

FIRST CONGREGATIONAL CHURCH OF SAUGATUCK

296 HOFFMAN STREET

P. O. BOX 633

SAUGATUCK, MI 49453

CONSTITUTION ADOPTED

JANUARY 20, 2019

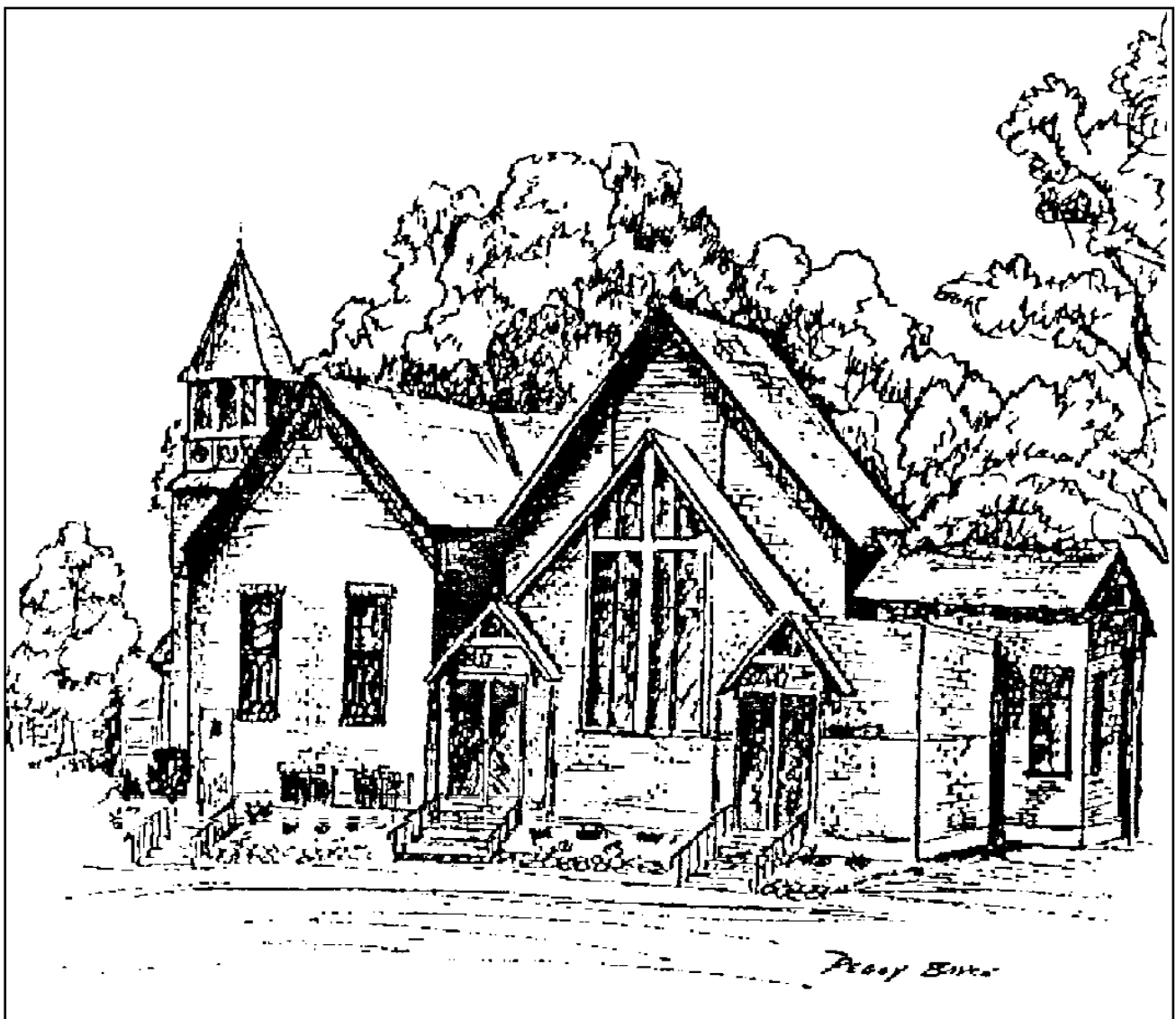


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CONSTITUTION OF THE FIRST CONGREGATIONAL CHURCH SAUGATUCK, MICHIGAN

January 2019

VISION STATEMENT

The vision God has given our church:

We the people of First Congregational Church are a joyous people of all ages who celebrate God in vibrant, participatory worship through fervent prayer, zestful music, and the proclamation of the word. We are not afraid to take risks following Christ's path.

