary.

The Executive Board or the Congregation may alter the duties and responsibilities of each member of the Council of Ministry at any time. The Senior Minister shall periodically review the duties and responsibilities of each member of the Council of Ministry and may, after consultation with said Council of Ministry member, recommend to the Executive Board changes in their duties and responsibilities. Each member of the Council of Ministry shall write a report to the Congregation for presentation at the Annual Congregational Meeting.

The Senior Minister shall designate a primary liaison from the Council of Ministry for each board of the Church except the Executive Board. Some members of the Council of Ministry may be primary liaison to more than one board, and some members may not be primary liaison to any board. These primary liaisons shall coordinate policy and program with their board(s). Overall policy and program direction shall be coordinated between the liaison members and their boards. Any protracted differences between any primary liaisons and their designated boards shall first be discussed with the Senior Minister and then, if necessary, the Personnel and Ministerial Relations Committee.

3. The Moderator is the highest elected lay officer of the Church presiding at all meetings of the Congregation. The Moderator serves as the Chair of the Executive Board, the Planning and the Operating Standing Committees, and presides at all meetings. If the Moderator is absent at any meeting, then the designated presiding officer would be chosen, based on availability, from the following order: the Vice Moderator, the Immediate Past Moderator or another member of the Church.
4. The Vice Moderator shall assist the Moderator in the performance of the duties of the office and perform duties delegated to this office by this Constitution and Bylaws. The Vice Moderator shall perform the duties of Moderator when the Moderator is unable to serve, until a successor is elected. The Vice Moderator shall serve on the Executive Board and as Chair of the Leadership Committee.
5. The Immediate Past Moderator shall perform such duties as are delegated to this office by this Constitution and Bylaws. The Immediate Past Moderator shall serve on the Executive Board and as Chair of the Personnel and Ministerial Relations Committee.
6. Council of Moderators and Ministers shall prepare collaboratively for Executive Board and Congregational Meetings. The Council shall approve the employment and discharge of Church employees other than Called Ministers and, when deemed advisable, direct, after following appropriate protocol as set forth in the Personnel Handbook, the Senior Minister to discharge a church employee other than a Called Minister.
7. The Church Clerk with assistance from church staff, shall maintain an accurate and detailed record of the proceedings of the Church; an accurate register of members, including additions and terminations to the Church rolls and baptisms; records of the attendance at church services and board and committee meetings; and, the retention of all church correspondence and all written official reports in good order. The Clerk shall make a complete report at the Midwinter

Congregational Meeting. The Clerk shall be custodian of all official records of the Church and of the Church Seal. The records shall be kept in a place of safety. The Clerk serves as secretary of the Executive Board, the Midwinter Congregational Meeting, the Annual Congregational Meeting, and the Leadership Committee.

8. The Treasurer shall be responsible for the accurate record keeping for financial records of receipts and disbursements, operating and trust fund accounts and all other official monetary instruments held by the Church. The Treasurer shall submit an annual financial report at the Midwinter Congregational Meeting. The Treasurer shall perform such other fiscal control activities as directed by the Finance Board or specified within the Constitution and Bylaws. The Treasurer serves on the Executive Board and as a member of the Finance Board.

Article II: Executive Board Standing Committees

SECTION A. NAMES AND MEMBERSHIP

Executive Board Standing Committees shall consist of the following:

1. Planning Committee composed of the Moderator as chair, Vice Moderator as vice chair, the eight At-Large members of the Executive Board, and the Called Ministers.
2. Personnel and Ministerial Relations Committee composed of the Immediate Past Moderator, as Chair, plus four At-Large members of the Executive Board and one member of the Finance Board appointed by the Chair of the Finance Board. If the office of Immediate Past Moderator is vacant, the Moderator shall nominate and the Executive Board shall elect one of the At-Large members as Chair. The Vice-Moderator shall serve as an ex-officio, non-voting member. The Moderator may be invited at the pleasure of the Chair.
3. Leadership Committee composed of the Vice Moderator as chair, Church Clerk who shall serve as secretary of the committee, four At-Large members of the Executive Board, one member of the Women's Association who is also a member of the Church appointed by that Association, and the Vice Chair of each board named in Article IV, Section A of the Constitution with the exception of the Executive Board.
4. Operating Committee composed of the Moderator as chair, Vice Moderator as vice chair, the chairs of each board named in Article IV, Section A, the president of the Women's Association and the Called Ministers.
5. Communications Committee composed of a member of the Membership Board and a member of the Fellowship Board appointed by their respective Chairs. At the beginning of each Church year, the Moderator may appoint up to five additional people with knowledge of publishing processes and techniques. The Moderator will appoint the Committee Chair. The Chair will report on the activities of the Committee twice a year or at the pleasure of the Moderator.
6. Technical Committee composed of a member of the Finance Board and a member of the Properties Board appointed by their respective Chairs. At the beginning of each Church year, the Moderator may appoint up to five additional people with knowledge of information systems or office automation. The Moderator will appoint the Committee Chair. The Chair will report on the activities of the Committee twice a year or at the pleasure of the Moderator.

