

Constitution
of
ZION UNITED CHURCH OF CHRIST
Marion, Illinois

Revised and Adopted 10/30/94

PREAMBLE

The Zion United Church of Christ (formerly known as Zion Evangelical and Reformed Church of Marion, Illinois, formerly known as German Evangelical Church of Marion, Illinois, formerly known as German Evangelical Zion's Congregation, formerly known as Evangelical Congregation of Zion, formerly known as German Evangelical Zions Congregation) of Marion, Illinois, in order to more effectively serve the Kingdom of God on earth and to define and regulate the relationships and procedures of its members in their common witness to Him, hereby adopts this Constitution and By-Laws. The Zion United Church of Christ acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of Men. It acknowledges as brethren in Christ all who share in this confession. It looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit to prosper its creative and redemptive work in this community. It affirms its responsibility to perpetuate the faith of the historic Church in the reality of worship, in honesty of thought and expression, and in purity of heart before God.

ARTICLE I - NAME

The name of this Church, as of October 20, 1975, shall be Zion United Church of Christ, located in the City of Marion, County of Williamson, State of Illinois.

ARTICLE II - AFFILIATION

1. This church shall be part of the United Church of Christ and shall sustain that relationship by the Constitution and By-Laws of the United Church of Christ, and by the laws and regulations of said Church, its General Synod, Conferences and Associations.
2. The government of this church is vested in its members, who exercise the right of control in all its affairs, subject, however, to the laws of the State of Illinois relating to religious corporations.

ARTICLE III - MEMBERSHIP

1. The membership of this church shall be composed of persons who, believing in God as heavenly Father, and accepting Jesus Christ as Lord and Savior and depending on the guidance of the Holy Spirit, are willing to organize for Christian worship, Christian fellowship, and Christian witness.

2. Persons may become members by:
 - a) Baptism and confirmation or profession of faith and baptism;
 - b) Reaffirmation or re-profession of faith; or
 - c) Letter of transfer or certification from other Christian churches.Membership is open to all without regard to race or national origin.
3. All members shall have the right to partake of communion, to vote in the congregation, and to represent the congregation on the Council or Committees of the Church, as provided by this Constitution and By-Laws. Members shall have the responsibility to attend the regular worship of the Church, to live the Christian life, to share in the life and work of the church, to contribute to the support and benevolences of the Church, and to seek diligently the spiritual welfare of the membership and the community.
4. Any member may, upon request, be granted a letter of transfer.
5. It shall be the responsibility of the Church Council to make an annual review of the membership list.
6. A member, who for a period of two years, in spite of spiritual care, has not attended the church's worship, contributed to its support, or partaken of communion, may by recommendation of the Spiritual Care Committee and vote of the Council, be removed from the membership roll and placed on an inactive list for the period of one year. If, after that year, the relationship remains unchanged, the name will be placed on the conditional list by a further vote of the Church Council. Conditional members shall not be counted in the official roll of members and shall not exercise the privileges of membership. Conditional members shall be reinstated when they again participate in church life. If, after the year of conditional membership the relationship remains unchanged, the name may be dropped from the conditional roll by a further vote of the Council.

ARTICLE IV - ADMINISTRATION

1. The Congregational Meeting.
 - a) The ultimate legislative and administrative power of this Church is vested in the congregation itself assembled in meeting duly and legally called as

provided in this Constitution and By-Laws. A quorum shall consist of five percent (5%) of the official membership. The vote of a majority of members present at the meeting shall be the action of the Church.

