

United Church of Christ, Congregational

570 Klem Road
Webster, New York 14580

Guidance Document

June, 2010

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INTRODUCTION:

This document contains the structure by which the members of United Church of Christ, Congregational, Webster NY, voted to accept at the Congregational meeting held on June 6, 2010. As directed by the United Church of Christ Constitution: “decisions are made ‘by consultation and collaboration’ among the various partners as we “seek to walk together in all God’s ways” (Constitution, Article 3)”. This document is meant to be a “living” document that serves to “guide” rather than “direct” our congregation. It offers that the processes that guide our leadership structure and how we perform our business require constant scrutiny and evaluation to ensure that we are always listening to God still speaking to us and always guiding us. The strength of this document is found in our foundational belief that we are better able to serve God’s people and to do God’s work in our own church community, in our immediate community and in the community known as the world, because we are working together to further God’s mission.

ARTICLE I. NAME

This church shall be known as the “United Church of Christ, Congregational”.

ARTICLE II. PURPOSE AND DOCTRINE

SECTION 1. United Church of Christ

This church and its congregation 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 Constitution and By-Laws of the United Church of Christ, adopted July 4, 1961 relating to local churches.

Our congregation has embraced the vision of being an inviting, Christ-centered community where all of God's people are valued, supported and challenged to grow in faith and service.

In our church, people matter most. Our members come from many religious traditions, and our personal convictions have been formed by a wide variety of life experiences, so we have learned to cherish and respect the diversity of beliefs that enrich our life together. We are united, not by a common doctrine or creed, but by our desire to embody the same gracious love that God in Christ has shared with us.

SECTION 2. Our Vision

Inviting people into the joy of Christian community, where everyone is valued, supported and challenged to grow in faith and service.

SECTION 3. Our Ministry and Mission Priorities

- **Worship:** To embrace a welcoming Christ-centered worship where all of God's people are valued, supported and challenged to grow in faith and service
- **Small Groups:** To develop a community of small groups focused on growing, learning, caring, serving, and praying
- **Children:** To help children build healthy bonds and as they continue to grow in faith
- **Youth:** To develop opportunities to participate in Christ centered ministry and outreach
- **Outreach:** To establish outreach initiatives that support our community, country, and world
- **Our Home:** To establish our home as a center for church and community activities
- **Communication:** To share our stories, stay connected, and transmit our church family's

care

SECTION 4. Who We Are

What matters to you, matters to us, The United Church of Christ, Congregational. We are about faith and justice, exploration and understanding. So, no matter whom you are or where you are on life's journey, you and your questions are welcome here.

"Never place a period where God has put a comma" —Gracie Allen

- We Are People Of God's Extravagant Welcome
- We Are One at Baptism and At The Table
- We Are A People Of Covenant, A United And Uniting Church
- We Listen For The "Still Speaking" God
- We Thank God By Working For A Just And Loving World

SECTION 5. Our Values

Values that Shape Who We Are

- We encourage people to think for themselves
- People matter most
- We embrace diversity

Values that Shape What We Do

- We are committed to nurturing the spiritual development of our children, youth and adults
- We apply our faith to the relevant issues of our day
- We share what we have with others

Values that Shape How We Do Things

- We value self-reliance
- We meet people where they are
- Our faith makes us willing to risk

SECTION 6. We Belong To Christ

The God we know in Jesus is also known by many names. We share a tradition among Christians speaking of God as "Father, Son, and Holy Spirit." We also speak of God in ways that enrich our faith—God as mother, rock, liberator, savior, friend. We affirm historic creeds and statements of faith, not as tests for belief, but as inspired works of faithful women and men who came before us. We discover God through the Bible, through prayer, and through engaging the world. No single statement fully expresses who God is; but where there is justice, peace, and compassion, we see the living God at work in history. We belong to such a God.