Each At-Large member of the Executive Board shall serve on the Planning Committee and only one additional standing committee.

SECTION B. DUTIES AND RESPONSIBILITIES

1. Planning Committee. It shall be the duty of this Committee to carry out research and make recommendations to the Executive Board with respect to:
 - a. matters pertaining to general church policy and organization;
 - b. revisions of the Constitution and these Bylaws;
 - c. long-range requirements for facilities, funds, and personnel; and
 - d. perform such other duties as shall be delegated to it by the Executive Board.
2. Personnel and Ministerial Relations Committee (PMRC). It shall be the duty of this Committee to:
 - a. conduct periodic, individual, in-person reviews of the performance of the Called Ministers and report to the Executive Board on the results of such reviews;
 - b. receive from the Senior Minister and review the written annual performance evaluations of all staff members;
 - c. review the development and maintenance of position descriptions for all employees;
 - d. make an annual recommendation to the Finance Board regarding the compensation, including allowances for housing and expenses, for each of the Called Ministers, and for staff members upon the recommendation of the Senior Minister;
 - e. be available to church members, employees, boards, committees, and members of the Council of Ministry to receive concerns regarding their individual or collective welfare, church programs, or the functioning of the Council of Ministry or church boards in those instances when resolution of such concerns by the Senior Minister would be uncomfortable, inappropriate or has been unsuccessful;
 - f. make such reports and recommendations to the Executive Board as that Board or PMRC shall deem advisable;
 - g. establish such written rules and operating procedures as the committee shall deem appropriate and beneficial in carrying out its duties consistent with this bylaw; and
 - h. perform such other duties or tasks as shall be delegated to it by the Executive Board.
3. Leadership Committee. It shall be the duty of this Committee to:
 - a. cause and aid the Church Clerk to maintain, in such form as the Committee shall deem advisable, permanent records of all nominations, membership of all boards and committees, and all other offices. It will continuously create recommendations of qualified persons to serve on boards or committees or as an officer based on information amassed from ministers, the Director of Member Engagement, board and committee members and officers and from any other Church member. All detail reference information will be available to committee members as reference and resource.
 - b. jointly develop with each board, committee and officer of the Church a descriptive outline of their functions, duties and responsibilities. This outline should serve as a guide to present and potential members and officers for qualifications in the selection of nominees to serve on boards, committees or as an officer. Additionally, comments and suggestions as to the talents, background and previous church Board or other church experience which are desirable or helpful qualifications should be noted. This outline will be updated annually.
 - c. prepare a letter that the Committee shall send each nominee for board, committee or officer of the Church. This letter shall be prerequisite to actual nomination detailing for each nominee of the proposed nomination and the duties and responsibilities of that

board, committee or office. This letter shall emphasize the importance and required dedication that the nominee is expected to: serve the Church to the best of their ability; fulfill their covenant responsibilities; attend all meetings of the Congregation and the boards or committee where their presence is appropriate. Further, it should be understood, yet not stated in the letter, that failure, from lack of good faith, to meet these conditions shall be cause for removal from elected or appointed board and/or committee membership or office to which they have been elected or appointed.

