

CONSTITUTION

OLD SOUTH CHURCH
United Church of Christ

KIRTLAND, OHIO
Adopted October 26, 2003
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MISSION STATEMENT

**By God's grace, we are a faith family for all people,
committed to spreading God's love
through the mission of Jesus Christ, and committed to justice,
mercy and peace by using our combined gifts so lives may be
renewed and spirits revived.**

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**CONSTITUTION OF OLD SOUTH CHURCH
KIRTLAND, OHIO**

ARTICLE I. NAME

The name of this church is Old South Church, United Church of Christ, Kirtland, Ohio.

ARTICLE II. PURPOSE

The purpose of this church shall be to worship God, to preach the Good News of Jesus Christ and to celebrate the sacraments according to the spirit of the Protestant Reformers and the faith and order of the United Church of Christ. As we gather for these purposes, we will endeavor to grow by God's grace in Christian unity within this church and in the church universal, to render loving service to all humanity, and to seek the establishment of righteousness, justice, and peace throughout the world.

This church will receive, hold, and disburse gifts, bequests, and funds arising from all sources and will own and maintain suitable real estate and buildings for the carrying out of its stated purpose.

ARTICLE III. GOVERNMENT

A. Association

This church shall be 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 Constitution and by-laws of the United Church of Christ adopted July 4, 1961, relating to local churches.

B. Control

The government of this church is vested in its members, who exercise the right of control in all its affairs. It is amenable to no other ecclesiastical body, but it accepts the obligations of mutual counsel, friendship, and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to share in its common aims and work.

C. Meetings

All meetings conducted under the auspices of the Cabinet, Ministries or Committees are open to every member of the church, except for those meetings where employee or personnel issues are to be discussed.

D. Decision Making Process

Each Ministry or Committee will function based on consensus to reach agreement. In those cases where voting is required within a Ministry or Committee, a simple majority vote will carry the motion.

E. Officers of the Church

In all legal matters, the Moderator, Assistant Moderator, and the Chairperson of the Trustees Ministry are officers of the corporation.

ARTICLE IV. FAITH AND COVENANT

A. Faith

We hold the Bible to be a sufficient basis of faith and practice. Each member has the freedom and responsibility to live out his or her Christian faith according to the dictates of his or her own conscience, under the guidance of the Holy Spirit. This church adopts as its own the Statement of Faith of the United Church of Christ, which follows:

"We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being,
create persons in your own image
and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will
declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and
risen Savior,
you have come to us
and shared our common lot,
conquering sin and death
and reconciling the world to yourself.

You bestow upon us your Holy Spirit,
creating and renewing the Church of Jesus Christ,
binding in covenant faithful people of all ages,
tongues and races.

You call us into your church
to accept the cost and joy of discipleship,
to be your servants in the service of others,
to proclaim the gospel to all the world
and resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.

You promise to all who trust you

forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
your presence in trial and rejoicing,
and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen."

B. Covenant

We are united in striving to know the will of God as taught to us by the scriptures, under the guidance of the Holy Spirit, and it is our desire to walk in God's ways, as they become known to us. We believe the mission of the church of Jesus Christ is to proclaim the gospel, to worship God, to work for the progress of knowledge, to promote justice and peace, and to foster the realization of true community among all peoples. Under the guidance of that same Spirit, we will work and pray for the transformation of the world into the reign of God and look forward in faith to life everlasting.

C. Open and Affirming

We are an Open and Affirming church. As such, we are called to build a spiritual home for all who find themselves in exile by opening our life to all who seek to journey with us. Believing in radical gospel hospitality, we embrace all people regardless of race, class, gender, culture, ability, or sexual orientation into the full life, worship, fellowship, membership, leadership, and employment of this church.

