

# OLMSTED COMMUNITY CHURCH BY-LAWS

AS OF 1/9/2017

## TABLE OF CONTENTS:

**Section I.** Page 1. Changes to and applicability of By-Laws

**Section II.** Page 1. Governance

**Section III.** Page 2. Officer Responsibilities

President - Page 2

Vice President - Page 2

Recorder - Page 2

Treasurer - Page 2

Secretary - Page 3

Financial Recorder - Page 3

Congregational- Représentatives – Page 3

**Section IV.** Page 4. Planning Group Duties, Responsibilities, and Tasks

Responsibilities Applicable to all Planning Groups - Page 4

Missions - Page 4

Worship - Page 5

Congregational Life - Page 5

Faith Formation - Page 5

Administration-Trustees - Page 6

**Section V.** Page 7. Select Committee Duties and Responsibilities

Personnel - Page 7

Finance - Page 8

M&E - Page 9

Spiritual Giving - Page 9

**Section VI.** Page 10. Personnel

**Section VII.** Page 10. Finances

## **SECTION I - CHANGES, DISTRIBUTION, AND APPLICABILITY**

I.A. Any active or associate member may suggest changes to these By-Laws to the Executive Council for consideration and the Executive Council can change (“amend”) these By-Laws at any time.

I.B. The Secretary, with the support of the Recorder, will insure the completeness and ready availability of these By-Laws to the Executive Council, each Officer, and Planning Group and Select Committee.

I.C. Each Officer, Planning Group, and Select Committee shall use and adhere to the By-laws to fulfill their responsibilities.

## **SECTION II - GOVERNANCE**

### **II.A. OVERVIEW OF GOVERNANCE**

1. Authorized Staff: Minister, Director of Christian Faith Formation, Administrative Assistant, Music/Choir director, Organist, Pianist, and Custodian.
2. Elected Lay Leadership: President, Vice President, Secretary, Treasurer, Recorder, and Congregational Representatives (3 in number)
3. Non-elected (appointed) Lay Leadership: Financial Recorder.

### **II.B. OCC ORGANIZATION:**

1. Executive Council
2. **Planning Groups:** Missions, Worship, Congregational Life, Faith Formation, and Administration-Trustees.
3. **Select Committees:** Personnel, Finance, Memorials and Endowments, and Spiritual Giving.
4. **Ministry Teams** appointed by the Planning Groups. Among the Ministry Teams anticipated (but certainly not limited to) are chancel, lay readers, ushers, wedding coordinators, building maintenance, grounds maintenance, tellers, technology, historian, insurance, various fund raisers, coffee hours/reception support, Stephen Ministry, audit, Faith Formation development & supervision, youth ministry, Faith Formation special programming, and Christians in Action liaison and support.

**II.C. TOTAL ELECTED POSITIONS** in number: 25 between Officers, Executive Council Congregational Representatives, Planning Groups and Committees. Elected officers needed: 1 each for President, Vice President, Secretary, Treasurer, and Recorder; 3 Congregational Representatives for Executive Council; 2 per each Planning Group except Administration-Trustees with 4; and 5 for M&E Committee.

### **II.D. MEETINGS:**

1. Executive Council: bi-monthly and as needed (minimum 6 per year)
2. Planning Groups: to be determined by each Group
3. Committees: to be determined by each Committee
4. Ministry Teams: meet and work as needed; determined by the Planning Groups

## **E. REPORTS:**

1. All Planning Groups report to the Executive Council periodically in writing.
2. The Finance Committee provides monthly financial reports to the Administration-Trustees Planning Group and others as directed.
3. All other committees, except Personnel, report periodically to the Administration-Trustees Planning Group. M&E reports to the Finance Committee who will then report to Administration-Trustees.

## **SECTION III - EXECUTIVE COUNCIL, OFFICER AND EXECUTIVE COUNCIL CONGREGATIONAL REPRESENTATIVE RESPONSIBILITIES**

In addition to the duties prescribed in the constitution, these responsibilities are prescribed.

**III.A. Executive Council.** In the event of a vacancy in an elected position, accept for consideration a nomination by the Vice President to complete that portion of an elected position term remaining until the next March congregational meeting.