ARTICLE III. Membership Criteria

SECTION 1. Qualifications

To become a voting member of the United Church of Christ, Congregational in Webster New York, and to retain such membership, a person should meet the following criteria:

Make a "Statement of Faith" as they understand it, either publicly, in writing, or to pastor

OR

By Letter of Transfer from another church
OR
By Confirmation
AND
Have involvement as they are able
AND
Make financial contribution as they are able

SECTION 2. Internal Record Keeping Designations

Active member*

- Vote
- Covenantal Shares
- Reported in Number to wider UCC and Search Profile
- Will include local “shut-ins”

Inactive Members* – active members who have decided not to be active currently and/or live away

- No vote
- No Covenantal Shares
- Not reported to Wider UCC

Friend* – Never has been a member

- No vote
- No Covenantal Shares
- Not reported to wider UCC

Child* – not yet member through confirmation

- No vote
- No Covenantal Shares
- Not reported to wider UCC

*All are counted in “Pastoral Responsibility” number

SECTION 3. Updating of Rolls

At least every five years, the Organization Development Team, under the direction of the Senior Pastor will:

- Send a letter to all persons listed in both current membership rolls and directory asking for individuals to update pertinent information and level of commitment
- Collect information returned from letter
- Submit information to Senior Pastor
- Support the contact through the Senior Minister, of individuals that did not respond or who requested a conference with the Senior Pastor
- Create Roster with updated designations
- Update rolls and directory – with internal designations

ARTICLE IV. Services and Meetings

SECTION 1. Worship

Services of worship

- Shall be held at given hours each Sunday except when temporarily suspended by the pastor and/or the Vision and Advisory Team
- The Sacrament of the Lord’s Supper, or Holy Communion shall be celebrated a minimum of six times during the church year

- The Sacrament of Baptism, either of children or adults, may be observed upon request and in consultation with the pastor

SECTION 2. Business Meetings

Congregational Meetings

Will be held no less than twice a year

Annual Meeting will be held:

- On or about the third Sunday of January to:
 - 1) Develop a ministry plan and budget for the new year to present to the congregation; the ministry plan shall reflect the vision, core values and mission priorities of the church and identify the challenges that are important for our church to address in the current year
 - 2) Share information of importance to the church
 - 3) Vote on any motions brought before the congregation by way of committee or individual

Congregational Meeting will be held:

- On or about the third Sunday of May to:
 - 1) Approve proposed slate for Leadership Council members and Finance Officers
 - 2) Receive the Annual Report
 - 3) Vote on any motions brought before the congregation by way of committee or individual

Notices:

- Shall be announced at least 2 weeks in advance:
 - 1) At both worship services
 - 2) In the monthly Congregationalist
 - 3) Through church email

Special Meetings

- Special Church meetings may be called by:
 - The Pastor
 - The Moderator
 - Or by a petition to the Leadership Council signed by not fewer than five active voting members of the congregation
- Notification of such meetings must be made to the congregation no less than one week prior to the meeting:
 - During Worship services
 - In the worship bulletin
 - Through church email
 - And include the stated purpose of the meeting

SECTION 3. Rules and Regulations Governing Business Meetings

Moderator: The Moderator shall:

- Be responsible for the notice of all meetings according to standards established
- Preside over all business meetings of the Leadership Council and Congregation
- Assure the taking of the minutes, the recording of any votes and the archiving of minutes
- In case of the Moderator's absence, the Community or the Organization Group Leader

will preside over meetings

Rules of Order

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure

Quorum

A necessary quorum for conducting business at Congregational Meetings shall consist of at least 30 voting members of the Church. A necessary quorum for conducting business at Leadership Council meetings shall consist of a simple majority of seated Leadership Council members (> 50% of current Leadership Council members).

Voting

All active members of the church are entitled to vote during a Congregational meeting. Unless otherwise stated or required, a majority vote is decisive. All Leadership Council members present during a Leadership Council meeting will be expected to vote with a majority vote unless instructed and agreed upon otherwise.

