

**CONSTITUTION/BY-LAWS
OF ST. JOHN'S WESTMINSTER UNION CHURCH
Cincinnati, Ohio
Revised 12/5/04
Revised 11/6/05
Revised 10/19/14
Revised 11/04/18
Revised 11/28/2021**

THE PREFACE

The St. John's Westminster Union Church, Cincinnati, Ohio, is a united congregation affiliated with both the Presbyterian Church (U.S.A.) and the United Church of Christ denominations. It was incorporated under the laws of the State of Ohio on the 13th day of December 2001.

The congregations of the Westminster Presbyterian Church and the St. John's United Church of Christ were united on the 1st day of January 2002, under the provisions of a Plan of Union. As such, the St. John's Westminster Union Church, Cincinnati, Ohio, is a successor to both former congregations.

This congregation is subject to the Constitutions of both denominations, particularly to those provisions hereinafter outlined in this Constitution, which has been approved by the Presbytery of Cincinnati of the Presbyterian Church (U.S.A.) hereafter (Presbytery) on the 13th day of December 2001, and by the Southern Ohio Northern Kentucky Association of the United Church of Christ hereafter (Association).

The term "Constitution" as used herein shall be equivalent to "By-Laws" for purposes of the Presbyterian Church U.S.A. Also, the term "Council" shall be equivalent to "Session", and "members of council" shall be the same as "elders-in-active service".

Approved by St. John's United Church of Christ and Westminster Presbyterian Church congregations on October 6, 2001.

Ratified at the first meeting of the Congregation of the new Union Church on December 16, 2001.

Revised at a meeting of the Congregation on December 7, 2003.

Revised at a meeting of the Congregation on December 4, 2004.

Revised at a meeting of the Congregation on November 6, 2005.

Revised at a meeting of the Congregation on October 19, 2014.

Revised at a meeting of the Congregation on November 28, 2021.

ARTICLE I AUTHORITY

St. John's Westminster Union Church being a Congregation uniting St. John's U.C.C. and Westminster Presbyterian Church with approval of the Association and the Presbytery adopts this Constitution/By-Laws, which is obligatory upon its members.

ARTICLE II THE MISSION STATEMENT OF ST. JOHN'S WESTMINSTER UNION CHURCH OUR IDENTITY AND PURPOSE

Together the members of St. John's Westminster Union Church will

Worship the Risen Lord in spirit and in truth by...

- Blending traditional and contemporary forms of celebration with reverence and joy;
- Encouraging participation of the mind, body and spirit.

Proclaim and share the good news of Jesus Christ by...

- Preaching and teaching the Word of God;
- Providing a variety of worship, education and outreach opportunities for all age groups.

Grow in faith and in numbers by...

- Accepting and applying God's word;
- Inviting, welcoming and involving one and all into the life and programs of the church.

Care for each other, whether or not a member by...

- Providing support, comfort and healing;
- Working for peace and social justice to build up our community, nation and world.

Share our time, talents, riches and resources by...

- Participating in the life and work of the church;

- Contributing financially to meet the needs of the church and other Christian missions.

As a family of believers, united in Jesus Christ, seeking to take His command to “Love One Another” seriously:

We will maintain a place and organization through which the Gospel is proclaimed, Christian fellowship is experienced, and spiritual growth can occur.

We will endeavor to be an agent of hope in the community and the world and reach out through prayer, sharing evangelism, education, worship, fellowship, compassion, and prophetic witness.

We will provide our members with motivation, guidance, and experiences necessary to develop individual commitment, to identify personal ministry, and to achieve Christian goals.

