

**CONSTITUTION AND BYLAWS OF  
FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST**

CONSTITUTION OF FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST .3

ARTICLE I – THIS CHURCH .....3

ARTICLE II – PURPOSE, FAITH AND COVENANT .....3

ARTICLE III – FISCAL YEAR.....4

ARTICLE IV – GOVERNANCE AND ASSOCIATION.....5

ARTICLE V – MEMBERSHIP .....6

ARTICLE VI – EXECUTIVE BOARD .....6

ARTICLE VII – OFFICERS .....7

ARTICLE VIII – MEETINGS.....7

ARTICLE IX – COMMITTEES.....8

ARTICLE X – MINISTRIES .....8

ARTICLE XI – INDEMNIFICATION.....8

ARTICLE XII – REAL ESTATE, MERGER, DISSOLUTION .....9

ARTICLE XIII – AMENDMENTS.....9

ARTICLE XIV – EFFECTIVE DATE.....9

ARTICLE XV – PARLIAMENTARY AUTHORITY .....10

BYLAWS OF FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST ..... 11

ARTICLE I – THIS CHURCH..... 11

ARTICLE II – PURPOSE, FAITH AND COVENANT ..... 11

ARTICLE III – FISCAL YEAR..... 11

ARTICLE IV – GOVERNANCE AND ASSOCIATION..... 11

ARTICLE V – MEMBERSHIP ..... 11

ARTICLE VI – EXECUTIVE BOARD ..... 12

ARTICLE VII – OFFICERS ..... 13

ARTICLE VIII – MEETINGS..... 15

ARTICLE IX COMMITTEES ..... 16

ARTICLE X – MINISTRIES ..... 18

ARTICLE XI – INDEMNIFICATION..... 20

ARTICLE XII – REAL ESTATE, MERGER, DISSOLUTION ..... 20

ARTICLE XIII – AMENDMENTS ..... 21

ARTICLE XIV – EFFECTIVE DATE ..... 21

ARTICLE XV – PARLIAMENTARY AUTHORITY ..... 21

**CONSTITUTION OF  
FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST**

**ARTICLE I -- THIS CHURCH**

**Section 1.1. NAME** The corporate name of this church, as set forth in the Articles of Incorporation, under MN Statutes 317a, is FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST.

**Section 1.2. OFFICE** The registered office of the corporation shall be 1795 Holton Street, Falcon Heights, Ramsey County, Minnesota.

**ARTICLE II -- PURPOSE, FAITH AND COVENANT**

**Section 2.1.** While granting each member the freedom to interpret God's Truth as God gives each of them light and wisdom, this church recognizes and accepts as the basis of our common purpose, faith and covenant found in the Statement of Faith adopted at the Second General Synod of the UCC and revised and affirmed in this form in 1981:

*We believe in you, O God, Eternal Spirit,*

*God of our Savior Jesus Christ and our Lord*

*and to your deeds we testify:*

*You call the worlds into being,*

*create persons in your own image*

*and set before each one the ways of life and death.*

*You seek in holy love to save all people from aimlessness and sin.*

*You judge people and nations by your righteous will declared*

*through prophets and apostles.*

*In Jesus Christ, the man of Nazareth, our crucified and risen Savior,*

*you have come to us and shared our common lot,*

*conquering sin and death*

*and reconciling the world to yourself.*

*You bestow upon us your Holy Spirit,*

*creating and renewing the Church of Jesus Christ,*

*binding in covenant faithful people of all ages, tongues and races.*

*You call us into your church*

*to accept the cost and joy of discipleship,*

*to be your servants in the service of others,*

*to proclaim the gospel to all the world and resist the powers of evil,*

*to share in Christ's baptism and eat at his table,*

*to join him in his passion and victory.*

*You promise to all who trust you*

*forgiveness of sins and fullness of grace,*

*courage in the struggle for justice and peace,*

*your presence in trial and rejoicing,*

*and eternal life in your realm which has no end.*

*Blessing and honor, glory and power be unto you. Amen.*

### **ARTICLE III – FISCAL YEAR**

**Section 3.1. FISCAL YEAR** The fiscal year of the church shall begin on the first day of January and end on the last day of December of the same year.