ARTICLE V. Governing Body

(see appendix for structure outline)

SECTION 1. Members of the Congregation

- The governing body of this church shall be the membership assembled in a church meeting
- The government of this church is vested in its member, who exercise the right of control in all its affairs, subject , however, to laws of the State of New York relating to religious corporations

SECTION 2. Leadership Structure

The organizational leadership of the church shall consist of:

- Members of the congregation
- Vision and Advisory Team
- Leadership Council
- Finance Officers (non-voting)
- Staff (non-voting)

SECTION 3. Vision and Advisory Team

Members of Vision and Advisory Team

- Moderator
- Community Ministry Group Leader
- Operations Ministry Group Leader
- With advisement provided by:
 - Senior Pastor
 - Minister of Pastoral Care

Responsibilities of the Vision and Advisory Team:

- To meet regularly for the review of:
 - Ministry Group updates
 - Staff updates
 - Current issues and project needs
 - Long term planning and strategy development

- Planning Leadership Council meetings and retreats
- Planning Congregational meetings
- To make recommendations for Leadership Council approval of:
 - Congregational meeting dates and agendas
 - New or revised organizational, ministry or mission related changes
 - Yearly calendar dates for Vision and Advisory Team and Leadership Council meetings

Vision and Advisory Team Member's Responsibilities

Moderator

- Plan & preside over Vision and Advisory Team , Leadership Council, congregational meetings and special congregational meetings
- Define meeting roles: timekeeper, action item register, minutes scribe
- Provide monthly update in church newsletter: The Congregationalist
- Support Ministry Leaders and Teams
- Ensure responsibilities & objectives are being met
- Congregation - Pastor Liaison
- Responsible for signing legal documents regarding church business
- Archive minutes of Vision and Advisory Team and Leadership Council minutes

Ministry Group Leaders

- Plan & preside over quarterly Ministry Group Team Leader meetings
- Define meeting roles: timekeeper, action item register, minutes scribe
- Support decision making at Ministry Group level
- Provide support to Ministry Team Leaders and Teams
- Ensure responsibilities & objectives are being met
- Oversee the implementation of approved changes
- Develop and manage the processes, procedures and policies as appropriate and endorsed by the Leadership Council
- Represent Ministry Group at Vision and Advisory Team meetings
- Publicize regularly, progress updates and summary of achievements through Ministry Group minutes, Leadership Council and Vision and Advisory Team minutes as well as at Congregational meetings

SECTION 4. Leadership Council

Leadership Council includes members of:

- Vision and Advisory Team
- Leaders of each team under the Community Ministry and Operations Ministry Groups
 - **Community Ministry Group Teams**
 - Overseen by Community Ministry Group Leader:
 - Member Development and Stewardship
 - Congregational Life (co-leaders)
 - Worship and Music
 - Spiritual Nurturing
 - Mission
 - **Operations Ministry Group Teams**
 - Overseen by Operations Ministry Group Leader:
 - Finance Team (Co-Leaders)
 - Building and Grounds
 - Contracts and Building Use

- Personnel
- Organization Development

Responsibilities of Leadership Council:

- Meet regularly to:
 - Hear Ministry Group/Team and staff updates
 - Develop, with input and cooperation of the ministry teams, a ministry plan and budget to support the ministry and mission of our church
 - Discuss relevant issues, problem solve and make decisions that are not made at the Ministry Group level
 - Discern the future plans and journey of the church's ministry and mission
- Approve the following recommendations:
 - Interim Leadership Council member or Officer
 - Yearly operational budget

Responsibilities of Leadership Council Members

All Ministry Team Leaders will

- Be considered voting members of Leadership Council
- Coordinate the roles and responsibilities of their team
- Plan and preside over the meetings of team members (as needed) to discuss needs specific to team's function:
 - Define team's meeting roles: time keeper, action register and scribe
 - Ensure that team's minutes are distributed to Vision and Advisory Team members (or other involved individuals) and placed in the binder in church office
 - Coordinate and support related small groups
 - Lead decision making at the team level
 - Recognize contributions of team and/or team members
- Represent team at regularly scheduled Ministry Group meetings
- Meet regularly with the Leadership Council
- Attend Leadership Council Retreats
- Attend Annual and Congregational Meetings
- Prepare and monitor budget needs
- Recruit and meet with volunteers who will support team's responsibilities
- Communicate decisions, plans and achievements to the Leadership Council