We are involved in one another's lives in a caring manner and provide support, understanding and encouragement through Christian fellowship. We welcome any and all people who care to join us.

We are committed to personal growth through high quality, challenging Christian Education programs.

We are a vital part of our communities and play an important role in their spiritual and social development.

COVENANT

We covenant with the Lord and one with another, and do bind ourselves in the presence of God, to walk together in all His ways, according as He is pleased to reveal Himself unto us in His blessed word of truth.

--1629 Salem Covenant

Article I. Name, Affiliation, Fellowship

- 1) The name of the church is: The First Congregational Church of Saugatuck, Michigan. (The Church)
- 2) The Church is located in the City of Saugatuck, County of Allegan, State of Michigan.
- 3) The members of The Church do agree to worship and labor together as a church according to the faith and practices of the Congregational Way and as shown in the 1629 Salem Covenant.
- 4) The Church is incorporated as a Congregational Church under Act 53 of the Public Acts of Michigan of 1901 as amended.
- 5) The government of The Church is vested in her members.
- 6) The Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation as is commonly expressed by Congregational Christian Churches through the fellowship of the Regional Association, the State Association, and the National Association of Congregational Christian Churches and to share their common aims and work.
- 7) The Church shall not merge with any non-Congregational denomination. In case of doubt as to the meaning of the word "Congregational," the Article of Association, Constitution and By-Laws of The Church shall be accepted as setting forth the basic principle of Congregationalism.
- 8) The church is in direct fellowship with all churches that seek to promote the Kingdom of our Lord Jesus Christ. The Church shall cooperate with other denominations, Ministerial Associations, Councils of Churches, and other joint efforts in such ways and at such times as the membership of The Church may determine.

Article II. Pastor

- 1) The Pastor shall have in his/her charge the spiritual welfare of The First Congregational Church of Saugatuck. (The Church) To this end he/she shall preach the Gospel, administer the sacraments, have under his/her care all services of public worship, be active in pastoral services to the members of the Church, act as “head of staff”, and administer the activities of The Church in cooperation with the various leadership and committees/teams of The Church. He/she shall be an ex-officio, non-voting member of the Board of Ministry and the various committees/teams of The Church. The Pastor shall be responsible to the members of The Church through its Board of Ministry.
- 2) There shall be a Pastoral Relations Committee, which shall consist of the Moderator and two appointed representatives from the Board of Ministry. This committee shall meet with the Pastor to discuss matters of common interest and concerns quarterly. The Moderator shall act as Captain of the Pastoral Relations Committee and arrange meetings.
- 3) A Pastor may be called or dismissed by a majority of the members of The Church present at a congregational meeting called for that purpose. If the call is for an indefinite period, the Pastoral Search Committee may be dissolved by either the Pastor or The Church giving three (3) months written notice, unless the requirement of such notice shall be waived by mutual consent.
- 4) Within two (2) weeks of the notification of a vacancy in the pulpit, the Board of Ministry shall call for a special congregational meeting for the purpose of electing a Pastoral Search Committee. This committee shall consist of no fewer than nine (9) people. The Board of Ministry shall select a slate of candidates to serve on the Pastoral Search Committee and present it to the membership for approval. Persons serving on the Pastoral Search Committee can be members or non-members of the congregation with no age restrictions. The Pastoral Search Committee shall solicit candidates, review candidates' qualifications and recommend a candidate(s) to the Congregation for approval.
- 5) The calling of full-time associate Pastors shall follow the procedures specified in Section 4 above. The Board of Ministry may appoint part-time assistant Pastors or student Pastors.