## ARTICLE IV -- GOVERNANCE AND ASSOCIATION

**Section 4.1. GOVERNANCE** The governance of the church is vested wholly in the members assembled in congregational meeting. The total program of the church is constantly and directly under the supervision and control of their duly elected representatives, and the membership itself holding the right of direct action in all church matters as herein provided.

**Section 4.2. INDIVIDUALITY** This church believes in the freedom and responsibility of the individual and in the right of personal decisions. It holds to the autonomy of the Local Church, consistent with Article V of the 2001 constitution of the United Church of Christ (UCC).

**Section 4.3. ASSOCIATION** This church is a member of the United Church of Christ (UCC). It is in the Minnesota Conference (acting as an Association), with delegate representation in the Minnesota Conference.

**Section 4.4. CALLING MINISTERS** The church shall, at its discretion, call ordained ministers (except interim ministers) for an indefinite term by a two-thirds vote of the members attending a congregational meeting called for that purpose. Candidates for any open, ordained ministerial position will be selected by an elected Search Committee, following established guidelines distributed by the United Church of Christ. Ordained ministers called by the congregation must hold ordained ministerial standing in the United Church of Christ.

**Section 4.5. HIRING STAFF** The church shall delegate the hiring of non-ordained or other staff, including interim ministers, to the Executive Board.

**Section 4.6. STAFF VOICE** The church provides that staff shall have voice without vote at meetings of all boards, committees, teams, and task forces of the church except where vote is granted by virtue of membership in the congregation or election to a leadership position.

## ARTICLE V -- MEMBERSHIP

**Section 5.1. COVENANT** The church believes that a covenant exists between each of the members of the congregation, and that membership entails a mutual obligation to accept our diversity with respect and love, and to concentrate our time, talents, and financial support to the work of the church and to its benevolence. Acceptance into membership shall be as outlined in the Bylaws.

**Section 5.2. MEMBERSHIP** (See Bylaws)

**Section 5.3. TRANSFER** (See Bylaws)

**Section 5.4. REMOVAL** (See Bylaws)

**Section 5.5. RELEASE** (See Bylaws)

## ARTICLE VI -- EXECUTIVE BOARD

**Section 6.1. POLICY-MAKING** The Executive Board shall be the policy-making body and shall transact the business of the church between Congregational meetings, except as otherwise provided herein or in the Bylaws.

**Section 6.2. MEETINGS** Meeting of the Executive Board shall be open to all members of the church and a complete and accurate record of its proceedings shall be kept. It shall meet at least monthly for the transaction of such business as shall properly be brought before it.

**Section 6.3. QUORUM** A quorum shall consist of a majority of the members of the Executive Board. Actions taken shall require a majority affirmative vote of those present and voting.

**Section 6.4. COMPOSITION** (See Bylaws)

**Section 6.5. DUTIES** (See Bylaws)

## ARTICLE VII -- OFFICERS

**Section 7.1. OFFICERS** The church shall have the following officers: Moderator, Moderator-elect, Treasurer, Assistant Treasurer, Financial Secretary, Clerk and Historian.

**Section 7.2. OFFICER ELECTION** Officers shall be elected, from the church membership, at the Annual Meeting. Officer eligibility and terms of service shall be as stated in the Bylaws.

**Section 7.3. OFFICER DUTIES** The duties of the officers shall be as stated in the Bylaws.

## ARTICLE VIII -- MEETINGS

**Section 8.1. WORSHIP** Public services for worship shall be held on Sunday, and on other days determined and outlined in the Bylaws.

**Section 8.2. HOLY COMMUNION** Holy Communion shall be celebrated at least six times per year, and at such other times determined as outlined in the Bylaws.

**Section 8.3. ANNUAL MEETING** The annual congregational meeting shall be the annual business meeting of the church, and held in January/February of each year for the election of officers, Board members, committee members, ministry members, and for the adoption of the annual budget. Written reports from each ministry, the Treasurer, and all professional staff shall be presented and include a summary of the activities of the previous year, and set forth recommendation for the year ahead.