- 1) The annual meeting of the congregation shall be held in the month of January. At this meeting, the Church Council, the officers of the Church, the Pastor (s), and all Church organizations shall submit their annual reports in writing. Quarterly meetings shall also be held in the months of April, July, and October.
 - 2) Delegates and alternates to annual and special meetings of Illinois South Conference shall be elected at the January congregational meeting, to serve during the following year.
 - 3) Special congregational meetings may be called by the Church Council or by a petition directed to the Church Council signed by not less than fifty (50) members. Upon receipt of the petition asking for a special meeting, the Church Council shall call such meeting within three (3) weeks, and adequate notice of such meeting shall be: a) sent to the membership by the Secretary, b) published in the ZION HERALD or c) inserted in the Sunday bulletin at least one (1) week before such meetings are held.
- b) The congregation reserves unto itself the authority to decide all matters, including but not limited to purchase, lease, sale or transfer of real property, call and rejection of a pastor, rebuilding or remodeling of church property, approval of an annual budget, and constitutional amendment. For the transaction of all other business the administration of the Church is entrusted to the Church Council, selected and ordained as provided for in this Constitution and By-Laws.

2. The Council

- a) The Council shall be the executive body of this Church. It shall be composed of the Pastor or Pastors, twelve (12) Deacons and two (2) Youth Deacons. One-half (1/2) plus one (1) of its members shall constitute a quorum (8).
- b) The Council shall organize itself each year in December electing a President, a Vice President, a Secretary, A Financial Secretary, and a Treasurer; and shall form such committees as will serve to further the purpose of the Church. The President and Pastor are ex-officio members of all committees of the congregation. Newly elected members of the Church Council shall attend the December Church Council meeting. Following the regular meeting, the newly elected and hold-over members shall elect officers for the following year.
- c) The Deacons and Youth Deacons shall be elected by secret vote at the quarterly meeting of the congregation in October, and their terms of office shall commence January 1st of the following year. Deacons shall be elected to Council for a term of three years. Youth Deacons shall be elected for a term of one year. In order to provide continuity, no more than one-third (1/3) of the membership of the office of Deacons shall become vacant in any one year.
- d) Nominations shall be made for the office of Deacon and Youth Deacon by a committee appointed each year by the Council. Public notice of such nominations shall be given from the pulpit or by publication in the ZION HERALD or in the church bulletin at least two weeks before the election. Additional nominations may be made from the floor at the meeting at which the elections are held.
- e) To be eligible for the office of Deacon, a candidate shall be not less than twenty-one (21) years of age and shall have been a member of the congregation for at least two (2) years. No Church Council member shall be eligible for re-election until after the lapse of at least two years. To be eligible for the office of Youth Deacon, a candidate shall not have attained the age of twenty-one (21) years and shall have been a member of the congregation for at least one (1) year.

- f) When elected, Deacons and Youth Deacons shall be publicly ordained to their respective offices.
- g) The Council shall meet at least once a month for the transaction of such business as may properly come before it. The Council shall be the policy making body of the Church and shall:
 - (1) Transact the business of the Church;
 - (2) Provide for the preparation and raising of the current expense budget;
 - (3) Provide for Our Church's Wider Mission;
 - (4) Provide for the auditing of financial accounts;
 - (5) Provide for the financial support of the Pastor or Pastors and the staff;
 - (6) Keep a complete and accurate record of the Council's proceedings;
 - (7) Be custodian of all Church records;
 - (8) Report to the congregation at its regular and special meetings;
 - (9) The Church Council shall appoint, or re-appoint, committees annually. Each standing committee shall include a Church Council representative.
- (h) The Deacons shall assist and support the Pastor or Pastors in the spiritual affairs of the Church. They shall provide the elements for the Sacrament of the Lord's Supper and shall aid in their distribution. They shall take heed to the high calling of their office, guarding faithfully all the spiritual interests of the Church, maintaining order in the House of God, visiting the sick, and ministering to the edification and comfort of all.

3. The Trustees

- (a) Trustees are members of the Church elected by the congregation and installed in their office. They shall have the custody of the property of the Church as a sacred trust, whether real or personal, in accordance with the provisions of this Constitution and By-Laws and under the direction of the Council. They shall be three (3) in number.
- (b) Trustees shall be elected by a majority vote cast at the quarterly meeting of the congregation held in October. Their term of office shall be for three (3)

years. In order to provide continuity, no more than one trustee shall be elected in any one year, except to fill an unexpired term.

- (c) Nominations and elections of Trustees shall be made and conducted in the same manner as provided for nomination and election of Council members.