- d. nominate at the Annual Meeting and Midwinter Congregational Meeting candidates for elective offices and elective membership on Boards and Committees in such numbers as required to fill all vacancies and provide successors to all terms of office expiring at the end of the current election year, naming in each instance the term or portion of a term of office for which the individual is nominated. The Leadership Committee shall hold meetings in the third and fourth quarters of the calendar year to select nominees for the Church Clerk and Church Treasurer; and, in the first and second quarters of the calendar year to select candidates for the office of Vice Moderator and candidates for membership on Church boards.
 - e. nominate candidate(s) for consideration by the Executive Board to fill board, committee or office vacancies occurring between scheduled Congregational meetings. This shall be done upon prior request by the Moderator, or the Chair of the board or committee that has such vacancies.
 - f. review the performance of any board, committee member or officer who does not appear to be in compliance in performing their elective or appointive duties and recommend appropriate action to the Executive Board including removal if warranted.
 - g. create and develop leadership programs to encourage active, positive and fulfilling participation for all board and committee members and officers in their volunteer activities for the Church.
 - h. create a procedure to develop and maintain a "handbook" for each board and committee. The intent of this "handbook" is to be a guide for the policy, procedures, actions and performance for leadership and members of the boards and committees. The "handbook" will be updated at least annually or as revision and change occurs within the Church.
 - i. make such other nominations and perform such other duties as may be delegated to it by the Executive Board.
4. Operating Committee. It shall the duty of this committee to:
- a. coordinate the activities of the Official Boards to ensure the policy and program actions of the Church are effectively and efficiently provided;
 - b. develop a process to implement and revise policy and planning activities as are developed by the Planning Committee;
 - c. recommend to the Executive Board any operational procedural changes to benefit the Church in policy, program or action; and
 - d. perform other duties as the Executive Board shall deem advisable and make such other reports and recommendations to the Executive Board as this Committee shall deem advisable.
5. Communications Committee. It shall be the duty of this committee to:
- a. aid and assist all church boards, affiliated organizations, groups and church staff in planning and production of promotional materials in various media formats.
 - b. make recommendations regarding vendor services, materials and systems to the Executive Board for its consideration.

6. Technical Committee. It shall be the duty of this committee to:
 - a. aid church staff with the technical aspects of various systems—computers, telephones, copiers, etc.—that are in use at the Church.
 - b. review and make recommendations regarding software purchases, vendor services, materials and infrastructure systems to the Executive Board for its consideration.

SECTION C. MEETINGS OF COMMITTEES

Each Committee named in Bylaws Article II, Section A, shall meet no later than the month of September of each year, and thereafter at such time and place, as it shall determine. Each Committee may elect a Secretary, to serve for a term of one election year

SECTION D. NOMINATIONS, ELECTIONS AND TENURE OF OFFICE

The Moderator, after consulting with the Vice Moderator, Immediate Past Moderator and the Senior Minister, shall, at the June meeting of the Executive Board, nominate candidates from the At-Large membership of the Executive Board to membership on the Committees named in Bylaws Article II Section A. The Moderator, after like consultation, shall at any meeting of the Executive Board nominate candidates from the At-Large members of that board to fill vacancies occurring on Executive Board Standing Committees.

The terms of office of the At-Large members on the Committees named in Bylaws Article II, Section A shall be one election year and those At-Large Members who are to serve on such Committees shall be nominated by the Moderator and shall be elected each year by the Executive Board at its June meeting. Vacancies occurring between such elections shall be filled by the Executive Board, and the Executive Board may remove an individual member from any such Committee for cause.

Article III: The Official Church Boards

SECTION A. NAMES AND MEMBERSHIP

1. The names of the official church boards under the general supervision of the Executive Board, and their composition shall be as follows:

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| • Adult Education Board | 10 members plus 1 chair |
| • Children's Ministry Board | 12 members plus 1 chair |
| • Confirmation and Youth Ministry Board | 12 members plus 1 chair |
| • Fellowship Board | 12 members plus 1 chair |
| • Finance Board | 8 members, Church Treasurer plus 1 chair |
| • Membership Board | 10 members plus 1 chair |
| • Missions Outreach Board | 12 members, a Women's Association representative plus 1 chair |
| • Music Board | 8 members plus 1 chair |
| • Pastoral Care Board | 12 members plus 1 chair |
| • Properties Board | 8 members plus 1 chair |
| • Services and Sacraments Board | 12 members plus 1 chair |
| • Stewardship Board | 12 members plus 1 chair |

2. Each board shall elect a Chair and Vice Chair to serve in the current election year.

SECTION B. MEETINGS

1. Each church board shall meet during the month of June each year to determine officers and to formulate specific goals for the ensuing year.
2. Following the June organizational meeting, each church board shall have at least one regular meeting during the months of September through May, with special meetings called by the chair as necessary.
3. Each meeting of each church board is open to attendance by any church member, with the exception of the meetings of the PMRC and the executive sessions of the Executive Board and the Finance Board which may be necessary to discuss matters of personnel, potential litigation, contractual negotiations or other matters of an extraordinarily sensitive nature.