Article III. Election of Officers and Boards

- 1) Elections:
 - A) At each Annual Meeting there shall be elections to fill vacancies among the various leadership and committees/teams of The Church.
 - B) Those elected at the Annual Meeting shall take office immediately following the conclusion of the Annual Meeting and shall serve until their successors takes office.
 - C) After serving two (2) successive terms in one office or captain position, that person shall not be eligible for re-election to that same position until the expiration of at least one (1) year. A full term is 50% or more of the period of office established by this constitution.
 - D) The unexpired term of any vacancy on a board may be filled by the respective board. The Board of Ministry may fill vacancies among the leadership of The Church until the next Annual Meeting or until a special meeting duly called for that purpose can be held.
- 2) Board of Ministry Officers: At appropriate Annual Meeting, there shall be elected to serve for a term of two (2) years the following Officers:
 - A) Moderator
 - B) Clerk
 - C) Treasurer
 - D) Congregational Way Captain, who will serve as a delegate to the NACCC Annual Meeting, as a delegate to both the state and regional association, and will serve as the delegate for the NACCC Year Round Delegate program.
- 3) Board of Ministry Captains: At each appropriate Annual Meeting, there shall be elected to serve for a term of three (3) years the following Captains:
 - A) Christian Education Captain
 - B) Worship Arts Captain
 - C) Congregational Care Captain
 - D) Community Life Captain

- E) Stewardship/Missions Giving Captain
- F) Building/Grounds Captain

4) Nominations:

- A) The Board of Ministry shall act as the annual Nominating Team for the purpose of presenting a slate of officers and captains to be voted upon at the next Annual Meeting.
- B) Nominations presented by the Board of Ministry to be voted upon at the Annual Meeting will be for the sole purpose of filling vacancies created by the term expirations.
- C) Nominations for any vacancies created by term expiration may also be made from the floor at the Annual Meeting during the nominations phase of the meeting, with the consent of the nominee.
- D) In the event that multiple nominations are made for any particular office or the board position a paper ballot vote will be taken to determine the winner for that particular office or board position.
- E) The nomination process shall start no later than the November Board of Ministry meeting and conclude no later than the December meeting.
- F) Names of the candidates to be presented at the Annual Meeting shall be posted two weeks prior to the Annual Meeting. This does not preclude any nominations from the floor.
- G) Positions open for any office or board shall be posted by November 1st in an appropriate area. Any church member should contact a Board of Ministry member if interested in an open position.
- H) All persons elected as Board of Ministry Officers of The Church must be members of The First Congregational Church of Saugatuck. A majority of the Board of Ministry must be members of The First Congregational Church of Saugatuck.

Article IV. Duties of Officers and Board Members

1) General Provisions and Group Responsibilities:

- A) The Board of Ministry will normally meet on a schedule to be determined annually by the members of the Board of Ministry. This schedule shall be communicated to the Congregation.
- B) All elected officers and captains of The Church, as well as those appointed to task teams, are required to attend all meetings required by their position regularly. With the unexcused absence from two (2) successive regular meetings, that person may be dropped from the position at the discretion of the board or task team affected.
- C) In any event that an established task team of the Board of Ministry fails to function and does not do so for three (3) months, the Board of Ministry shall seek to activate that body or may replace it.
- D) Each board and task team shall make such provisions as it considers necessary for its organization and for the conduct of its business as long as these are consistent with this constitution.
- E) The Board of Ministry shall evaluate the need for an internal audit annually to be performed by the appropriate officer(s) appointed by the Board of Ministry. If at any time an external audit is deemed necessary, the Board of Ministry will appoint a committee to retain a CPA to perform said audit.
- F) Each board and committee/team member will commit to upholding these common “teamwork” principles:
 - 1) They will attend monthly Board of Ministry meetings to share their wisdom, ideas, and effort.
 - 2) They will work to recruit and energize volunteers as needed to fulfill their assigned tasks. In this way building new leadership and creating opportunities for the whole Church family
 - 3) They will maintain our collective ministry focus: to be willing to “wear many hats”- each one a traditional deacon, a trustee, a pastoral relations representative... is a team player!
 - 4) They will all be an advocate for each other’s roles, hold one another accountable, and help us fill in the gaps when gaps are unavoidable.

