

Amendment to the Constitution of Community United Church of Christ
November 14, 2004

Whereas Community United Church of Christ has been looking at its polity since at least January of 1999, and

Whereas a special task force comprised of Tom Ward, Edie Knippel, and Scott Bush researched and reported on possible changes in structure during 2002 and 2003, and

Whereas the Congregation has held three congregational forums discussing Polity, and

Whereas the Church Council of Community United Church of Christ at a retreat in May of 2004 found that a transition period was needed to achieve a structure different than our current polity,

We, the members of the Community United Church of Christ Polity Process Group, hereby move the following interim changes be implemented in the Community United Church of Christ Constitution from the time of the January 2005 Annual Meeting until the January 2007 Annual Meeting:

Moved, that Article XII (Property), Article XIV (Fiscal Year), Article XV (Rules of Order), and Article XVI (Amendments) remain unchanged in their entirety;

Moved, that Article IX (Members-At- Large), Article X (The Diaconate), and Article XI (Committees) be suspended in their entirety;

Moved, that Article V (Membership) be modified to replace all references to “Diaconate” and “the Board of Deacons” with “the Administrative Committee”.

Moved, that Article VI (Governing Body) be modified to replace “The Moderator shall preside at the congregational meetings and the Church Council and the Clerk shall serve as secretary. In the temporary absence of the Moderator, the Council shall select as Acting-Moderator the senior Member-at-Large, chair of the Deacons, or the Treasurer.” with “The Moderator shall preside at the congregational meetings and the Administrative Committee meetings and the Clerk shall serve as secretary. In the temporary absence of the Moderator, the Administrative Committee will select an alternate chair from the gathered members.”

Moved, that Article VII (Church Council) be modified to replace all references to “Church Council” and “Council” with “Administrative Committee”.

Moved, that Article VII (Church Council), Section 1 be replaced in its entirety with “The Administrative Committee shall be the policy making body of this Church and shall conduct the business of the Church. It shall consist of the Pastor, the Moderator (who shall serve as Chair), the Treasurer, the Clerk, the Internal Communications Officer, the

Community Life Calendar, and the Financial Policy Officer. In the temporary absence of the Moderator, the Administrative Committee will select an alternate chair from the gathered members.”

Moved, that Article VII (Church Council), Section 2 be modified to replace “Nine (9) members shall constitute a quorum” with “Five (5) members of the Administrative Committee shall constitute a quorum”

Moved, that Article VII (Church Council), Section 5 be replaced in its entirety with “The Administrative Committee shall make temporary appointments to fill vacancies existing among the officers (except the Pastor – see Article VIII) of the Church and members of any committee or task leaders pending election of such replacements at the next Church Meeting of the Congregation.”

Moved, that Article VII (Church Council), Section 6 (Executive Committee) be suspended in its entirety.

Moved, that Article VIII (Officers), Section 1 (Pastor) be modified to replace all references to “the Church Council” and “the Council” with “the Administrative Committee” and be modified to replace “The Pastor shall be in charge of the spiritual welfare and development of the Church with the Counsel of the Diaconate and shall be a full member of the Council and an ex-officio member of all boards and committees” with “The Pastor shall be in charge of the spiritual welfare and development of the Church and shall be a full member of the Administrative Committee”.

Moved, that Article VIII (Officers), Section 2 (Moderator) be modified to replace all references to “the Church Council” with “the Administrative Committee” and be modified to replace “The Moderator is a member of the Executive and Personnel Committees” with “The Moderator is a member of the Personnel Committee”.

Moved, that Article VIII (Officers), Section 3 (Clerk) be modified to replace “The Clerk shall keep an accurate record of proceedings of the Church, Executive Committee, and of the Church Council.” with “The Clerk shall keep an accurate record of proceedings of the Church and of the Administrative Committee.” and be modified to replace “The Clerk shall be a member of the Council, Executive Committee, and the Personnel Committee.” with “The Clerk shall be a member of the Administrative Committee.”

Moved, that Article VIII (Officers), Section 4 (Financial Secretary) be modified to remove “The Financial Secretary shall be a member of the Stewardship Committee and of the Council.” and be modified to replace all remaining references to “the Church Council” and “the Council” with “the Administrative Committee”.

Moved, that Article VIII (Officers), Section 5 (Treasurer) be modified to replace all references to “the Church Council” and “the Council” with “the Administrative Committee” and be modified to replace “The Treasurer shall be a member of the Budget and Finance,

Executive and Personnel Committees and of the Council.” with “The Treasurer shall be a member of the Administrative Committee.”

