



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

### Governing Documents

Constitution, Bylaws, Outreach~~Endowment~~ 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 By-Laws 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**                      **Covenant Partners**

- A. Any person who has reached the age of confirmation (as defined by the church pastor), may make a commitment to be a **Covenant Partner** with this congregation.
- B. Covenant Partners are called to make a good faith effort to attend the regular worship of the church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the church; to

contribute to its support and benevolences; and to live in accordance with the Statement of Faith and Covenant of the McFarland United Church of Christ.

- C. Any Covenant Partner will, on his/her request, be provided with a letter of transfer and/or a certificate of church membership.
- D. Covenant Partner Status
  - 1. Covenant Partners are eligible to vote during official congregation meetings and other decision-making events.
  - 2. People who do not yet feel ready to make a commitment as a covenant partner are also welcome and encouraged to take part in the church's ministry.
  - 3. The list of Covenant Partners 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 Covenant Partner, a conscientious effort will be made to determine what their intentions and desires are concerning continued relationship with the congregation. At the discretion of the Servant Leadership Team, they may be moved to 'Inactive' or 'Friend' status.

#### **ARTICLE VI                      Governing Body**

- A. The governing body of this church shall be the membership assembled in church meeting. The vote of a majority of members present 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:
  - Buying and selling of real estate
  - Call and rejection of a pastor
  - Questions of the congregation's policy
  - Changes in the Constitution and Bylaws
  - Election of officers and members of committees
  - Review and approval of the annual budget
  - Approval of non-budgeted expenditures in excess of \$10,000.

#### **ARTICLE VII                      Servant Leadership Team**

- A. The Servant Leadership Team, comprised of ~~Pastor,~~ Moderator, Vice Moderator, Treasurer, Clerk, and ~~three~~four 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-Servant Leadership Core, comprised of Pastor, Moderator, Vice Moderator, and Treasurer,~~ shall assist withguide 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 by the Servant Leadership Core, 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 Officers of the Church, the Pastor and any Task Forces shall submit their annual reports in writing two weeks prior to the meeting. Reports shall be available for review 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 Covenant Partners. Covenant Partners 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 Covenant Partners 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 selected ~~by the Servant Leadership Core~~ from among the Covenant Partners of the congregation. ~~They are confirmed by the Servant Leadership Team and approved~~ by an open slate ~~of the congregation~~ 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, ~~Sservant LLeadership TTeam~~)
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 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
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 (34)~~
1. Participate in Servant Leadership Team meetings ~~with the Servant Leader Core~~
  2. Assist in the development and mentoring of ministry teams within the congregation
  3. Term – two years

- G. FINANCIAL SECRETARIES (2) ~~Y~~
1. Record all pledges and contributions
  2. Notify Treasurer of deposits
  3. Prepare contribution~~yearly~~ statements for all giving units
  4. Term – two years

- H. ~~CLERK~~  
~~Record minutes at congregational meetings~~  
~~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 (S@LT) shall be composed of the following voting members – Moderator, Vice-Moderator, Pastor(s), Treasurer, Clerk, and ~~three~~four additional members. Other members of ministry teams may be asked periodically to represent their interest ~~to~~at 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 ~~upon recommendation of the Servant Leadership Core~~.
  - 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 ~~the Endowment~~ 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 ~~and executive sessions~~ are subject to the call of the Moderator. All participants in the congregation are welcome to attend Servant Leadership Team Meetings ~~, except for executive sessions~~.
- 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. ~~In lieu of standing committees,~~ The Servant Leadership Team is charged with seeing that ministry teams exist to address the work of the church, through broad involvement in:
- Creating an Environment for **Passionate Worship**
  - **Intentional Faith Development** across the lifespan
  - Fostering both **Extravagant Generosity** and good stewardship of resources
  - Offering **Radical Hospitality** to those within and outside the community of faith
  - Providing opportunities for Risk-Taking **Mission and Service**
  - ~~The care of the physical property of the church~~
- B. Ministry Teams shall normally be empowered to carry out their work provided they follow the following broad guidelines:
- In alignment with the Christian faith, and the stated Faith and Covenant of this congregation
  - Does 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.
  - Advances the current short- and long-term goals adopted by the congregation and its leadership.
  - A brief written overview identifies more than one person who has agreed to share responsibility for this ministry.
  - Simple initiatives may routinely move forward with little or no Servant Leadership Team discussion, while more complex initiatives may have to wait for the next team meeting.

## ARTICLE VI

### ~~SPECIAL COMMITTEES~~ AND TASK FORCES

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

- A. Reed-Smeaton Outreach Fund~~Endowment~~ Committee
1. Charged with oversight of and spending recommendations for the Reed-Smeaton Outreach Fund~~Outreach and Scholarship Endowment~~.
  2. Number of members, terms, and selection process shall be as defined in the governing documents of the Reed-Smeaton Outreach Fund~~Endowment~~.
- B. Finance Committee
1. Charged with developing and implementing a Stewardship Campaign, authorizing the financial secretaries to distribute contribution statement on a routing 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.
  - ~~1-2.~~ 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 Ground 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.

