

1 amended 5/89  
2 amended 6/92  
3 amended 6/93  
4 amended 5/94  
5 amended 10/95  
6 amended 5/96  
7 amended 5/97  
8 amended 6/99  
9 amended 6/00  
10 amended 6/05  
11 amended 10/10  
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13 **By-Laws**  
14 **of the Unitarian Universalist Church**  
15 **of Muncie, Indiana**  
16

17 **ARTICLE I**  
18 **Purpose and Objectives**

19 SECTION 1.

20 The Universalist Church of Muncie was founded in 1859, incorporated in  
21 1956 and, following the national merger, became a Unitarian Universalist Church in  
22 1962.  
23

24 SECTION 2.

25 The purpose of this church is to provide an environment in which we, the  
26 members, unite to secure for ourselves, our posterity, and our fellow human beings a  
27 communion and faith, a tradition and heritage of ever greater freedom, justice, love,  
28 and mercy, and do voluntarily bind ourselves together to support and maintain one  
29 organization and government of the Unitarian Universalist Church of Muncie,  
30 Indiana. Therefore, this church shall devote its resources to religious, educational and  
31 charitable purposes.  
32

33 SECTION 3.

34 Our church is autonomous and concerned with humankind's conception of the  
35 ultimate, or universe, and with human relationships. With mutual good faith and good  
36 will we seek:

- 37 -to strengthen one another in the search for truth;
- 38 -to cherish and spread the values of our heritage as discovered by the prophets
- 39 and teachers of humanity in every age and tradition;
- 40 -to affirm, defend and promote the supreme worth of every person, the dignity
- 41 of humanity, and the use of the democratic process in human relationships;
- 42 -to implement our ideals of beloved community, justice and peace by
- 43 encouraging appropriate action through which each member, in accordance
- 44 with personal convictions, may serve fellow humans and cooperate with
- 45 persons of good will in every land;
- 46 -to help other Unitarian Universalist churches and fellowships; and
- 47 -to extend our own church in order to make membership available to all who
- 48 would find the way of liberal religion an enrichment of life.

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50 SECTION 4.

51 Systems of power, privilege, and oppression have traditionally created barriers  
52 for persons and groups with particular identities, ages, abilities, and histories. We  
53 pledge to do all we can to replace such barriers with ever-widening circles of  
54 solidarity and mutual respect. We strive to be a congregation that truly welcomes all  
55 persons, and commit to structuring congregational life in ways that empower and  
56 enhance everyone’s participation.

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58 SECTION 5.

59 No Statement in these by-laws is to be used as a creed or doctrinal test. No  
60 committee, group or individual may speak for the congregation without its  
61 authorization.

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63 **ARTICLE II**  
64 **Allegiance**

65 SECTION 1.

66 This church is a member of the Unitarian Universalist Association (UUA),  
67 acknowledging the organization and purposes of that Association; however, this  
68 church remains fully autonomous and independent. Congregational polity cannot be  
69 infringed upon by the UUA or any other organization to which this church may be  
70 joined; and further, this church regards itself as pledged to its own conference and  
71 district organization and shall cooperate with each in extending the interests of this  
72 church.

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**SECTION 2.**

This church shall contribute each year, according to its ability, to the funds of the Unitarian Universalist Association, its own district and such other conferences and/or organizations as are deemed appropriate by the congregation.

**ARTICLE III**  
**Membership**

**SECTION 1. Admittance to Membership**

Any person sixteen (16) years of age or older desiring membership in the church shall inform the minister or any member of the congregation of his/her intention. Membership in the Unitarian Universalist Church of Muncie, Indiana, is effected by signing the membership book witnessed by one of the following: the minister, a member of the Church Board or a member of the Membership Committee. This fact shall be announced to the congregation via the pulpit, the church newsletter, or as a part of a special service of membership. The new member shall be presented with a copy of the By-Laws and will be contacted, as soon as possible, by a Finance Committee member regarding pledging financial support to the church.

**Section 2. Categories of Membership**

A. Participating Members--Members who support the church by paying an annual pledge, by donating their time and services, and/or by regularly attending church services and activities are deemed to be participating members with all rights and privileges therein. Members who by reason of health have not been able to participate in church affairs are nonetheless viewed by the church as being full participating members.