**Section 8.4. OTHER MEETINGS** Other congregational meetings frequency and purposes shall be as stated in the Bylaws.

**Section 8.5. NOTIFICATION** Notification of all congregational meetings, regular or special, shall be announced in Sunday worship and printed in the church bulletin on the three Sundays preceding the day fixed for the meeting. Notice, minutes, agenda, and information on pertinent agenda items shall be conveyed to the members at least 10 days prior to the meeting by means outlined in the Bylaws.

**Section 8.6. QUORUM** Thirty-five (35) voting members shall be considered a quorum for the transaction of business at any regular or special congregational meeting, unless otherwise noted herein or in the Bylaws.

#### **ARTICLE IX -- COMMITTEES**

**Section 9.1. STANDING COMMITTEES** The congregation shall establish the following standing committees that are directly responsible and report to the congregation and whose function shall be as stated in the Bylaws:

- a. Nominating Committee shall seek qualified individuals to fill vacancies as officers, Board members, committees and lay-ministry positions, as outlined in the Bylaws.
- b. Ad Hoc Search Committee shall seek qualified ordained clergy to fill ministerial positions, as outlined in the Bylaws.
- c. Audit Committee shall annually audit and report the church's financial records and the records of any other church-related group or program that manages their own funds

**Section 9.2 OTHER COMMITTEES** Other committees shall be established from time to time to fulfill the purposes of the church as outlined in the Bylaws.

#### **ARTICLE X -- MINISTRIES**

**Section 10.1 MINISTRIES** The church shall carry out its purpose, faith, covenant and extravagant welcome through various Ministries that offer its members and community worship, fellowship, education, stewardship and volunteer opportunities, as outlined in the Bylaws.

#### **ARTICLE XI -- INDEMNIFICATION**

**Section 11.1. INDEMNIFICATION** The church shall indemnify persons as outlined in the Bylaws.



## ARTICLE XII – REAL ESTATE, MERGER, DISSOLUTION

**Section 12.1 REAL ESTATE** To sell and convey, encumber, or otherwise dispose of real estate, the Executive Board must first be authorized by resolution of the congregation adopted by a two-thirds vote of the members present and voting at a meeting called for that purpose. For any such action, a quorum shall consist of 50 members.

**Section 12.2 MERGER** The congregation shall act upon a motion regarding any merger with any other church by means of a written ballot available to all members by mail upon prior request or at the official meeting where such a motion is presented. This mail-in voting procedure shall be adopted by the congregation. Passage of such motion regarding merger shall be by a two-thirds majority of legal ballots cast by the announced deadline.

**Section 12.3. DISSOLUTION** Upon dissolution, the church shall transfer 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, to the Minnesota Conference of the United Church of Christ.

## ARTICLE XIII -- AMENDMENTS

**Section 13.1.** Amendments to the Constitution may be made by a two-thirds vote of the members of the church present at any congregational meeting of the church. Notice of the intention to propose such amendments, and a statement of their substance, shall be given consistent with the Meeting provisions in Article VIII of the Bylaws.

## ARTICLE XIV -- EFFECTIVE DATE

**Section 14.1.** The effective date of this Constitution, as amended, will be immediately upon its adoption.

**ARTICLE XV -- PARLIAMENTARY AUTHORITY**

**Section 15.1.** The rules contained in Robert's Rules of Order, Newly Revised, shall govern in all cases not provided for in this Constitution and the Bylaws.

