



McFARLAND  
**UNITED CHURCH**  
OF CHRIST  
*A CHURCH WITH HEART*

### **Governing Documents**

Constitution, Bylaws, Outreach Fund

# CONSTITUTION

## OF THE MCFARLAND UNITED CHURCH OF CHRIST

### **ARTICLE I**                      **Name**

The name of this church shall be McFarland United Church of Christ, located in the Village of McFarland, State of Wisconsin.

### **ARTICLE II**                      **Purpose**

The avowed purpose of this church shall be to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward humanity; and to strive for righteousness, justice, equality, and peace.

### **ARTICLE III**                      **Polity**

- A. This church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and Bylaws of the United Church of Christ, adopted July 4, 1961 and as subsequently amended, relating to local churches.
- B. The government of this church is vested in its members, who exercise the right of control in all its affairs, subject, however, to Laws of the State of Wisconsin relating to Non-Profit institutions.

### **ARTICLE IV**                      **Faith and Covenants**

- A. FAITH – This church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of humanity. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Work of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper of Holy Communion.

- B. STATEMENT OF FAITH -Our expression of faith is that of the United Church of Christ:

We believe in you, O God, Eternal Spirit,  
God of our Savior Jesus Christ and our God,  
and to your deeds we testify:

You call the worlds into being,  
create persons in your own image,  
and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will  
declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior,  
you have come to us and shared our common lot,  
conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit,  
creating and renewing the church of Jesus Christ,  
binding in covenant faithful people of all ages, tongues and races.

You call us into your church to accept the cost and joy of discipleship,  
to be your servant in the service of others,  
to proclaim the gospel to all the world and resist the powers of evil,  
to share Christ's baptism and eat at his table, to join him in his passion and victory.

You promise to all who trust you  
forgiveness of sins and fullness of grace,  
courage in the struggle for justice and peace,  
your presence in trial and rejoicing,  
and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen.

- C. COVENANT – We covenant one with another to seek and respond to the Word and the Will of God. We propose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in all the World, while worshiping God, and striving for truth, justice and peace. As did our forebears, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.
- D. OPEN AND AFFIRMING CHURCH -- The McFarland United Church of Christ is open and affirming to people of all ages, races, physical and mental abilities, economic positions, religious backgrounds, sexual orientations and gender identities. We will celebrate and share God's unconditional love by offering the opportunity for membership, fellowship and leadership (lay and clergy) to everyone.

## **ARTICLE V**                      **Members**

- A. Any person who has reached the age of confirmation (as defined by the church pastor) may make a commitment to be a **Member** with this congregation.
- B. Members are called to publicly declare the desire and intention to make a commitment to the Spirit-centered community of McFarland United Church of Christ.

- C. Members of McFarland United Church of Christ:
  1. Affirm and support this congregation's overall way of living out the teachings of Jesus as revealed in the Bible and the Spirit's ongoing guidance in and to this particular faith community.
  2. Celebrate and honor our differences (individual opinions and preferences, personal beliefs) and regard this diversity as a strength for this church community.
  3. Respect each other's individual freedom to question and wrestle with issues of personal faith
  4. Support the overall life of this congregation by helping each other find and share our gifts, being together for worship as often as possible, and encouraging each other as we seek to be about the joyful work of serving this world and doing our best to help it be more loving and just.
  
- D. Member Status
  1. Members are eligible to vote during official congregation meetings and other decision-making events.
  2. Any individual who does not yet feel ready to make a commitment as a member is welcome and encouraged to take part in the church's ministry.
  3. The list of Members will be reviewed on an annual basis by the Servant Leadership Team. In situations where it appears that an individual is no longer fulfilling the commitments of a Member, a conscientious effort will be made to determine what his/her intentions and desires are concerning continued relationship with the congregation. Members may remain a Member or be moved to 'Inactive' or 'Friend' status based on the Member self-identification of intention and desire. If this information is not available then the Servant Leadership Team shall use discretion with moving the Member to 'Inactive' or 'Friend' status.
  