ARTICLE III MEMBERSHIP

1. Every member of the church has been called to ministry. Through our baptism and profession of faith we have been commissioned to become fellow workers with God. Active membership carries with it the responsibility for wholehearted service to Christ and His Kingdom throughout the world, diligent use of the means of grace including faithful participation in worship and sacraments, responsible stewardship, and a commitment to continue in the peace and community of the people of God, all in proportion to our gifts for services and circumstances in life.
2. The active membership of this church shall be open to all who have made a profession of faith in Christ. Upon presentation of letters of transfer from other churches, by reaffirmation of faith, or confession of faith, and who have been baptized and received into membership of the church and are active in the church’s work and worship, all such persons are entitled to the right and privileges of the church, to take part in meetings of the congregation and to vote and hold office therein.
3. The members of this church shall have a dual denominational affiliation, being considered members of both the Presbyterian Church (U.S.A.) and the United Church of Christ. The Council/Session shall report an equal share of the total membership to each denominational judicatory annually for publication in the statistical reports of those denominations.
4. All members of this church shall be under the discipline of the Council/Session according to rules agreed upon in harmony with the Constitution of each denomination where they coincide, and in harmony with the mandatory provisions of the Constitution of one denomination where the other is permissive, and at the choice of Council/Session where they may be contradictory.

5. A member may terminate formal association with this church by requesting a letter of transfer or otherwise making known his/her wishes in writing to the Secretary Clerk of Session.
6. Any changes in membership shall be reported to Council/Session monthly by the Secretary/Clerk, and a full report will be included in the Annual Report to the congregation.
6. All confirmed active members will be eligible to vote and thereby be eligible to hold any office in the church.
7. The Council/Session shall keep three church rolls. Each of the following roll classifications shall be updated by Council/Session at its regular meeting one month prior to the annual meeting.
 - a. Active Members Roll shall consist of all those who have been received into the membership of the church and who are active in the church's work and worship. One half of this roll shall be reported annually to each judicatory or jurisdiction for publication in their statistical reports. Active members shall partake of Holy Communion at least once a year or make a recordable contribution to the church. Should a member fail to participate in the work and worship of the church for a period of one year and after the Council/Session shall have made diligent effort to discover the cause of the member's non-participation and to restore the member to activity in the church's work and worship, a member may be transferred to the Inactive Member Roll, provided that written notice be sent to that member sixty (60) days in advance of such transfer. All Active Members are eligible to vote but voting by proxy shall not be allowed.
 - b. Inactive Member Roll shall consist of those who have been removed from the Active Members Roll by Council/Session because of failure to participate in the church's work and worship, or per member request. Such persons shall continue to receive pastoral care. If after two years there is no justification for restoring such person to the Active Members Roll, such person shall have his/her name deleted from the membership rolls, provided that written notice be sent to that member sixty (60) days in advance of deletion. Members on this roll may not vote or hold office in the church.
 - c. Affiliate Members Roll, which shall consist of those who have been received into affiliate membership (such persons continue to be active members of the church where they are members but have an active relationship with the church in the community where they are temporarily residing – usually students in college or persons in the armed service). Affiliated membership needs to be renewed every two years. Members on this role may not vote or hold office in the church.