ARTICLE V. MEMBERSHIP

A. Definition of an Active Member

An Active Member is defined as follows:

1. A person who regularly attends worship, and/or educational meetings, and/or social church meetings, and/or business meetings of the church;

OR

2. A person who regularly supports, to the best of their ability, the work of the church at home and abroad with their money, talents, time or service.

This church is an Open and Affirming Church as noted above. We welcome and embrace all individuals to be part of our church membership and to experience our spiritual home in the way that they are most comfortable, recognizing that everyone does so differently.

B. Qualifications of Active Members

Membership at Old South Church shall be open to all whose faith journeys have led them to seek fellowship in this church. After a period of instruction by the Pastor and having been affirmed by the Deacons Ministry and affirmed by the Church Cabinet, they will be publicly accepted into active membership by the congregation at worship. The affirmation should occur before the public acceptance into active membership whenever possible. This can be done electronically if there are no regularly scheduled meetings before the public acceptance. In extreme circumstances, the Pastor may request public acceptance after discussing, either in person or via phone, the new member with the appointed head of Deacons (representing all of the Deacons) and the Moderator (representing the Cabinet). If this occurs, the information regarding the new member should be shared electronically as soon as possible and should be recorded in the next face to face meeting. This three tiered approach (Pastor, Deacons and Cabinet) is done not to exclude individuals, as we are an Open and Affirming Church. But rather, it is done to ensure that the decisions regarding membership do not rest with one person but with several leaders in the Church safeguarding our healthy and growing fellowship. The Deacons Ministry will affirm persons who:

1. Present satisfactory letters of transfer from other churches; or
2. Reaffirm their faith; or
3. Confess their faith and are baptized; or
4. Request reinstatement

C. Reception into Active Membership

The Deacons Ministry shall work with the Pastor to designate the church service for reception of new members. In exceptional circumstances the Deacons Ministry or the Pastor may receive members at another designated time or in absentia.

D. Other Requirements

The age of fourteen (ninth grade) is suggested as an appropriate time for youths to seek membership in the church. A suitable period of preparation as determined by the Christian Education and Deacon Ministries will precede acceptance into active adult membership.

E. Voting Privileges / Ministry and Cabinet Privileges

Only Active Members will hold voting privileges at all congregational meetings and only Active Members will retain the right to sit on Cabinet, Ministries or Committees. Active Members may vote by proxy if they are unable to attend a congregational meeting. Active Members must notify the Moderator of Cabinet, in writing, of their intention to vote by proxy, not less

than 1 week in advance of the congregational meeting at which the proxy vote will be cast. The notification to the Moderator must also name the person designated to vote on their behalf. The designated proxy must attend the meeting for which they will act as proxy and may not cast a vote for more than one absent member.

F. Extended Church Family

The Deacons Ministry will review the rolls of the church annually for the purpose of updating the membership.

An Active Member will be considered for a change in designation to the Extended Church Family roster if, upon review, they have not participated regularly in the life of Old South Church for a period of one year or more, as determined by the records of the church. The Deacons Ministry shall notify the Active Member in writing of the pending action. If no response is made within a period of no less than one month, or another period designated by the Deacons Ministry, the name of the member shall be moved to the Extended Church Family roster. Persons moved to the Extended Church Family roster do not retain the right or obligation to vote at congregational meetings.

At the time of the annual review of the rolls, an Active Member who had been moved to the Extended Church Family roster due to inactivity may be restored to Active Membership by the Deacons Ministry upon resumption of participation in the life of the church. An Extended Church Family Member can also request that the Deacons move them back to Active Membership from the Extended Church Family roster upon resumption of participation in the life of the church at any time during the year.

During the annual review of the rolls, the Deacons Ministry may also choose to contact individuals on the Extended Church Family roster to discern the desire of those individuals to remain on the church rolls.

Persons listed on the Extended Church Family roster are important to the ministry and fellowship of Old South Church and are invited and encouraged to participate in all aspects of church life with the exception of service to elected or appointed positions as outlined in this Constitution and participation in the Congregational Voting.