**III.B. President.** The President shall

1. Preside at the Regular and Special Congregational Meetings of the church (the Executive Council may select another church officer to preside should extraordinary circumstances require it and the Vice President be unable to take over).
2. Preside at the regular and special meetings of the Executive Council (the Executive Council may select another member to preside should special circumstances require it and the Vice President be unable to take over)
3. At the direction of the Executive Council, sign such legal or business documents in the name of the church as may be required from time to time for contracts and other important documents and in lieu of the Secretary, should that be necessary.
4. If needed, head special programs such as capital campaigns or other special projects that are in need of leadership.

**III.C. Vice President.** The Vice President shall

1. be the chairperson of the Spiritual Giving Committee.
2. If needed, head special programs such as capital campaigns or other special projects that are in need of leadership.
3. Act as the liaison between Planning Groups and the Executive Council.
4. Maintain and publish a current roster of church leadership incumbents (officers and members of Planning Groups, Committees, and Ministry Teams).
5. In the event of a vacancy in an elected position due to resignation or other cause, nominate to Executive Council a suitable candidate to complete that portion of the term remaining until the next March congregational meeting.
6. Take over the duties of the President if necessary.

**III.D. Recorder.** The Recorder shall

1. Insure timely maintenance of church membership rolls by
  - a. Periodically (at a minimum every two years) conducting a review of church membership rolls for completeness and accuracy as to category of membership by drawing on all available resources (such as long-term members, Financial Recorder, Administrative Assistant); and
  - b. Make recommendations for membership status changes as prescribed in Article 5.4 B.

2. a. Record minutes of regular and special congregational meetings and meetings of the Executive Council and may at times be asked to record minutes of special project committees such as a capital campaign.
  - b. Upload the minutes to a folder in the Recorder's section of the Church's electronic document storage that is shared with other church administrators such as the main office, the pastor, and the president. <Section revised March 14, 2016>
3. When the Executive Council meets in executive session to discuss sensitive matters:
  - a. Record the minutes of the executive session in a separate document apart from the regular minutes;
  - b. Upload the executive session minutes to a separate non-shared folder in the Recorder's section of the church electronic document storage;
  - c. Maintain a separate paper copy of the executive session minutes in a secure location;
  - d. Make a notation in the regular minutes of the Executive Council that an executive session was held and a very broad description of the purpose of the executive session, such as "to discuss personnel issues". <Section revised March 14, 2016>

**III.E. Secretary.** The Secretary shall

1. Be the chief administrative officer of the church, and shall act as Secretary of the corporation.
2. Advise the Executive Council on its roles and responsibilities including fiduciary responsibilities.
3. Advise the Executive Council when legal counsel may be advisable.
4. Sign and record binding church contracts and agreements except as the Executive Council may further direct or delegate.
5. In special circumstances, take on the duties of the Treasurer.
6. Maintain the corporate record book (e.g., Articles of Incorporation, certificate of continued existence, minutes loans, tax matters, resolutions of conflict of interest, and legal and binding documents) preferably in electronic storage and insure (with help from the Administrative Assistant and the Recorder) the documents are up to date. Make the documents available to others as needed.
7. Insure (with the help of the Recorder) that the church By-Laws are current as to new policies or policy changes adopted by the Executive Council.
8. Periodically appoint an Information Systems Administrator (ISA) to support good information systems security.

**III.F. Treasurer.** The Treasurer shall

1. Ensure all operating, building maintenance and improvement, benevolence, and other payments authorized within the budget and approved by the appropriate Planning Group representative or by the Executive Council are made in a timely manner.
2. Keep separate records for each Fund authorized by the Executive Council
3. Give a financial status report to the Administration-Trustees Planning Group and the Executive Council monthly and to the church membership annually.
4. Be the chair of the Finance Committee.
5. In special circumstances, take on the duties of the Secretary.
6. Be responsible for maintaining and reporting vacation leave and sick leave balances for selected staff in accordance with the OCC Personnel Policy.

**III.G. Financial Recorder.** The Financial Recorder shall

1. be the assistant chairperson of the Finance Committee and will chair the committee if the Treasurer cannot fulfill that duty.

2. Shall keep confidential records showing the pledges, contributions and other income received from each member, friend or organization affiliated with the Church.
3. Shall issue quarterly and annual statements of donations to each donor.
4. May, under extraordinary circumstances, be asked to take on the duties of the Treasurer should the Secretary be unable to do so.