ARTICLE IV THE PASTORATE

A. Pastor

1. The pastor, an ordained minister in either the United Church of Christ or the Presbyterian Church USA, is set aside within the ministry of the whole church to devote his or her time, energy and special training to the ministry of the Word and Sacrament; to work with the Council/Session Members in the exercise of pastoral care, oversight and government; and to guide the church in its whole life and program so that it will be a living and effective part of the Church of Jesus Christ.
2. It is the duty of the pastor to preach, teach and enable people to grow in their faith and knowledge; to lead in worship, administer the sacraments and conduct weddings and funerals; to pray with and for the congregation; to study to increase his or her own faith and knowledge; and to be an example of Christian faith, life and practice in the community.
3. With the members of the Council/Session, the pastor is to encourage the people in the worship and service of God; to equip and enable them for their tasks within the Church and their mission to the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled and the dying; to participate in governing responsibilities, including the leadership of the congregation in reaching out in concern and service to the life of the community and beyond.
4. The pastor is responsible alone to God and conscience in the exercise of his and her duties, subject always to the jurisdiction of the Presbytery and the Association. He or she, however, should seek the counsel, advice and guidance of the Council/Session, Presbytery, Association and fellow pastors. He or she has the freedom to preach the Word of God, as he or she understands it and to apply it to the life situations as his or her conscience and the Holy Spirit speak to him or her. He or she also has authority for the passages of scripture to be read, the prayers to be offered, and the sermon subject at each service of worship.
5. The pastor shall be an ex-officio member of Council/Session. He or she shall also be an ex officio non-voting member of all ministry committees within the church. The pastor shall preside as moderator of all ecclesiastical matters of the Congregation and of the Council/Session. As guidelines, for the purpose of this provision, ecclesiastical matters include Worship and Arts, Discipleship and Education, Community Life, and the Church in the World. Ecclesiastical matters do not include those pertaining to Executive, Buildings and Grounds, Learning Center, or Nominating Committee matters. If the pulpit of the Church is vacant, the President of the Council/Session shall preside at all Congregational meetings. The President of the Council/Session shall preside during considerations of non-ecclesiastical matters specified above, including election of council/session members.

6. The pastor shall be the head of the church staff. The church staff includes the Director of Music, the Administrative Assistant, the Director of the Learning Center, and other staff members which may be added.
7. The pastor shall officiate at all weddings and funerals held within the church edifice. If it is requested that an outside pastor officiate, the Pastor shall provide his or her consent at his or her discretion. If it is desired that a second clergyperson should assist in the service, he or she will be invited to do so by the pastor. The pastor has the right to refuse to officiate at a marriage.
8. The pastor is responsible for sharing the ministry of the church in the higher judicatories of both denominations and in ecumenical relationships.
9. The pastor shall be a full and responsible member of his/her denomination and shall also have standing in the other denomination. He or she shall be subject to the discipline of his/her judicatories, provided that when either shall begin an action it shall invite a committee in the formulation and pressing of the charges. In the event of appeal, the case shall finally be decided by the highest court to which the appeal is taken in the church which commenced the action, and that decision shall be equally binding on the Presbytery and the Association.
10. The pastor shall participate in the denominational pension plan of one of the churches. If he or she is already participating in one plan, he or she shall remain in that plan. If not, he or she shall choose between them.
11. The call and the job description of the pastor shall be developed by the Pastor Search Committee and approved by Council/Session. .
12. When the church is without a pastor, Council/Session shall call a meeting of the congregation to elect a Pastor Search Committee, which shall be representative of the whole congregation. This committee's duty shall be to nominate a minister to the congregation for election as pastor. The committee shall jointly confer with and receive the guidance of the Committee on Ministry of the Presbytery and the Church and Ministry Committee of the Association. The committee shall seek its nominee from the most qualified candidates available from both denominations. When the committee is ready to report, it shall notify Council/Session, which shall call a meeting of the congregation for that purpose. The action of the congregation, if favorable, shall be presented to the Presbytery and the Association. Upon approval, the church shall proceed to the installation of the new pastor. The same procedure shall be followed in the selection of an associate or assistant pastor.
13. When a new pastor has been selected, approved, and installed, the Pastor Search Committee shall be disbanded.

14. The pastor shall be evaluated on a yearly basis, by Council Session, on or near the anniversary of his or her call.
15. As the pastor is the head of staff, he/she shall annually evaluate the paid members of the staff together with the appropriate chairs of the ministry committees. E.g.: Music Director will be evaluated by the Pastor and the chair of Worship & Arts Committee. Learning Center Director will be evaluated by the Pastor and the chair of the Learning Center Board. Ministry Assistant shall be evaluated by the Pastor and the President of Council/Session.

B. Additional Staff Members

1. All additional ordained clergy in the service of this church shall be called, retained, and released as herein provided for the pastor and shall function according to their specific job description as approved by Council/Session.
2. Other staff members employed by the church upon recommendation of the Council/Session shall function according to their specific job description as approved by Council/Session.
3. Those hired for special services must be approved by the Council/Session upon the recommendation of the pastor and an appropriate commission or ministry committee.