B. Non-participating Members--Members who have not supported the church and its activities as described in Section 2, part A, in the past two years are viewed by the church as being non-participating members.

C. UUA/Heartland District--With regard to assessing the church's financial obligations to the Unitarian Universalist Association and the Heartland District,

109 membership will be deemed to be equal to the number of participating members in  
110 the year previous to the current assessment.

111

112 D. Participating and non-participating membership lists will be updated  
113 annually by the Chairpersons of the Membership and Finance committees, the  
114 Congregational President or President-Elect, the church minister, and the Director of  
115 Religious Education. The updated lists will be recommended for Board approval at  
116 the end of each church year.

117

### 118 Section 3. **Rights and Privileges**

119 A. All participating members shall have the right to vote in all matters  
120 concerning the life of the church where voting is required by the By-Laws. Only  
121 participating members of this church may be officer or Trustees. All members of this  
122 church may attend any meeting of the church standing committees and the Board of  
123 Trustees and any member may make proposals, suggestions and criticisms and  
124 present them to the Board, the minister or appropriate committee at any time.

125

126 B. All participating members of the church will receive preferential  
127 consideration regarding facility uses and services associated with church property and  
128 staff.

129

130 C. All participating members and/or families shall receive The World  
131 (published by the UUA) and The Unigram unless they request otherwise.

132

### 133 Section 4. **Withdrawal from Membership**

134 A member may withdraw membership from the church by written notice to  
135 the Board secretary.

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## ARTICLE IV

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### **Auxiliary Organizations**

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140 The church through its Board of Trustees may provide for or recognize any  
141 auxiliary organizations that may be deemed appropriate for the purpose of worship,  
142 instruction, service, recreation or the general development of the church. All such  
143 organizations shall be regarded as integral parts of the church and shall designate a  
liaison responsible for communication with the Board of Trustees and shall prepare a

144 report for the May semi-annual meeting. The Board may withdraw recognition of  
145 organizations it deems inappropriate.

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153 **ARTICLE V**

154 **Dissolution**

155 In any case of the dissolution of this Church, all of its property, whether real,  
156 personal, or mixed, subject to all just and legal claims upon it, shall be vested in the  
157 appropriate regional and/or district organization of the Unitarian Universalist  
158 Association to be held in trust for the benefit of a future Unitarian Universalist  
159 Church in the vicinity of Muncie, Indiana.

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161 **ARTICLE VI**

162 **Amendments**

163 The By-Laws may be altered or amended by a vote of two-thirds (2/3) of the  
164 members present at any regular or special meeting. Proposed changes and notice of  
165 the meeting shall be published and mailed 30 days prior to a regular or special  
166 congregational meeting.

167

168 **ARTICLE VII**

169 **Annulment**

170 By-Laws in force previous to the adoption of these By-Laws are hereby  
171 annulled.

172

173 **ARTICLE VIII**

174 **Congregational Meetings**

175 **SECTION 1. Business Meeting**

176 The congregation shall meet in May and October of each year at the times and  
177 dates set by the Board of Trustees. The purpose of the May meeting is to elect all  
178 officers and personnel whose election is called for by these By-Laws, to receive  
179 presentation of all annual reports, to approve the budget of the church and to transact

180 other business as necessary. The purpose of the October meeting is to receive the  
181 final financial report of the previous fiscal year, to make budgetary adjustments, if  
182 needed, and to transact other business as necessary.

183

184 **SECTION 2. Special meetings**

185 Special meetings shall be called by the President, by a majority of the Board  
186 of Trustees or by a petition duly presented to the President or a Board member by  
187 fifteen (15) or more members of the congregation.

188

189 **SECTION 3. Notice of Meetings**

190 Notice of all meetings of the congregation shall be announced from the pulpit  
191 the two Sundays preceding the meeting and shall be published and mailed to each  
192 member of the church at least fifteen (15) days prior to the meeting date, except as  
193 stated in ARTICLE VI. The agenda shall be prepared by those calling the meeting and  
194 shall be included in the notice. The Secretary of the Board shall be responsible for  
195 the time requirement of such notice.