Community Ministry Group's Responsibilities

Member Development and Stewardship

- To welcome visitors and new members
- To provide oversight to the pastor for new member classes/orientation
- To encourage the stewardship of time, talent and treasures with oversight throughout the year
- To promote the interconnectivity of new members to small groups and church activities

Congregational Life

- To provide support for current and new events and programs that minister to the congregation and community
- To provide support and ideas for programming events and ministries that promote our church in the greater community

Worship and Music

- To support the pastor in needs related to our worship experience

Spiritual Nurturing

- To support the adult, youth and children's educational programs by determining the needs of each group and providing programming (i.e. materials, curriculum, teaching and facilitation, etc.) to support those needs

Mission

- To provide support and coordination for the mission work that is done within our church and for our wider community

Operations Ministry Group's Responsibilities

Finance

- To support Ministry Group Teams in the development and implementation of an annual balanced operating budget
- To report the finance status to the congregation through monthly newsletter updates and at Congregational meetings

Building and Grounds

- To provide oversight with regard to our church's infrastructure
- To assess building and ground needs while planning for maintenance and/or improvements accordingly

Contracts and Building Use

- To provide oversight for use of our facility from outside agencies, organizations or businesses

Personnel

- To provide support for the staff with regard to yearly evaluations
- Oversight of employee contracts and job descriptions

Organization Development

- To oversee organizational needs such as:
 - Nominations of elected Finance Officers and Leadership Council members
 - Development and evaluation of policies and procedures
 - Management and documentation of:
 - Church history
 - Archives
 - Vital records such as births, baptisms, confirmation, marriages and deaths
 - Membership rolls

SECTION 5. Elected Finance Officers

Finance Officers

- Officers are elected officials who oversee the accounting of income, expenses and allocations of dedicated funds
- These officers have been granted voice without a vote at Leadership Council meetings
- **Finance Secretary and Assistant Finance Secretary**
 - Count, allocate, deposit money (Accounts Receivable)

- Track & report income/resources monthly
 - Reconcile balance sheet with Treasurer
 - Issue quarterly contribution statements
 - Assistant stands in for Finance Secretary in case of absence or vacancy
- **Treasurer and Assistant Treasurer**
 - Pay bills (Accounts Payable)
 - Track & report monthly expenses/investments
 - Reconcile balance sheet with Finance Secretary
 - Assistant stands in for Finance Secretary in case of absence or vacancy
- **Memorial/Special Gifts Treasurer**
 - Receive & acknowledge gifts
 - Track expenses
 - Recommend use of funds & report how they're used
- **Endowment Treasurer**
 - Track funds and investments in the endowment
 - Receive funds for endowment
 - Recommend use of funds & report how they're used

SECTION 6. Terms

Vision and Advisory Team Members and Leadership Council Members shall:

- Serve a two year term designated by a "class of" date after their name indicating the year the term expires and a designation of whether the first or second term
 - Example: 2012-1
- Begin the term in July 1st after accepting and being approved by a congregational vote during the congregational meeting held in May
- Be allowed to continue a second term if desired but only after approval by way of a congregational vote
- End the term in June 30th of "class year date"
- Be required to follow ended second term with a one year hiatus from Leadership Council membership

Finance Officers shall:

- Serve two year terms
- Be allowed, if desired and approved by a congregational vote, to continue in capacity with no term limits
- Begin their term July 1st of year elected
- End their term June 30th of final year

SECTION 7. Elections

Pastoral Vacancy

The Leadership Council will oversee the formation of a Pastoral Search Committee (PSC) by:

- Developing a nomination process
- Creating a slate of agreed upon nominees that are representative of a demographic cross-section of church members
- Presenting the slate for approval to the congregation

Once approved, the PSC will:

- Work with and within the NYS Conference to develop a church profile and narrow the search to a candidate

