

CONSTITUTION
of the
EVANGELICAL AND REFORMED
UNITED CHURCH OF CHRIST, INC.
of Waukesha Wisconsin

(Adopted January 4, 1866. Revised September 29, 1909. Revised April 3, 1921.
Revised January 8, 1948. Revised September 1967. Revised November 17, 1986.
Revised September 15, 2013.)

Article I - Name

Section 1. The name of this Church shall be Evangelical and Reformed United Church of Christ, Inc., located in Waukesha, Wisconsin.

Article II - Purpose

Section 1. The avowed purpose of this Church shall be to worship God, to preach and teach the gospel of Jesus Christ and to celebrate the Sacraments; to realize Christian fellowship and unity within this Church and the Church Universal; to render loving service to all people and to strive for righteousness, justice and peace.

Article III - Polity

Section 1. This Church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the current Constitution and By-Laws of the United Church of Christ relating to local churches.

Section 2. The government of this Church is vested in its members who exercise the right of control in all its affairs subject, however, to Laws of the State of Wisconsin relating to not-for-profit corporations.

Article IV - Faith and Covenant

Section 1. FAITH - This Church acknowledges as its sole Head, Jesus Christ, the Son of God and our Savior. It acknowledges as believers in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion. Expressions of our faith are the Apostles' Creed and the Statement of Faith as adopted by the United Church of Christ. The Holy Scriptures of the Old and New Testament and

the Heidelberg Catechism shall forever be the doctrinal Standards of this congregation, and to them the Pastor(s) and members shall vow adherence.

Section 2. COVENANT - We covenant one with another to seek and respond to the Word and the Will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, justice, and peace. We depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

Article V - Membership

Section 1. Membership in this Church shall be open to any person who has been baptized, has been confirmed, and has made public confession of faith in Jesus Christ as Lord and Savior. "In accordance with the gospel covenant which binds into a unity ' faithful people of all ages, tongues and races', membership is open to all without regard to race or color".

Section 2. Members shall pledge themselves to attend the regular worship of the Church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the Church; to contribute to its support and benevolences; and to seek diligently the spiritual welfare of the membership and the community.

Section 3. Persons who adhere to Section 2 shall be deemed as members in good standing.

Section 4. Any member may, on his/her own request, be granted a letter of transfer. If wishing to join a body not in fellowship with this Church, he/she may be released with a certificate of Church membership. If, because of change of faith or for other reasons not involving unchristian conduct, a member's request in writing to be released from membership obligations, the Church shall patiently endeavor to secure the member's continuance in its fellowship; but failing in such effort, the Church may grant the request and terminate membership. Such a request shall be approved by the Senior Pastor and the Council, and the Secretary shall issue the appropriate letter of release.

Section 5. A member whose address has long been unknown or who for a period of one year, in spite of spiritual care, has not attended the Church's worship or contributed to the support of the congregation's general budget (this does not include memorials or other incidental support such as purchased tickets to dinners, etc.), or has not participated in Holy Communion, may, by recommendation and vote of the Council, be removed from the membership roll and placed on a conditional list which will remove all rights and privileges of membership. This means the member's status is "under review" and for the purposes of membership should be considered "not a member" and therefore not counted in our membership roll. It also means that such a person on a conditional list would not be allowed to vote at meetings called under the provisions of

Article X of the Constitution. Before being placed on this list, these names will be reviewed by members who know the congregation well to ensure these names do not include college students, military personnel, shut-ins, missionaries or evangelists. Every conscientious attempt will be made to invite such members into conversation and reconsideration of their status. If after the expiration of another year, the relationship remains unchanged, the name may be dropped from the conditional list by a further vote of the Council.

Section 6. If a member persistently breaches the covenant vows, the Elders, after due notice has been given, a hearing before the Council has been offered, and faithful efforts have been made to bring the member to amendment in accordance with the law of Christ, but the member resists any changes, then his/her membership may be suspended or terminated.

Article VI - Governing Body

Section 1. The governing body of this Church shall be the membership assembled in church meeting as defined in Article X. The vote of a majority of members in good standing present at the meeting shall be the action of the Church.

Section 2. Fifteen members in good standing present shall constitute a quorum.

Article VII - Council

Section 1. The Council shall be the executive body of this Church. It shall be composed of five Elders, five Deacons, five Trustees and one Youth Representative.

Section 2. The Elders, Deacons, and Trustees shall be elected by ballot by plurality vote cast at the annual meeting. They shall be elected for three years. In order to provide continuity, not more than two of each office should become vacant in any one year. A Youth Representative shall be elected by plurality vote cast at the annual meeting for one year. No person shall be eligible to serve more than two consecutive three year terms on the Council. After having served two consecutive three year terms on the Council, a person must be off the Council for at least two years before he or she is eligible for election or appointment for a seat on the Council.