196

197 **SECTION 4. Quorum**

198 At all regular and special meetings of the congregation, twenty (20) members  
199 shall constitute a quorum. A quorum is required for the transaction of any business of  
200 the congregation.

201

202 **SECTION 5. Rules of the Meetings**

203 Robert's Rules of Order shall govern all official meetings of the congregation  
204 when not in conflict with these By-Laws. The Board President shall preside over all  
205 official meetings and shall appoint a parliamentarian. In the absence of the President,  
206 the President-Elect shall preside. In the event of the President-Elect's absence, the  
207 Vice-President shall preside.

208

209 **SECTION 6. Voting at Congregational Meetings**

210 Decisions shall be made according to Robert's Rules of Order, unless  
211 otherwise specified in the By-Laws. An absentee ballot, deposited with the Board  
212 Secretary a minimum of two (2) days prior to the meeting, shall be permitted on all  
213 agenda proposals.

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**ARTICLE IX**

216 **Church Officers**

217 **SECTION 1. Number and Election**

218 The officers of the congregation shall be six: President, President-Elect, Vice-  
219 President, Secretary, Treasurer, and Past-President. The officers shall be elected at  
220 the May semi-annual meeting and shall hold office beginning July 1. The President  
221 and President-Elect shall be elected every year for a one (1) year term. The Secretary  
222 shall be elected in even numbered years for a two (2) year term.; the Vice-President  
223 and Treasurer shall be elected in odd numbered years for a two (2) year term. With  
224 the exception of the Treasurer, an officer may not hold the same office for more than  
225 two (2) consecutive terms. If an officer cannot complete a term, the Board of  
226 Trustees, upon the recommendation of the Nominating Committee, shall appoint a  
227 replacement to complete the expired term. A Vice-President or Secretary appointed  
228 to fill a vacancy, who serves half of a term or more, shall have that term counted as a  
229 full term and will be eligible for one (1) additional term, after which there must be an  
230 elapsed period of one (1) year before being eligible for another term. A Vice-  
231 President, or Secretary appointed to fill a vacancy and who serves less than half a  
232 term will be eligible for the election to two successive terms.

233 **SECTION 2. Duties of the Officers**

234 **A. President**

235 The President shall:

- 236 1. preside at all meetings of the congregation and the Board of Trustees ;
- 237 2. supervise activities of the Board to ensure thorough and effective operation;
- 238 3. facilitate the work of and be an ex-officio member of the Program Council  
239 and all committees;
- 240 4. ask the Nominating Committee to recommend nominees for Board and  
241 committee vacancies, including ad hoc committees;
- 242 5. be empowered to countersign all checks;
- 243 6. be responsible for the preparation of the annual report; and
- 244 7. perform such other duties as the congregation, Board, or Program Council  
245 may require.

246  
247 **B. President-Elect**

248 The President-Elect shall:

- 249 1. in the absence of the President, preside over congregational and Board of  
250 Trustees meetings;

- 251 2. in cooperation with the President, facilitate the work of the Program  
252 Council and church committees;  
253 3. be empowered to countersign all checks;  
254 4. in cooperation with the President, help prepare the annual report;  
255 5. perform such other duties as the congregation, the President, Board of  
256 Trustees, or Program Council may require.

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261 C. Vice-President

262 The Vice-President shall:

- 263 1. Serve as Chair of the Program Council  
264 2. in the absence of the President and President-Elect, preside over  
265 congregational and Board of Trustees meetings;  
266 3. in cooperation with committee chairs and the church staff, prepare the  
267 annual church calendar;  
268 4. coordinate the development and maintenance of a procedural manual which  
269 will outline the duties of each committee, the Board of Trustees, and the  
270 Program Council, and reflect the procedural operations of the church;  
271 5. ensure biennial review of the By-Laws;  
272 6. be empowered to countersign all checks; and  
273 7. perform such other duties as the congregation, Board, or Council may  
274 require.