Friends of Old South Church, including non-member spouses of members, will also be designated Extended Church Family.

ARTICLE VI. SERVICES AND CONGREGATIONAL MEETINGS

- A. Services of worship shall be held at given hours each Sunday as determined by the Cabinet.

- B. This church shall be an open-communion church. The Sacrament of the Lord's Supper shall be celebrated at least four (4) times a year. The reception of the Sacrament of the Lord's Supper is not compulsory for any member. The baptism of adults and children shall be administered at such time as the Pastor or, in his or her absence, the Deacons Ministry may appoint.
- C. Other services may be held as determined by the Pastor or the Deacons Ministry.
- D. The date of the Annual Meeting shall be set by the Church Cabinet, and shall occur no later than six (6) Sundays after the start of the church fiscal year. All officers, ministries, and committees shall present written reports at this meeting. At least two weeks before the meeting, notice must be posted and published by the Clerk and announced at worship.
- E. The Church Cabinet shall conduct an annual Election Meeting to take place no later than the first Sunday in December. The purposes of the Election Meeting shall be the election of officers and ministry members and the approval of the final fiscal budget. Those elected are to take office at the beginning of the next fiscal year. At least two weeks before the meeting, notice must be posted and published by the Clerk and announced at worship.
- F. Special meetings of the congregation may be called by the Pastor, or the Clerk upon request of the Church Cabinet. Meetings arising due to grievances about the Pastor will follow guidelines established in Article VII of this Constitution.
- G. Fifteen percent (15%) of the active membership-as determined by the church records-may request a special meeting with Cabinet to address a specific issue. If consensus cannot be reached between Cabinet and the petitioners, Cabinet will call a congregational meeting to discuss the issue.
- H. A quorum for all congregational meetings shall consist of twenty-percent (20%) of the active membership as established by church records. Proxy votes shall be counted towards the establishment of a quorum.
- I. Elections and all matters requiring a congregational vote, except for the calling or separation of a pastor and amending the constitution, shall be considered approved by a majority vote of those present, and unless restricted by law, all active members of the church are entitled to vote. Proxy votes may be arranged for and cast as described in Article V.
- J. The official church fiscal year shall begin January 1 and all officers, ministries, and committees shall assume their duties at that time and continue in office until their successors are elected and qualified.

ARTICLE VII. STAFF

A. Calling for a Pastor

1. When a vacancy occurs in the pastorate the Church Cabinet shall appoint a pastoral search committee of no more than six (6) members. The three (3) members of the Pastoral Relations Committee will combine with the Pastoral search committee to total nine (9) members. The committee shall seek the guidance of the Divine Spirit. The committee shall consult with the Minister of the Western Reserve Association for assistance in conducting the search for a pastor. The committee shall conduct the search for a Pastor following the United Church of Christ's manual, "A LOCAL CHURCH SEEKS A PASTOR". The search continues until the committee extends a call to the candidate, who in their judgment, should be called to the pastorate. The search committee introduces the candidate to the Church Cabinet. The Church Cabinet votes to affirm the candidate. The Church Cabinet invites the candidate to lead a worship service. Immediately following this service a duly called congregational meeting shall be held to vote on extending the call to the candidate. Approval by two-thirds of the voting members attending this meeting (including approved proxy votes – see Article V) will be required to confirm the call of the candidate.
2. Terms of call drafted by the Moderator, Chair of the Search Committee, and the Chairperson of the Trustees Ministry will set forth a complete statement of the contractual arrangements signed by the Moderator, the called Pastor, and a Representative of the Western Reserve Association.
3. If the Pastor is not ordained within the United Church of Christ, she or he shall seek privilege of call. When a Minister has been elected and has accepted the call, the Western Reserve Association shall be invited to sit as an ecclesiastical council for the purpose of installing the Pastor in accordance with policy of the United Church of Christ.
4. At the first opportunity, the Pastor shall become a member of the church and of the Western Reserve Association. A service of installation will be planned by the Pastor and the Minister of the Western Reserve Association in conjunction with the Deacons Ministry.

