

**CONSTITUTION AND BY-LAWS FOR
ST. JOHN UNITED CHURCH OF CHRIST**

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ST. JOHN UNITED CHURCH OF CHRIST
CONSTITUTION

ARTICLE I: NAME OF THE CONGREGATION

The name of this congregation shall be "Saint John United Church of Christ" and is located in the Village of Germantown, County of Washington, State of Wisconsin.

ARTICLE II: PURPOSE

It shall be the purpose of this congregation to function as a Christian congregation for worship; to promote the Christian life; and to advance the Gospel of Jesus Christ at home and abroad, by preaching of the Word of God, by the correct administration of the Sacraments and by spiritual and physical support.

ARTICLE III: AFFILIATION

This congregation is a member of the Southeast Wisconsin Association and the Wisconsin Conference of the United Church of Christ.

ARTICLE IV: DOCTRINE AND FAITH

A. The Holy Bible is recognized as the inspired word of God and the ultimate rule for Christian faith and practice.

B. The doctrinal standard of this congregation and a summary of its faith is found in the "Statement of Faith" as approved by the Second General Synod of the United Church of Christ in 1959.

ARTICLE V: MEETINGS OF THE CONGREGATION

This congregation shall have an Annual Meeting and such other meetings as are provided for in the By-laws.

ARTICLE VI: QUORUM

Fifteen per cent (15%) of congregational membership shall constitute a quorum at any duly called meeting of the congregation.

ARTICLE VII: MEMBERSHIP

- A. We recognize that all baptized persons are members of the One Holy Universal Christian church.
- B. Persons who have been duly received into this congregation by confirmation, letter of transfer, or reaffirmation of faith shall be entitled to its rights and privileges as further defined in this constitution and by-laws.
- C. Members shall have the right to voice in the congregation. Members at 16 years of age and above are entitled to vote; at 18 years of age and above to hold office.
- D. Members who have permanently changed their residence to other communities shall be advised by the Pastor that letters of transfer will be provided them, should they decide to unite with another congregation.
- E. Members are entitled to burial privileges as provided in the Cemetery Rules and Regulations. (See Cemetery Association Constitution)

ARTICLE VIII: THE CHURCH COUNCIL

- A. The congregation shall function by the administration of the church council.
- B. The church council shall be composed of nine (9) members elected by the congregation. It shall have jurisdiction and oversight of the various congregational organizations and shall have representation on each standing committee except Staff Relations Committee. Five (5) members shall constitute a quorum for any council meeting. It shall organize as stated in the by-laws.

ARTICLE IX: ADMINISTRATION

- A. The supreme legislative and administrative power of the congregation is vested in the congregation itself, assembled in meeting duly and legally called as provided in the by-laws.
- B. It is the prerogative of the congregation, in meeting, to decide such questions as the buying and selling of property, building projects, extensive repairs of the church property, the call or rejection of a pastor, and questions of the policy of the congregation, as well as changes in the constitution and by-laws. For the transaction of all other business, the administration of the congregation is entrusted to the Church Council.

ARTICLE X: THE PASTOR

A. The congregation shall issue a call as Pastor only to a licensed minister of the United Church of Christ. The selection of the minister shall be coordinated with the Association Minister.

B. The Church Council shall present one candidate for office of Pastor; said candidate to be voted upon by the congregation. The congregation shall consider only one candidate at a time, and vote by ballot for or against his/her call. The candidate must be called by a two-thirds (2/3) vote of members present; the Council shall then tender him/her a call in the name of the congregation.

C. Termination of the call shall be according to the procedure as set forth in the by-laws.

D. Upon the resignation or dismissal of the current pastor, the congregation shall seek the appointment of an interim pastor through the association.

ARTICLE XI: PROPERTY

A. A majority of the congregation may, in its corporate name, sue and be sued, hold, purchase and receive title by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell or convey the same.

B. A two-thirds (2/3) vote at any congregational meeting shall be required for dissolving all properties of the church. Monies realized from such complete dissolution shall be donated to the Wisconsin Conference for Mission Outreach.

