

THE CONSTITUTION
OF
FIRST CONGREGATIONAL CHURCH
La Grange, Illinois

ARTICLE I – NAME

The corporate name of this church is “First Congregational Church of La Grange.”

ARTICLE II – COVENANT

The Covenant by which this church exists as a distinct body, and which every member accepts, is as follows:

We acknowledge our belief in Jesus Christ as our Lord and savior, and we take for our rule of life his great commandment: “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and your neighbor as yourself.” We believe it is our privilege and duty to forward this teaching by union with those of like mind. We covenant to unite in this great mission of faith and service. We agree to maintain the institutions of the gospel, to promote the orderly administration of the life of the church, and to walk together in Christian love. We shall endeavor to fulfill these sacred obligations, God being our helper.

ARTICLE III – PURPOSE

The general purpose of this church is to conduct and maintain a church for the worship and service of Almighty God according to the historic Congregational Christian traditions and the principles of the United Church of Christ.

ARTICLE IV – GOVERNMENT

The government of this church is vested in its voting members. All members shall have the right to vote.

This church recognizes no creed which shall be used as a test of membership, but accepts in principle the Statements of Faith adopted in General Council of the Congregational Christian Churches in Kansas City, in 1913, and in General Synod of the United Church of Christ in Oberlin, Ohio, in 1959.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common in the United Church of Christ. The church also maintains fellowship with churches of other denominations.

ARTICLE V – MEMBERSHIP

Section 1

Any person who accepts our purpose and who joins in our Covenant may be received into membership as a member. Application for membership may be (i) by confirmation, (ii) on confession of faith, (iii) on satisfactory presentation of a letter of transfer from another church, or (iv) if a letter of transfer is not available, on reaffirmation of faith.

Section 2

The duties of the members of this church are:

- a. To live in all their relationships according to the spirit and teachings of Jesus.
- b. To attend faithfully the services of worship of this church.
- c. To contribute as able to its financial support and to its benevolences.
- d. To share as able in its organized work.

Section 3

The Clerk shall maintain a list of members of the church.

Section 4

Members who move from this parish shall be encouraged to promptly request the transfer of their membership to churches where they have taken up residence. The Clerk, or any church employee designated by the Clerk to do so, may grant letters of transfer, upon request from another church.

Section 5

Any member may be removed from the list of members of the church by the Ministry of Membership whenever that person, for a period of more than two (2) years, is not fulfilling the duties of membership as stated in Article V, Section 2, or has moved permanently from this Parish. No member shall be removed from the membership list until such member has been contacted by a member of the Ministry of Membership or, if such member cannot be contacted, a thirty (30) day period has elapsed after notice of such contemplated action has been mailed to the member.

ARTICLE VI – SACRAMENTS

Section 1

The Sacrament of the Lord's Supper shall be celebrated on a minimum of four Sundays during the calendar year, on the Thursday evening before Easter, and at such other times as may be designated by the Pastor. The invitation to the Lord's Table shall be extended to all who sincerely love our Lord Jesus Christ and who desire to express their faith in him as their Savior.

Section 2

The Sacrament of Baptism shall be administered at such times as circumstances may require. The Pastor shall report all baptisms to the Clerk.

ARTICLE VII – MEETINGS AND FISCAL YEAR

Section 1

The annual business meeting of the church will be held each January at a time to be determined by the Moderator with the approval of the Church Council (the “Council”). Notice to the membership shall be given by mail or provided by email at least thirty (30) days prior to the date thereof. The purpose of the annual meeting shall be to consider the proposed budget for the upcoming fiscal year; to elect officers and members of the council, ministries and organizations; to receive annual reports from all church officers, ministries and organizations; and to consider any other matters which may properly come before the meeting.

Section 2

Special business meetings of the church may be held at the call of the Pastor, Moderator, a majority of the Council, or upon written request of thirty-five (35) members of the church. In the case of this meeting, notice to the membership will be given by mail at least ten (10) days prior to the date thereof. All notices of special business meetings shall specify the items of business to be presented.

Section 3

A quorum at all regular and special meetings of the church including meetings held for the calling or dismissal of a minister, or for purchasing, mortgaging or selling church property, or for amending this Constitution, the Statement of Faith, or the Covenant, shall consist of 10 percent of the members of the church.

Section 4

The fiscal year of the church shall be from January 1 to December 31.