4. Vacancies

- (a) Whenever a vacancy occurs on the Church Council or in the Church Trustees, the Council shall appoint a member to fulfill the unexpired term. If the vacancy is an officer, the Council shall reorganize at the time its membership is complete.

ARTICLE V - THE PASTOR(S)

1. It shall be the responsibility of the Search Committee, appointed by the Church Council, to seek a candidate for a vacancy in the office of Pastor. As soon as a Pastoral vacancy occurs, the Church Council shall report it to the Conference Executive. The Search Committee may seek the counsel of the Conference Executive and the appropriate Conference Committee.
2. The Council shall present to the congregation the name of the candidate recommended to it by the Search Committee to fill the pastoral vacancy. The congregation shall consider only one candidate at a time and shall vote by secret ballot at a duly called congregational meeting for or against that candidate. A two-thirds (2/3) majority vote for the candidate constitutes a call.
3. In the call the terms of the relationship shall be stated, including salary, vacation, health insurance, pension fund and other terms agreed between the candidate and the Church Council. The Church, the candidate and the Conference Executive shall each receive a copy of the call.
4. When a minister accepts a call to this Church, he/she and the Church shall request the Conference to arrange for a service of installation. A report of this service shall be signed by the proper officer of the

Conference and copies shall be sent to the Secretary of the United Church of Christ and appropriate Committee.

5. The Pastor shall be called for an indefinite period. In order to terminate this relationship three (3) months notice shall be given by either party and the Church Council shall send notice of such termination to the Conference Executive for appropriate action.
6. The pastor(s) shall have official standing in the United Church of Christ and attain ordained ministerial standing in Illinois South Conference. He/she shall have charge of the worship services and administer the Sacraments and shall carry on a ministry of preaching, teaching, pastoral care and administrative leadership. He/she shall be an ex-officio member of Church Council and all boards and committees of the church. As such, he/she is entitled to be present at any meeting of any church-sanctioned group except when his/her tenure, salary or behavior is under discussion. No other minister shall perform any religious function in the church without his/her consent and without the consent of Church Council.
7. Discipline of the Pastor shall be in accordance with the Constitution and By-Laws of the United Church of Christ.
8. The Church, in its discretion, may choose an associate or assistant Pastor or Pastors and may retain a Pastor or Pastors Emeritus.

ARTICLE VI - PROPERTY

1. The Church may in its corporate name sue or be sued, acquire by purchase, gift, devise, bequest or otherwise, and own, hold, invest, re-invest or dispose of property, both real and personal, for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Church; and 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.

2. 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 Illinois South Conference of the United Church of Christ.

ARTICLE VII - USE OF CHURCH PROPERTY

1. The Church Council shall establish and review annually a set of rules and regulations for the use of the Church property.

ARTICLE VIII - RULES OF ORDER

1. ROBERTS RULES OF ORDER shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution or By-Laws.

ARTICLE IX - COMMITTEES

1. All committees will be appointed or re-appointed annually by Church Council, as directed in Article IV - Administration, Section 2, paragraphs b and g.
 - (a) Standing Committees - See By-Law #1
 - (b) Temporary Committees - See By-Law #1

ARTICLE X - AMENDMENTS

1. Amendments to this Constitution or By-Laws may be made at any regular quarterly meeting or duly called special meeting by a two-thirds (2/3) affirmative vote of the members present, public announcement of the text of the proposed amendment(s) having been made at least two (2) weeks and not more than four (4) weeks prior to the meeting.

BYLAW NUMBER ONE

1. The Council shall be assisted in its administration of the Church by committees. There shall be such standing, or permanent, committees as are hereinafter designated. In addition to the standing committees, the Council may create such other committees as may from time to time be necessary or convenient in accordance with this Constitution and Bylaws, and the needs of the Church. All committee members shall be appointed or re-appointed by the Council.