275

276 D. Secretary

277 The Secretary shall:

- 278 1. give notice of all meetings of the congregation and of the Board of  
279 Trustees and keep the minutes of the meetings of the Board (See Article VIII  
280 Section 3);  
281 2. together with the minister, assure the congregation that the administrative  
282 assistant maintains accurate records of child dedications, marriages and  
283 funerals performed in the church or conducted by the minister;  
284 3. receive notices of membership resignations and forward such notices to the  
285 Membership Committee;

286 4. perform such other duties as the congregation or Board of Trustees may  
287 require.

288

289 E. Treasurer

290 The Treasurer shall be bonded and shall:

- 291 1. have custody of all funds of the church except those that have been placed  
292 in the custody of the Board of Trustees;
- 293 2. keep an accurate record of all receipts and disbursements; pay all bills duly  
294 incurred for the general expense of the church and such other bills as may be  
295 approved by the Board;
- 296 3. be empowered to countersign all checks;
- 297 4. submit a Treasurer's report at each Board meeting and, together with the  
298 Finance/Canvass Committee, submit a financial report at each semi-annual  
299 congregational meeting (See Article VIII, Section 1 of these By-Laws);
- 300 5. deposit monies in the name of the church as directed by the Board;
- 301 6. have custody of all insurance policies and all evidence of property  
302 belonging to the church which shall be kept in a safe deposit box provided for  
303 that purpose;
- 304 7. open financial books and records to audit and examination as directed by  
305 the Board. The books and records shall be audited annually by a Board-  
306 designated committee of three members who may not be members of the  
307 Board or members of the Finance/Canvass Committee;
- 308 8. may request that the Board appoint an assistant to share the responsibilities  
309 of the office. The assistant shall be bonded if the duties include receiving and/  
310 or disbursing monies; and
- 311 9. perform other duties as the congregation or Board may require.

312

313 F. Past-President

314 The Past-President shall:

- 315 1. chair the nominating committee;
- 316 2. serve as member of the Board of Trustees;
- 317 3. serve on Personnel Advisory Committee.

318

319 **ARTICLE X**

320 **Trustees**

321 SECTION 1.

322           The Board of Trustees shall include the six (6) officers of the congregation, all  
323 of whom shall have voting power. The president of the congregation shall be  
324 chairperson of the Board.

325

326 **SECTION 2. Meetings**

327           A schedule for monthly meetings shall be set by the Board at the beginning of  
328 each fiscal year. Additional meetings may be called by the President or upon petition  
329 of one (1) or more Board members. Three (3) Board members shall constitute a  
330 quorum. In the absence of the President, the President-Elect shall preside. In the  
331 absence of the President and President-Elect, the Vice-President shall preside. Except  
332 for Executive Sessions called to consider personnel and litigation matters, meetings  
333 are open to all members of the congregation.

334

335 **Section 3. Duties of the Board of Trustees**

- 336           1. promote the welfare of the church and its constituency;
- 337           2. oversee the total life of the church, guiding and evaluating its functions;
- 338           3. be responsible for the functioning of the Program Council and committees  
339 of the church and the establishment of standing committees;
- 340           4. select, negotiate contracts for, employ, supervise and evaluate all church  
341 employees. When necessary, the Board may discharge any church employee  
342 except the minister;
- 343           5. appoint personnel to fill committee vacancies and other personnel as shall  
344 be desired and not otherwise provided for by these By-Laws;
- 345           6. act for and on behalf of the congregation in the discharge of business  
346 affairs; receive and administer monies, bequests and gifts; borrow money;  
347 buy, sell and mortgage church property; and execute for and on behalf of the  
348 congregation, all notes, mortgages, deeds and other documents, provided  
349 however, that the Board of Trustees shall not buy or sell real estate for the  
350 congregation or enter into contract or execute any note, mortgage or other  
351 commitment involving an expenditure or obligation in an amount in excess of  
352 five percent (5%) of the operating budget, except for emergency maintenance  
353 repairs, without first obtaining the approval of the congregation at a duly  
354 called meeting at which a quorum is present. The Board may designate by  
355 resolution the person or persons who shall execute all contracts, deeds, notes,  
356 mortgages and other documents, and the signatures of such designated person  
357 or persons shall be binding upon the congregation;

- 358 7. initiate long-range planning studies of congregational needs for maintaining  
359 the physical plant, for developing the church grounds and for expanding or  
360 reviewing congregational programs;  
361 8. secure adequate casualty, liability and other necessary insurance; and  
362 9. approve and enforce policies and procedures.