**ARTICLE V
CONGREGATIONAL MEETINGS**

1. There shall be an annual meeting of the congregation in the church edifice on a Sunday in November for the election of officers, ministry committee members, and filling any elected vacancies, and for the transacting of any business properly coming before the meeting. In addition to nominations submitted by the Nominating Committee, nominations may be made from the floor at the congregational meeting, with the nominee's consent. The date and time of the meeting shall be set by the Council/Session. There shall be two weeks' notice prior to the meeting, announced from the pulpit, and included in the church newsletter. The date and place of the annual meeting may be temporarily changed by Council/Session, when necessary, provided the required public notice is given (see Section 3).
2. Special meetings of the congregation may be called by the Council/Session, by the Presbytery, by the Association, or by Council/Session upon written request of twenty-five percent (25%) of the members on the active roll of the church. Such calls must state the purpose of such special meetings, and no other business save that specified in the call may be considered. The two weeks' notice applies.

3. Public notice of the time, place, and purpose of all meetings of the congregation shall be given from the pulpit on two (2) consecutive Sundays prior to the meeting, and also included in the weekly newsletter.
4. At the annual meeting, the congregation shall receive annual reports from the pastor, officers, ministry committees, and church organizations, a budget request for the ensuing year, and such other matters as come before it, and take such action thereon as Council/Session deems appropriate. Any other business must allow two weeks' notice for Council/Session and the congregation for consideration prior to a vote.
5. The congregation, in addition to serving its ecclesiastical function, shall also function as a religious corporation in accord with the non-profit corporation laws of the State of Ohio.
6. A quorum shall consist of 10% of the members on the active roll of the church, but not less than 18 eligible voters.
7. The Secretary of Council/Session shall also be the clerk of all meetings of the congregation and shall also have all the powers and duties of the secretary of the corporation under the laws of the State of Ohio. In his/her absence, the assistant secretary shall perform the duties or Council/Session may designate a clerk pro tempore for the meeting. The minutes of each meeting of the congregation shall be attested to by the chairperson and the clerk, approved by Council/Session, entered in the minute book of the Council/Session, and approved by the congregation at its next annual meeting. All minutes of all meetings shall be available to the members of the congregation within 30 days of the meeting date.

ARTICLE VI CHURCH COUNCIL/SESSION

1. The members of the Council/Session shall constitute the Board of Trustees. The Board of Trustees shall perform all duties required and authorized by the laws of Ohio, the Presbytery, and the Association.
2. The Council/Session is responsible for the whole life of the congregation. Its authority is limited only by the rights reserved to the congregation, the pastor or pastors, and the higher judicatories of the denominations. It shall include authority over the worship of the congregation, the administration of the sacraments, and the education, nurture and pastoral oversight of all the members of the congregation. It shall have the responsibility of receiving and dismissing members. It shall be responsible for the care and use of the property. It shall promote the stewardship of the membership and lead the congregation in participation in the mission of the Church in the world. The Council/Session may delegate its responsibilities from time to time, subject always to the authority and direction of the Council/Session.

3. The Council/Session shall consist of eight (8) members plus the pastor who shall be an ex-officio member. The Assistant Secretary Clerk, if one is serving, shall be an ex-officio non-voting member. All elected officers shall serve on the Council/Session:

a. The elected officers shall be:

President
Vice President
Secretary/Clerk
Treasurer (when a non-salaried church member)
Financial Secretary

b. The chairpersons of the following standing ministry committees shall serve as members of the Council/Session:

Worship and Arts/ Discipleship and Education (WADE)
Community Life/ Church in the World (CL/CITW)
Buildings and Grounds
Learning Center Board

4. Officer's Terms

Terms of office shall commence on January 1st after the congregational elections in November. All officers shall be elected by the congregation for one year but may be re-elected to the same office for one additional year, except for the Financial Secretary, Treasurer and the Secretary/Clerk, who may be elected to five consecutive one-year terms. At times, term limits may be temporarily suspended upon decision of Council/Session.