2. DUTIES OF COMMITTEES.

- A) Each committee shall elect its own chairperson and such other officers as it deems necessary to accomplish the purposes of the committee.
- B) One member of each committee shall report verbally, when requested by the Council, on the status of the committee.
- C) Each standing committee shall prepare a written annual report for inclusion in the Church's annual report to the congregation. This report shall synopsize the activities of the committee, the financial affairs of the past year, and the goals of the committee for the following year.
- D) Whenever a vacancy occurs in the membership of the committee, the Church Council shall be notified of the vacancy within thirty days and shall appoint a replacement in a timely fashion. If the vacancy is a committee officer, the committee shall elect a replacement for that officer at the next meeting following the appointment of a member to fill the vacancy.
- E) Each committee may form subcommittees to carry out their mission, responsible to the parent committee.
- F) All Standing Committees are encourage to make recommendations to Church Council for replacement members.

3. STANDING COMMITTEES

A) Christian Education Committee

- 1. This committee shall oversee, promote, plan and conduct all Christian education at Zion United Church of Christ, including youth programs. The Chairperson and Pastor shall assist the committee in the selection of curriculum materials, teachers and substitute teachers.
- 2. This committee shall consist of six members appointed for two year terms, with at least three members appointed in each year. In addition, there shall be a LOGOS and council representative

B) Finance Committee

- 1. This committee shall be responsible for preparing the annual budget.

2. This committee shall consist of at least four members appointed for two-year terms, with at least two members appointed each year. The Church treasurer shall be a member of this committee.
3. No member may serve more than two consecutive two-year terms on this committee.

C) **Stewardship Committee**

1. This committee shall assist the congregation in understanding what God has entrusted to their care, keeping, and use. Stewardship involves time, ability and finances.
2. This committee shall consist of at least four members appointed for two-year terms, with at least two members appointed each year. The Church financial secretary shall be a member of this committee.
3. No member may serve more than two consecutive two-year terms on this committee.

D) **Building and Grounds Committee**

1. This committee shall provide the congregation with a suitable place for worship, education, fellowship and service.
2. This committee shall consist of four members appointed for two-year terms with at least two members appointed each year.
3. No members may serve more than two consecutive two-year terms on this committee.

E) **Memorial Committee**

1. This committee shall receive all memorial donations to the Zion United Church and deposit the funds in a Memorial Fund.
2. Memorial funds shall be used for the acquisition of items which enhance the worship service and various ministries of the church and which benefit the church membership as a whole. Memorial funds may also be used for new ministries established by action of the church council. Memorial funds may be applied to the acquisition of capital equipment additions. Memorial funds shall not be used for the purchased of ordinary day to day maintenance projects or operating expense.
3. This committee shall consist of six members appointed by the church council to two-year terms. In addition, one member of the church council may be appointed each year to serve during that year and act as liaison between the committee and the church council. Not more than two members shall be appointed in any one year. No members may serve more than two consecutive two-year terms. No committee member shall be eligible for reappointment until after the lapse of at least two years. Whenever a vacancy occurs on the committee, appointment shall be made and conducted in the same manner as other standing committees. The committee shall meet at least quarterly each year.
4. This committee shall recommend purchases with memorial funds for Council approval.

F) **Spiritual Care Committee**

1. This committee shall assist in the spiritual guidance of all members of the Church. Its areas of concern shall include the visitation with the sick, infirm and bereaved, counseling with the troubled, support for those whose attendance is of concern, and supervision of the spiritual health of the congregation.
2. This committee shall consist of at least six members appointed for two-year terms, with at least three members appointed in any one year.
3. No member may serve more than two consecutive two-year terms on this committee.

G) **Staff Relations Committee**

1. Duties of this committee will be to establish job descriptions, to review them annually and to recommend salary adjustments. It shall be the responsibility of this committee to
 - a) Review annually the performance of all salaried personnel other than pastor(s),
 - b) Make recommendations to the Finance Committee concerning compensation,
 - c) Report back to the Council.
2. Church Council will appoint to this committee at least three members of the Church Council who are not employees of the church for one-year terms.
3. No member may serve more than two consecutive terms on this committee.