ARTICLE XII: ORGANIZATION OF THE CONGREGATION

A. All organizations of this congregation are subordinate to the Church Council and shall report to the same.

B. The work of the congregation shall be organized into three functioning boards: The Board of Elders, the Board of Deacons and the Board of Trustees. These boards shall meet annually, independent from each other, in consecutive sequence at quarterly intervals from the general annual meeting of the whole congregation (as further specified in the by-laws). The purpose of these meetings will be to discuss appropriate business and make recommendations to be presented at the congregational Annual Meeting, and select candidates to be nominated as Council representatives at the Annual Meeting. In addition to this, the Council representatives on these boards will meet throughout the year as needed.

C. The Board of Elders

1. The Board of Elders shall be comprised of all elders as identified and qualified in this constitution, having served two or more years on the Church Council and those members in good standing, who have served in the same and/or equal capacity in (other) affiliate

churches or have served on any of the standing committees of the Church for a period of at least two years, and request appointment as an Elder of the Church. Each year at their respective annual meetings, the Boards of Elders, Deacons, and Trustees shall recommend to the Church Council the names of members of any committee under their jurisdiction who have completed at least two years of service, have expressed a desire to become an Elder, and are therefore eligible to become Elders of the church. The Church Council will then present the candidates' names to the congregation at its annual meeting for membership approval.

2. The Board of Elders shall assist and support the Pastor in the spiritual, sacramental, and pastoral care and nurturing of the congregation. They shall faithfully and diligently with exemplary lives carry out the responsibilities in the areas of worship, mission, and stewardship entrusted to them by the congregation on behalf of St. John. Elders of the church are empowered with the sacred privilege of serving communion during the service of worship. The Board of Elders will oversee the task of the following committee functions in the work and life of the church:

- a. Spiritual Life Committee
- b. Constitution Committee
- c. Staff Relations Committee
- d. Outreach Committee
- e. Others as needed

3. The office of Elder is a special and sacred calling in the work of the church and worthy of ordination, which should be done during a Sunday service of divine worship.

D. The Board of Deacons

1. The Board of Deacons shall be comprised of all leaders and officers dealing with the programming of church activities. This includes the church secretary, the church organist, the church choir directors, and Sunday School teachers; Youth Advisors, officers of all fellowship programs, and the recording secretary, corresponding secretary, and deacon representative of the Church Council.

2. The Deacons are men and women who are called to serve the church in identifying needs and making decisions about allocating time, energy and human resources to meet these needs. Deacons organizationally and structurally help the church be aware of two avenues of service: seeking out and meeting the needs of church members and seeking out and meeting the needs of the unchurched. The Deacons will faithfully carry out the evangelism of St. John by consciously outreaching into the community at large. The following committees and programs shall be the responsibility of the Board of Deacons:

- a. Board of Christian Education
- b. Worship Committee
- c. Fellowship Programs
- d. Mission Program
- e. Other programs as needed

3. The office of Deacon should be given public recognition, therefore, installed during a Sunday service of divine worship.

E. The Board of Trustees

1. The Board of Trustees shall be comprised of all duly elected or appointed officers of the various associations affiliated with the work and ministry of the congregation along with the treasurer, financial secretary and trustee representative of the Church Council.

2. The Board of Trustees are entrusted with the responsibility for all matters of business management and recording of business transaction on behalf of the congregation, and the maintenance of the properties of the congregation movable and immovable. They shall see that all properties are insured against loss and damage, and are kept in good repair and condition. The following committees, programs and associations shall be the responsibility of the Board of Trustees:

- a. Stewardship Committee
- b. Custodial/Maintenance Committee
- c. Cemetery Association
- d. Historical Association
- e. Endowment Association
- f. Any other necessary affiliated association

3. The office of Trustee should be given public recognition, therefore installed during a Sunday service of divine worship.