B. Responsibilities of the Pastor

The Pastor shall have a central place of leadership in all the affairs of the Church. She or he shall have charge of the spiritual welfare of the Church, in cooperation with the Cabinet, the Ministries, and the Committees. It shall be his or her duty to preach the Word, to oversee services of worship, to administer the sacraments, to teach, to visit the sick, the sorrowing, and the stranger, and to promote in all ways, within his or her power, the spiritual interest of the Church and those whom it serves. The Pastor shall be an ex-officio and advisory member of all Ministries and Committees. She or he shall make a report of his or her year's work at the Annual Meeting of the Church.

C. Responsibilities of other staff positions

For all staff positions (paid and unpaid), the Trustees Ministry will maintain specific job responsibilities. As need arises for additional employees or responsibility modifications, both changes and new responsibilities shall be developed jointly by the employee, the appropriate Ministry and the Trustees Ministry.

D. Review Policy

1. An employee will be provided with a job description of his or her job responsibilities. Each new employee will be considered under "review" during his or her first 90 days of employment. During this time, his or her job performance will be supervised closely. This is a particularly important time for each employee and the Church since it allows the employee the opportunity to determine whether the Church fits his or her career goals, and it also provides the Church with a period during which it can assess the employee's work.
2. The review period for employees, except for an ordained pastor, is subject to extension at the discretion of the Personnel Committee of the Trustees Ministry and the Pastor. Employment might end at the option of either the employee or the Church, before the end of the review period. Near the end of this period, the employee will be evaluated and a decision will be made, at the Church's discretion, about granting regular employee status, extending the review period, or terminating the employment relationship. Thereafter, a performance review will be made of each employee on an annual basis.
 - a. The Personnel Committee of the Trustees Ministry will review the Pastor after consultation with the Pastoral Relations Committee.
 - b. The Pastor, a representative of the Personnel Committee of the Trustees Ministry and a representative of the Ministry or Committee with which the employee works closely, will review all other employees.
3. Each employee will have an annual performance review. The purpose of this review will be for job improvement, growth and feedback through candid conversation and mutual exchange. Each performance review will be summarized in writing, signed by the employee, the reviewer, and the Pastor if he or she is not the person being reviewed. It will be kept as a permanent record in the personnel file of the employee, which is maintained by the Trustees Ministry.
4. A personnel file for each employee will be maintained and kept in a confidential file. It will include the employment application and a current job description. An annual employee evaluation, applicable memoranda and pertinent correspondence will be included in the file after review with the employee. Each employee will have access to his or her own file upon

written request and with attendance of a member of the Personnel Committee of the Trustees Ministry. Any changes in status such as change in address, telephone number, number of dependents or marital status are to be reported promptly to the employee's supervisor, and noted in his or her personnel file. Records of personal leave days, vacation, etc., will be maintained in each employee's personnel file.

E. Separations

1. Retirement or Resignation

Ordained and non-ordained employees may resign or retire by submitting their resignation to the Moderator of the Cabinet and the Chair of the Trustees Ministry at least 60 days before the effective date, or otherwise by mutual agreement with the Moderator of the Cabinet and Chair of the Trustees Ministry.

2. Other Separations

Any violation of the Manual of Ministry Code of Ethics of the United Church of Christ will give rise to immediate termination. The following misconduct may also result in discipline up to and including discharge:

- Flagrant misconduct
- Violation of the church policies or safety rules
- Insubordination
- Poor attendance
- Possession, use, or sale of alcohol or any controlled substance on work premises (except for possession or use of legally prescribed medication)
- Poor performance
- Theft or dishonesty
- Physical harassment
- Sexual misconduct or disrespect toward other employees, church members, visitors or other members of the public
- Violation of confidentiality

These examples are not all-inclusive. Discharge decisions will be based on an assessment of all relevant factors.