SECTION C. DUTIES AND RESPONSIBILITIES

1. Adult Education Board shall develop, coordinate, and participate in the program for the Christian education for the adult members of the Church.
2. Children's Ministry Board shall develop, coordinate, and participate in the program for the Christian education for children.
3. Confirmation and Youth Ministry Board shall develop, coordinate and participate in the program of Christian education of youth in the Confirmation Program and then after confirmation in high school and then through age 21.
4. Fellowship Board shall promote the general spirit of fellowship in the Congregation through the organization and supervision of group activities.
5. Finance Board shall be responsible for the fiscal affairs of the Church. It shall:
 - a. Ensure a bi-annual, external review is made of the financial statements of the Church in accordance with professional standards applicable to similar organizations;
 - b. Prepare and present to the Executive Board, during the last quarter of each calendar year, an estimate of the total income of the Church for the ensuing calendar year and a proposed budget for such year including provision for the general expenses of the Church, the Missions Outreach programs of the Church, and such other provisions as shall be deemed advisable. This task shall be performed with budget and program information provided by each board, the Personnel and Ministerial Relations Committee, and the Senior Minister. Further, the Stewardship Board shall provide continuous reporting of projected income for pledging during the fund raising period;
 - c. Enter into all lawful contracts and financial obligations in the name of and on behalf of the Church;
 - d. Have such authority for signatory responsibility as provided and approved by the Executive Board to incur any indebtedness in the name of the Church in the manner authorized. No individual may incur indebtedness nor enter contractual agreements in the name of the Church;
 - e. Create, maintain and manage special funds subject to the approval of the Executive Board. Receipts and disbursements from these funds shall be in accord with such provisions as adopted by the Finance Board and approved by the Executive Board.

6. Membership Board shall be involved in determining how the Church can continue to grow, adapt, and change today and in the future as it meets the needs of potential and current members. In doing so, it shall ensure that the Glenview Community Church reaches diverse members of the community through the creation and execution of innovative Christian outreach communications, activities, programs and services. In addition, it shall develop, coordinate and participate in a comprehensive membership recruitment, orientation and retention strategy for potential and current members of this Church.
7. Missions Outreach Board shall develop, coordinate, participate in and monitor the benevolence programs of the Church. It shall prepare and present to the Executive Board for its approval during the first quarter of the calendar year, a benevolence budget for the current year. If, after adoption by the Executive Board of a benevolence budget, the Board determines at any time that such budget should be amended, it shall recommend an appropriate amendment to the Executive Board. In formulating a proposed budget and any recommended amendment to it shall be informed by the separate benevolence giving of the Women's Association and coordinate both fiscal and "in service" contributions with them. The member of the Social Service Committee of the Women's Association serving on the Missions Outreach Board shall be appointed by that Association.
8. Music Board shall develop, coordinate, and participate in the music program of the Church.
9. Pastoral Care Board shall develop, coordinate and participate in the Christian care and concern of this Church for its members and the community. It shall: assist the Ministers in calling as appropriate; visit the ill and infirm giving Christian contact through word and deed in delivering flowers, Church Bulletins and other remembrances from the Church; establish programs for creating and providing lay ministries; establish programs for nurturing special support groups; and, identifying opportunities for Christian service and outreach.
10. Properties Board shall have the care, custody and control of the real and personal property of the Church, subject to the direction of the Executive Board or the Congregation, and may, when directed by the Executive Board or the Congregation, erect houses, buildings and improvements. Non-budgeted repairs and alterations to property in excess of ten percent of the annual operating budget must have Congregational approval prior to contract involvement.
11. Services and Sacraments Board shall develop, coordinate and participate in the regular and special Worship services of the Church. It shall be responsible for: communion preparation and serving; providing lay lectors, as required; and, worship support services, including ushering.
12. Stewardship Board shall nurture the pledging and giving habits of all members and friends of the Church, help members translate into specific pledging and giving the stewardship of treasure, and provide funds to conduct the programs of the Church. Specifically, this board shall plan and program the fund-raising activities of the Church; organize, evaluate, and report on these activities; and determine the timing, nature, and methods of fund-raising canvasses. Further, this board shall develop and conduct programs to encourage individual commitment to the Endowment Fund and Planned Giving. This board shall during the fund-raising campaign, prepare and present progress reports and estimates of projected pledge income for the ensuing year.

SECTION D. AD HOC COMMITTEES

Each church board shall have the power to create independently any ad hoc committee desirable and necessary for the fulfillment of its assigned duties. Such an ad hoc committee shall be chaired by a member from the board creating it. This member shall report to the full board at regular intervals, at least once every three months.

SECTION E. ANNUAL BUDGET

In the last quarter of each calendar year, each church board shall prepare and present to the Finance Board an itemized schedule of estimated expenses for the following calendar year. Income producing projects (contingency activities) requiring advance commitments of funds in excess of \$2,000 shall have revenue and expense detailed separately; not shown as a net figure in a single account.

SECTION F. FISCAL RESPONSIBILITIES

Each board may request approval for expenditure of authorized and budgeted funds of their board. Contractual obligations for commitments of non-budgeted activities cannot be authorized by a board or individual without approved signatory authority from the Executive Board.