F. The Church Council and the congregation at a duly called meeting reserve the right to establish a working task force to study or administer any necessary special interest or problem which may arise that is not covered by the work of one of the functioning boards. The purpose of the task force shall be clearly stated and a time frame established for such endeavors.

ARTICLE XIII: AMENDMENTS

A. Amendments to this constitution shall be presented in writing to the Church Council prior to its December meeting. The Council shall refer said amendments to the Constitution Committee before recommending action to the next Annual Meeting of the Congregation. Amendments must be adopted by a two-thirds (2/3) vote of all voting members present at the Annual Meeting.

B. Changes to the by-laws shall be presented in writing to the Church Council prior to its December meeting. The Council shall refer said changes to the Constitution Committee before recommending action to the next Annual Meeting of the Congregation. Changes must be adopted by a two-thirds (2/3) vote of all voting members present at the Annual Meeting.

BY-LAWS

MEMBERSHIP:

1. Membership in St. John is open to any individual who in good conscience professes Jesus Christ as his/her Lord and Savior. Whoever wishes to join this congregation and participate in the rights, obligations and privileges of its membership, shall announce such intention to the Church Council or Pastor. The Church Council, after due consideration upon the application, shall act upon the application. The applicant shall then be publicly received into membership before the worshipping congregation.
2. The applicant for membership in this congregation shall follow the procedure below:
 - a. Inform the Council or Pastor of intention to join.
 - b. If possible, procure letter of transfer from former church.
 - c. If not baptized, be baptized (with due instruction).
 - d. Make reaffirmation of faith.
 - e. Attend church membership classes as required by the Pastor and the Church Council.
3. Active members of this congregation are expected to take part in the life and work of the church. This may include regular worship attendance, partaking of holy communion, Christian stewardship, and/or financial support to the church.
4. For purposes of reporting Our Christian Wider Mission and our Southeast Association obligations, an active member shall be defined as a member who has contributed financially in the last fiscal year. Active membership shall be determined yearly.
5. A member shall be considered to be inactive if, without justifiable cause, for a period of at least one year he/she has, in spite of friendly advances, demonstrated a lack of concern for the church. "Lack of concern" shall be defined as failure to adhere to By-Law 3. Continuing efforts will be made by the pastor and Spiritual Life Committee to encourage members who are inactive to become active. If a member wishes to discontinue membership or desires to transfer membership, the Church Council will take such action.

OFFICE OF THE PASTOR:

7. It is the duty of the Pastor to preach the Word of God in the divine worship service according to his/her best knowledge and inner conscience; to expound God's plan of salvation; to administer the Holy sacraments, to visit the sick; to be concerned about the poor and distressed to the best of his/her ability; to instruct the saints for the work of ministry according to Ephesians 4:12; to be a pastor to the people. The Pastor is to keep punctually a church record book into which are to be entered the record of baptisms, confirmations, marriages, deaths, transfers, resignations and other pertinent information. Upon leaving the congregation, the Pastor shall give the church record book to the secretary of the Church Council. The Pastor's conduct shall be pleasing to God, and be a model to the congregation. The Pastor shall carry out all duties faithfully. At all times and in all places, the Pastor is the Ambassador of Christ. The Pastor shall attend all Council meetings unless excused by the president.
8. The Pastor shall be called for an indefinite period. He/she shall be given a yearly contract negotiated by the Council upon the recommendation of the Staff Relations Committee and approved by the membership at the Annual Meeting. Termination of call may be initiated by a letter of resignation from the Pastor or by a simple majority vote of those present at a duly called congregational meeting.

9. The ministry of the Pastor shall be evaluated annually by a Staff Relations Committee as provided in the by-laws.

10. The Pastor, a member of the congregation, shall enjoy all the privileges enjoyed by members of the congregation. He/she is an ex officio member of all organizations and all committees within the congregation. The Pastor is empowered to call a meeting of any group in the church.

11. No other minister shall perform any religious ceremony in the church without the Pastor's consent. To invite a speaker during a temporary absence of the Pastor or for special occasions, the consent of both Pastor and Church Council is necessary. In the event the Pastor cannot be reached, the Church Council shall have final authority.