## 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~~SUSTAINING OUTREACH AND SCHOLARSHIPS (SOS)~~ FUND

The McFarland United Church of Christ ~~Marion Reed-Diane Smeaton Outreach Fund-Outreach and Scholarship Endowment, hereinafter called the "Endowment"~~ was created as the Sustaining Outreach and Scholarship Fund on the ~~is~~ 23<sup>rd</sup> day of January in the year 2000 by the McFarland United Church of Christ and modified as written below. The Marion Reed-Diane Smeaton Outreach Fund shall be referred to as the Reed-Smeaton Outreach Fund.

#### ARTICLE I Mission

THE FUND MISSION: To help finance Church outreach initiatives and scholarships that are aligned with deeply inclusive, Spirit-centered, welcoming community of McFarland United Church of Christ doing their best to live in the Spirit of Christ. ~~The Reed-Smeaton Outreach Fund~~ and to give the congregation opportunities to support such activities through investment returns along with the congregation's on-going contributions and planned giving or memorial donations. Fund trustees work closely with the Pastor and ~~for the~~ Servant Leadership Team to determine needs. ~~for such aid. Scholarship assistance will primarily be directed to children of MUCC members.~~

#### ARTICLE II RESPONSIBILITIES

Fund trustees are responsible for the following tasks:

- ~~To receive contributions and endowment gifts from the members and friends of the Church.~~
1. Promote the Fund's purpose and activities.
  - ~~1-2. To~~ Invest the donations through an investment firm with a focus on the safety of the principal amount.
  - ~~2-3.~~ Coordinate with the Church Treasurer who facilitates and controls asset activities as directed.
  4. Determine the amount that the Fund can provide award.
  - ~~3-5.~~ Collaborate with the Servant Leadership Team and church members to identify requests.
  - ~~4-6.~~ Determine which outreach initiatives are funded throughout the ~~Consider requests and select which scholarship and outreach initiatives are to be granted each~~ year.
  - ~~5-7.~~ Review financial records maintained by the Church Treasurer and Investment Firm.
  - ~~6-8.~~ Submit an ~~spread word about Fund's purpose and activities, including documentation in Church's~~ Annual Report.

#### ARTICLE III FUND TRUSTEES

1. Fund trustees are nominated ~~by the Servant Leadership Core~~ and approved by the Servant Leadership Team, striving to balance financial and investment knowledge with empathy for human needs and outreach.
2. The Reed-Smeaton Outreach ~~S~~ Fund Team will be comprised of ~~five~~ a minimum of five ~~three~~ Covenant Members, serving staggered three ~~year~~ terms with a one-year break between any subsequent terms.

3. The Chair is selected by the Fund Team. Preferably, the Chair should have at least one year of FundSOS Team experience.
- ~~2-4.~~ A quorum is required to conduct the business of the team and for voting; a quorum is a simple majority (e.g., for 5 trustees, 3 trustees are required to conduct the business of the team and vote)
- ~~3-5.~~ The Pastor and Moderator will be ex-officio members of the Reed-Smeaton Outreach Fund TeamEndowment Committee.

#### ARTICLE IV FINANCIAL SPECIFICATIONS

- A. A suggested minimum ~~No financial grants from the Fund will be approved until cumulative capitalization of \$25,000 will be maintained in the Reed-Smeaton Outreach Fund (amendable by congregation vote).has been reached as of December 31 of the prior year.~~
- ~~B.~~ When the capitalization is between \$25,000 and \$50,000 the committee may grant one half of the increase over the prior year end or \$25,000, whichever is higher.
- ~~C.~~ When the capitalization exceeds \$50,000 at the prior year end the committee may grant 100% of the excess over \$50,000.
- ~~D-B.~~ The church is not authorized to borrow monies from the Reed-Smeaton Outreach FSOS fund.
- ~~E-C.~~ No funds will be granted from the Reed-Smeaton OutreachSOS Fund for general budget items.
- ~~F-D.~~ The commingling of Reed-Smeaton OutreachSOS Fund monies with other church funds is prohibited except for assets that are awaiting investment or proceeds awaiting distribution.
- ~~G-E.~~ Theis Reed-Smeaton Outreach Fund is to servecreated by the McFarland United Church of Christ ~~to serve the Church~~ in perpetuity. If at any time, the Church leadership should revoke, or abolish, this Endowment agreement, the Endowment 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 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*
- *and further* *amended at the January 2015 annual meeting*
- *amended (and renamed the Reed-Smeaton Outreach Fund) at the January 2020 annual meeting*

The pages above represent the governing documents of the McFarland United Church of Christ as amended at its annual meeting on ~~January 26, 2020~~ February 1, 2015

\_\_\_\_\_

dated \_\_\_\_\_

Witness: Moderator

\_\_\_\_\_

dated \_\_\_\_\_

Witness: Vice-Moderator or Clerk