Once a candidate has been agreed upon by the PSC and the candidate has accepted the call to the United Church of Christ, Congregational, a church meeting will be required:

- Using the requirements for the notice of any congregational meeting as stated in ARTICLE IV. Services and Meetings, Section 2. Business meetings, subheading: **Notices**
- Using an election process of a two-thirds majority vote of active members to approve the call of the candidate
- Once elected:
 - The term of office shall be indefinite as long as the pastor maintains:
 - 1) Ministerial standing in the NYS Conference and
 - 2) Contractual responsibilities
 - The term shall/may be dissolved by giving sixty days notice if:
 - 1) One or both of the above criterion are not upheld or
 - 2) The pastor should decide on her/his own accord to dissolve the pastoral relationship

Terms of Elected Positions for Vision and Advisory Team and Leadership Council

- Under the coordination of the Organization Development Team, the process for securing members for expired terms will be filled according to the process documented in the appendix of this document
- Members of Vision and Advisory Team and the Leadership Council are elected by the congregation at the May Congregational Meeting
- Members of the Vision and Advisory Team will at some point have to have served as Leadership Council members
- They will serve two-year terms that commence July 1st
- Members may be re-elected for a second term
- Terms are designated by a year and term following each members name and title
- This will be the year their term is finished
- Roughly half of the members are replaced each year
- The Financial Secretary and Treasurer are not held to the (2) two-year term limit, but must be re-elected at the Congregational Meeting at the end of their two-year term
- Should a vacancy occur before a member's term expires:
 - The Leadership Council will follow the process detailed in the appendix of this document
 - The Leadership Council who must conduct a election with a majority vote to instate the recommended member
 - The new member will then fulfill the amount of time left during the original term unless otherwise decided by the Leadership Council

SECTION 8. Small Groups

Types and Functions of Small Groups

Small groups provide the primary means for experiencing authentic Christian community by providing opportunities for:

Learning through:

- Bible studies
- Book discussions
- Video-DVD series
- Guest speakers

Caring through groups that offer:

- Support
- Prayer
- Visitation

Serving through:

- Prayer
- Outreach ministries
- Worship teams
- Service projects

Building community and relationships through:

- Special interest groups
- Activities such as games, fitness, hobbies and movies

Guiding Principles of Small Groups

- Small groups meet together on a regular basis to care for one another and to help each other grow in faith through learning, caring, serving and praying
- Each group will have a clearly defined purpose or objectives
- Membership in a small group is open to anyone who wants to join
- There are no nominations or elections
- People may choose to participate in small groups that relate to their particular needs and interests
- Each small group is free to determine how long and how frequently it will meet
- Some groups will decide to be ongoing, some will decide to meet for a specific number of weeks, and some will decide to meet until a particular project is completed

ARTICLE VI. The Pastoral Relations Team

- Appointed by Senior Minister
- To support and maintain an open and healthy relationship between the pastor and members of the congregation
 - As an advisory group to the pastor – sharing ideas, dreams, hopes, expectations, and concerns for the congregation with the pastor
 - As support for the pastor's leadership – interpreting roles, functions, and needs of the pastor to the congregation
- This team is the congregation's fundamental support group for the pastor:
 - Providing constructive and caring communication in an atmosphere of confidentiality and trust
 - Building a framework in which conflict can be dealt with creatively
- The goals of the team are the professional growth and well-being of the pastor and the promotion of mutual ministry between the pastor and the congregation
- The nurture of the pastor by this team not only brings about a wholesome and healthy congregation, but also creates a climate in which the spiritual life and mission of the people are strengthened

- Attention to the dynamics of the relationship between pastor and congregation can result in a local church able to carry out its ministry and mission effectively

ARTICLE VII. Finance Allocations

SECTION 1. Tithable Giving

Voted for and approved by Congregational Vote on February 8, 2009:

We are a “Tithing Church”

- Being a “Tithing Church” determines what monies are first allocated to the Mission portion of our budget
- The following will be counted as “Tithable Income”:
 1. Stewardship Income (excluding “prior year pledge recovery”)
 2. Finance Income: Savings account interest
 3. Endowment Proceeds (6% annually)
 4. Contracts and Building Use revenues