CHURCH COUNCIL:

12. The Church Council shall be composed of three (3) Elders, three (3) Deacons and three (3) Trustees.

13. Elders, Deacons and Trustees shall be elected to the Council by a majority vote at a congregational meeting for a term of three (3) years. A member of the Council, after having served two (2) consecutive terms in office shall not be eligible for nomination for such office again until one (1) year has elapsed.

14. No member currently serving on the Staff Relations Committee may concurrently serve as a member of the Church Council.

15. Nominations for each office of Elder, Deacon and Trustee shall be endorsed by the Council and cleared by the nominees. Public notice of such nominations shall be given in the weekly bulletin, at least one week before the election. Additional nominations may be made by the congregation for each office. Opportunity for such nominations is to be given at the time of the election.

16. In order to provide continuity, each year one Elder, one Deacon and one Trustee shall be elected.

- a. Elders select a President and Vice-President
- b. Deacons select a Corresponding and Recording Secretary
- c. Trustees select a Treasurer and Financial Secretary

17. Vacancies on the Church Council shall be filled by appointment from the president for the unexpired term and approved by the Council.

18. When elected, the Elders, Deacons and Trustees shall be publicly ordained to/installed in their respective offices in a divine worship service.

19. The Pastor of the congregation is ex officio a member of the Council and has a voice but no vote.

20. The Church Council shall meet at least monthly at a time and place convenient to its members for the transactions of such business as may properly come before it. Special meetings are subject to the call of the president or Pastor. All meetings of the Church Council are open to any and all members of the congregation.

21. The PRESIDENT shall see that all meetings are regularly called and open; and shall conduct such meetings, and see that all resolutions are carried out. He/she is empowered with the treasurer to sign all contracts, loans, vouchers, and deeds in the name of the congregation.

22. The VICE-PRESIDENT shall preside at all meetings when the president is absent. It is expected that the vice-president will assist the president in carrying out the administrative duties.

23. The RECORDING SECRETARY shall keep a record of all transactions of all called meetings of the Church Council and congregation.
24. The CORRESPONDING SECRETARY will attend to all official correspondence on behalf of the Church Council and congregation.
25. The TREASURER shall have charge of all monies for congregation support and the benevolent program of the congregation. He/she shall make a monthly report to the Council and make an annual report. The treasurer is empowered, with the president, to sign all contracts, loans, vouchers and deeds.
26. The FINANCIAL SECRETARY shall receive all monies. He/she shall give all monies to the treasurer. The financial secretary shall keep accurate record of each member's contributions and make a monthly report to the Council and an annual report to the congregation.
27. If bonding is deemed necessary for protection of church accounts, the Council shall make such provisions.
28. The Church Council is to set a Christian example by its conduct, and is to carry out its duties in a responsible, Christian manner. The Church Council shall oversee the temporal and spiritual life of the congregation. The Church Council is to promote unity and Christian love among the members of this congregation, and it shall provide for the Christian education of its youth and all members.
29. The Church Council shall transact the business of the congregation through the various boards as listed in the constitution and by-laws. It is to make provision for: preparing the budget and raising monies for the needs of the congregation, including Our Church's Wider Mission of the United Church of Christ and other benevolent purposes; auditing the financial accounts; and making complete provisions for the adequate support of the staff of workers. It shall keep a complete and accurate record of its proceedings and shall be the custodian of all congregational records, and report to the congregation at all regular and special meetings. It shall submit any and all records to the Association and Conference when the occasion requires or when the Association or Conference requests.
30. The Church Council shall authorize the payment of all legitimate bills or invoices presented to the congregation.
31. The Church Council shall elect delegates and alternates to meetings of the Association and the Conference.
32. The Church Council may authorize any extraordinary expense up to \$2,000.00. If any expense exceeds \$2,000.00, it must be approved by the congregation, except in the case of emergency repairs.
33. The Church Council shall do everything in its power to reduce the debt of the congregation, if any, by encouraging devoted Christian stewardship.