3. Unsatisfactory Performance

Unsatisfactory performance may result in termination. Separations initiated by Personnel Committee of the Trustees Ministry for unsatisfactory performance will be based on documented performance reviews and approval by the Pastor and the Cabinet. Employees separated

for reasons of unsatisfactory performance or any violation relative to Article VII; Section E; Item 3 (above) will receive no separation pay.

Separation of the Pastor, based on documented performance evaluations shall be considered by the Church Cabinet. If separation is viewed to be necessary, then recommendation for separation and supporting documents will be presented to the congregation for vote. A 2/3-majority vote (including approved proxy votes – see Article V) in favor of separation is required.

4. Death

In the event of the death of an employee who has been employed for five (5) years or more, the surviving spouse will receive a gift equal to three (3) months' compensation. If there is no surviving spouse, the dependents in aggregate will receive a total gift equal to three (3) months wages.

F. Grievance Procedures

1. It is the intention of Old South Church to provide a reasonable and acceptable vehicle for an employee's use in presenting grievances.
2. The procedure is to be recorded as follows:
 - a. Oral or written grievances will be submitted to the Pastor, and/or the immediate supervisor of the employee. Grievances may also be submitted to the Personnel Committee of the Trustees Ministry with a copy to the Pastor.
 - b. The supervisor will attempt to resolve the issue directly with the employee, using his or her discretion as to the involvement of the Pastor or the Personnel Committee of the Trustees Ministry.
 - c. If the supervisor fails to resolve the grievance to the satisfaction of the employee, or if it is unreasonable to directly involve the supervisor, the employee may issue a request in writing to the Personnel Committee of the Trustees Ministry (with copy to Pastor) for an appropriate meeting.
 - d. The joint decision of the Personnel Committee of the Trustees Ministry and the Pastor is final and binding.
 - e. In the case of a grievance against the Pastor, the following procedure will be followed:
 - i. Initial grievance should be submitted to the Personnel Committee of the Trustees Ministry; and
 - ii. If the Personnel Committee of the Trustees Ministry, in consultation with the Pastoral Relations Committee, cannot come to a resolution; then

- iii. The grievance will be presented to the Cabinet for review and recommendation. If the Cabinet determines that the grievance merits a decision regarding the removal of the Pastor then Cabinet will call for discussion and decision by congregational vote.

ARTICLE VIII. CHURCH CABINET

A. Composition

1. There will be nine (9)-voting members on the Cabinet: One (1) member each from the Ministries (Deacons, Christian Education, Trustees and Missions), the Moderator, the Assistant Moderator and three (3) At-large members representing the congregation. The Moderator, Assistant Moderator and the At-Large members shall be active members of the church body who display leadership qualities and participate regularly in the life of the church. The three (3) at-large members will be selected each year and serve for a period of one (1) year and may be reelected for a period of one (1) additional year.
2. The Assistant Moderator will be elected for a two (2) year term upon the completion of which he or she will become Moderator for a period of two (2) years. When his or her term as Moderator is completed, this person shall be ineligible for re-election to the Cabinet for a period of one (1) year.
3. There will be four (4) ex-officio, non-voting members of the Cabinet: the Pastor, the Clerk, the Music Director, and the Treasurer. Chairpersons from all Cabinet Committees and Affiliated Organizations are also non-voting members of the Cabinet.

B. Meetings

1. The Cabinet shall meet on a monthly basis as a rule, with exceptions (if necessary) made by the decision of the Moderator in consultation with the Assistant Moderator and the Pastor.
2. Special Topic meetings shall be called if needed, by the Moderator in consultation with the Assistant Moderator and the Pastor.

