

CONSTITUTION

FIRST CONGREGATIONAL CHURCH

MUKWONAGO, WI

Adopted September 27, 2015

Amended November 5, 2017

Amended November 11, 2018

Amended November 8, 2020

I. Name

The name of this organization shall be the First Congregational Church of Mukwonago, herein after referred to as The Church. The Church is a voluntary member of the National Association of Congregational Christian Churches and the Wisconsin Congregational Association.

II. Covenant

We seek to be a growing body of Christian believers characterized by a loving, forgiving, accepting community, modeled after the Life and Teachings of Jesus Christ, where people can grow to their full spiritual potential. We embrace our mission to provide the spiritual presence of Christianity in the lives of all, by sharing the collective resources of Jesus Christ and the congregation. Therefore, we covenant with you, O God, and with one another to walk together in all your ways, as you reveal yourself to us in your blessed Word of Truth. We work and pray for the transformation of the world into the Kingdom of God; and look with faith for the triumph of eternal life.

III. Members

- A. All who believe in the Lordship and deity of Jesus Christ may become Members at a gathering for worship, by agreeing to live the covenant and signing the roll of membership.
- B. Members are expected to support the congregation with their attendance, financial contributions, time, talents and prayers.

IV. Officers

- A. The Officers of the Church shall be: Moderator, Moderator-elect, Secretary, Treasurer, and six Directors. All Officers shall be elected by the congregation at the November Business Meeting. The Officers will be responsible for the management of all property.
- B. The duties of the Officers shall be:
 - 1. Moderator
 - a. to preside at the business meetings of the congregation
 - b. to preside at the meetings of the Church Council
 - c. to ensure that a SOP (Standard Operating Procedures) Manual is created, adopted and maintained
 - d. to be a voting member of the Church Council
 - 2. Moderator-Elect
 - a. to assume the responsibilities of the Moderator in that officer's absence
 - b. to succeed to the office of Moderator after completion of a term as Moderator-elect or upon a vacancy in the office of Moderator
 - c. to be the Director of Personnel
 - d. to act as Parliamentarian
 - e. to be a voting member of the Church Council.
 - 3. Secretary
 - a. to record the minutes of the congregational meetings and the meetings of the Church Council
 - b. to ensure that the Annual Reports of the Pastor, Officers, Church Council and Ministry Teams of the Congregation are available for the business meeting
 - c. to be a voting member of the Church Council
 - 4. Treasurer
 - a. to oversee the finances of The Church
 - b. to ensure that the accounts of The Church are accurate

- c. to present a financial statement at each meeting of the Church Council
- d. to assist the Church Council in the preparation of an annual budget to be approved by the congregation
- e. to be a voting member of the Church Council

5. Directors

- a. to oversee their assigned ministry teams, to be a resource to them and to receive periodic reports from the teams
- b. to make decisions as a member of the Church Council on behalf of the congregation
- c. to be a voting member of the Church Council

C. Term of Office

- 1. The term of office for the Moderator and Moderator-elect shall be one year. Upon completion of a term as Moderator-elect, that person shall become the Moderator
- 2. The Secretary and Treasurer shall serve a two-year term. A member shall be eligible for an unlimited number of terms.
- 3. The Directors shall serve a two-year term. Upon the completion of one term, a member shall be eligible to be elected for one additional term.
- 4. One half of the Directors (3 Directors) shall be elected each year
- 5. Upon completion of the allowed number of terms, a person shall not be elected to the same office until one year has passed

D. Vacancies in Office

- 1. Vacancies in any elected office shall be filled by the Council. If the person selected fills more than half of the term, it shall be considered a full term for the purpose of eligibility for re-election.
- 2. Any officer who is absent from four meetings of the Church Council in a year will be considered resigned

V. Church Council

A. Members

The Church Council shall consist of the Officers (Moderator, Moderator-elect, Secretary and Treasurer and six Directors). Each shall have one vote. The Pastor will be a non-voting member of the Council.

B. Duties

1. To act on behalf of the congregation
2. To approve the creation of ministry teams and to monitor their work
3. To prepare an annual budget for approval by the congregation
4. To approve the expenditure of all non-budget funds belonging to the congregation
5. To set the dates and agendas for the business meetings of the congregation
6. To conduct an annual stewardship campaign
7. To prepare the SOP Manual and update as needed
8. To appoint representatives to meetings of the National Association of Congregational Christian Churches, the Wisconsin Congregational Association and Vicinage Councils

C. Organization

1. Each of the Directors will oversee a portion of the ministry teams of the congregation
2. The Directors will decide among themselves who will be responsible for each of the following areas:
 - a. Budget and Finance
 - b. Property and Grounds
 - c. Worship
 - d. Congregational Care
 - e. Missions
 - f. Christian Education
3. The Moderator-elect will coordinate all personnel matters.