- E. Any Member will, on his/her request, be provided with a letter of transfer and/or a certificate of church membership.

**ARTICLE VI                      Governing Body**

- A. The governing body of this church shall be the membership assembled in a church meeting. The vote of a majority of members present, in-person or remotely via online participation if offered as an option, at the meeting shall be the action of the church. A quorum shall consist of 25% of the members.
  
- B. It is the prerogative of the congregation in meeting to decide such questions as:
  1. Purchase and sale of real estate
  2. Call and rejection of a pastor
  3. Questions of the congregation's policy
  4. Changes in the Governing Documents
  5. Election of officers and members of committees
  6. Review and approval of the annual budget
  7. Approval of non-budgeted expenditures in excess of \$10,000.

**ARTICLE VII                      Servant Leadership Team**

- A. The Servant Leadership Team, comprised of Moderator, Vice Moderator, Treasurer, Clerk, and at least three and up to five additional members, shall be the administrative and executive body of this church. One-half plus one of its members shall constitute a quorum. Terms shall be as specified in the Bylaws. The Pastor shall be an ex-officio member of the Servant Leadership Team and has all the rights (attending, making motions,

speaking in debate, and voting) but none of the duties of other members (such as the duty to attend meetings).

- B. The Servant Leadership Team shall act on behalf of the church and shall coordinate and promote the entire program of the church. The Servant Leadership Team may appoint short-term Task Forces or recruit Ministry Teams as necessary to advance the ministry of the church.
- C. All members of the Servant Leadership Team shall assist with the development of the agenda for Servant Leadership Team meetings.
- D. Vacancies on the Servant Leadership Team shall be filled for the remainder of the unexpired term by a person proposed and approved by the Servant Leadership Team.

#### **ARTICLE VIII Church Meetings**

- A. The annual meeting of the church shall be no later than February 15. The Servant Leadership Team, the Pastor, Committees, Task Forces, and Ministry Teams shall submit their annual reports in writing prior to the meeting. Reports shall be available for review two weeks prior to the annual meeting.
- B. Special Church meetings may be called by the Servant Leadership Team or by a petition to the Servant Leadership Team and signed by not less than 5% of the Members. Members shall be given two weeks' written notice of the special meeting. Printed announcements in the bulletin for two successive Sundays with the second Sunday preceding the meeting by seven calendar days shall constitute a written notice.

#### **ARTICLE IX Property**

- A. The church may in its corporate name sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest or dispose of property both real and personal for such work as the church may undertake and may lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the church.
- B. Upon dissolution of the church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the Wisconsin Conference of the United Church of Christ. (This is not required by the General Synod, and we want to make it clear the United Church stands firmly on Article V of the United Church of Christ Constitution but under the Internal Revenue Service regulations, if there is not a specific disavowal that the assets on dissolution will be distributed to the membership, the church will not qualify as an exempt organization. See internal Revenue Code Sec. 501 (c) (3) and the regulations thereunder).

#### **ARTICLE X Rules of Order**

ROBERT'S RULES OF ORDER shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution and/or Bylaws.

**ARTICLE XI**                      **Amendments**

Amendments to this Constitution and/or Bylaws may be made at any duly called church meeting by a two-thirds affirmative vote of the Members present, written notification of the text of the proposed amendment(s) having been made in accordance with Article VIII.B.

# BYLAWS OF THE MCFARLAND UNITED CHURCH OF CHRIST

## ARTICLE I

The official year of the church shall begin on the first (1<sup>st</sup>) day of January and shall run to and include the thirty-first (31<sup>st</sup>) day of December and shall be referred to in the Bylaws as “the year”.

## ARTICLE II OFFICERS

### A. ELECTED OFFICERS

1. Officers will be elected from among the Members of the congregation by an open slate at the annual meeting.
2. All elected officers shall assume the duties of their office immediately following approval by the meeting and shall serve in that capacity until relieved by duly elected or appointed replacements.
3. All elected officers shall not serve more than two consecutive terms.