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## 368 **ARTICLE XI**

### 369 **The Program Council**

#### 370 **SECTION 1. Composition**

371 The Program Council shall be the chairs of standing committees as  
372 determined by the Board of Trustees and the Vice-President.

373

#### 374 **Section 2. Organization**

375 The Program Council members shall be given responsibility for stewardship  
376 and programmatic activities of the congregation.

377

#### 378 **Section 3. Elections**

379 The committee chairs who comprise the Program Council are elected at the  
380 May semi-annual meeting to serve a two (2) year term and shall assume office July 1  
381 of that year. A committee chair shall be ineligible for re-election to the same capacity  
382 on the Council after having served two terms, but is eligible for re-election to the  
383 same position after at least one year has elapsed. If an elected chair cannot complete a  
384 two (2) year term or a new standing committee is established, the Board, upon the  
385 recommendation of the Nominating Committee, shall appoint a replacement to  
386 complete the un-expired term. A chair appointed to fill a Program Council vacancy  
387 and who serves a year or more in that position shall have that term counted as a full  
388 term and will be eligible for one (1) additional term of two (2) years, after which  
389 there must be an elapsed period of one (1) year before being eligible for another term.  
390 A chair appointed to fill a Council vacancy and who serves for less than one year will  
391 be eligible for election to two successive terms. The maximum number of consecutive  
392 terms an individual may serve as chair of a standing committee, is two (2).

393

394 **Section 4. Meetings**

395 A schedule for meetings shall be set by the Program Council at the beginning  
396 of each fiscal year. Fifty-one per cent of Council members shall constitute a quorum.  
397 Additional meetings may be called by the Council chair or upon petition of two (2) or  
398 more Council members. In the absence of the Chair, a designated member of the  
399 Board shall preside. Program Council meetings are open to all members of the  
400 congregation. In the event that a committee chair is unable to attend a meeting of the  
401 Council, another member of that committee may be selected to attend as a substitute.  
402 The substitute shall have full rights to participate and to vote in the meeting.

403  
404 **Section 5. Duties**

- 405 1. promote the welfare of the church and its constituency;
- 406 2. lead the congregation in its effort to carry out all established programs;
- 407 3. regularly evaluate and enhance the church program;
- 408 4. share with the Board of Trustees responsibility for the functioning of all  
409 church committees.

410  
411 **ARTICLE XII**  
412 **Committees**

413 **Section 1. Committees**

414 The programs and work of the church will be carried out, under the guidance  
415 of the Board and congregation, by standing committees, special committees, and ad  
416 hoc committees.

417  
418 **Section 2. Standing Committees**

419 Standing committees are those created by the Board to serve purposes that  
420 endure over many years and become established in the ongoing life of the  
421 congregation. The chair of each committee, or someone appointed by the chair, will  
422 serve on the Program Council and attend all Program Council meetings. The names  
423 and purposes of the standing committees will be designated by the Board and can be  
424 changed, established, combined, or dissolved by the Board as needed. These changes  
425 shall be made with the advice and consent of the Program Council.

426 Committee chairs and members will be elected at the semi-annual May  
427 congregational meeting to serve a two-year term. Committee chairs are limited to two  
428 successive two-year terms, including any partial term. Committee members may  
429 serve indefinitely.

430 Committees shall meet regularly. All meetings are open to the congregation.  
431 A majority shall constitute the quorum of each committee.

432

433 Committee chairs shall:

- 434 1. be a voting member of the committee,
- 435 2. attend all meetings of the committee and the Program Council, acting as a  
436 liaison between them,
- 437 3. provide leadership to the committee in the execution of its functions and  
438 responsibilities.