ARTICLE VIII – OFFICERS AND DUTIES

Section 1 – The Officers

- a. The officers of this church shall be the Pastor, a Moderator, a Vice Moderator, a Clerk, a Treasurer, an Assistant Treasurer, a Chief Usher, an Historian, and such other officers as the church may from time to time deem necessary. The Moderator, Vice Moderator, and Treasurer shall also serve as Directors of the corporation known as First Congregational Church of La Grange.
- b. The term of office for the Moderator and for the Vice Moderator shall be for one (1) year. The Moderator may serve only one consecutive term. If the Moderator has served for one (1) full term, he or she shall not be eligible for reelection until a period of one (1) full year has elapsed.
- c. The terms of office of the Treasurer, Assistant Treasurer, and Chief Usher shall be for three (3) years. Any of these officers having served for two (2) full terms consecutively, shall not be eligible for reelection until a period of one (1) full year has elapsed.
- d. The terms of office of the Clerk and Historian shall be for one (1) year, and each may succeed himself or herself.
- e. All officers, except the Pastor, shall be members of this church when elected to office. Their terms of all officers, except that of the Pastor, shall begin immediately following their election, and shall continue until their successors are duly elected and qualified.
- f. All elected officers, except the Pastor, shall be elected by a majority of the members present and voting at the annual business meeting. The Pastor shall be called by a two-thirds vote of the members present and voting at a special business meeting of the church called for this purpose. The ministerial relationship may be terminated on three (3) months notice by either party or otherwise upon mutual agreement. Action by the

church to terminate the ministerial relationship other than by mutual consent shall be by ballot, decided by a majority of the members present and voting.

Section 2 – The Pastor

- a. The Pastor shall be called for an indefinite time by a vote of the members as described in Section 1 and must be authorized for ministry and hold standing in the Chicago Metropolitan Association of the UCC (or any successor organization to the CMA) as agreed upon by him or her and the Council.
- b. The Pastor shall, as soon as practicable, become a member of the church and also of the Chicago Metropolitan Association of the UCC (or any successor organization to the CMA) to which the church belongs.
- c. The church may, in its discretion, call an Associate or Assistant Pastor.
- d. The Pastor shall have the spiritual oversight of the members, shall have charge of the exercises of public worship, shall administer the Sacraments, shall preach the Word, and shall perform such other duties that pertain to this office. The Pastor shall perform the functions of ministry outlined in the job description agreed upon at the time of his or her call.
- e. The pastor shall be a voting member of the Council and the Pastor shall be an ex officio member of all the Ministries.
- f. The Pastor shall be the executive head of the church staff and employees.
- g. The Pastor shall make a written report of his or her work to the annual business meeting of the church.

Section 3 – Moderator

- a. The Moderator shall preside at all business meetings of the church. In the event of his or her absence, the Vice Moderator shall preside and in the absence of the Vice Moderator, the most recent past Moderator shall preside. In the absence of the Moderator, the Vice Moderator and the most recent past Moderator, the members present may choose a Moderator for such meeting.
- b. It shall be the duty of the Moderator to make sure that all Ministries and the Council are convened as soon after the annual business meeting of the church as practicable for organizational purposes.
- c. The Moderator shall chair the Council.
- d. It shall be the duty of the Moderator, with the approval of the Council, to appoint a Pastoral Search Committee when required and, with the approval of the Council, to appoint such other committees as may be necessary.
- e. The Moderator shall assist all officers and ministries in interpreting this Constitution.

Section 4 – Vice Moderator

- a. The Vice Moderator shall be a voting member of the Council, whose role is to become familiar with the responsibilities of the Moderator and to perform the duties of the moderator in the absence of the Moderator.
- b. The Vice Moderator shall become Moderator at the conclusion of his or her one (1) year term, upon approval of the members of the congregation.

Section 5 – Clerk

The duties of the Clerk shall be to keep and preserve correct records of all meetings of the church; to act as secretary of the Council; to keep a roll of the membership and a record of admissions, dismissals, transfers, baptisms, marriages and deaths of members; and upon the completion of the term of office to deliver such records to the successor in office.