- 5) The entire Board of Ministry commits to representing the congregation's interests between Annual Congregational Meetings or any called whole Congregation meeting.
 - G) The Board of Ministry shall approve the proposed annual church budget before it is presented to the members of The Church at the annual meeting.
 - H) The Board of Ministry shall have the authority to interpret this constitution and shall settle cases of dispute or argument concerning this constitution other matters according to Christian principles and the practices of the Congregational Church.
 - I) The Board of Ministry shall be responsible for the cultivation, promotion, and procurement of church stewardship resources.
 - J) The Board of Ministry shall be responsible for overseeing and maintaining the resources and facilities needed to serve and provide the ministries of The Church.
 - K) The Officers of the Board of Ministry shall be responsible for maintaining The First Congregational Church of Saugatuck as a corporation in good standing according to the laws and requirements of the State of Michigan.
 - L) A quorum shall consist of 60% of the number of members serving on the Board of Ministry
 - M) The Board of Ministry will oversee the appointing/establishing of task teams to meet the needs of the community and to enact the vision of the congregation. Task teams are meant to involve/develop volunteers outside the elected leadership and are meant to be dissolved at the conclusion of the designated project. A few standing task teams may be required for responsibilities like: hosting monthly communion, the shepherd team which assures proper congregational care, kitchen volunteers that are trained in accordance with our licensed kitchen.
- 2) Duties of Board of Ministry Officers:
- A) Moderator: Keep our leadership (and congregation as a whole) focused on our Christian mission to “go and make disciples!” And “loving God, loving others, and serving our community.”
 - 1) Uplift the democratic decision making process of the church as we:
 - (a) Uphold our constitution
 - (b) Select our annual themes

- (c) Select our giving/mission partnerships
- (d) Select community and fellowship focuses

- 2) Seek and implement opportunities to uplift the congregation's leadership.
- 3) Preside over all church leadership meetings
- 4) Voting member of Board of Ministry and Ex officio, non-voting member of all the various committees/task teams.
- 5) Hold our leadership accountable for their roles and responsibilities.
- 6) Host an annual planning meeting for the whole congregation.
- 7) Host the Annual Congregational Meeting in January- oversee the preparing of reports.
- 8) Prepare an annual board orientation meeting that thanks retiring leaders and trains new ones; passing out job description and binders, emergency preparedness (fire, storm and medical), reviewing church policies.
- 9) To maintain communication with our temporary and standing task teams.

B) Clerk:

- 1) Prepare and present baptismal and membership certificates when needed.
- 2) Keep minutes at all Congregational Meetings and leadership meetings.
- 3) Write and receive official correspondence of the church, including letters of transfer.
- 4) Prepare a written report for the annual meeting covering any changes to the church rolls.
- 5) Give notices of official congregational meetings.
- 6) In absence of the Moderator, serve as Moderator pro tempore.

C) Treasurer:

- 1) Use accounting skills to provide sound and accurate financial management.

- 2) Provide accurate accounting of all financial transactions including receipts, deposits and disbursements.
- 3) Oversee cash management process, ensuring proper financial controls and proper cash flow to meet obligations.
- 4) Oversee payment for budgeted and non-budgeted general expenses, benevolences and missions of the Church.
- 5) Reconcile bank statements monthly.
- 6) Assure all corporate, payroll, and tax documents as may be required by Michigan law are promptly paid and filed.
- 7) Oversee and give a monthly written report of receipts and disbursements of general and special expense monies to the Board of Ministry and annually to the membership at the Annual Meeting.
- 8) Report all cash draw amounts transferred from the Heritage fund.
- 9) Contribute occasional newsletter articles regarding financial highlights.
- 10) The Treasurer shall be bonded.