SECTION 2. Memorial Giving

Voted for and Approved by Congregational Vote on October 10, 2004:

Definition

- Memorial Giving is an opportunity for people to give in memory or honor of loved ones
- The Memorial Giving Fund shall receive all funds designated as a memorial gift

Purpose

- To enhance the ministries of the Webster United Church of Christ, Congregational
- To honor the lives of loved ones through gifts that are made in their memory

Receipt and Management of Funds

- All contributions made to the Memorial Giving Fund will be deposited into a single memorial account
- This fund is meant to be a short-term fund, its balance should be near zero, and it should be used as funds become available
- Individuals who make contributions to the Memorial Giving Fund will receive a written thank you and receipt for their gift
- A list of all people who contributed to a person’s memorial will be sent to the next of kin
- Each year a celebration will be held to recognize those people in whose memory Memorial Gifts have been received during the year, and to dedicate the gifts that were purchased with memorial funds
- The names of people for whom memorial gifts have been given shall be recorded in a Memorial Book displayed in our History area opposite Fellowship Center

Distribution of Funds

- The Memorials and Special Funds Treasurer shall maintain a “wish list” of items wanted to enhance the ministry of our church after consultation with pastoral staff
- This list shall include items needed for each of our ministry and mission priorities
- The Memorials and Special Funds Treasurer will authorize and then report memorial

- fund purchases to the Finance Team Co-Leaders
- The Memorial and Special Funds Treasurer will report the status of the fund to the congregation
- Although separate accounts will not be maintained for each person in whose memory contributions have been made to the Memorial Giving Fund, the next of kin may request that funds received in memory of a family member be used to support a specific area of the church's ministry

SECTION 3. Endowment Giving

Voted for and Approved by Congregational Vote on October 10, 2004:

Definition

- Endowment Giving is an opportunity for people to give an enduring gift that will have lasting value in God's mission
- The Endowment Fund shall receive all bequests and gifts, which are designated by the giver for this specific purpose
- The Leadership Council may place unspecified bequests and gifts in the Endowment Fund
- The total value of the Endowment, determined annually, shall include principal, interest and dividends, and capital gains or losses

Purpose

The Endowment Giving Fund:

- Will be used to advance the ministry of the United Church of Christ, Congregational through investing in the church's Mission Priorities
- Will be used to keep the vision, mission and values of the United Church of Christ, Congregational alive and to ensure that future generations can experience the joy of Christ-centered community where everyone is valued, supported and challenged to grow in faith and service

Receipt and Management of Funds

- All bequests and gifts as received shall constitute the Principal of the fund
- The Endowment Giving Fund will maintain the Principal on an inflation-adjusted basis and have funds available for use every year
- At the end of each calendar year 6% of the current value of the fund would be available for this purpose. The distribution amount for a calendar year will be determined on January 1
- 6% of the total value of the Endowment Giving Fund will be made available to be distributed to the Mission Priorities:
 - This distribution may include a portion of the principal when the interest/income does not meet or exceed 6% of the total value
- Additional use of the Principal, other than as needed in the distribution detailed above, can only be used in cases of emergency with approval by congregational vote
- Through consultation with the Finance Team Co-leaders, the Endowment Treasurer is responsible for the management of the Endowment Fund and for reporting its status semi-annually to the congregation

Distribution of Funds

- The Leadership Council shall be responsible for the distribution of funds to advance the ministry through the church's Mission Priorities*

- The Endowment Treasurer shall report to the congregation in what ways these funds have helped to advance the Mission Priorities* each year.
- The Leadership Council shall have the latitude to carry over unspent designated funds for future years

These are the Mission Priorities approved by our Governing Body:

- Worship Mission
- Small Group Mission
- Children Mission
- Youth Mission
- Outreach Mission
- Our Home Mission
- Communication Mission