Section 6 – Treasurer

- a. The duties of the Treasurer shall be: to receive and safeguard all contributions and payments of cash and financial securities to the church for its various funds and purposes and to deposit promptly all such funds and other valuable effects in the name and to the credit of First Congregational Church of La Grange, Illinois, in such

depositories as shall be designated by the Ministry of Finance; to disburse funds for all proper expenses and proper purposes of the church and for benevolences, upon authorization of the Ministry of Finance; to keep adequate and accurate record of all receipts and disbursements, to retain and file in orderly manner receipts and disbursements and to render monthly to the Ministry of Finance, in a form approved by it, a report of all receipts, disbursements and balances from all funds; to render to the church at the first regular business meeting of the church a complete report for the year of all financial transactions of this office; and to make the books and records of this office available at all reasonable times for inspection by the Ministry of Finance, by any member of said Ministry, or by any auditor designated by said Ministry.

b. The Treasurer shall give bond for the faithful discharge of the duties of this office, in such amount and with such surety as shall be determined by the Ministry of Finance. The expense of such bond shall be borne by the church.

c. The Treasurer shall be a member of the Ministry of Finance and the Council.

Section 7 – Assistant Treasurer

a. The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence, and at other times such division of duties as the Treasurer shall designate, with approval of the Ministry of Finance.

b. The Assistant Treasurer shall give bond for the faithful discharge of the duties of this office, in such amount and with such surety as shall be determined by the Ministry of Finance. The expense of such bond shall be borne by the church.

c. The Assistant Treasurer shall be a member of the Ministry of Finance.

Section 8 – Chief Usher

The Chief Usher shall have charge of the seating of the congregation at all assemblies for public worship. This officer shall select as many Assistant Ushers as may be necessary. The ushers shall take up the authorized offerings at the church services and shall have such other duties as may be prescribed by the Worship Ministry.

Section 9 – Historian

The Historian shall be responsible for collecting and recording all items of interest and facts concerning the church which should be preserved in the historical record.

ARTICLE IX – COUNCIL AND MINISTRIES

Section 1

In order to provide and maintain a flexible, efficient organizational structure, and still provide guidelines for the orderly administration of the life of the church, the following general statements apply to the Council, and to all ministries:

a. The Council and Ministries may be supplemented by task force groups, *ad hoc* committees, or individuals at the invitation of the chairperson or Moderator. This is for the purpose of making available particular talents and experience which may be needed.

b. The Council shall establish bylaws for the purpose of providing operating policies and procedures for its membership.

c. The chairperson of each Ministry must make provisions for notifying the Volunteer Coordinator of the number and of particular capabilities of the personnel required to provide effective continuation of the administrative organization. He or she must also assume responsibility for the orientation and instruction to new members of the group.

d. The meetings of the congregation, the Council and each Ministry shall be run by Roberts Rules of Order.

Section 2

The elective members of the Council and Ministries shall be elected at the annual business meeting of the church. The terms of office of the elective Members-at-Large, who shall not serve simultaneously on any ministry, shall be of three (3) years duration. The most recent past Moderator shall serve on the Council for a one (1) year term. Any elected member of a Ministry having served two (2) full terms consecutively shall not be eligible for reelection to that Ministry until a period of one (1) full year has elapsed.

Section 3

The Moderator and the chairperson of each Ministry shall each make a written report to the church at the annual business meeting of the church.

Section 4

As soon as practicable after the annual business meeting of the church, the retiring chairperson, or newly elected chairperson, shall convene each Ministry to elect such officers and assign its members as necessary to their continued operation. The Moderator shall be notified of these elections and appointments.

Section 5

- a. The Church Council is established to be the governing and directive body for the Ministries and staff. The Council establishes overall policy and direction, and administers the total program of the church. The Council shall review and approve the annual budget for submission to the church membership.
- b. The membership of the Council shall be:
 - The Moderator
 - The Vice Moderator
 - The most recent past Moderator
 - The Pastor
 - The Treasurer
 - The Clerk.
 - Two (2) Members-at-Large, each elected for a three year term
- c. The Council shall have an Operating Budget Committee to prepare the annual budget to be reviewed and approved by the Council.
- d. The Council shall meet monthly or as designated by the Moderator.
- e. The Council shall appoint such delegates as are needed to represent the church at larger UCC gatherings. These delegates will be chosen for their specific backgrounds and interest in the subjects that will be considered.
- f. The Moderator shall appoint a Volunteer Coordinator, subject to approval of the Council.
- g. The Moderator shall appoint an ad hoc Nominating Committee prior to each annual business meeting, subject to approval of the Council.
- h. It is intended that the Ministries and committees will work largely on their own and bring before the Council only those matters they cannot resolve or those which deviate from tradition.

Section 6 – Ministry of Communication

- a. The Ministry of Communications shall be responsible for promoting and publicizing the Ministries of the church in the communities primarily served by our congregation.
- b. This ministry shall be responsible for church communications, including oversight of the content of the church website, The Tidings and all church publicity.
- c. The membership shall consist of three (3) persons.