Signatory authority for entering and approving purchase commitments, contracts and other legally binding obligations shall be given to Called Ministers, Moderator, Vice Moderator, Treasurer and chair of the Finance Board. Signature of any two of these will constitute a binding obligation, provided other approvals as specified in this Constitution and Bylaws are met. Dual signatures are required for disbursements \$5,000 and over. Single signatory authority is acceptable for disbursements under \$5,000 or authorized by the Executive Board.

SECTION G. ANNUAL REPORT

The chair of each church board shall write a comprehensive report of the plans and activities of the board during the prior June through May Church year. This report shall be delivered for presentation and discussion at the Annual Congregational Meeting.

Article IV: Elections and Tenure of Office

SECTION A. ELECTIONS

All elections shall be determined by a majority vote of the members of the Church voting at a Congregational meeting.

Vacancies occurring between elections shall be filled by the Executive Board through the Leadership Committee until the end of the current election year.

SECTION B. TENURE OF OFFICE

The terms "Church year" and "election year" as used specify the term for board members and officers as the period from June 1 through May 31 of the succeeding calendar year. However, the term of office of the Treasurer and the Church Clerk shall be one election year and those holding these offices may succeed themselves with no limitation of the number of years they may serve in such offices. The election year for The Treasurer and the Church Clerk shall be a period from the Midwinter Congregational Meeting of one year until the Midwinter Congregational Meeting of the next year. They shall be elected at the Midwinter Congregational Meeting.

The term of office of the Moderator and Vice Moderator shall be one election year.

The term of office of the At-Large members of the Executive Board shall be two election years.

Members of the Board of Adult Education, Children's Ministry, Properties, Confirmation and Youth Ministry, Fellowship, Finance, Membership, Missions Outreach, Music, Services and Sacraments, Stewardship and Pastoral Care shall be two election years, which term is automatically extended by one year if the member is elected to the position of board Chair at the completion of their term. After having served a full two-year term on any of the boards named in this paragraph, a person shall be eligible for reelection to membership on such Board for an additional term or a period of one year if elected board

chair. No member may serve more than four consecutive years as a member of the same board, or five years if serving as Chair. The terms of office of one-half of the elected members, except the Chair, of each Board named shall expire at the end of each election year. At the Annual May Congregational Meeting, persons shall be elected to fill all vacancies on each board for such term of office of one or two full election years as shall be required to cause the terms of office of one-half of the members of each Board to expire as provided in the preceding sentence.

The terms of office of other officers deemed necessary by the Executive Board or of members of other boards or committees deemed necessary by the Executive Board shall be fixed by the Executive Board at the time of creation of such office, board or committee. The Executive Board shall also determine rights of succession to any such office, board or committee.

Any officer may be removed from office and the membership of any person on any of the aforesaid boards and committees may be terminated by a two-thirds vote of those voting at any regular or special meeting of the Church.

Any member of a board or committee may be removed from the office on the board or committee if the member is absent from three successive meetings of the board or committee. The member will be removed after proper notification to the member of the proposed action by vote of the board or committee provided that, in the opinion of such majority, no adequate reason for the absences has been presented. The Executive Board shall formally approve by motion such action. The preceding sentence shall not authorize any board or committee to remove from its membership any person who holds such membership by virtue of office.

Article V: Affiliated Organizations

Organizations officially recognized and supervised by the Executive Board shall be encouraged and fostered by the Church, shall be deemed an important part of the Church, and shall make reports to the Executive Board as required. The Women's Association shall be recognized as one of the organizations of the Church. The Glenview Community Church Nursery School shall be recognized as an organization encouraged and supported by the Church and fiscally responsible to the Church through the Board of Finance and with participatory program guidance through the Children's Board. The Boy Scouts of America shall be recognized as an affiliated organization.

The Glenview Community Church recognizes and supports many affiliated organizations to the extent of providing meeting areas within the Church without fee for not-for-profit groups whose aims are in harmony with the principles of Christian Churches. However, these groups are autonomous of the Church and will not purport to represent the Church in any capacity.

Article VI: Bylaws

The Executive Board, by a majority vote of those voting at any meeting, may adopt or repeal bylaws consistent with this Constitution provided that the proposal to adopt or repeal bylaws is made by a member of the Executive Board and notice of the proposal is given in writing to each member of the Executive Board at least two weeks prior to the meeting at which the proposal shall be voted. The substance of bylaw changes, additions and deletion actions passed by the Executive Board shall be printed in three successive issues of the *Broadcaster*.