439

440 Each committee shall have a minimum of four members, shall elect a  
441 secretary, and follow the guidelines for the committee in the procedural manual. The  
442 secretary shall keep the minutes of committee meetings and submit a copy to the  
443 Vice-President. Committees shall recommend an annual budget to the Finance  
444 Committee and, upon approval by the congregation, be empowered to make  
445 expenditures during the year as budgeted. Committees are encouraged to include non-  
446 voting participants as needed and as interests dictate.

447

### 448 Section 3. **Special Committees**

449 Special committees are those which are accountable to the congregation for  
450 their operation. They are expected to report to the congregation at the semi-annual  
451 meetings.

452 A. The Personnel Advisory Committee (PAC) shall consist of the President,  
453 President-Elect, the Past-President, and an appointed member from the  
454 Religious Education Committee. They shall function as described in the  
455 procedural manual.

456 B. The Ministerial Relations Committee shall serve as a liaison between the  
457 minister, Board, and congregation. This committee shall consist of three  
458 members: one elected by the congregation at the May meeting, one  
459 appointed by the minister, and one by the Board of Trustees. The term of  
460 office shall be two years and members are not eligible for re-election until  
461 one year has passed.

462 C. The Nominating Committee shall be chaired by the Past-President and  
463 consist of four additional members, including two elected by the  
464 congregation and two, who are not on the Board, appointed by the Board.  
465 The Past-President shall serve a one-year term; the other members two

466 years. One elected and appointed member shall take office each year, thus  
467 staggering the terms of office.

468  
469 The Nominating Committee shall consult with the appropriate committees  
470 to receive recommendations for the nomination of committee chairs and  
471 members. At the semi-annual May meeting of the congregation, the  
472 Nominating Committee shall present a slate of nominees to fill the  
473 vacancies on the Board of Trustees, Standing Committees, and Special  
474 Committees as outlined in this Section.

475  
476 Vacancies which occur during the church year will be filled by action of  
477 the Board upon the recommendation of the Nominating Committee. After  
478 the May meeting, the committee shall submit a report to the Secretary of  
479 the Board recording the nominations, elections, vacancies filled, and an  
480 accurate accounting of the terms of office and offices held by the members  
481 of the congregation.

482  
483 The Nominating Committee shall work with appropriate committees in  
484 filling positions for Bazaar Chairs and other event chairs.

485  
486 D. Internal Finance Review Committee shall consist of at least two members  
487 who are not members of the Board or Finance Committee. They shall  
488 serve two-year terms and be elected by the congregation in alternate years.  
489 They shall annually review the books, records, and procedures maintained  
490 by the Treasurer and present a report of their findings to the congregation.

491  
492 E. The Development and Investment Committee shall consist of five  
493 members, three of whom shall be elected at the semi-annual May meeting.  
494 The two-year terms shall be staggered so that one member is elected every  
495 other year. The other two members shall be the Treasurer and a member of  
496 the Finance Committee. The committee will establish investment  
497 guidelines, develop and implement fund-raising practices for investment  
498 funds, and handle other matters referred to them by the Board. The  
499 committee shall make an annual report to the Board and congregation.

500

501 **Section 4. Ad Hoc Committees**

502 Ad Hoc Committees are those groups created by the Board or Program  
503 Council to serve temporary purposes. These committees are not required to attend the  
504 Program Council meetings unless mandated to do so by the Board or Council. The  
505 Board or Council shall appoint chairs and members of these committees as needed.  
506 An Ad Hoc committee is accountable to the body which established it.

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## 512 **ARTICLE XIII**

### 513 **The Minister**

#### 514 **SECTION 1. Vacancy**

515 In case of vacancy a Ministerial Search Committee of seven (7) members shall  
516 be established: four (4) appointed by the Board and three (3) elected by the  
517 congregation. This committee shall secure recommendations from and work with the  
518 Department of the Ministry of the Unitarian Universalist Association and, if  
519 indicated, other appropriate groups. The committee shall be responsible for screening  
520 applicants and making a recommendation to the Board.