Section 3. At the first Council meeting after the Annual Meeting the Council shall hold an organizational meeting electing a President, Vice-President and Secretary. A Treasurer and Financial Secretary shall be elected by the Council but they need not be members of the Council. The Council shall form such boards or committees as will serve to further the purpose of the Church. The President of the Council is an ex-officio voting member of all Council committees.

Section 4. Vacancies on the Council shall be filled by the Council for the unexpired terms.

Section 5. The Council shall be the policy-making body and shall transact the business of the Church, make provisions for the determining of normal funds and gifts and raising of the current expense budget as well as for benevolences, and provide for the auditing of financial accounts and for the adequate support of the staff. It shall keep a complete and accurate record of its proceedings, be the custodian of all Church records, and report to the Church at its regular and special meetings. The above acts and deliberations of the Council are subject to the will of and revision by the governing body.

Section 6. Paid personnel other than the Pastors shall be hired by the Personnel Committee with approval of the Council.

Section 7. Nominations shall be made for the offices of Elder, Deacon, and Trustee by a Nominating Committee appointed by the Council, consisting of two members of the Council and three members from the membership at large.

Section 8. The Council shall meet regularly for the transaction of such business as may properly come before it. Special meetings are subject to the President's call or by request of any three Council members.

Section 9. The Council shall have charge of the general affairs of the congregation and all its auxiliary organizations, and shall faithfully administer Church discipline according to the Constitution and By-Laws of the Church.

Section 10. Matters of a general nature, such as the purchasing or selling of property, the borrowing of money in excess of \$10,000.00 must first be approved by a majority of the voting members assembled at a meeting called for the purpose, of which meeting at least two weeks previous, public notice shall be given.

Section 11. All programs or services and uses of the Church or facilities shall receive the approval of the Senior Pastor and/or Elders.

Article VIII -Pastors

Section 1. The Church shall call a Senior Pastor and, if such positions are established, may call as many other Pastors as it deems prudent.

Section 2. The Senior Pastor is an ex-officio non-voting member of all Council committees. Other Pastors are ex-officio non-voting members of any Council committees assigned in their position descriptions.

Section 3. Upon a pastoral vacancy, an ad hoc Search Committee shall be named by the Council to work with the United Church of Christ (UCC) Association to which the Church belongs in searching for and securing new pastoral leadership. The Search Committee may utilize the UCC Search and Call process and may consider only candidates authorized to search within the UCC.

Section 4. The Church will carefully consider the securing and maintaining of

appropriate authorization from the Association, when calling and when considering the continued employment of all Pastors.

Section 5. The Search Committee shall present to the Council the names of the one candidate it recommends to fill the vacancy. Upon interview by the Council and with the Council's consent, the Search Committee shall recommend that one candidate to the congregation. The candidate shall preach a trial sermon at a duly called congregational meeting. A 75% favorable vote of the members present and in good standing shall constitute a call. Absentee balloting is not permitted.

Section 6. In the call, The terms of the relationship shall be as stated in the call papers subject to review by the Association.

Section 7. When a successful candidate accepts a call to this Church, the Church and that Pastor shall join in requesting the Association to arrange for a service of installation.

Section 8. A Pastor shall be called for an indefinite period. If a Pastor desires to resign, that Pastor shall notify the Council in writing at least three months prior to the effective date of the resignation.

Section 9. Except under the circumstances described in Section 4 above, the services of a Pastor only can be terminated after a special congregational meeting called for that purpose by the Council upon receipt of a petition signed by at least-10% of the members in good standing of the congregation, setting forth the reason for requesting the dismissal of that Pastor. Upon receipt of such petition, the Council shall consult with the Associate Conference Minister. Written notice of such a special congregational meeting setting forth the purpose, shall be mailed to members in good standing of the congregation at least ten days prior to the special congregational meeting. Before mailing such notice the Council shall deliver to the Pastor a copy of the petition to enable him/her to consider voluntary resignation. The meeting shall be attended by the Associate Conference Minister who shall have voice but not vote at the special congregational meeting.—The meeting shall be presided over by the Association Executive or representative by consent of the majority of members in attendance in good standing. Should the congregation, by a two-thirds majority of the members in good standing who are present, adopt a resolution terminating the services of the Pastor, a written notice setting forth such fact shall be given to the Pastor and his/her services will terminate at the time fixed in the notice which shall not be less than three months from the date on which such notice is actually given. The three months' notice required herein by both Pastor and congregation may be waived by mutual consent.