Moved, that the following be added to Article VIII (Officers) as Section 6: “An Internal Communications Officer to be elected at the Annual Meeting and to serve for a term of one (1) year. The Internal Communications Officer shall provide a necessary link between the Administrative Committee and the congregation through publishing important events, news, or decisions in the Communigram, the bulletin, the dialog table, and throughout the church building. The Internal Communications Officer shall also be the repository for communication between the Office Manager and the congregation for deadlines and boundaries.”

Moved, that the following be added to Article VIII (Officers) as Section 7: “A Community Life Calendar person to be elected at the Annual Meeting and to serve for a term of one (1) year. The Community Life Calendar person shall coordinate events at the church during this interim period so that the congregation continues to come together in fellowship and community. He or she will be aware of events which are already part of the church’s life and maintain them on a calendar. He or she will make sure the year has events planned to bring the whole church together. The Community Life Calendar person will also make sure that the Administrative Committee is aware of any scheduling concerns or conflicts. The Community Life Calendar person will have an upcoming six month calendar available for review at every Administrative Committee meeting.”

Moved, that the following be added to Article VIII (Officers) as Section 8: “A Financial Policy Officer to be elected at the Annual Meeting and to serve for a term of one (1) year. The financial policy officer will provide financial oversight and will work with the treasurer to monitor the financial health of the Church. The Financial Policy Officer will coordinate creation and/or oversight of policies concerning the financial life of the church, such as Endowment Funds and Memorial Gifts.”

Moved, that Article XIII (Church Meetings) be modified to replace all references to “the Church Council” with “the Administrative Committee”.

Moved, that Article XVII (Youth Delegate) be modified to replace “This delegate shall be selected by a committee consisting of the Minister, the chair of the Board of Deacons, and the chair of the Religious Education Committee. Guidelines for selection and preparation of the youth delegate shall be approved by the Church Council.” with “This delegate shall be selected by the Administrative Committee. Guidelines for selection and preparation of the youth delegate shall be approved by the Administrative Committee.”

Moved, that the following four (4) Sections be added as “Amendment 1”:

Section 1 - Overview of the Interim Structure

The interim structure relies on the congregation to set priorities and direction, task leaders to oversee the work of the Church, an Administrative Committee to handle those issues not covered by task leaders. In addition, a personnel committee will be responsible for the support and oversight of the paid staff of the Church.

Section 2 - Operating Principles:

The interim structure shall:

- Begin as small as possible and grow when necessary.
- Assign each essential task to a single owner (Task Leader) with a clear understanding of what is required and what resources are available.
- Create a single policy-setting committee (Administrative Committee) that has authority over areas not covered by the Task Leaders.
- Add two extra congregational meetings each year to set overall Church direction and facilitate communication within the congregation.

Provide opportunities come together as a congregation to create a new permanent governance structure to begin after completion of the interim period.

Section 3 – Committee Structure

The previous committee structure has been replaced by two standing committees and as many tasks leaders as necessary to perform the work of the Church. The standing committees shall be the Personnel Committee and the Administrative Committee and their members shall be elected at the January Annual Meeting.

a) Personnel Committee

The Personnel Committee shall consist of the Moderator, an elected Chairperson for the committee, and an additional three (3) elected members. The personnel committee shall provide both accountability and support to the paid staff of the Church. They shall work with the staff to create goals for the year and shall meet with each staff member to review progress against these goals. The committee shall provide salary recommendations to the Administrative Committee when requested for budget planning.

b) Administrative Committee

The Administrative Committee shall exist as defined in amended Article VII.

c) Task Leaders

Task leaders will be given well defined areas of responsibility for implementing the work required in the life of the Church. They are not expected to do all the work required, but rather to see that the work is done effectively. One of the most important traits of a task leader will be to involve other individuals in completing the given tasks.

Section 4 – Congregational Meetings

An essential component of the interim structure shall be the addition of two (2) Congregational Meetings to share experiences and set direction for specific parts of the life of the Church. These two (2) additional meetings shall occur in the Spring and the Fall of the year. The Spring Meeting shall focus on the areas of education and fellowship. The Fall Meeting shall focus on the areas of outreach, mission, and Church Building issues. These Meetings shall allow the congregation to set the direction of the Church and to create new tasks when necessary.