CONGREGATIONAL MEETINGS:

34. Every meeting of the congregation must be announced at least twice, with the first notice being given at least two (2) weeks prior to the meeting. The president or majority of the Council may call for a meeting of the congregation. Meetings shall also be called upon the written request of ten (10) per cent of the members of the congregation. Upon receipt of such a request, the Church Council shall issue the call for a meeting giving the required notice as above. The business of the special meeting is to be announced along

with each notification, and only such business as announced beforehand may be considered at such meetings.

35. Robert's Rules of Order (Revised) is to be the primary authority at all meetings of the congregation, as well as at all meetings of the Church Council, except where said rules are in conflict with the constitution and by-laws of this congregation.

36. The Annual Meeting of this congregation shall be held the first Sunday in February. Upon action of the Council, the meeting may be changed to a date within two weeks of this date.

37. It is the responsibility of all members to attend the Annual Meeting, as well as all congregational meetings.

38. The Agenda of the Annual Meeting shall be:

- a. Devotional Period
- b. Call to order (by the president)
- c. Reading of the minutes (by the recording secretary)
- d. Reports of the treasurer and financial secretary
- e. Report of the Auditing Committee
- f. Other reports: pastor, president, organizations, committees, etc.
- g. Election of officers
- h. Adoption of budget
- i. Transaction of old business
- j. Transaction of new business
- k. Adjournment
- l. Closing Prayer

THE CHURCH BOARDS:

39. The Board of Elders shall meet annually in the month of May. The Council president will call and chair the meeting, and the vice-president will record the minutes. The agenda of the meeting shall be:

- a. Opening Prayer (by the Pastor)
- b. Call to order (by the Council president)
- c. Reading of the minutes (by the vice-president)
- d. Report of the standing committees
- e. Recommend chairperson for each program committee under Elder responsibility
- f. Recommendations for the Church Council and resolutions for the congregational Annual Meeting
- g. Nominations for Council Elder representative
- h. Adjournment
- i. Closing Prayer

40. The Board of Deacons shall meet annually in the month of July. The Council recording secretary will call and chair the meeting, and the corresponding secretary will record the minutes. The agenda of the meeting shall be:

- a. Opening Prayer (by the Pastor)
- b. Call to order (by the recording secretary)
- c. Reading of the minutes (by the corresponding secretary)
- d. Report of standing committees
- e. Recommend chairperson for each program committee under Deacon responsibility

- f. Planning and approval of a tentative program calendar of regular and special events for the coming year
 - g. Recommendations for the Church Council and resolutions for the congregational Annual Meeting
 - h. Nominations for Council Deacon representative
 - i. Adjournment
 - j. Closing Prayer
41. The Board of Trustees will meet annually in the month of November. The Council treasurer will call and chair the meeting, and the minutes will be recorded by the Council financial secretary. The agenda for the meeting shall be:
- a. Opening Prayer (by the Pastor)
 - b. Call to order (by the treasurer)
 - c. Reading of the minutes (by the financial secretary)
 - d. Report of standing committees
 - e. Recommend chairperson for each program committee under Trustee responsibility
 - f. Acting on the church budget as submitted by the Stewardship Committee, to be presented to the Church Council prior to its January meeting
 - g. Recommendations for the Church Council and resolutions for the congregational Annual Meeting
 - h. Nominations for the Council Trustee representative
 - i. Adjournment
 - j. Closing Prayer
42. The Spiritual Life Committee shall consist of six (6) members of the congregation who shall be appointed by the president for a term of three (3) years. Two new members shall be appointed each year. One additional member shall be an elder representative from church council appointed by the president annually. The task of the Spiritual Life Committee will be to assist the pastor in the pastoral care of the congregation. Committee members will assist in the visitation, care, and comfort of the sick, or any member in need of spiritual support and prayer. They are to assist the pastor in making home and hospital visits, and to represent the presence of the whole church (the Body of Christ), when home communion is administered to shut-ins. At the time of confirmation or baptism, a representative from the Spiritual Life Committee will present the person to the congregation, assuring the congregation that the person has received proper instruction.
43. The Worship Committee shall consist of five (5) members of the congregation who shall be appointed by the president for a term of three (3) years. One new member shall be appointed each year. In addition to these individuals, the committee shall also include the choir director, church organist and a deacon representative from the church council. The committee shall be chaired by a member appointed at the annual Board of Deacons meeting. The Worship Committee shall meet monthly or as necessary to evaluate, assist with and enhance the planning and executing of the worship service. This committee will oversee coordination of liturgists, ushers, greeters, acolytes and others involved in the worship service. The committee will arrange for elders to serve communion and prepare elements for communion. The Worship Committee will be responsible for maintaining, evaluating and enhancing the decor of the sanctuary and other worship related fixtures.
44. The Stewardship Committee shall consist of three (3) members of the congregation who shall be appointed by the president for a term of three (3) years. One member shall be appointed each year. In addition to these individuals, the committee shall consist of