H) **Pastoral Relations Committee**

1. This committee's duty shall be to support and maintain an open and healthy relationship between the pastor and members of the congregation. This committee serves in two primary ways:
 - a) as an advisory group to the pastor
 - b) as a support for the pastor's leadership.
2. This committee shall consist of at least six members, in addition to the pastor, for two year terms with at least three members appointed in any one year.
3. No member shall serve more than two consecutive two-year terms.

I) **Worship Committee**

1. The pastor shall be assisted by this committee in planning and coordinating the worship services, including regular Sunday morning services and special services such as Maundy Thursday and Christmas Eve.
2. This committee shall have oversight responsibility for
 - a) ushers, greeters, worship leaders, bell ringers, and acolytes,
 - b) paraments (changing and cleaning) and altar appointments,
 - c) altar flowers
 - d) baptism (water in the baptismal font)
 - e) rosebud on the altar for new babies

3. This committee shall have at least six members, including the choir director. Representation from all services of worship should be included.

J) **Media Relations Committee**

1. The duty of this committee is to see that events at Zion United Church of Christ are made known to the community at large and that Zion UCC activities are publicized.
2. The committee shall consist of at least six members to be appointed for a one-year term. Members may be appointed to this committee as many times as they will accept membership.

K) **Long Range Committee**

1. The duty of this committee shall be to monitor the long range plan to make sure we are on course and to suggest to the council and the congregation future needs, plans, or courses of action.
2. This committee shall consist of at least six members. They shall serve a three-year term and no more than two members shall be replaced each year.

L) **Nominating Committee**

1. This committee shall present the slate to the congregation in keeping with the constitution.
2. The nominating committee shall be appointed by Church Council for a one-year term; no member may serve more than two consecutive terms. There shall be two members from the council and four members from the congregation.

4. **TEMPORARY COMMITTEES**

- A) Membership on temporary committees shall be of such duration and in such numbers as the Council shall direct.
- B) Temporary committees shall terminate automatically at the end of the church year unless re-appointed by the incoming Council President for the following year.
- C) Examples of temporary committees include, but are not limited to: athletic, Kindercottage, and keeping children safe.

BY-LAW NUMBER TWO

1. The following ministries shall be provided by dedicated volunteers under the auspices of the church council:
 - A) ***Visitation Ministry:*** This ministry provides visitation and personal contact with first time worship attendees to Zion UCC, hospitalized/homebound members, friends of Zion, and others.
 - B) ***Bereavement Ministry:*** This ministry serves the needs of church members who have had a death in the family by providing a meal. This ministry's leadership shall be the executive board of the ladies' organizations.
 - C) ***Scrapbook Ministry:*** This ministry provides a news media/pictorial history of the happenings in the life of Zion.

- D) *Library:* This ministry shall organize, maintain oversight, and loan materials from Zion's library.
- E) *Audio-Visual:* This ministry has responsibility for equipment and supplies, using equipment to enhance worship and other events, and providing tapes to homebound and others upon request. This ministry shall be provided by trained volunteers.

BY-LAW NUMBER THREE

LOGOS STEERING COMMITTEE

- 1) The LOGOS Steering Committee shall be called according to the calling method of LOGOS.
- 2) This committee shall consist of the church pastor, the past directors, and two present directors. After the completion of the LOGOS year, the directors become the past directors and two new directors are called.
- 3) The church council authorized LOGOS at Zion the LOGOS Steering Committee is responsible to the Council.

BY-LAW NUMBER FOUR

PASTORAL PRIVILEGE

The Pastor, Pastor Emeritus, and any associate or assistant Pastor or Pastors called, chosen or employed by the Church, shall not be compelled to disclose in any Court, or to any administrative board or agency, or to any public officer, any confession or admission made to him or her, nor be compelled to divulge any information which has been obtained by him or her in his or her professional character or as a spiritual advisor in the course of his or her employment under this Constitution and Bylaws of Zion United Church of Christ, Marion, Illinois, and by the laws and regulations of said Church, its General Synod, Conferences and Association.