5. On the first or second Sunday in January, the members of Council/Session shall be ordained/installed as members/elders in active service of Council/Session and shall be eligible to membership and office in the judicatories of both denominations. The previous Council/Session shall serve until new members are ordained/installed.

6. A quorum shall consist of five (5) Council/Session members.

7. Council/Session shall meet regularly once a month, (unless no business is required), but additional meetings may be called by the president at his or her discretion, at the request of the pastor, at the request of two (2) or more members of Council/Session, at the request of the Association, or the Presbytery. Notice of a special meeting shall be given either by announcement from the pulpit or by contacting the members by phone, mail, or electronic communications at least two days prior to the meeting. All Council/Session members must be notified and given adequate time to respond before a vote can be taken.

8. A Council/Session meeting may be called (by the methods described in #7) and conducted by email or other electronic means when the purpose of the meeting is of a

critical or time sensitive nature (as determined by the President, Pastor, request of two or more members of Council/Session, the Association, or the Presbytery). Action shall be limited to the stated purpose. Two weeks prior notice is not required.

9. It shall be the practice of Council/Session to open and close its meetings with prayer.
10. Council/Session shall keep accurate records of its proceedings and shall submit its records annually and whenever requested to each judicatory of jurisdiction. It shall also keep the required membership rolls, a roll of ruling elders, and a complete register of marriages, baptisms and deaths. It shall report an equal share of the total membership to each judicatory, and such membership shall be reported in the statistical reports of each denomination, with a note to the effect that the report is that of a union church, and with an indication of the total actual membership. Minutes shall be available to the congregation after approved by Council/Session.
11. Any per capita apportionment shall be paid to the Presbytery and the Association on the basis of one half the total membership.
12. Council/Session shall review and approve the annual budget of the church as presented by the Finance Committee and present it to the congregation at the annual meeting for the congregation's approval.
13. Council/Session shall appoint and delegate responsibilities to standing ministry committees, as it shall see fit to best administer the program of the church. Ministry committees shall report to Council/Session and are subject to its authority and direction. Council/Session may designate additional ministry committees to be formed or revised to fulfill special functions, e.g., Pastoral Search, audit, and others.
14. Appeals or complaints against the actions of Council/Session shall be made to one judicatory only (Presbytery or Association) at the choice of the members and all subsequent appeals or complaints shall be in the courts of the members' original choice, and decisions so finally made shall be binding on the Council/Session and or the member(s). Complaints may be taken under the constitutional provisions of only one denomination, according to the choice of the complainant, and once being complained to one judicatory, the other denomination shall not accept authority in the same matter.
15. Whenever the constitutions of the denominations differ, the mandatory provisions of the one shall apply in all cases where the other is permissive. Wherever there are conflicting mandatory provisions, Council/Session shall petition the judicatories with immediate authority to overture their respective higher courts to resolve the conflict either by authoritative interpretation or by constitutional amendment.

16. A member of Council/Session who is absent from three (3) consecutive regular meetings of Council/Session without presenting an acceptable reason, may, after due notice, have his or her membership on Council/Session declared vacant by action of Council/Session. The Nominating Committee shall immediately be notified of such action and recommend a candidate for replacement, which candidate shall be approved by the Congregation.