the Financial Secretary and Treasurer. The committee shall be chaired by a member appointed at the annual Board of Trustees meeting. The Stewardship Committee shall meet monthly or as necessary to develop and implement a meaningful stewardship program in the areas of time, talents and treasures. The committee shall issue monthly information in the church newsletter, and promote proper education in the area of Christian Stewardship. This committee is in charge of distributing the church offering envelopes to members. The Stewardship Committee shall submit a church budget to the Board of Trustees two weeks prior to its annual meeting in November.

45. The Constitution Committee shall consist of at least three (3) members of the congregation, one of which shall be an elder representative from church council, appointed by the president for a term of three (3) years. One member shall be appointed each year. The committee shall be chaired by a member appointed at the annual Board of Elders meeting. The Constitution Committee shall meet annually during the month of December and as necessary to consider proposed amendments to the constitution and proposed changes to the by-laws referred by the church council. The committee shall submit its considerations to the church council prior to the January council meeting.

46. The Staff Relations Committee shall consist of six (6) members appointed by the president of the congregation to ensure a representative cross section of the congregation. Each member will serve a term of three years with two new representatives being appointed each year by the president at the annual meeting of the Board of Elders. No member currently serving on the Church Council may concurrently serve as a member of the Staff Relations Committee. The chairperson shall be designated at the annual meeting of the Board of Elders. The committee will meet quarterly and as needed, to evaluate, support and assist both the professional and personal needs of the Pastor and staff. The salary and benefits of the Pastor and staff will be negotiated by the Staff Relations Committee. It will act as advocate for the Pastor and staff when signing their annual contracts with the Church Council. This committee will register work contracts for the church staff, both paid and volunteer personnel. This committee will work closely with the Association and the Pastor to ensure that the proper requirements for Ministerial Standing are followed (i.e., In-Care, licensure, and ordination). This committee will listen to any complaints or grievances against the staff or personnel serving at St. John UCC and recommend appropriate action to be taken by the Church Council or congregation. The committee will act as the "Pastor to the Pastor" in this congregation.

47. The Outreach Committee shall consist of at least four (4) members of the congregation, one of which is an elder representative from church council, who shall be appointed by the president for a term of one (1) year. The committee shall be chaired by a member appointed at the annual Board of Elders meeting. The Outreach Committee shall meet monthly or as necessary to develop and oversee plans for visiting non-members, plan events that help promote church growth, develop publications promoting the church, consider ways to assimilate new members into church programs, and keep current bulletin boards of member recognition and new member highlights.

48. The Custodial/Maintenance Committee shall consist of at least six (6) members of the congregation who shall be appointed by the president for a term of three (3) years. Two members shall be appointed each year. In addition to these individuals, the committee shall consist of the president of the Cemetery Association and a Trustee representative from the church council. The committee shall be chaired by a member appointed at the annual Board of Trustees meeting. The Custodial/Maintenance Committee shall meet bimonthly or as necessary to provide year-round care for the buildings and property of St.