**III.H. Congregational Representatives.** The Congregational Representatives shall

1. The Congregational Representatives will be elected for 2 year terms. They may serve no more than 3 consecutive terms.
2. Serve on the Executive Council and attend all Executive Council meetings.
3. Listen to the concerns of the congregation, comments from the congregation, as well as desires of people in the congregation and those visiting and report those thoughts and comments to the Executive Council.
4. While on the Executive Council, participate in the ongoing process of church improvement, innovation, the creation of new church ministries and be representative of the congregation at large.
5. Be, from time to time, asked by the Executive Council or the President to perform tasks that need to be done in order for the Executive Council to perform its duties. These shall include but not be limited to researching member's feelings about the direction of the church, the church's Saturday and Sunday services, mission ideas, church improvement needs, and any issues regarding church staff.
6. Attend and participate in the yearly leadership workshop that is held in February.

**SECTION IV - PLANNING GROUP DUTIES, RESPONSIBILITIES, AND TASKS**

**IV.A. The Planning Groups shall be** Missions, Worship, Congregational Life, Faith Formation, and Administration-Trustees.

**IV.B. General responsibilities of all Planning Groups.** Each Planning Group:

1. shall be responsible to the Congregation through the Executive Council
2. shall maintain a responsible budget and annually submit a budget proposal for the succeeding fiscal year to the Finance Committee
3. may share budgeted funding with Planning Groups
4. shall keep records of its activities, and submit them in written reports to the Executive Council and to the church membership
5. shall direct the activities of the professional staff persons assigned to the Planning Group by the Executive Council
6. hold meetings as necessary
7. form an adequate number of Ministry Teams to execute its responsibilities. Ministry Teams are made up of non-elected persons working under the direction and responsibility of the Planning Group. These volunteers may be selected from the lists provided by the Spiritual Giving Committee.
8. notify the Vice President of the creation of, change in membership in (names, phone numbers, email addresses), or dissolution of any Ministry Team so that the Vice President may properly maintain the current roster of church leadership incumbents.

**IV.C. Each Planning Group will submit** yearly goals to the President at the leadership meeting established by the President and the Executive Council.

**IV.D. MISSIONS PLANNING GROUP**

1. Responsibilities. This ministry involves service in the name of Jesus to those in need, especially those outside the church. This Planning Group shall be responsible for evaluating human need, informing the congregation of the needs of others, and organizing both financial and membership response including, but not limited to: outreach ministries; area-wide, national, and international ecumenical programs; and outreach ministries. The Planning Group shall recommend annually and as otherwise necessary to the Executive Council, via the Finance Committee, the special Missions offerings to be received by the church.
2. Tasks. Missions will normally do the following: Promote participation in church activities; select recipients of financial aid and/or appropriate programs to fund; raise interest in the congregation to support charitable activities; expand the mission of this church beyond the confines of the church; prepare an annual budget to earmark funds for our church's wider mission, disaster aid, local outreach, worldwide assistance and national miscellaneous missions; meet as necessary and report in writing to the Executive Council as requested; fund and hold occasional meals for those in need in our community; hold a missions recognition Sunday to review with the congregation the various mission programs in which Missions was involved and church money was spent; attempt to coordinate with other local charities to aid in outreach to local groups who are in need of help.

#### **IV.E. WORSHIP PLANNING GROUP**

1. Responsibilities. This ministry involves the proclamation and celebration of God's love in regular and special services of worship. This Planning Group shall work with the Pastor, other professional staff, and volunteers and be responsible for all elements involved in the Saturday and Sunday worship of God, and other special worship services for adults and children including, but not limited to: scheduling, orders of service, serving of communion, music, liturgists, ushers, greeters, acolytes, bulletins, and the arrangement and appointment of worship spaces. This Planning Group shall retain primary authority for determining appropriate activities in the sanctuary and the chapel.
2. Tasks. Worship will normally do the following: Recruit, supervise, educate, and support as well as provide all necessary resources to its volunteers; provide accessibility to worship for those with special needs; communicate regularly with staff, other Planning Groups and Committees and the congregation regarding the needs of all services of worship; host at least three coffee hours during the year; assist with the "hanging of the greens" at Christmas; head up special services or campaigns such as celebrating new attendees; make sure attendance pads, Bibles, candles, candelabras and the like are available as needed for services; oversee special flower donations at Easter and Christmas; recommend refurbishing or replacement of the various materials or devices needed for worship services.