17. Duties of Officers

- a. President. The president shall preside at all regular and special business meetings of the church. He or she shall serve at all meetings of the congregation and of Council/Session.
- b. Vice-President. The vice-president shall assume the duties of the president in the president's absence and shall assist with such other duties and special assignments as requested by the president or Council/Session. The Vice President shall be a member of the Finance Committee.
- c. Secretary Clerk. The secretary shall keep records of all business meetings of the church; a register of the members with the date and mode of their reception and removal; a record of the current classification of all members as active, inactive or affiliated. These three classifications shall be updated and presented to Council/Session at its regularly scheduled meeting one month prior to the annual meeting. He or she shall issue letters of transfer; keep on file all correspondence, written and printed, official reports and other valuable papers; and present the annual report of Council/Session to the church during the annual meeting.
- d. Treasurer: If the Treasurer is a non-salaried member of the congregation, he or she will be a voting member of Council Session. If the Treasurer is not a member of the congregation, the Treasurer may, on occasion, be requested to attend a meeting of Council Session, may be given voice, but may not vote. The treasurer shall keep accurate records of income and expenditures, paying bills as required, or requested by the various chairs of the Committees. The Treasurer shall keep an accurate account of all monies received through subscriptions for current expenses, benevolence, or any other purpose. The Treasurer shall submit to Council/Session a monthly financial statement and submit a report to the church at least at the annual meeting. Monthly reports of the church's financial condition will be made available to the congregation.

The treasurer shall present for audit records of transactions and/or detailed needs of the church auditor. An outside audit firm will conduct an audit each year.

Tellers will count and promptly deposit in the church's bank account all monies raised in the interest of the church. All monies given to the church shall be counted in private. At least once a week all monies received for the account of the

church shall be deposited in the said accounts at a bank or banks designated by the Finance Committee.

- f. **Financial Secretary.** The financial secretary shall be the chair of the Finance Committee. He/she shall be a member of the Council/Session. As chairman of the Finance Committee, he/she shall cause the said ministry committee to study all financial affairs of the church, including treasurer's reports, audits, annual budgets, long-term financial planning, endowment investments, uses of endowment funds; and submit recommendations to Council/Session pertaining to all such matters.
- g. **Bonding and Robbery Insurance.** All officers and persons handling monies raised in the interest of the church, including all church projects, i.e., women's and men's organizations, special projects, etc., shall be bonded by the church and covered by robbery insurance. The amount of the bond and insurance coverage should be determined by the Finance Committee and recommended to Council/Session.
- h. **Indemnification of Officers/Members/Elders of Council/Session and Council/Session Members.** Each officer, council/session member/elder, ministry Committee member, agent, employee or volunteer of this Corporation, and any officer, agent, employee or volunteer of any other corporation serving as such at the request of this Corporation shall be indemnified by this Corporation under the standards set by and to the fullest extent allowable under Section 1702.12(E), Ohio Revised Code, as the same shall be amended from time to time.

The foregoing right of indemnification shall be in addition to any other rights to which any person seeking indemnification may be or become entitled by law, vote of Members or disinterested Trustees of this Corporation or otherwise.
- i. When the Treasurer is an outside hire, Council/Session will consist of eight (8) members, the quorum will be five (5) members, and the Treasurer will not serve as an Officer or member of Council/Session. The Treasurer may attend Council/Session as invited as an ex-officio guest.

ARTICLE VII MINISTRY COMMITTEES

- 1. Council/Session shall authorize the following standing ministry committees to function in carrying out the program and business of the church. When needed, ministry committees may be combined. It is understood that the pastor is an ex officio non-voting member of all ministry committees.

- a. Worship and Arts Committee - Worship is at the heart of all that we do as a congregation, and in worship the congregation gathers to focus on the God who has called us together. Working with the pastoral and music staff, the Worship & Arts Ministry Committee oversees the worship life of SJWUC to ensure that worship is joyful and reverent, meaningful and challenging, and that worship services, while diverse, will maintain the excellence and theological integrity that SJWUC has always known.
- b. Discipleship and Education Committee - This committee will take on the responsibility of leading our members of all ages farther along on their faith journeys.
- c. Community Life Committee - Everything that happens within the relational life of SJWUC – how we live out our calls to be faithful together, how we interact, and how we care for and accept care from each other – is the focus of this committee’s ministry.
- d. Church in the World - The Church in the World Ministry Committee directs all of SJWUC’s outreach as a witness to the good news of Jesus Christ. We bring that good news through our words and through our deeds, as we act out our faith through supporting domestic and international missions, as well as local programs. We aspire to show the local community our work as the hands and feet of Jesus.
- e. Finance Committee—The Finance Committee is charged with overseeing the business functions of the church, including policy and personnel matters, financial oversight of the budget and fiscal health of the church, stewardship programs, the endowment and use of memorial and tribute gifts. This committee shall meet on a quarterly basis and reports to council session.