### B. MODERATOR

1. Preside at all official meetings of the church (annual, special, Servant Leadership Team)
2. Review the Constitution and Bylaws in the first quarter of his/her term
3. Term – one year

### C. VICE-MODERATOR

1. Preside in the absence of the Moderator
2. Act as a liaison between any active committee and task force, and the Servant Leadership Team
3. Term – one year

### D. TREASURER

1. Pay the bills of the church in a manner approved by the Servant Leadership Team
2. Keep papers relating to the property of the church in a secure place
3. Keep accurate records and make periodic reports of all receipts and disbursements
4. Assist Servant Leadership Team with annual budget planning
5. Invest and disburse endowments, legacies, trust funds or securities as directed by the Servant Leadership Team and/or the Outreach Funds Committee
6. Keep a separate accounting of benevolence funds
7. Maintain proper records of all debt
8. Prepare a report of finances for the annual meeting
9. Have primary responsibility for signing checks; in the Treasurer’s absence, the Servant Leadership Team shall designate an alternate
10. Term – three years

### E. CLERK

1. Record minutes at Servant Leadership Team, and congregational meetings as well as other committee meetings as requested.
2. Term – two years

### F. SERVANT LEADERSHIP MEMBERS (at least three and up to five members)

1. Participate in Servant Leadership Team meetings

2. Assist in the development and mentoring of ministry teams within the congregation
3. Term – two years

G. FINANCIAL SECRETARIES (2)

1. Record all pledges and contributions
2. Notify Treasurer of deposits
3. Prepare contribution statements for all giving units
4. Term – two years

**ARTICLE III PASTORAL CALL AND RELATIONSHIP**

- A. It shall be the responsibility of a Pastoral Search Task Force, consisting of seven members who are reflective of the congregation and appointed by the Servant Leadership Team to seek a candidate for the office of pastor.
- B. As soon as a pastoral vacancy occurs, it shall be reported to the Associate Conference Minister of the Wisconsin Conference.
- C. In filling a vacancy or in securing supply ministers for the period of vacancy, the Pastoral Search Task Force may seek the counsel of the Associate Conference Minister.
- D. The Pastoral Search Task Force shall communicate with the Associate Conference Minister to acquire a current profile about any minister whom it wishes to consider for the vacancy.
- E. Any minister may confer with the Associate Conference Minister concerning a pastoral vacancy. At the minister's request, his/her name shall be submitted for consideration by the local church committee.
- F. The Pastoral Search Task Force shall present to the church the name of the candidate it recommends to fill the vacancy. A favorable vote shall be at least 85% of those members present and voting.
- G. In the call, the terms of the relationship shall be stated, including the agreement of the church to participate in the Pension Fund of the United Church of Christ, the Minister's Health Insurance Program (or equivalent) , and other terms agreed upon between the candidate and the Task Force. The minister, the church, the Association, and Associate Conference Minister shall each receive a copy of the call.
- H. When a minister accepts a call to this church, the church and he/she shall join in requesting the Association to arrange for a service of installation or recognition. A report of this service shall be signed by the proper officer of the Association and by the Conference Executive, and copies shall be sent to the Secretary of the United Church of Christ and to the Southwest Wisconsin Association Division on Church and Ministry.
- I. The Pastor shall be elected for an indefinite period. In order to terminate this relationship, two months notice shall be given by either party. The procedure shall be in accordance with the Constitution and Bylaws of the United Church of Christ.
- J. When either party decides to terminate the relationship, the termination shall be sent by the Moderator of the Servant Leadership Team to the Conference Executive and to the Association for appropriate action.
- K. Discipline of the Pastor shall be in conformity with the Constitution and Bylaws of the United Church of Christ.
- L. The church may at its discretion choose an Associate or Assistant Pastor(s) or Lay Minister(s).