#### **IV.F. CONGREGATIONAL LIFE PLANNING GROUP**

1. Responsibilities. This ministry involves fellowship activities of the community of faith. This Planning Group shall promote membership in the congregation through invitation, assimilation, and example, shall administer the church's lay visitation and ministry programs including Stephen Ministries, and shall, in cooperation with other Planning Groups, coordinate and promote historical commemorations, fellowship, and social events. This Planning Group shall currently maintain the church special activities calendar to reduce the opportunity for conflicts.
2. Tasks. Congregational Life will normally: maintain the church special activities calendar to reduce the opportunity for conflicts; visit shut-ins; promote the Stephen Ministry

program; conduct the Lenten Bread and Broth program by set up, clean up, and provision of some soup and bread; host the confirmation class reception including provision of cakes and beverages; recruit individuals, families, and other church groups to host coffee hours; maintain the pantry with coffee hour supplies; be responsible for ordering our Upper Room subscription; organize and participate in the Heritage Day Parade; organize the Rally Day Picnic (set up and clean up); organize “hanging of the greens” potluck supper (setup and cleanup) and implement fundraisers which may include Hat Day, spaghetti dinner, art walk, and the like.

#### **IV.G. CHRISTIAN FAITH FORMATION PLANNING GROUP**

1. Responsibilities. This ministry is to provide a nurturing environment for persons of all ages who are seeking to build a foundation of Christian faith and to develop strong Christian values. This Planning Group shall work with the Christian Faith Formation Director to help individuals develop their talents and to share their Christian faith with others by following Biblical teachings and concepts; develop programs, including but not limited to, youth work, adult Faith Formation, Church School, and Vacation Bible School; and preserve our history and tradition, while continually developing programs which are relevant and spiritually fulfilling, to meet the ever-changing needs of the congregation. In conjunction with the Preschool Director and the Christian Faith Formation Director, this Planning Group shall provide primary oversight of Olmsted Community Preschool.
2. Tasks. Faith Formation will normally elect a chair with one assistant; recruit a volunteer treasurer to keep a record of all the finances of the Planning Group including receipts, deposits and disbursements; oversee the Student-in-Care program; and form at least the following Ministry Teams selected from the lists provided by the Spiritual Giving Committee:
  - a. Faith Formation Development and Supervision Ministry Team who shall assist the Director of Christian Faith Formation with teacher recruitment, curriculum and resource reviews, crib room coordination, and in acquiring equipment and supplies.
  - b. Youth Ministry Team who shall supervise the organization and operation of all youth activities including youth fellowships, evaluate changing needs of our youth and develop ideas for youth ministry to meet those needs, assist with recruitment and support of youth advisors, recognize high school seniors for scholarships, organize the turkey hunt, and lend support for confirmation.
  - c. Special Programming Ministry Team who shall run Vacation Bible School, Sharing Caring Christmas, Chili Cook-Off, Pie Fest, and Church Camp promotion.

#### **IV.H. ADMINISTRATION-TRUSTEES PLANNING GROUP**

1. Composition: The Administration-Trustees Planning Group shall be comprised of four elected members, two for Administration and two for Trustees. In addition, the Secretary shall be an *ex officio* member of the Planning Group and shall regularly report Planning Group status at Executive Council meetings. <Section revised September 12, 2016>
2. Responsibilities. The Administration-Trustees Planning Group involves the organization and efficient and consistent operation of the administrative functions of the church as well as overseeing the physical church campus. Administration-Trustees Planning Group shall:
  - a. Have custody of all property of the church and shall be responsible for its care and maintenance in accord with Article 11 of the constitution.
  - b. Have the power of contract with all church staff.

