

**CONSTITUTION OF HIGHWATER CONGREGATIONAL UNITED CHURCH OF CHRIST  
1213 DUTCH LANE N.W. – NEWARK, OHIO 43055**

**ARTICLE I**

**NAME**

The name of this organization shall be the Highwater Congregational United Church of Christ.

**ARTICLE II**

**PURPOSE**

The mission of this Church is to spread the gospel of Jesus Christ and the love of God throughout our community and the world.

**ARTICLE III**

**PRINCIPLES**

1. This Church is affiliated and in good standing with the denomination, The United Church of Christ.
2. This Church shall have a congregational based polity with ultimate authority and responsibility vested in its members as led by the Holy Spirit.
3. This is a Trinitarian Church which recognizes the authority and inspiration of the Holy Bible.

**ARTICLE IV**

**MEMBERSHIP**

1. All persons who publicly profess a sincere faith in the one Triune God, who was most fully revealed in Jesus of Nazareth, are welcome. Qualification for membership shall be based upon a confession of faith.
2. It is anticipated that members will attend the services of the Church, share in its organized ministry, aid financially and otherwise in its support, and be loyal to its mission.
3. Membership in this Church may be terminated by the request of the member or by request for a letter of transfer and recommendation to another Church.

**ARTICLE V**

**MEETINGS**

1. Worship services and other functions shall be scheduled at the discretion of members.
2. The Sacrament of the Lord's Supper shall be held at regular intervals as determined by the congregation.
3. The Annual Meeting of the Congregation shall be held in November each year to receive the reports of the elected boards, ministries, officers and Pastor; to elect officers and chairpersons, and to transact such other business as may be necessary and proper.

## **ARTICLE V**

4. Congregational meetings may be called at any time by the Church Council. Notice of such meetings shall be announced from the pulpit, listed in Sunday Bulletin and, when possible, listed in the newsletter. At least two weeks notice shall be given for all such meetings.
5. The fiscal year of the Church shall be the calendar year. The Church Council shall appoint an individual or individuals to perform an annual audit of the Churches financial records.

## **ARTICLE VI** **ELECTIONS**

1. All members who are in full standing shall be entitled to vote.
2. Twenty-five votes shall constitute a quorum. (Minimum number required to be present at any assembly before it can validly proceed to transact business.)
3. All elections shall be by written ballot or acclamation.
4. A nominating committee of three shall be appointed by the Moderator to prepare a slate of candidates for office. Nomination of candidates for office may also be made from the floor. All candidates must have been previously contacted to insure their willingness to serve.
5. Election of officers (e.g. Moderator, Treasurer, Secretary) shall be in the off year of election of ministry chairperson (e.g. Chairperson Worship, Christian Ed., etc.)

## **ARTICLE VII** **OFFICERS OF THE CHURCH**

1. The following officers shall be a member of the Church and elected for a 2 year term: Moderator, Secretary and Treasurer.
2. The Board of Trustees shall consist of six members of the Church, with no more than four being of the same gender. The term of each Trustee to be two years, with three elected each year.
3. The Chairpersons of the following ministries shall be elected for a two year term:
  - (a) Worship and Music
  - (b) Christian Education
  - (c) Membership and Outreach
  - (d) Stewardship and Finance
  - (e) Mission
  - (f) Christian Fellowship
  - (g) Care
  - (h) Trustees
  - (i) Library
4. Vacancies in any office may be filled by the Church Council, until the next Annual Meeting. All officers shall serve until their successors are elected. Any officer may succeed himself.

## **ARTICLE VII**

5. The Church Council shall consist of the Pastor, Moderator, Secretary, Treasurer, Chairperson of the Board of Trustees, Chairpersons of the Worship and Music, Christian Education, Membership and Outreach, Stewardship and Finance, Mission, Christian Fellowship, Women's Fellowship, Men's Fellowship, Care Ministries, and Library; also a representative of the Youth Fellowship.
6. The Pastoral Relations Committee shall consist of the Moderator, Chairperson of the Board of Trustees, Chairperson of Worship and Music Ministry, and Chairperson of the Stewardship Ministry.

## **ARTICLE VIII** **DUTIES OF OFFICERS**

1. The moderator shall preside at all business meetings of the Church. She/he shall conduct the business in accordance with Roberts Rules of Order (Revised). She/he shall be a member ex-officio of all boards and ministries, and may appoint any special committees needed by the church but not specifically provided for herein.
2. The Chairman of the Board of Trustees shall preside in the absence of the Moderator.
3. The Board of Trustees shall have charge of all properties and other assets belonging to the Church. They shall have the care and maintenance of all property and shall execute all legal papers pertaining to the Church.
4. The Secretary shall have charge of all records, proceedings, and reports of the Church.
5. The Treasurer shall have charge of all financial records and reports of the Church. The Treasurer shall receive all money of the Church and shall deposit the same in an appropriate bank. The Treasurer shall disburse money for local expenses, to benevolences, and to missions authorized by the Church. The Treasurer shall, from time to time, and as often as may be requested, attend meetings of, and make financial reports to, the Board of Trustees, the Church Council, and Church meetings. The Treasurer shall keep accurate books and accounting for all money received and disbursed.
6. All Ministry Chairpersons shall call and preside at all ministry meetings. The Chairperson shall guide and direct the various functions relating to their specific ministry.
7. The Pastoral Relations Committee shall represent the Church in negotiating the Pastor's contract. Said contract shall be subject to approval by vote of the Council prior to being submitted to the Congregation for vote.
8. When the services of a Pastor or other professional staff person are deemed necessary by the Congregation, a special search committee shall be appointed by the moderator. It will be responsible for seeking out qualified applicants and recommending a single applicant to the congregation.

**ARTICLE IX**  
**MINISTRIES**

The Ministries of the Church shall be:

- (1) Worship and Music
- (2) Christian Education
- (3) Membership and Outreach
- (4) Stewardship and Finance
- (5) Mission
- (6) Christian Fellowship
- (7) Care
- (8) Women's Fellowship
- (9) Men's Fellowship
- (10) Trustees
- (11) Library

**ARTICLE X**  
**POWERS OF DELEGATES**

Delegates appointed by the Congregation to represent it in meetings and conferences with other organizations shall have no power to bind the Congregation to financial obligations or to any definite course of action unless such power was expressly granted to them by the Congregation.

**ARTICLE XI**  
**PASTOR**

The Pastor shall be chosen by the Congregation on recommendation of the Special Search Committee for a period of one year. In order to terminate this relationship, two months notice shall be given by either side. Duties of the Pastor shall be contained in a written contract, prepared by the Pastoral Committee and approved by the Church Council and the Congregation.

**ARTICLE XII**  
**AMENDMENTS**

This Constitution may be amended by a majority (more than half) vote of those present and voting at any duly called congregational meeting where a quorum exists.

**ARTICLE XIII**  
**RATIFICATION**

This Constitution shall become effective upon its ratification by a majority vote at a congregational meeting of the Church which is duly called and where a quorum exists.

Approved at 1996 Annual Meeting  
Amended at January 25, 2004 Annual Meeting