SECTION 4. Special Gifts & Short Term Project Giving

Voted for and Approved by Congregational Vote on October 10, 2004:

Definition

- Special Gifts and Short Term Project Giving is an opportunity to contribute to a variety of special mission areas and short term projects that will enhance the ministry of the United Church of Christ, Congregational
- The Special Gifts and Short Term Project Giving Fund shall receive all bequests and gifts, which are designated by the giver for this specific purpose
- The Leadership Council may place unspecified bequests and gifts in the Special Gifts & Short Term Project Giving Fund

Purpose

- The Special Gifts and Short Term Project Giving Fund will be used to:
 - Further the mission of our church by supporting projects in the surrounding community, in our nation, and in the world
 - Help finance building projects in our church

Receipt and Management of Funds

- All bequests and gifts as received shall constitute the Principal of the fund
- The Memorials and Special Funds Treasurer is responsible for:
 - The management of the Special Gifts and Short Term Project Fund
 - Reporting its status semi-annually to the congregation
- The distribution amount for a calendar year will be determined by the current needs in our church
- This is intended to be a short-term fund
- This fund is to be used to hold funds for specific purposes and be used to achieve those purposes in a timely manner

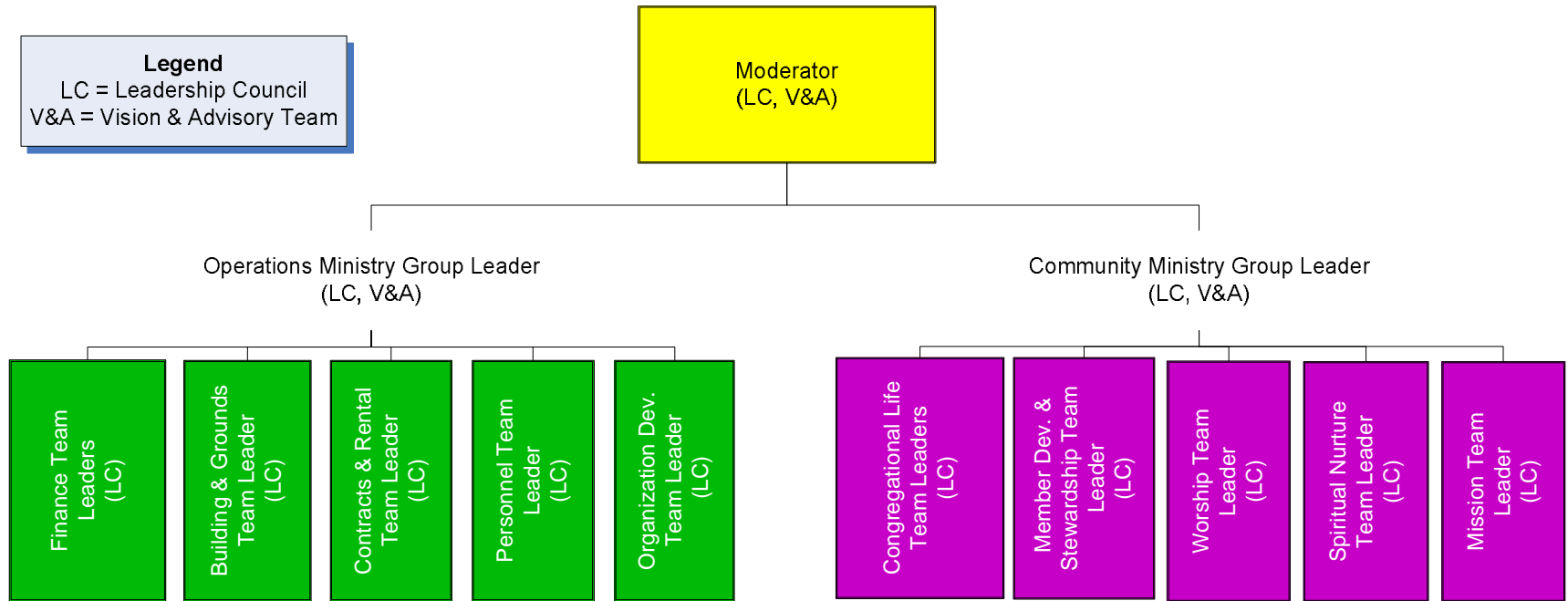
Distribution of Funds

- The Leadership Council shall be responsible for approving all distribution of funds
- The Memorials and Special Funds Treasurer shall report such distributions to the congregation at least semi-annually
- The Leadership Council shall have the latitude to carry over unspent designated funds for future years