- c. Create, appoint, and coordinate Ministry Teams which may be formed to carry out specific aspects of the Administration-Trustees Planning Group's ministry including, but not limited to the administrative, business, risk management, financial, and technological aspects of the church. Create Assistant Secretary or Assistant Treasurer Ministry Teams as needed, with such Assistants holding authority equivalent to the elected Secretary or Treasurer.
  - d. Have general responsibility for the church's financial affairs as carried out by the Treasurer and Financial Recorder of the church, the Treasurer of the Memorials and Endowments Committee, and the Treasurer of the Olmsted Community Preschool in accord with Article 10 of the Constitution.
  - e. In the event of a vacancy in the office of Financial Recorder, propose a suitable replacement to the Executive Council via the Vice President.
  - f. Have authority to accept on behalf of the church and administer any contributions of money or property, except memorials and endowments, which shall be accepted and administered by the Memorials and Endowments Committee.
  - g. Cause any such contribution of money or property to be deposited into the regular depository of the church, subject to any specific instructions or restrictions imposed by the donor. With the approval of the appropriate Planning Group, authorize expenditures from any money or property so restricted as shall most suitably fulfill the intention of the donor and the requirements of the church.
  - h. Authorize expenditures and order payment of bills as necessary and proper, following the budget as approved by the congregation, except subject to any restrictions the Executive Council may impose.
  - i. Specific exclusions: The Administration-Trustees Planning Group shall have no power to buy, sell, mortgage, lease, transfer, or dispose of real property or to incur indebtedness beyond routine revolving commercial credit without specific authority by vote of the congregation.
3. Tasks. Administration-Trustees will normally:
- a. Create a Ministry Team to manage the physical plant of the church and to deal with emergencies regarding the physical plant including, but not limited to, the infrastructure of the church, heating, cooling, plumbing, electrical, and custodial work used by the church in its ministries.
  - b. Be responsible for oversight of the Finance Committee, which shall report to this Planning Group.
  - c. Be responsible for general oversight of the Memorials and Endowments Committee, which shall report to this Planning Group.
  - d. At least annually, appoint an Auditor to examine the financial accounts of all authorized church Funds. The auditor shall report the findings of the audit to the Administration-Trustees Planning Group for action and further dissemination in accordance with Article 10.7 of the constitution. There can be more than one auditor at the discretion of the Administration-Trustees Planning Group and the preferences of the person appointed to this position.

## **SECTION V - SELECT COMMITTEE DUTIES AND RESPONSIBILITIES**

**V.A. The Select Committees shall be:** Personnel, Finance, Memorials and Endowments, and Spiritual Giving.

**V.B. Each Select Committee will submit** yearly goals to the President at the leadership meeting established by the President and the Executive Council.

### **V.C. PERSONNEL COMMITTEE**



1. Purpose. The Personnel Committee shall be responsible for the care and maintenance of all church staff and church staff policies, including ordained staff. Certain responsibilities may be delegated to the Minister and the Director, Olmsted Community Preschool, for Preschool staff.
2. Composition. This Committee shall consist of two (2) members appointed by and from the Executive Council to one year terms and the President. Members may also be selected from other active members should the President see the need. The Committee will report to the Executive Council.
3. Responsibilities. The Personnel Committee shall:
  - a. Develop and maintain the church Personnel Policy as directed by the Executive Council.
  - b. Develop job descriptions for approved or potential new positions at the request of a Planning Group or as directed by the Executive Council.
  - c. Periodically review all job descriptions to insure they reflect current position duties and recommend changes to the Executive Council.
  - d. Accomplish the intake of new hires including establishment of start date, completion of required governmental forms, securing of issuance of keys and passwords, review of the church Personnel Policy, and establishment of Direct Deposit of pay. Specific tasks may be delegated to the Secretary.
  - e. Hear the concerns of any church staff, hear concerns of the church membership regarding church staff, and arrange mediation when conflicts arise between staff members, or between staff and members of the congregation.
  - f. Counsel church staff concerning potential violations of the church Personnel Policy. As necessary, recommend disciplinary action against staff to the Executive Council, via the supervising Planning Group. The Committee, as well as a staff supervisor, may initiate staff severance recommendations to the supervising Planning Group and President. Final severance determinations will be made by the Executive Council, with the exception of the Pastor or other ordained staff, which determinations are made by congregational vote at a Regular or Special congregational meeting.
  - g. Develop appropriate evaluation tools to aid in staff evaluation for use by the Minister in his/her evaluation of church staff as well as use by the Executive Council in evaluation of the minister.
  - h. Observe evaluation meetings if asked to do so.

#### **V.D. FINANCE COMMITTEE**

1. Purpose. The Finance Committee will insure the continuing financial health of the church through adherence to sound financial management principles.
2. Composition. This Committee shall consist of the Secretary (as needed), Treasurer, any Assistant Treasurers, and the Financial Recorder, and shall be chaired by the Treasurer. The Finance Committee may add volunteers from the lists provided by the Spiritual Giving Committee or other sources as needed. The Committee will report to the Administration-Trustees Planning Group. *<Section revised September 12, 2016>*
3. Responsibilities. The Finance Committee shall:
  - a. Coordinate, review, monitor, approve, and report to the Administration-Trustees Planning Group and the congregation all financial matters of the church for all Funds. This includes, but is not limited to, these matters: budgeting, investing, accounting, depository relationships, disbursements, and collections.
  - b. Maintain appropriate separation of duties between the collection and disbursement of all funds.
  - c.. Annually submit a budget to the congregation in January for all Church operations, building and maintenance, and missions.