Section 10. Any allegation of behavior by a Pastor unbecoming to the ministry of the United Church of Christ shall be forwarded upon receipt to the Associate Conference Minister for possible disciplinary action affecting that Pastor's standing. Any disciplinary action of a Pastor-by the church as the Pastor's employer is to be administered by the Elders upon direction and advice of the Council. _____

Article IX - Property

Section 1. The Church may in its corporate name sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects of the Church.

Section 2. Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the Wisconsin Conference of the United Church of Christ.

Article X - Church Meetings

Section 1. The Annual Meeting of the Church shall be held on the first Sunday of February at 10:30 a.m. or such time as the Council shall designate and shall be presided over by the Council President, a Secretary shall be elected at this meeting, and a Parliamentarian shall be appointed for this meeting. At this meeting, the Council, the officers of the Church, the Pastor(s), and all Church organizations shall submit their annual reports in writing.

Section 2. Special Church meetings may be called by the Council or by a petition to the Council signed by not less than 5% of the members. The Council shall call such meetings within 30 days from receipt of the petition, and at least 14 days advance notice of such meetings shall be sent to the membership by the Secretary.

Section 3. Every member in good standing present is entitled to vote. A member is entitled to an absentee ballot only for illness or by being out of the city. Absentee ballots must be requested in writing and they must be returned by 4:00 p.m. on Friday before the meeting. The Elders will need to approve all requests for absentee ballots.

Section 4. Minutes of all congregational meetings will be published in the next available Church newsletter.

Article XI - Rules of Order

Section 1. Robert's Rules of Order, current revision, shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution. In all other respects may the Word of God be observed: "If it be possible, as much as lieth in you, live peaceably with all men."

Article XII - Amendments and By-Laws

Section 1. Amendments to the Constitution may be made at any duly called congregation meeting by a two-thirds affirmative vote of the members in good standing who are present. Public announcement of the text of the proposed amendment(s) must be made 30 days prior to the meeting.

Section 2. By-Laws shall be established by the Council and may be amended by the Council.

Section 3. Public announcement of the text of the proposed by-laws change must be made prior to any action taken by the Council. Changes in the by-laws shall be published within 30 days.

BY-LAWS of the EVANGELICAL AND REFORMED UNITED CHURCH OF CHRIST, INC. of Waukesha, Wisconsin

Article I - Council

Section 1. The Council shall function as the Board of Directors of this Church. The majority of the elected members shall constitute a quorum.

Section 2. In filling the various offices, the names proposed shall be devoted and capable members, who will set the congregation a good example. The welfare of the congregation depends largely upon the capability, diligence and faithfulness of the officers.

Section 3. Nominations shall be made for the offices of Elder, Deacon, and Trustee by a Nominating Committee appointed by the Council, consisting of two members of the Council and three members from the membership at large. At least two nominations shall be made for each vacancy for the office of Elder, Deacon and Trustee by the Nominating Committee. Nominations for Youth Representative shall be made by the Senior High youth. Two nominations shall be made. Public notice of such nominations shall be given from the pulpit and/or by bulletin or letter at least 14 days before the election. Other nominations may be made from the floor at the meeting at which the election is held, provided the consent of the nominated person is assured.

Section 4. When elected, the Elders, Deacons Trustees and Youth Representative shall be publicly ordained and installed in their respective offices.

Section 5. Any special funds received by the Church and designated for the Church Council to administer, shall remain the sole responsibility of the Church Council.

Section 6. The Council shall instruct the proper officers on all fiscal matters, including the payment of bills with monthly review by the Council.

Section 7. It shall be the special duty of the Elders, together with the Pastor(s), to exercise the spiritual supervision of the congregation, to administer Christian discipline, to see to it that all things are done in order and that the Pastor(s) and the Council faithfully perform their duties, to aid in the visiting of the sick, and to contribute according to their ability to the consolation, the betterment and instruction of the congregation.

Section 8. It shall be the special duty of the Deacons to cooperate with other officers of the congregation for the promotion of its general welfare, to gather the offerings for the relief of the poor and the needs of the congregation and distribute them conscientiously, and to provide for the adequate support of the Pastor(s).

Section 9. It shall be the special duty of the Trustees to care for the property of the congregation. They shall hold the property as a sacred trust for the congregation and keep the church edifice and other buildings belonging to the congregation in proper repair.

Section 10. The Council will conduct its meetings in accordance the Robert's Rules of Order, current revision. Voting members may participate in the discussions upon recognition by the Chair.

Article II - Pastor(s) and Other Personnel

Section 1. In the Call to the Pastor(s), the terms of the relationship shall be clearly stated, including such agreements as the Pension Fund, the Health Insurance Program, and all other such terms agreed upon between the Candidate and the Council.

Section 2. There shall be written Terms of Agreement between the Council and all other Employees of the Church.