Section 7 – Ministry of Education

- a. The Ministry of Education shall be responsible for the education of the children, youth and adults of the church. It shall envision, plan, coordinate and execute a stimulating program of Christian education and related subjects as well.
- b. The scope of this ministry shall include the annual Confirmation class, the junior high school fellowship group and the senior high school fellowship group, plus any number of other groups whose existence shall depend upon the makeup and interests of the youth community at any given time.
- c. The membership shall consist of five (5) persons.

Section 8 – Ministry of Missions

- a. The Ministry of Missions shall be responsible for (i) fostering and promoting missionary and other benevolence programs and interests of the church with the view of furthering the acceptance of the principle of Christian stewardship and (ii) alerting the congregation to specific social problems of the day and providing a focus for others who share their concerns.
- b. This ministry shall bring to the church pertinent information concerning the work and financial needs of denominational and other agencies and causes to which the church is, or in the Ministry's judgment might consider, contributing.
- c. This ministry shall cooperate with the other ministries and organizations of the church in missionary and benevolent educational programs.
- d. This ministry shall provide information and education on specific problems and, when necessary, provide a channel for action.
- e. This ministry shall consist of five (5) persons.

Section 9 – Ministry of Nurture

- a. The Ministry of Nurture shall be responsible for creating fellowship opportunities within the church.
- b. This ministry shall have supervision and responsibility in cooperation with the Pastor for visiting members, including the sick and shut-in, and those with special needs. It shall assist the Pastor in personal service to the membership.
- c. This ministry shall assist with memorial services.
- d. This ministry shall be responsible for planning and implementing all fellowship programs and such other programs as are needed to augment and nurture this aspect of our life together as a church community. In addition to programs for individuals of the church community, it shall concern itself with the family as a unit, offering to groups of families a wide range of activities such as outings, trips, camping, games and crafts.
- e. This ministry shall consist of five (5) persons.

Section 10 – Ministry of Membership

- a. This ministry shall endeavor to create a climate of church growth within the congregation.
- b. This ministry shall endeavor to interest people in becoming members of our church family.
- c. This ministry shall be responsible for the orientation of new members.
- d. This ministry shall be responsible for reviewing the membership rolls and cooperating with the Clerk to remove those no longer active.
- e. This ministry shall also seek to reactivate members who have ceased fulfilling the requirements of membership by not supporting the church with their presence and/or financial gifts.
- f. This ministry shall consist of five (5) persons.

Section 11 – Ministry of Finance

- a. The Ministry of Finance shall be responsible for the finances of the church. The authorization of disbursements up to the amounts specified in the budget shall be under the direction and control of the

Ministry of Finance. Any amounts in excess of the budget shall be presented to the Council for consideration. This ministry shall be responsible for maintaining the legal status of this church. This ministry shall make a full financial report of the preceding year at the annual business meeting of the church, and submit such recommendations as it may deem necessary and desirable.

- b. This ministry shall appoint such assistants as it may deem necessary to assist the Treasurer in counting and recording receipts, and to perform such other duties as may be prescribed by the Ministry. The assistants to the Treasurer shall give bond with surety in such amounts as shall be determined by the committee. The expense of such bond shall be borne by the church.
- c. The Ministry of Finance will hire a bookkeeper or otherwise arrange for the duties of a bookkeeper as described in this section to be performed.
- d. The bookkeeper shall render such assistance to the Treasurer in the handling of receipts and disbursements, and in the keeping of the Treasurer's accounts as the Treasurer, with the approval of the Ministry of Finance, shall direct.
- e. The bookkeeper shall give bond for the faithful discharge of the duties of this office, in such amount and with such surety as shall be determined by the Ministry of Finance. The expense of such bond shall be borne by the church.
- f. This ministry shall arrange for audits and/or financial reviews to be performed by a competent auditor or accountant of the books and records of the Treasurer of the church. The Council shall approve the selection of the auditor or accountant.
- g. This ministry shall be authorized and empowered to: invest funds of the church which, in the opinion of this ministry, are not required for current payments or expenses, in such securities as may be lawful and prudent investments; to accept or reject, on behalf of the church, gifts, bequests, devises and trusts, and to determine the manner in which said gifts bequests, devises or trusts shall be expended, held, or invested, provided that whenever a condition of direction as to its use is provided for in any such gift, bequest, devise, or trust, it shall be scrupulously complied with; to enter into or make such contracts, deeds, and other instruments as may be necessary or appropriate to carry out the powers and duties of the Ministry; and to exercise such other powers and perform such other duties as are provided for elsewhere in this Constitution.
- h. This ministry shall not have power, unless authorized or directed to do so by vote of the church, to (1) sell or convey, mortgage or encumber any real estate of the church or any interest therein, (2) erect, construct or enlarge or materially alter any building, or (3) purchase any real estate or interest therein.
- i. This ministry shall supervise the administration of all special funds, pursuant to the terms designated when such funds were created. This ministry shall keep a list of all such funds and the rules designating the use of such funds.
- j. This ministry shall consist of three (3) persons including the Treasurer and the Assistant Treasurer.