D) Congregational Way Delegate

- 1) Assist the Pastor with New Membership Classes and Youth Confirmation Classes.
- 2) As the congregation's delegate - stay in communication with the national, state and regional associations, attending the annual meetings when able.
- 3) Advocate for local inter-faith/ inter-church events, such as Community Good Friday Worship.
- 4) Contribute occasional newsletter articles regarding NACCC business or Congregational Way information.

3) Duties of Board of Ministry Members:

A) Christian Education Captain

- 1) Assist the Pastor and Christian Education Director in selecting Christian Education curriculum for the whole congregation. Including the various

Adult Bible Study programs, the multi-age Upper Room classroom, Donut Club and Story Time in the playroom.

- 2) Stay in regular contact with the Christian Education Director.
- 3) Contribute occasional newsletter articles regarding Christian Education.
- 4) Assist with Cross-Generational worship activities.

B) Worship Arts Captain

- 1) Find coverage when Pastor or Pianist/Organist is away.
- 2) Help with seasonal worship displays.
- 3) Recruit special music or artistic elements for worship.
- 4) Assist with coordinating special worship services, such as: Christmas pageant, Youth/Graduation Sunday, World Communion Sunday, Holy Humor Sunday, Palm Sunday, Easter and Christmas Eve.
- 5) Help coordinate outdoor worship services.
- 6) Recruit weekly scripture readers and greeters.
- 7) Contribute occasional newsletters articles regarding worship arts/practices.

C) Congregational Care Captain

- 1) Serve as head Shepherd - those that keep in regular contact with our "flock".
- 2) Recruit volunteers for playroom/nursery coverage.
- 3) Contribute occasional newsletter articles regarding Congregational Care.
- 4) Advocate and pray for our homebound members. Work with Shepherds to make sure visits, meal trains, and rides are coordinated for homebound/sick member in seasons of need.
- 5) Work in close partnership with the Pastor to pray for and maintain communication with the congregation.
- 6) Attend Grace of Douglas Worship Services when able.

D) Community Life Captain

- 1) Oversee and maintain the fellowship hour host schedule and restock the kitchen supplies (coffee, creamers, plates...) when needed.
- 2) Help coordinate and publicize the events of the church, such as: game nights, chili cook-offs, fund-raising dinners, fellowship outings.
- 3) Recruit volunteers to plan and host events.
- 4) Contribute occasional newsletter articles regarding community life events.
- 5) Assist with cross-generational/ family activities for the congregation and community.
- 6) Keep in contact with the Women's Fellowship Circle in regards to their events and available programming.

E) Stewardship/Missions Giving Captain

- 1) Coordinate (with the pastor) a fall stewardship campaign annually.
- 2) Maintain our Seasonal Mission Partnerships - help schedule special speakers, deliver in-kind collections, report back to the congregation the results of our collections, help coordinate any fundraising events.
- 3) Help publicize our mission partnerships.
- 4) Advocate for transparency with the church's finances to the congregation - make sure we publicize regular contribution reports, make sure semi-annual giving reports are sent to members.
- 5) Hold our leadership accountable to healthy stewardship/ use of our resources.
- 6) Make sure that we have trained volunteers to count collections following worship.
- 7) Stay in contact with Pastor about the Love Fund.

F) Building/ Grounds Captain

- 1) Maintain a relationship with Church Mutual, make sure that the property is sufficiently insured and protected.

- 2) Coordinate seasonal “clean-up” days: leaf pick up, window cleaning, winter yard clean up.
- 3) Coordinate seasonal upkeep of equipment, such as the sprinkler system, air conditioner and furnace.
- 4) Maintain a log of maintenance and church upkeep in partnership with the Office Manager.
- 5) Schedule maintenance and work with contractors when necessary.
- 6) Collect bids on projects when needed.
- 7) Stay in contact with the church Sexton about building needs and projects.