C. Responsibilities

1. The Church Cabinet will have the following functions:
 - a. The Church Cabinet shall make decisions concerning:
 - i. The final approval of the annual budget for presentation to the congregation at the annual Election Meeting

- ii. Initiating the call of ordained staff and the separation of same as stated in Article VII of this document
- iii. The yearly audit of church financial records
- b. The Church Cabinet shall coordinate:
 - i. Nominations for Ministries and Committees and presenting the slate of officers for congregational vote
 - ii. All activities that impact Ministries, Committees and auxiliary organizations
 - iii. The church activity calendar in cooperation with the paid staff
 - iv. The preparation of the Annual Report
 - v. Calling of all church-wide Congregational Meetings
- c. The Church Cabinet shall facilitate, in cooperation with the pastor and paid staff, the establishment of goals and missions of the congregation, and evaluate the same
- d. The Church Cabinet shall appoint the following:
 - i. Delegates to the Western Reserve Association
 - ii. Delegates to the Ohio Conference
 - iii. Members to the Nominating, Stewardship, and Pastoral Relations committees, upon the recommendation of the Nominating Committee.
 - iv. The Clerk, upon the recommendation of the Nominating Committee.
 - v. Ad Hoc Committees as required
- 2. The Moderator and Assistant Moderator shall be responsible for:
 - a. Serving as the chairperson of all congregational meetings and of the Church Cabinet, and shall be ineligible to chair any ministry or committee during the term of office.
 - b. The Assistant Moderator shall perform the Moderator's duties when the Moderator is absent.
- 3. The Clerk shall be responsible for:
 - a. Keeping an accurate record of the proceedings of the church and of the Church Cabinet

- b. Preserving on file all communications and written official reports.
 - c. Giving legal notices of all meetings when such notices are necessary.
 - d. Developing additional correspondence so far as this is not otherwise provided for.
 - e. Performing such other duties as are prescribed by law or as usually pertain to the office of clerk or secretary of an assembly.
4. Each Cabinet member (both voting and non-voting) shall be responsible for:
 - a. Attendance at each Cabinet meeting and reporting of ongoing activities from their respective organizations that affect the whole church body
 - b. Written article submissions for use in the church newsletter on a regular basis (quarterly as a minimum)
 - c. Active and accurate dissemination and follow-through of Cabinet decisions back to their respective Ministries or Committees.
 5. Voting can be done for all Committees, Ministries and Cabinet electronically. This is not meant to replace regular face to face meetings. All electronic votes shall be recorded officially in the next subsequent face to face meeting of the Committee, Ministry or Cabinet.

ARTICLE IX. CHURCH MINISTRIES

There will be four (4) Ministries: Deacons; Christian Education; Trustees; and Missions.

A. Composition

1. There will be nine (9) voting members on each Ministry:
 - a. Three (3) new members will be elected each year, and serve for a three (3) year term. Members who have completed a term may be nominated again to the same ministry after a one (1) year period.
 - b. The respective Ministry shall fill vacancies with new members if and as they occur.
 - c. A Ministry may replace an inactive member after a suitable period of time and after discussion with the member in question.
2. The Pastor will be an ex-officio, non-voting member of each Ministry. The Treasurer will be an ex-officio, non-voting member of the Trustees Ministry.

3. Each Ministry is encouraged to enlist the assistance of additional members of the church body as needed for specific functions. Ministries may enlist the assistance of those on the Active Member and Extended Church Family rosters for such purposes.

At the beginning of the year each Ministry will appoint one (1) person to serve for a one (1) year term as the representative to Cabinet. This person will serve as the liaison between the Cabinet and the Ministry. This person will be considered the representative for that Ministry.

No members of the same household, the same immediate family, nor partners shall serve as Chairpersons on different Ministries at the same time.

No person shall serve as Moderator nor Assistant Moderator when members of the same household, the same immediate family, or partners are serving as Chairpersons on a Ministries during the same time period.