**BYLAWS OF  
FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST**

**ARTICLE I – THIS CHURCH**

**Section 1.1. NAME** (see Constitution)

**Section 1.2. OFFICE** (see Constitution)

**ARTICLE II -- PURPOSE, FAITH AND COVENANT**

**Section 2.1.** (see Constitution)

**ARTICLE III – FISCAL YEAR**

**Section 3.1. FISCAL YEAR** (see Constitution)

**ARTICLE IV -- GOVERNANCE AND ASSOCIATION**

**Section 4.1.GOVERNANCE** (see Constitution)

**Section 4.2.INDIVIDUALITY** (see Constitution)

**Section 4.3.ASSOCIATION** (see Constitution)

**Section 4.4.CALLING MINISTERS** (see Constitution)

**Section 4.5.HIRING STAFF** (see Constitution)

**Section 4.6.STAFF VOICE** (see Constitution)

**ARTICLE V – MEMBERSHIP**

**Section 5.1. COVENANT** (see Constitution)

**Section 5.2. MEMBERSHIP** Persons become members by (a) baptism and either confirmation or profession of faith in Jesus Christ as Lord and Savior; (b) reaffirmation or re-profession of faith; or (c) letter of transfer or certification from other Christian

churches. Persons who give public assent to the church covenant shall be accepted into membership, placed on the roll of the church, and will ordinarily be received at a public worship service of the church.

**Section 5.3. TRANSFER** Any member may request a letter of transfer to another church. Such a letter will be furnished through the church office with the approval of the minister(s).

**Section 5.4. REMOVAL** Absent members, or members whose addresses have long been unknown or who for a period of two years, in spite of kindly approaches, have not communicated with the church, may be removed from the membership roll through the church Office with the approval of the minister(s). Upon death, member's name will be removed from the roll.

**Section 5.5. RELEASE** Any member, upon contacting the church in writing, may dissolve their membership and be released from the covenant obligation.

## **ARTICLE VI -- EXECUTIVE BOARD**

**Section 6.1. POLICY-MAKING** (See Constitution)

**Section 6.2. MEETINGS** (See Constitution)

**Section 6.3. QUORUM** (See Constitution)

**Section 6.4. COMPOSITION** The composition of the Executive Board shall consist of the Moderator, the Moderator-Elect, Treasurer, Clerk, and nine at-large members serving three year terms, with one third being elected by the congregation each year. After two consecutive terms, at-large members will be ineligible for reelection to the Board for one year. Each Board member shall have one vote. No employee of this church shall be eligible for election to the Executive Board and no Board member shall be entitled to compensation for his/her services as a director.

**Section 6.5. DUTIES** The duties of the Executive Board are as follows:

The Executive Board shall have all of the usual powers in the immediate governing and direction of the affairs of this church.

- a. They shall make all rules and regulations which they deem necessary or proper for the governing of this church and for the due and orderly conduct of its affairs and the management of its property not inconsistent with its Articles of Incorporation and these Bylaws.
- b. They shall have the responsibility of implementing the process to call, supervise, annually review, and terminate the ordained ministers of this church.
- c. They shall prepare, recommend and submit the annual church budget to the congregation for consideration and approval: monitor and maintain financial controls in accordance with budget guidelines set by the congregation; review all non-budgeted expenditures and have authority to approve the same in amounts not to exceed a total of 2% of the total annual budget; expenditures beyond this figure must be approved at a Congregational meeting.
- d. They shall receive, amend, approve, integrate, and coordinate plans and programs in consultation with the ministry teams. Provide guidelines to assist in preparing annual programs of operation.
- e. They shall set policy and arrange calendar of church events; authorize the use of church facilities.
- f. They shall plan programs and agenda for all congregational meetings.
- g. They shall receive and direct concerns for congregational meetings.

## **ARTICLE VII -- OFFICERS**

### **Section 7.1. OFFICERS** (See Constitution)

**Section 7.2. OFFICER ELECTIONS** Officers shall be elected, from the church membership, at the Annual Meeting. The Moderator and Moderator-Elect shall serve for a term of one year. The Moderator-Elect shall be the incoming Moderator. The Treasurer, Assistant Treasurer, and Financial Secretary shall serve for a term of three years, and shall be ineligible for re-election to the same position after serving two consecutive terms. The Clerk and Historian each serve for a term of one year.