John UCC. This committee shall set annual priorities for repairs and improvements; establish a long term maintenance schedule for church buildings, property and equipment; secure a coordinator to set up a cleaning schedule; and oversee snow removal on church property.

ASSOCIATIONS:

49. The Cemetery Association will be governed by the rules and regulations of its respective constitution (Attached). A trustee appointed by the council shall be a member of this association and act as liaison between the Church Council and this association.

50. The Historical Association will be in charge of maintaining the church archives in good order, and promoting the history of St. John Church, in its past heritage and contributions to the Germantown community. This association will want to be in communication with local, county and state historical societies in the care and maintenance of St. John as an historic landmark. It will also need to be in communication with the Denominational Historical Office in Lancaster, Pa. The Board of Trustees will appoint an administrator at their annual meeting. The trustee representative will act as liaison between this association and the Church Council.

51. The Endowment Association will be entrusted with the governing, investing, and promoting of the financial resource of the endowment and/or memorial fund for St. John Church. The Board of Trustees will appoint an administrator at their annual meeting. The financial secretary will act as liaison between this association and the Church Council.

PROGRAMS:

52. The Board of Christian Education shall consist of at least eight (8) members of the congregation. At least three (3) members of the congregation shall be appointed by the president for a term of three (3) years. One new member shall be appointed each year. In addition to these individuals, the committee shall consist of the Christian Education administrator, youth coordinator, Sunday School coordinator, adult education coordinator, and a deacon representative from the church council. The board shall be chaired by the Christian Education administrator who shall be appointed at the annual Board of Deacons meeting. The youth coordinator, Sunday School coordinator and adult education coordinator shall be appointed by the Christian Education administrator. The Board of Christian Education shall meet bimonthly or as necessary to assist the administrator in planning and implementing the programs of the board. The board will function according to the guidelines and/or constitution approved by the Church Council (attached).

53. The Fellowship Programs will function according to their respective guidelines and/or constitutions. The Board of Deacons will endorse the duly elected or appointed officers at their annual meeting. A deacon representative from council will act as a liaison between the various fellowship programs and the church council.

54. The Mission Alive Program is designed to assist church members in need as well as to support various community projects and extend Christian outreach worldwide. Mission Alive is charged with collecting and distributing needed monies and materials and providing educational opportunity to the congregation in the area of various mission projects.

OBLIGATION TO THE UNITED CHURCH OF CHRIST:

55. Delegates from this congregation shall be elected each year by the Church Council for Association and Conference meetings. They shall also arrange that delegates of the congregation representing the congregation, the Church Council, the church school, the men's, women's and young people's organizations and the Pastor, when going as official delegates of this congregation, such expenses shall be paid by the congregation.

56. This congregation shall regularly contribute to the support of the United Church of Christ, the Wisconsin Conference and the Southeast Wisconsin Association of same church according to the rules and actions of the Conference and Association.

57. This congregation, either through its Pastor or officers, shall make such report to National, Conference and Association authorities as may be required of it.

(See By-Laws - Office of the Pastor #7)

OFFICIAL YEAR OF THE CONGREGATION:

58. The fiscal year shall be from January 1 to December 31.

CEMETERY ASSOCIATION CONSTITUTION

The Church Council shall appoint for a term of one year, three members of the congregation in good standing, as the Cemetery Board of Trustees, who shall be responsible for the care and management of the church cemetery as set forth in the By-laws. A trustee appointed by the Council shall be one of these members, and will act as a liaison between the Church Council and this association. Members of the Cemetery Board of Trustees may be re-appointed from year to year.

The Church Council shall fill any vacancy caused by resignation or death within 30 days of the vacancy.

Within twenty days after their appointment, the Cemetery Board of Trustees shall meet and elect from among their number a President, a Vice-President, and a Secretary-Treasurer.

The duties of the President shall be to preside at all meetings of the Cemetery Board of Trustees. He shall be authorized to sign all checks, burial grants and perpetual care agreements. He shall generally perform all such other duties as usually devolve upon such office, and do and perform all duties as may be required of him by the Cemetery Board of Trustees.