B. Meetings

Each Ministry shall meet on a monthly basis as a rule, with exceptions (if necessary) made by the decision of the Chairperson of the respective Ministry. Special Topic meetings shall be called apart from the monthly Ministry meeting, if needed, by the Chairperson of the respective Ministry in consultation with other respective Ministry members.

Repeating from Article VIII, Section C, Item 5 for clarity - Voting can be done for all Committees, Ministries and Cabinet electronically. This is not meant to replace regular face to face meetings. All electronic votes shall be recorded officially in the next subsequent face to face meeting of the Committee, Ministry or Cabinet.

C. Responsibilities

1. Deacons Ministry

- a. Will provide for the care and service of all members of the church body
 - i. Active Members
 - ii. Extended Church Family
- b. Will give primary assistance to the Pastor in the Service of Communion and other special worship services
- c. Will coordinate the worship-related needs for each weekly service, including but not limited to:
 - i. Usher assistance
 - ii. Flower preparation & delivery

- iii. Weekly Service Audio Tape development & distribution
- iv. Music coordination with the Music Director
- v. Layperson support
- vi. Sanctuary preparation
- vii. Post-service fellowship
- d. Will provide for pulpit supply minister when the Pastor is absent, and will be responsible for hiring Interim Ministers after consultation with the Trustees Ministry. The Deacons Ministry will supervise Interim Ministers after hire.

2. Christian Education Ministry

- a. Will coordinate education-related activities for all ages during Sunday morning times as well as extra-curricular educational opportunities for the church body
- b. Will coordinate with the Youth Groups for those activities involving teenagers of the church body
- c. Will coordinate all Confirmation-related activities for teenagers of the church body
- d. Will coordinate with the Pastor and others regarding Adult Education opportunities.

3. Trustees Ministry

- a. Will monitor and oversee compliance to the yearly church budget
- b. Will provide for the maintenance of church buildings & grounds
- c. Will be responsible for the hiring and ongoing administration and maintenance of all non-clergy employee contracts & yearly performance reviews
- d. Will oversee all Memorial-related giving and expenditures according to established guidelines and procedures for each fund.
- e. Will administer and maintain all insurance-related matters for the church body
- f. Will administer and oversee all church investments
- g. Will appoint a financial secretary to count, record, deposit all monies and provide for quarterly statements

- h. Will have oversight of the Wedding Ministry of Old South Church in cooperation with the Pastor and the Wedding Coordinator
- i. Will be responsible for maintaining job descriptions for all employees
- j. Will be responsible for buying, selling and leasing of all church property and making recommendations to Cabinet regarding such
- k. Will designate, from among its members, a Personnel Committee

4. Missions Ministry

- a. Will engage the congregation in God's mission globally and locally through education and direct action, striving in all things for the integrity of creation, justice and peace.
- b. Will coordinate the four (4) Special Mission Offerings sponsored by the United Church of Christ, and other offerings as approved by Cabinet.
- c. Will develop specific mission opportunities and benevolences to be supported by the congregation through the annual allocation of funds.
- d. Will act as the liaison between the congregation and all its mission partners, in particular the national offices of the United Church of Christ, Ohio Conference, Western Reserve Association and other UCC related organizations and institutions.

ARTICLE X. CABINET COMMITTEES

- A. There will be 3 appointed committees of Cabinet: Pastoral Relations, Nominating; and Stewardship. Nominees for each of these committees will be brought to the Cabinet by the Nominating Committee. Each committee will be comprised of three (3) members, each serving a three (3) year term. Pastoral Relations Committee

Will be responsible to advocate for the Pastor and to be an active vessel for the church body when dealing with concerns of a pastoral nature.

- B. Nominating Committee

Will be responsible for developing and recommending an annual slate of nominees to be presented to the congregation at the annual Election Meeting.

The composition of this slate is:

- 1. Three (3) people for each of the four Ministries, twelve (12) total
- 2. Three (3) At-large members to serve on the Cabinet.
- 3. One (1) nominee every second year to serve as Assistant Moderator

Will be further responsible for presenting to the Church Cabinet for appointment nominees to serve on the Cabinet committees and the Church Clerk.