521

#### 522 **SECTION 2. Call and Employment**

523 The minister shall be called and employed by the consent of two-thirds (2/3)  
524 of the members of the congregation present at a special meeting held for that purpose.  
525 The terms, conditions and remuneration package shall be agreed upon by the Board  
526 and the minister and ratified by the members of the congregation at the special  
527 meeting. Each year thereafter, the terms, conditions and remuneration package shall  
528 be agreed upon by the Board and the minister, and the remuneration package will be  
529 ratified by the members of the congregation at the May semi-annual meeting.

530

#### 531 **SECTION 3. Removal**

532 The minister may be removed by a vote of two-thirds (2/3) of the members  
533 present at a special meeting called for that purpose in accordance with Article VIII  
534 Section 2. The president shall inform the minister of the intent of the meeting. The  
535 minister shall be given three (3) month's salary if removal is approved and may be  
536 subject to immediate removal.

537

538     **SECTION 4. Resignation**

539             In the event the minister resigns, the ministerial relationship shall continue for  
540 at least three (3) months, unless otherwise mutually agreed upon by the Board and  
541 minister.

542

543     **Section 5. Duties**

544             The duties of the Minister and obligations of the church to the minister shall  
545 be described in a letter of agreement made between the Minister and the Board. The  
546 duties may include, but are not limited to, the following:

- 547             1. assume responsibilities as described in the letter of agreement and  
548             procedural manual;
- 549             2. conduct the worship service of the church;
- 550             3. be concerned with the spiritual welfare of the congregation;
- 551             4. in concert with the Board, provide leadership to the congregation;
- 552             5. give leadership and direction needed to co-ordinate the efforts of  
553             professional and staff employees in the day-to-day operation of the church;
- 554             6. serve as a non-voting, ex-officio member of all committees;
- 555             7. make pastoral calls;
- 556             8. conduct dedication of children;
- 557             9. receive adults into membership;
- 558             10. officiate at funerals/memorial services;
- 559             11. solemnize marriages and civil unions.

560

561     **SECTION 6. Powers and Limitations**

562             The church is considered the pulpit of the called minister, who has the  
563 prerogative to determine whether or not non-members may be married in the church.  
564 The minister will officiate at all weddings that she/he may approve for the church  
565 unless she/he expressly approves the officiation by another individual. The Minister  
566 shall have no power or authority to make any contracts binding upon the church, or to  
567 employ or dismiss employees. The Minister is authorized to purchase supplies or  
568 other articles, or to undertake repairs of the building or church property, only as  
569 directed to do so by the Board. The Minister shall be charged with recommending to  
570 the Board measures, programs and policies that will enhance the life of the  
571 congregation.

572

573

**ARTICLE XIV**

574 **Religious Education Director**

575 **SECTION 1. Employment**

576 The Religious Education Director shall be selected on recommendation of the  
577 Religious Education Committee and employed by the consent of the Board of  
578 Trustees.

579  
580 **SECTION 2. Removal**

581 The Religious Education Director may be removed by a vote of two-thirds  
582 (2/3) of the members of the Board of Trustees, upon the recommendation of a  
583 majority of the members of the Religious Education Committee. The Religious  
584 Education Director shall be given three (3) month's notice if removal is approved.  
585 After the probationary period, the Religious Education Director shall be given three  
586 (3) months salary and may be subject to immediate removal.

587  
588 **SECTION 3. Resignation**

589 In the event the Religious Education Director resigns, the relationship shall  
590 continue for thirty (30) days unless otherwise mutually agreed upon by the Board and  
591 the Religious Education Director. It is the responsibility of the Religious Education  
592 Committee to conduct a search for replacement.

593  
594 **SECTION 4. Duties**

595 It is the responsibility of the Religious Education Director to implement  
596 programs for the religious education of the children and young adults of the church  
597 school, including development of the curriculum, selection of teaching materials and  
598 the recruitment and orientation of the teachers. This will be done with the advice and  
599 help of the Religious Education Committee and the minister.

600  
601 **SECTION 5. Powers and Limitations**

602 The Religious Education Director shall have no power or authority to make  
603 any contracts binding upon the church, or to employ or dismiss employees. The  
604 Religious Education Director is not authorized to purchase supplies or other articles,  
605 or to undertake repairs of the building or church property, except as directed to do so  
606 by the Board or the Religious Education Committee.

607