- d. Execute all financial instruments of the church. Annually submit to the Executive Council via the Administration-Trustees Planning Group expenditure guidelines, authorizations, and limitations for each Planning Group.
- e. Evaluate all requests for non-budgeted expenditures and determine the feasibility and availability of funding from all budgeted and non-budgeted sources, excluding Memorials and Endowments funds.
- f. Recommend to the Executive Council via the Personnel Committee adjustments in the salary and compensation of all staff members when appropriate.
- g. Present to the Administration-Trustees Planning Group and Executive Council monthly financial reports and any trends on finance.
- h. Recommend near-term and long-term financial changes to the Administration-Trustees Planning Group and Executive Council to ensure the financial stability of the church.
- i. Receive regular reports from the M&E Committee and report these to the Administration-Trustees Planning Group.

#### **V.E. MEMORIALS AND ENDOWMENTS COMMITTEE**

- 1. Purpose. Provide for an easy and convenient means for church members or others to make memorials gifts and endowments to the church through “living gifts”, wills, bequests, life insurance, or cash payments that will serve the long-term special financial needs of the church.
- 2. Composition. The Committee shall consist of six (6) members elected from the Active Members with one (1) or two (2) members to be elected each year for three (3) year terms. The Committee will report to the Administration-Trustees Planning Group.
- 3. Responsibilities. The Memorials and Endowments Committee shall:
  - a. Educate the congregation about ways to make donations to the Memorials and Endowments Fund and about the use of M&E donations for long-term special financial needs of the church.
  - b. Invest, manage, and distribute monies and property received. To meet this responsibility, the Committee may hire asset management firms to manage the money in the form of portfolios and may have commercial bank accounts with which to receive or distribute funds from or to other church Funds or to manage the portfolios that it has under its control.
  - c. Approve requests for discretionary disbursements less than an amount established from time to time by the Executive Council. All other requests for disbursements may be approved provided the request for such funds is first submitted in writing to, reviewed by, and endorsed by the Administration- Trustees Planning Group.
- 4. Tasks. M&E will normally:
  - a. Provide the appropriate donation materials when necessary in the Narthex of the church, at memorial services and at other times deemed appropriate.
  - b. Purchase new giving materials.
  - c. Provide informational workshops for the church membership dealing with giving to M&E and to the church in general
  - d. Send mail to the congregation informing them of M&E and how to give.
  - e. Create a presence on the Church web site outlining what M&E does and the various funds managed by M&E.
  - f. Hire and pay financial consultants (currently Cornerstone Asset Management) and meet with them regularly to discuss the direction of our portfolio management.
  - g. Hold email and or phone consultations with M&E members to deal with special, specific requests for funds by the church.

#### **V.F. SPIRITUAL GIVING COMMITTEE**

1. Purpose. The Apostle Paul wrote to the Corinthian church, "To each is given the manifestation of the Spirit for the common good," (1 Corinthians 12:7). It is the responsibility of the church to assist members in identifying their spiritual gifts, to plan ministries which provide members with opportunities to use their spiritual gifts (time, expertise, special skills) in the ministries of the church, and to encourage members to utilize their gifts in those ministries. It is the responsibility of members to learn what their spiritual gifts are and to use them in the abundance that God has given them. The Spiritual Giving Committee will administer all time, talent, and financial stewardship programs of the church.
2. Composition. This Committee shall consist of two (2) members appointed by the Executive Council to two year terms, one each year, the Treasurer and the Vice President. The Committee will report to the Administration-Trustees Planning Group.
3. Responsibilities. The Spiritual Giving Committee shall:
  - a. Assist the congregation in the identification of, and encourage use of the congregation's gifts of time and talent.
  - b. Regularly issue and seek participation in gift assessment tools to assist in identifying time and talent gifts.
  - c. Use all methods available including Saturday and Sunday service surveys, mailings, the church's electronic communications, and the church web site so that members and non-members alike are presented with opportunities to contribute their time and talents.
  - d. Based upon the spiritual-gifts assessments, identify church members suited to serve in elected position (Executive Council, Planning Groups, Officers, and the Memorials and Endowments Committee).
  - e. Provide at least annually an updated list of the spiritual gifts of church members to the Planning Groups so that spiritual gifts of all members are used in the church's various Ministry Teams.
  - f. Educate the congregation on all aspects of financial stewardship, including fund-raising activities.
  - g. Regularly inform the congregation on the status of financial stewardship, including regular pledged giving and special donations, using all methods available including Saturday and Sunday service presentations, mailings, and the church's electronic communications to encourage on-going financial stewardship.
  - h. Develop programs in co-operation with the Congregational Life Planning Group to increase the active membership of the church.
4. Tasks. Spiritual Giving will:
  - a. Working with the Executive Council, prepare a slate of nominees for elective positions to be presented to the church at the March Congregational Meeting.
  - b. develop and administer an annual financial stewardship drive and communicate results to the Executive Council and Finance Committee to support the annual budget process.