Section 12 – Ministry of Property

- a. The Ministry of Property shall have responsibility for the care, custody and control of the real and personal property of the church, including the church computers and network and technical support of the church website.
- b. This ministry is authorized and empowered to: take such steps as are necessary or proper to protect the properties of the church and its interests therein; to make such repairs and improvements to, and alterations of, the properties of the church, and to provide for such maintenance work on said properties, as shall be necessary or proper to maintain and keep them in good, safe and serviceable condition; and to regulate and control the use of the properties of the church, within the guidelines established by the Council.
- c. This ministry shall develop a long-range plan for the church properties updated annually and submitted with the yearly budget.
- d. This ministry shall consist of five (5) persons.

Section 13 – Ministry of Personnel

- a. The Ministry of Personnel shall be responsible for the paid staff of the church – professional, administrative, clerical and custodial.
- b. This ministry shall establish job descriptions, personnel qualifications, duties and responsibilities of the staff, personnel policies and procedures and salaries.
- c. The ministry will hire and dismiss all but the Pastor.
- d. Each year, prior to the creation of the new budget, this ministry shall review the performance of each member of the paid staff and recommend salaries and related benefits for the budget. The Ministries of the church and the Pastor will be consulted with regard to personnel decisions relating to staff members who are within his or her area of responsibility. The performance evaluation shall be reviewed with the individual concerned each year.
- e. This ministry shall draft and execute all personnel contracts.
- f. This ministry shall be represented on a Pastoral Search Committee and any other *ad hoc* Search Committee appointed by the Council for professional staff.
- g. This ministry as a whole and its members individually shall be available to counsel the Pastor, the staff and personnel on any personnel problems that may arise.
- h. This ministry shall consist of three (3) persons.

Section 14 – Ministry of Stewardship

- a. The Ministry of Stewardship shall be responsible for a comprehensive, year-round educational effort to encourage our congregation to grow and deepen in its understanding of its faithful stewardship of all the resources God has bestowed. This ministry shall (i) conduct an annual campaign for the congregational pledging of time, talent and money which fully supports this church’s ministries, locally and beyond, (ii) participate in the development, conducting and oversight of a continuing gifts ministry (such as Planned Giving, Endowment, Estate Gifts) and (iii) encourage the establishment of memorials through gifts and bequests to the church and assist donors in the selection of memorials.
- b. The scheduling of all special offerings and other fundraising efforts by any other ministry or organization within the church shall be approved and coordinated through this ministry.
- c. This ministry shall participate in the creation and coordination of all Capital Fund drives.
- d. This ministry shall consist of five (5) persons.

Section 15 – Ministry of Worship

- a. While it is recognized that the Pastor is the spiritual leader of the church and of its worship, the Ministry of Worship shall be responsible for assisting the Pastor (i) in administering the Sacraments and (ii) with the planning of regular and special worship services and various enrichment events, including but not limited to music, drama, dance and art.
- b. This ministry shall assist in coordinating the activities of the Pastor, the choir and other musicians, and the ushers in the regular worship services.
- c. This ministry shall also initiate events for general enrichment involving music, drama, dance, and art.
- d. This ministry shall be responsible for providing greeters and liturgists for worship services.
- e. This ministry shall be responsible for providing altar flowers for worship services.
- f. With the approval of the Ministry of Stewardship, this ministry shall coordinate special fundraising events in order to provide for special music programming when appropriate.
- g. This ministry shall be responsible for obtaining a person to fill the pulpit in the event of the absence of the Pastor or for special services.
- h. This ministry shall consist of five (5) persons.