Appendix

Leadership Council Structure Outline

Legend
LC = Leadership Council
V&A = Vision & Advisory Team



Officers
Treasurer Finance Secretary
Assistant Treasurer Assistant Finance Secretary
Memorial and Special Gifts Treasurer Endowment Treasurer

Ministry Group's Team Responsibilities

Operations Ministry Group

Finance	Buildings & Grounds	Contracts & Rentals	Personnel	Org. Dev.
Operating Budget	Capital Improvement	Buiding use - free	Volunteer coordination (office) (Doug Hall)	Policies & Procedures
Endowment	Accessibility	Buiding use - rental	Staff perf. appraisals	Nomination & Elections Process
Budget Planning	Security	Cell tower	Safe church program	Guidance Document
Budget Reconciliation	Musical Instrument Maintenance	Woodside	Background checks	Document Management - Historic docs - Doc archives
Line Item Budget	Custodian	Insurance	Succession planning	Vital Records - Birth - Baptisms - Weddings - Deaths
Memorial & Special Gifts	Indoor Maintenance	Legal	Hiring/Firing	
Capital Campaign	Sign	Other audits	Payroll	
Quarterly Reporting of Budget	Operating Systems i.e. phone, IT	501.C(3)	Dispute resolution	Church Member Rolls - Church Directory - Address book
Financial Audits	First Responders (medical emergency) - AED - First Aid Kits		Staff supervision	
Manage income & expenses	Curb Appeal Beautification Renovations Outdoor Maintenance Kitchen Equipment Use & Maintenance Safety Greenness			Definition of Member

Community Ministry Group

Congregational Life	Worship & Music	Spiritual Nurture	Mission	Member Development & Stewardship
Potluck	Sexton Team	Adult Ed.	World Mission	New member orientation
Breakfast	- Prepare sanctuary	Confirmation	Mission Trips	Membership
Hospitality/Food	- Altar	Youth Groups	Soup Kitchen	Marketing/website
Weddings	Baptisms	Sunday School	Hill Haven	Welcome team / Center
	- Scheduling			Connecting visitors and
	- Gifts			members with small
	- Market Info			groups
Funerals & Memorial	Communion Team	Vacation Bible	Christian Heritage	Name tags
Sevices	- Volunteers	School	Home	- availability
	- Schedule			- members wearing them
	- Training			- visitor tags
Receptions (Good	Liturgist	Small Groups	Heiffer International	Fundraising - time, talent,
Shepherd's SG)	- Volunteers	Administration		treasure
Senior Ministry	- Training	- Define purpose	Our Church's Wider	Stewardship
- Visit Sick/	- Schedule	- Encouraging	Mission	
Hospitalized	Acolytes	involvement	(OCWM-UCC)	Bequest Cultivation
- Home Communion	- Volunteers	- Establish budget		
- Lunch bunch	- Schedule	- Develop marketing		
Movie/game Nights	- Training	- Provide info to	Ecumenical	
	Digital Team SG	webmaster	Commitments	
Nonna's Dinner &	Flowers		(GRCC)	
Summer Concert	- Order		(WCC)	
Series	- Payment			
	- Market Info			
Hospitality Hour	Ushers			
(formerly Coffee Hour)	- Volunteers			
	- Schedule			
	- Training			
	Supply Pastor's			
	Story Sharing (testimonials)			
	Bell choir			
	Hand Chimes			
	Joyful Noise			
	Youth Music			
	Misc. Performances			
	Celebration Singers			
	Choir			
	Appreciation Sunday			