## **SECTION VI - PERSONNEL**

**VI.A The Olmsted Community Church Personnel Policy** is incorporated here by reference.

### **VI.B. SUPERVISION AND EVALUATION**

1. Primary supervisory and evaluation responsibility is assigned as follows:
  - a. **President and the 3 member Congregational Representatives** - The Minister.
  - b. **Administration-Trustees Planning Group** – Custodian
  - c. **Minister** - Administrative Assistant, Organist, Choir/Music Director, Pianist.
  - d. **Faith Formation Planning Group** - Faith Formation Director

2. The Personnel Committee will oversee and coordinate the evaluation of the staff.
3. The Secretary will keep copies of all evaluations and will provide evaluators the documents or forms necessary to complete a staff evaluation.

## **SECTION VII - FINANCES.**

### **VII.A. The authorized Funds** for the church are:

1. General Operating Fund
2. Building Maintenance and Improvement Fund
3. Memorials and Endowments Fund
4. Preschool Fund
5. Capital Campaign 2014 Fund
6. Missions Fund
- ~~6. Pastor Sabbatical 2016 Fund~~

*(Last updated by Cabinet January 9th 2017)*

**VII.B. Fiscal Year.** The Fiscal Year for the General Operating, Building Maintenance and Improvement, and Missions Funds is January 1st through December 31st.

*(Last updated by Cabinet January 9th 2017)*

**VII.C. Pledges.** An opportunity will be offered annually to all members and friends to make written pledges for operating expenses, including benevolences, and building, maintenance and improvement expenses. The Spiritual Giving Committee will organize and conduct this opportunity.

**VII.D. Special Offerings.** Special offerings may be received and disbursed, and special funds may be raised and disbursed, with the prior authorization of the Executive Council. The Executive Council will consult with the Treasurer and Financial Recorder to achieve the most efficient approach for special offerings.

**VII.E. Receipts.** All receipts of cash, securities, and other property will be made initially by the Financial Recorder. The Financial Recorder, in consultation with the Treasurer, will insure proper distribution to the appropriate Fund of the church. Final acceptance, including of all terms and conditions, and supervision of all endowments and memorials shall be handled by the Memorials and Endowments Committee as authorized by the Executive Council. *(Approved by Cabinet August 2013).*

**VII.F. Fundraisers.** To avoid overlapping and “donor fatigue”, fundraising events (e.g., flood kits, Strawberry Sunday, lily and poinsettia sales, pancake breakfasts, pie auctions, and the like) will be coordinated and scheduled with the Financial Recorder (who will maintain the calendar) and Administration-Trustees Planning Group.

**VII.G. Fundraisers involving lotteries or other games of chance** are not to be conducted. *(Approved by Cabinet in 2008).*

**VII.H. Expenditures of \$1,000.00 or more** from the General Operating or Building Maintenance and Improvement Funds must be approved by the Executive Council before obligating the church, with these exceptions:

1. Budgeted payroll and payroll taxes.
2. Utility expenses.
3. Budgeted insurance premiums.
4. Budgeted health insurance, life insurance, and annuity (pension) premiums.

*(Approved by Cabinet in 2012)*

**VII.I An amount not to exceed \$1,200.00 annually** will be transferred from the General Operating Fund to the Building Maintenance and Improvement Fund for “rainy day fund” purposes. *(Approved by Cabinet December 2011)*