## ARTICLE IV

### DUTIES & RESPONSIBILITIES OF THE SERVANT LEADERSHIP TEAM

- A. MEMBERSHIP – The Servant Leadership Team (SaLT) shall be composed of the following voting members – Moderator, Vice-Moderator, Pastor(s), Treasurer, Clerk, and at least three and up to five additional members. Other members of committees, task forces, or ministry teams may be asked periodically to represent their interest to the Servant Leadership Team but shall be without vote. One-half plus one of the voting members shall constitute a quorum.
- B. The Servant Leadership Team shall:
1. Report to the congregation.
  2. Be responsible for articulating vision, long-range planning and programming of the church.
  3. Set priorities regarding church programs and activities.
  4. Establish Committees, Task Forces, and ministry teams as needed.
  5. Fill all vacancies.
  6. Authorize non-budgeted expenditures of over \$2,000 but less than \$10,000.
  7. Establish financial policy and process for oversight. Make provisions for an audit of the congregation's finances on an annual basis.
  8. Receive reports of Committees, Task Forces, and ministry team activities.
  9. Receive monthly accounting of the finances of the church.
  10. Receive and approve a proposed Budget before the annual meeting.
  11. Meet at least eight times during the year for the transaction of such business as may come before it.
- C. Special meetings are subject to the call of the Moderator. All participants in the congregation are welcome to attend Servant Leadership Team Meetings.
- D. The primary decision-making method of the Servant Leadership Team shall be by consensus. The goal shall be that members of the team are able to affirm or live with the decision of the body. Adequate time shall be allowed for deliberation and discernment. In cases where consensus cannot be reached, but urgent action is required, a majority vote shall rule. Should the Servant Leadership Team be unable to agree on a major matter, it shall direct the Moderator to call a special meeting of the Congregation detailing the issue requiring action. All acts and deliberations of the Servant Leadership Team are subject to the will of and revision by the governing body.
- E. Members of the Servant Leadership Team shall serve as legal trustees of the church.

## ARTICLE V

### MINISTRY TEAMS

- A. The Servant Leadership Team is charged with seeing that ministry teams exist to address the work of the church, through broad involvement in:
1. Creating an environment for **Passionate Worship**
  2. **Promoting Intentional Faith Development** across the lifespan
  3. Fostering both **Extravagant Generosity** and good stewardship of resources
  4. Offering **Radical Hospitality** to those within and outside the community of faith
  5. Providing opportunities for risk-taking **Mission and Service**

- B. Ministry Teams shall normally be empowered to carry out their work provided they follow the following broad guidelines:
- Are in alignment with the Christian faith, and the stated Faith and Covenant of this congregation
  - Do not create a substantial conflict with other church activities, nor require the investment of funds beyond what the Servant Leadership Team is authorized to provide.
  - Advance the current short- and long-term goals adopted by the congregation and its leadership.
  - Identify more than one person who has agreed to share responsibility for the ministry.
  - Simple initiatives led by Ministry Teams may routinely move forward with little or no Servant Leadership Team discussion while more complex initiatives may have to wait for the next Servant Leadership Team meeting to present and discuss the proposed initiative.

## **ARTICLE VI COMMITTEES AND TASK FORCES**

Committees and Task Forces are formed directly by the Servant Leadership Team and will not be subject to approval by the membership:

- A. Outreach Funds Committee
1. Charged with oversight of and spending recommendations for monies designated to support outreach funds, including the Reed-Smeaton Outreach Fund.
  2. Number of members, terms, and selection process shall be as defined in the governing documents of the Reed-Smeaton Outreach Fund.
- B. Finance Committee
1. Charged with developing and implementing a Stewardship Campaign, authorizing the financial secretaries to distribute contribution statements on a routine basis, reviewing financial reports, assisting the treasurer with the development of an annual budget, and providing recommendations to the Servant Leadership Team regarding revenue and expense management.
  2. There shall be a minimum of 5 members and includes the Treasurer and at least one Financial Secretary. The Pastor and Moderator are ex-officio members.
- C. Buildings and Grounds Committee
1. Charged with care of the physical property of the church.
  2. There shall be a minimum of 5 members. The Pastor and Moderator are ex-officio members.
- D. Personnel Committee
1. Charged with overseeing the posting, interviewing, and hiring of employed staff positions. This includes working with the pastor to oversee employee performance and maintaining the McFarland United Church of Christ employee handbook.
  2. There shall be 4 to 6 members including the pastor and a representative from the Servant Leadership Team.