The Finance Committee is chaired by the Financial Secretary and shall include the President, Vice President, Financial Secretary, Treasurer, Chair of the Learning Center Committee, as well as one or two others from the congregation, elected by the congregation.

A Personnel Committee may be formed by Council/Session and will include the Pastor, Vice President, Financial Secretary and others as deemed necessary. This Committee may be called by the Pastor or Council/Session to handle policy and personnel matters.

- f. Learning Center Board- This committee will be referred to as the Learning Center Board and is responsible for the oversight of the Learning Center programs and finances.
- g. Buildings and Grounds - This committee is responsible for maintaining the grounds and buildings of the church, red brick house, and Learning Center,

and providing an environment that is conducive to carrying out the ministerial and mission objectives of the congregation.

- h. All committees are restricted from having accounts outside of the church accounting system.
2. There shall be a Nominating Committee to be appointed by the Council/Session. The Nominating Committee shall submit nominations for officers and ministry Committee members to the Congregation at least two Sundays prior to election meeting. The Nominating Committee shall also submit nominees for a Pastoral Search Committee when appropriate, and any other ad hoc ministry Committees, which the Council/Session may create.
3. All ministry committees shall consist of five members, if available.
4. Ministry committee terms shall be two years, except where a rotation system requires a reduced number of years. The Nominating Committee shall seek to nominate ministry committee members so that a rotation occurs on each ministry committee.
5. During the month of December following the November elections, each standing ministry committee (except the Finance Committee) shall elect its chairperson, who shall serve on Council/Session. The Council/Session will follow procedures outlined in the Book of Order of the Presbyterian Church (USA) for the examination of elders.
6. An individual serving on more than one ministry committee may only chair one ministry committee in order to maintain representation on Council/Session for each ministry committee.
7. Except for the Finance Committee, each ministry committee will elect its chairperson from its own membership, who shall serve as a member of Council/Session.
8. Each ministry committee shall meet monthly, if necessary, with special meetings to be called as needed. All meetings shall be opened and closed with prayer.
9. Accurate minutes shall be kept by each ministry committee of its proceedings and be available to Council/Session and Congregation on a monthly basis.
10. Each ministry committee shall be responsible for submitting budget recommendations as requested by the Finance Committee.

ARTICLE VIII ORGANIZATIONS

Fellowship Groups

1. Fellowship groups, such as those for women, men, youth, may be created upon approval of Council/Session to promote the interests of the church spiritually, socially and financially.

ARTICLE IX ENDOWMENT FUNDS

Endowment Funds shall be invested as directed by the Council/Session, in conjunction with the Finance Committee. The Council/Session may direct income derived for operational and/or mission purposes. No principal of the endowment fund shall be used without a vote of the Congregation unless such amount is less than \$25,000.00.

ARTICLE X DISSOLUTION

1. This church may be dissolved by a two-thirds vote of two congregational meetings, held not less than one year or not more than two years apart, subject to the concurrence of the Presbytery and the Association.
2. In case of dissolution, all property of the church, real and personal, shall be divided with 50% going to the Presbytery and 50% to the Association.

ARTICLE XI AMENDMENTS

The constitution may be amended at the annual meeting of the congregation or at any special meeting called for that purpose by a two-thirds majority vote of those present and voting, provided the proposed amendment(s) shall have been distributed in full to the members of the congregation at least thirty (30) days prior to the meeting.