Article V. Meetings

- 1) Public worship shall be held on Sundays. Prayer services and other worship events shall be held on other days and times as directed by the Board of Ministry.
- 2) The rules contained in Robert's Rules of Order, as amended, shall govern the conduct of the business, board and committee/team meetings of The Church in all cases where they are not inconsistent with either the Constitution or By-Laws of The Church.
- 3) Annual Meeting:
 - A) The Annual Meeting of the members of the First Congregational Church of Saugatuck shall be held on the third Sunday in January for the purpose of receiving annual reports, electing officers and captains, and approving the budget for the new fiscal year. All business that may properly come before the members shall be transacted at the Annual Meeting.
 - B) The order of business at the Annual Meeting, unless changed by the Moderator with the consent of the members present shall be as follows:
 - 1) Call to order by the Moderator
 - 2) Devotions and prayer by the Pastor or Moderator
 - 3) Memorial service by the Pastor, Moderator or Clerk
 - 4) Approval of the minutes of the previous Annual Meeting

- 5) Reports of the Pastors, Board of Ministry, and any designated committee/task teams
 - 6) Consideration and approval of the budget
 - 7) Election of Board of Ministry officers and board members
 - 8) Old business
 - 9) New business
 - 10) Benediction and adjournment
- C) Ten percent (10%) of the total membership of The Church or forty (40) members, whichever is less, shall constitute a quorum for the Annual Meeting.
- D) Notice of Meetings: Notice of Congregational meetings specifying the time, place and object thereof shall be read from the pulpit on the two (2) successive Sundays preceding such meeting on which services are held. However, if the Congregational meeting is to amend the Constitution or Articles of Association, the proposed amendment and the notice of the meeting called for its consideration shall be read from the pulpit on three (3) successive Sundays immediately preceding such a meeting on which services are held. The proposed amendment shall not itself be amended in any material point in the meeting called for its consideration. If there are no public services at which the required notice of a Congregational meeting can be given, the notice may be posted on the church door or published in a newspaper of general circulation in the City of Saugatuck for three weeks prior to the meeting. (Sec. 21,1885 p.942 of state law).
- E) Special meetings shall be called by the Clerk at the request of the Pastor, the Board of Ministry, or upon the written request of ten (10) members of The Church specifying the purpose for the meeting. The quorum necessary for all special Congregational meetings shall be ten percent (10%) of the total membership or forty (40) members, whichever is less.

Article VI. Membership

- 1) The Church welcomes into membership all who accept its principles and who will join in its covenant. Membership in The Church shall be of two kinds: Members and Dual-Members.
- 2) Applications for membership may be made through either the Pastor or the Board of Ministry.

- 3) Applicants and transferees of the age of 12 years or over shall become members of The Church when they are received into membership at a service of worship by publicly accepting its covenant and by affirmation of faith, or when they are received into membership in absentia or when by reason of illness, disability or otherwise, they are received into membership by the Pastor at some other time or place. All persons admitted into membership shall be registered on the membership roll of The Church.
- 4) Dual-Members of The Church shall be persons who are members of some other church and wish to retain that membership, and who have been received into membership by this church as provided in Section 3 above.
- 5) The members of The Church are expected to share in its services of worship, to contribute to its support, missions and benevolence, to help in its organized work, and to be faithful to the duties essential to the Christian life.
- 6) All members of The Church shall have the right to vote on matters facing The Church, however, the right to vote on questions involving the acquisition and disposition of property and the expenditure of money shall be confined to the members of The Church who have reached legal age. There shall be no voting by proxy.
- 7) Letters of transfer shall be issued at the request of members of The Church by the Clerk and shall be in the customary form.

Article VII. Amendments

- 1) This Constitution may be amended by a two-thirds (2/3) vote of the membership of The Church present at a meeting duly called for that purpose.

Article VIII. Adoption

- 1) This Constitution, when adopted by a two-thirds (2/3) vote of the membership of The Church present at a meeting duly called for the purpose, shall replace all previous constitutions of The Church.

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