D. Meetings

1. The Church Council shall meet no less than every other month
2. The Church Council shall set the date and time of its meeting

VI. Pastor(s)

A. The Pastor(s) shall lead the spiritual life of the Church. This will include, but is not limited to:

1. Planning of all worship services
2. Administering the Sacraments
3. Preaching the Word of God
4. Visiting the members of the congregation
5. Being in fellowship with the National Association of Congregational Christian Churches and the Wisconsin Congregational Association

B. Senior Pastor

1. Qualifications:

- a. Ascribe to Congregational polity
- b. Be ordained
- c. Be a member of the Church

2. Duties:

- a. To head the pastoral team
- b. To assign duties to other members of the pastoral team
- c. To be familiar with the work of ministerial teams
- d. To be a non-voting member of the Church Council

C. Call

When a vacancy in the position of Senior Pastor exists, the congregation shall form a Search Committee within two months of the time that the vacancy is known. The Congregation will elect the Search Committee. Exact procedures for nominating and operating the Search Committee will be given in the SOP Manual

D. Termination.

Exact procedures for terminating the call of the minister will be given in the SOP Manual (Standard Operating Procedures)

VII. Ministry Teams

A. Purpose

The work of the Church will be done by ministry teams.

B. Creation

1. Individuals or groups wishing to organize a ministry team shall prepare a proposal for the Church Council stating:
 - a. the purpose of the team
 - b. the work it will do
 - c. the funds needed to do its work
 - d. contact information for members of the congregation wishing to join the team.
2. The Church Council:
 - a. will review the proposal
 - b. may suggest modifications in the proposal
 - c. will determine how often activity reports should be submitted to the Council

C. Team

Any member of the congregation or person actively participating in worship may join any team by contacting the team leader

VIII. Year

The Fiscal and Program Year of the Congregation shall be January 1 to December 31.

IX. Meetings of the Congregation

A. Regular Business Meetings

1. The congregation shall meet at least two times each year
2. There shall be one meeting in the month of November to approve the budget and elect the Officers of the Church

3. There shall be an Annual Meeting prior to March 15 to approve the annual reports of the Officers, Pastor and ministry teams.
 4. Meeting dates and the agenda will be set by the Church Council
 5. The Congregation will be notified in writing of each meeting and its agenda at least two weeks prior to the meeting
 6. All meetings will be announced from the pulpit on the two Sundays prior to each meeting
 7. All written materials will be available to the members of the congregation two weeks prior to each meeting
- B. Special Business Meetings
1. Special meetings may be called by the Moderator, the Church Council or at the written request of seven members of the Congregation
 2. Topics to be discussed at the meeting are limited to those included in the call
 3. Notice will be the same as for a regular meeting. (VII, A, 5 above.)

X. Parliamentary Authority

Robert's Rules of Order, Newly Revised in Brief shall be the Parliamentary authority for the Church. The Moderator-elect will act as Parliamentarian.

XI. Committees

- A. The Auditing and Nominating and Memorial Committees will be filled by vote of the congregation. Each committee will consist of three members. One member is elected each year at the November meeting to serve a three year term.
1. Auditing Committee
 - a. Will examine the accounts of the Treasurer
 - b. Will provide a report at the Annual meeting
 2. Nominating Committee

- a. Will nominate members to serve as Officers and Committee Members
 - b. Will include the slate of nominees in the call to the meeting and post the slate in the Narthex two weeks prior to the meeting.
3. Memorial Committee
- a. Consult with family/donors making memorial gifts.
 - b. Create and execute spending plans with the approval of the Council

XII. Property and Dissolution Clause

- A. The Church shall have the right to own both real and personal property and to hold the same, sell mortgage or otherwise deal in both real and personal property. Any transactions involving real property must be approved by a $\frac{3}{4}$ majority of the members voting at a meeting of the congregation.
- B. Upon the dissolution of the Church, the net assets of the Church after payment of all debts shall be distributed to the Wisconsin Congregational Association.

XIII. Amendments

- A. This Constitution may be amended at any regular or special meeting.
- B. The wording of proposed amendments shall be provided to all members with the call of the meeting two weeks prior to the meeting.
- C. 60% of the members present at a meeting may approve the amending of the Constitution.