## **ARTICLE VII SIGNATORIES OF THE CHURCH**

The signatories of the church shall be the following: Treasurer, Moderator, and Vice-Moderator.

**McFARLAND UNITED CHURCH OF CHRIST**  
**REED-SMEATON OUTREACH FUND**

**ARTICLE I            MISSION**

THE FUND MISSION: The Marion Reed-Diane Smeaton Outreach Fund (referred to as the Reed-Smeaton Outreach Fund) shall help finance Church outreach initiatives and scholarships. The Reed-Smeaton Outreach Fund gives the congregation opportunities to support such activities through investment returns along with the congregation's on-going contributions and planned giving or memorial donations. Members of the Outreach Funds Committee work closely with the Pastor and the Servant Leadership Team to determine needs.

**ARTICLE II            RESPONSIBILITIES**

Members of the Outreach Funds Committee are responsible for the following tasks:

1. Promote the Reed-Smeaton Outreach Fund's purpose and activities.
2. Invest donations through an investment firm with a focus on the safety of the principal amount.
3. Coordinate with the Church Treasurer who facilitates and controls asset activities as directed.
4. Determine the amount that the Reed-Smeaton Outreach Fund can provide based on guidelines developed by the Outreach Funds Committee.
5. Collaborate with the Servant Leadership Team and church members to identify requests.
6. Determine which outreach initiatives are funded throughout the year.
7. Review financial records maintained by the Church Treasurer and Investment Firm.
8. Submit an Annual Report.

**ARTICLE III            OUTREACH FUND COMMITTEE**

1. Members of the Outreach Funds Committee who are nominated and approved by the Servant Leadership Team strive to balance financial and investment knowledge with empathy for human needs and outreach.
2. The Outreach Funds Committee will be comprised of a minimum of five Members.
3. The Chair is selected by members of the Outreach Funds Committee. Preferably, the Chair should have at least one year of Outreach Funds Committee experience.
4. A quorum is required to conduct the business of the team and for voting; a quorum is a simple majority (e.g., for 5 members, 3 members are required to conduct the business of the team and vote)
5. The Pastor and Moderator will be ex-officio members of the Outreach Funds Committee.

**ARTICLE IV            FINANCIAL SPECIFICATIONS**

- A. A suggested minimum of \$25,000 will be maintained in the Reed-Smeaton Outreach Fund (amendable by congregation vote).

- B. The church is not authorized to borrow monies from the Reed-Smeaton Outreach Fund.
- C. No funds will be granted from the Reed-Smeaton Outreach Fund for general operating budget items.
- D. The commingling of Reed-Smeaton Outreach Fund monies with other church funds is prohibited except for *assets* that are awaiting investment or proceeds awaiting distribution.
- E. The Reed-Smeaton Outreach Fund is to serve the McFarland United Church of Christ in perpetuity. If at any time, the Church leadership should revoke, or abolish, this agreement, the funds remaining must then, within six months, be used for scholarship and outreach initiatives approved by the legally constituted quorum vote of the membership of the Church. These funds may not be used for general operational budget items.

*The McFarland United Church of Christ Outreach and Scholarship Endowment was*

- *approved at the January 2000 annual meeting*
- *amended at the January 2012 annual meeting,*
- *amended at the January 2013 annual meeting*
- *amended at the January 2014 annual meeting*
- *amended at the January 2015 annual meeting*
- *amended (and renamed the Reed-Smeaton Outreach Fund) at the January 2020 annual meeting*
- *amended at the January 2023 annual meeting*

The pages above represent the governing documents of the McFarland United Church of Christ as amended at its annual meeting on January 22, 2023

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dated \_\_\_\_\_

Witness: Moderator

\_\_\_\_\_

dated \_\_\_\_\_

Witness: Vice-Moderator or Clerk