The composition of this slate is:

4. One (1) person for each of the three Committees, three (3) total
5. One (1) person to serve as the Church Clerk

C. Stewardship Committee

Will be responsible for the overall development and guidance of stewardship activities. This shall include, but not be limited to the annual campaign to receive gifts for the support of the church and on-going year around stewardship activities. It is also responsible, in consultation with the Cabinet, Ministries and the Treasurer, for the proposed annual budget, to be presented to the congregation, which shall be presented to the Cabinet for preliminary approval at the September Cabinet meeting. After completion of the annual campaign, the Committee will revise the budget as necessary and present it to Cabinet for consideration and final approval no later than the regularly scheduled November Cabinet meeting.

D. Other

Ad Hoc Committees can be appointed by the Church Cabinet to address specific issues, concerns or projects.

ARTICLE XI. DELEGATES TO THE WESTERN RESERVE ASSOCIATION AND THE OHIO CONFERENCE

- A. Delegates must be active members of Old South Church.
- B. Delegates are appointed by the Church Cabinet.
- C. Delegates shall inform the congregation of Association and Conference issues before meetings and solicit congregational opinions.
- D. Delegates shall attend Association/Conference meetings and vote on issues as instructed by the congregation.
- E. Delegates shall report the proceedings of these meetings to the congregation.

ARTICLE XII. AFFILIATED ORGANIZATIONS

- A. All organizations related to, sponsored by, or acting in the name of the church and using its facilities are regarded as integral parts of the church and are under its general supervision.

- B. These organizations shall coordinate methods and timing of fund-raising with the Church Cabinet.
- C. These organizations shall appoint a representative to Cabinet to act as a liaison between the congregation and the organization.

ARTICLE XIII. BUILDING USERS

All organizations not sponsored by the church but using the church facilities shall come under the general supervision of the Trustees Ministry.

ARTICLE XIV. FINANCES

- A. The church shall seek financial support by receiving contributions from individuals, from usage fees and by other means, unless restricted by law.
- B. Fund drives for major capital improvements, or other major expenses, may commence after review by the Cabinet and approval by the congregation.
- C. Affiliated organizations are invited to contribute in a manner of their own choosing

ARTICLE XV. AMENDMENTS

- A. All these Articles may be amended by a two-thirds vote of a properly called congregational meeting.
- B. Proposed amendments must be made available to members of the church at least one (1) month prior to such a meeting.

ARTICLE XVI. GENERAL ADMINISTRATION

- A. ROBERT'S RULE OF ORDER (1981, Scott-Foresman publisher) shall be the parliamentary authority at Congregational Meetings for all matters of procedure not specifically covered by this Constitution.

Notes:

- (i) Revised November 17, 2007
(Timing of the Election Meeting and Development of the Budget and responsibilities of the Stewardship Committee. Art. VI, Sec. D and E; Art. VIII, Sec. C; Art. X, Sec. B and C)
- (ii) Revised December 2, 2007
(Open and Affirming statement. Art IV, Sec. C)
- (iii) Revised October 16, 2012

Old South Church United Church of Christ - CONSTITUTION

(Added definition for an Active member, Art V ; Added wording about affirmation of new members. Art V, Sec B ; Added "in absentia". Art V, Sec C ; Removed paragraph about attendance at church. Art V, Sec D ; Added "only active members". Art V. Sec E ; Added extended family wording. Art V, Sec F ; Added "paid/unpaid". Art VI, Sec C ; Added wording regarding electronic voting. Art VIII, Sec C ; Added wording for persons of same household, immediate family or partners not serving as Church leaders at the same time Art IX, Sec A ; Added wording for Electronic Voting Art VIII, Sec C and Art IX, Sec B ; Made minor formatting corrections)