The duties of the Vice-President shall be to discharge the duties of the President in the event of his absence or disability, or any cause whatever, and such other duties as may be required of him by the Cemetery Board of Trustees.

The duties of the Secretary-Treasurer shall be to keep and account for all the monies of the Cemetery Board of Trustees and shall disburse the same by check signed by the President and counter-signed by the Secretary-Treasurer. The Secretary-Treasurer shall keep a record of the proceedings of the meetings of the Cemetery Board of Trustees, and keep a record of the burials made in the cemetery. He shall keep such further records as the Cemetery Board of Trustees shall deem necessary to carry out the requirements of the Board. He shall sign all burial grants and perpetual care agreements. He shall be furnished with such a bond as is fixed by the Cemetery Board of Trustees. The Cemetery Board of Trustees may make a reasonable annual assessment upon all members of St. John United Church of Christ for cleaning, care and improvement of the cemetery as a whole. Such assessment shall not exceed \$10.00 per year, per member. Holders of perpetual care agreements shall also be subject to this assessment. The Secretary-Treasurer shall forthwith mail notice of such assessment to each member of the church, directing payment to the Secretary-Treasurer of the Cemetery Board of Trustees within thirty (30) days of the date of the notice.

Grave spaces for burial may be granted to any active member as defined in the Church constitution under By-Law 3, page 6, to children of active members, to a former member who left the congregation in good standing, or to an inactive member of the church. Burial spaces shall be provided in the Church cemetery by rotation, except that two (2) adjacent burial spaces may be reserved for a wife, husband, or children at the time of the designation of a burial space. All members, or former members, granted a grave space for

burial shall be given a perpetual care certificate. Payment for the burial grant of this grave space, and any adjacent grave shall be made to the Secretary-Treasurer of the Cemetery Board of Trustees before burial shall be permitted, or through the funeral director responsible for funeral arrangements.

The cost of the burial grant to an active member, their spouse, or children, for each grave, which includes perpetual care, shall be \$200. This does not include the cost for the grave opening.

The cost of the burial grant for each grave for former members who left the congregation in good standing and their spouse or children, which includes perpetual care, shall be \$400. This does not include the cost for the grave opening.

The cost of the burial grant to an inactive member, their spouse, or children, for each grave, which includes perpetual care, shall be \$400. This does not include the cost for the grave opening.

In the event the holder of burial grant and perpetual care certificate leaves the church, the holder may retain the right to burial on such space as was purchased and assigned.

No burial grant or perpetual care certificate is assignable without permission of the Cemetery Board of Trustees.

All funds received by the Secretary-Treasurer shall be deposited and invested in the name of the Cemetery Board of Trustees in a General Fund, and a Trust Fund. Funds received from the sale of burial grants, or special gifts or donations so designated, except when otherwise provided, shall be deposited in the Trust Fund, and may only be drawn upon to make investments, or used to purchase additional cemetery land. Interest income from the Trust Fund investments shall be used for the payment of such expenses as necessarily incurred in the operation and maintenance of the cemetery. All other funds received such as interest, annual assessments, or special gifts so designated shall be deposited in the General Fund from which shall be drawn the monies necessary to maintain the cemetery.

All investments made by the Cemetery Board of Trustees with funds from the Trust Fund shall be made subject to Chapter 320 of the Revised Statutes of the State of Wisconsin and acts amendatory thereto, or in such manner as may be approved by the County Judge of Washington County.

The Cemetery Board of Trustees, appointed by the Church Council, shall be responsible for the care and management of the cemetery grounds in all respects except the buying and selling of real estate which power shall remain with the congregation. Only the Board of Trustees shall issue burial grants and perpetual care certificates. The board may set up rules and regulations covering the care and management of the church cemetery, the adoption of which must be approved by the church council.

The cemetery board of trustees shall present a written report of its yearly activities to the church council at its January meeting, and to the entire congregation at its annual meeting.