Section 16 – Operating Budget Committee

- a. This committee shall prepare and, following the concurrence of the Council, submit to the church at the annual business meeting for its consideration and approval, a budget showing the estimated income and proposed expenditures for the current fiscal year.
- b. The Operating Budget Committee shall be composed of: The Moderator (chairperson), the Vice Moderator, the Treasurer and a Member-at-Large from the Council, selected by the Moderator and approved by the Council.
- c. Meetings shall be called at the discretion of the Moderator.

Section 17 – Volunteer Coordinator

- a. The Volunteer Coordinator will recruit or assist in the recruitment of volunteers.
- b. Duties will include, but are not limited to:
 - Maintain a list of current volunteer opportunities within the church.
 - Serve as a resource to chairs of ministries.
 - Interview or survey church members to determine their areas of interest, specific skills and abilities.
 - Interview new members within two months of membership to assess volunteer interests and skills.
 - Provide information about volunteer opportunities to potential volunteers.
 - Provide information about potential volunteers to appropriate ministries and church leaders.
 - Update each member's interest/skills profile on a regular basis.
 - Facilitate transitions as needed from one volunteer to another in key positions.
 - Serve on the Nominating Committee.

Section 18 – Nominating Committee

- a. This committee will provide personnel for the various offices and ministries of the church.
- b. This committee shall obtain from the concerned standing ministries and the Council descriptions of vacancies to be filled as well as the qualifications of the persons needed. The committee shall discover among the church membership persons with qualifications for service to the church in its various elective offices and ministries and consider carefully the talents, interests and capabilities of the persons to be nominated and communicate the responsibilities to the person being asked to serve.
- c. This committee shall present at each annual business meeting of the church a list of nominees for all officers and members of ministries and the Council to be elected at that meeting. The list of nominees shall be published at least two (2) weeks in advance of the meeting.
- d. In the event of vacancy in any of the elective offices, ministries or Council, this committee, with the approval of the Council, shall make interim appointments to fill such vacancies until the next annual business meeting of the church.
- e. This committee shall consist of three (3) persons in addition to the Volunteer Coordinator.

Section 19 – Pastoral Relations Committee

- a. This committee shall serve as a liaison to the Pastor.
- b. The committee shall be composed of the Moderator, the most recent past Moderator and one Member-at-Large selected by the Pastor.

Section 20 – The First Conservatory

- a. The First Conservatory will operate in accordance with its Operating Procedures, which will be approved by the Council.
- b. The Council shall be responsible for monitoring the operations of the First Conservatory, including reviewing the financial statements of the First Conservatory at least twice each fiscal year.

c. The Director of the First Conservatory shall make a written report to the church at the annual business meeting of the church.

Section 21 – The Saturday Meals Program

- a. The Saturday Meals Program will operate in accordance with its Operating Procedures, which will be approved by Council.
- b. The Council shall be responsible for monitoring the operations of the Saturday Meals Program, including reviewing the financial statements of the Saturday Meals Program at least twice each fiscal year.
- c. The Director of the Saturday Meals Program shall make a written report to the church at the annual business meeting of the church.

ARTICLE X – SPECIAL FUNDS

Section 1 – The Endowment Fund

The income and disbursements of this fund shall be supervised by the Ministry of Finance, with approval of the Council. Subject to any further limitations required by law, the following provisions shall apply: At least 50% of the income of this fund shall be used for benevolences or reconstruction projects. Principal of this fund shall not be used unless approved by 75% of the Council and 75% of the members present at any regular or special meeting and then not more than 10% of the principal may be used in any one fiscal year. The principal of this fund may not be borrowed for any purpose.

Section 2 – Other Special Funds


All other special funds shall be used as designated when such funds were created under general supervision of the Ministry of Finance.

Section 3 – Treatment of Gifts and Bequests

All gifts and bequests that are stipulated for, or clearly intended for, specific ministries or specific purposes or as a memorial, shall be honored in the way intended. Any gift or bequest in an amount equal to or greater than \$5, 000 that is given to the Church without any stipulation as to the use of the gift or bequest shall be deemed to be a contribution to the Endowment Fund. Any gift or bequest in an amount less than \$5,000 shall be applied to the Special Purpose Fund.

ARTICLE XI – AMENDMENT

This Constitution, the Statement of Faith, and the Covenant of the Church may be amended by an affirmative vote of two-thirds of the members present at any regular meeting or at a special meeting called for that purpose pursuant to Article VII, Section 3, providing that due notice of such proposed amendment has been given from the pulpit, or by mail, at least four (4) weeks prior to such meeting. Voting on all amendments shall be by ballot, unless by unanimous consent, the vote shall be by show of hands.

Adopted	
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