**Section 7.3. OFFICER DUTIES** The duties of the officers are as follows:

- a. **MODERATOR** The Moderator shall prepare the agendas for, and preside at, all meetings of the Executive Board, preside at all congregational meetings, assist the minister(s) in administrative duties, be responsible for the preservation of necessary church records, upon proper authorization, execute all legal documents on behalf of the church, including deeds, mortgages, or promissory notes and/or leases, and shall serve as an ex-officio member of all committees and teams.
- b. **MODERATOR-ELECT** The Moderator-Elect will assist the Moderator and will preside in the absence of the Moderator at all meetings of the Executive Board and Congregational Meetings. The Moderator-Elect will be elected to serve one year in this position and the following year as Moderator.
- c. **TREASURER** The Treasurer shall account for all church income and funds, pay church obligations and debts, maintain records of all income and disbursements, forward mission money and special offerings, maintain the financial records of the church and preserve all documents relating to church property. To qualify as Treasurer, s/he shall be bonded with corporate surety in such amount as the Executive Board shall prescribe with bond fee to be paid by the church.
- d. **ASSISTANT TREASURER** The Assistant Treasurer shall assist the Treasurer in the performance of the duties of that office, perform the duties of the Treasurer in his/her absence, and assist the Financial Secretary in overseeing the counting and depositing of receipts. To qualify, the Assistant Treasurer shall be bonded with corporate surety in the same amount as Treasurer with bond fee to be paid by the church.
- e. **FINANCIAL SECRETARY** The Financial Secretary shall be responsible and/or oversee the counting and depositing of receipts will maintain the records of pledge contributions, report weekly the bank deposit to the Treasurer and other officers and staff as deemed necessary. The Financial Secretary shall forward statements of giving to members and other communications as directed by the Executive Board. The Financial Secretary shall be bonded with corporate surety in the same amount as the Treasurer with the bond fee paid by the church.

f. **CLERK** The Clerk shall maintain and preserve all records of membership, and ordinances or sacraments for persons other than the members. The Clerk shall act as secretary at all congregational meetings, meetings of the Executive Board, and shall preserve the minutes of such meetings.

g. **HISTORIAN** The Historian shall maintain the church archives and an on-going record of church events.

## **ARTICLE VIII -- MEETINGS**

**Section 8.1. WORSHIP** (See Constitution)

**Section 8.2. HOLY COMMUNION** (See Constitution)

**Section 8.3. ANNUAL MEETING** (See Constitution)

**Section 8.4. OTHER MEETINGS** Other meetings of the Congregation may be called by the Moderator, the minister(s), the Clerk or any five members, for any time, provided proper notification is given per the appropriate section of these Bylaws.

**Section 8.5. NOTIFICATION** Notification of all Congregational meetings, regular or special, shall be announced in Sunday worship and printed in the church bulletin on the three Sundays preceding the day fixed for the meeting. Notice of meetings shall be conveyed to the members at least 10 days prior to the meeting either by mail or electronically at member's discretion. The following items must be conveyed to the members along with the notice of the meeting:

- A. Minutes of the previous meeting.
  - i. The proposed agenda.
  - ii. Information concerning agenda items.
- B. The proposed agenda for all Congregational meetings will be prepared by the Executive Board.
- C. Any member may request that an item be included on the proposed agenda. This request must be conveyed in writing or electronically, and received by the Moderator or Clerk (who must then inform the Moderator), no later than fifteen

(15) days prior to the date of the congregational meeting. The moderator is then bound to include this item in the proposed agenda conveyed to the members.

- D. Any business not included as an item on the proposed agenda may be brought up only with the approval of at least two-thirds of those members present.

**Section 8.6. QUORUM** (See Constitution)

**ARTICLE IX COMMITTEES**

**Section 9.1. STANDING COMMITTEES** The congregation shall establish the following standing committees that are directly responsible to the congregation and report to the Executive Board:

- a. **Nominating Committee.** This committee shall consist of three persons elected from the membership of the church, excluding current members of the Executive Board, and is directly responsible to the congregation. Members of the Nominating Committee will be elected at the annual meeting and serve for one year. After serving three consecutive one-year terms, committee members shall be ineligible for re-election for one year. Each year the Committee will elect a chair from among its elected members. In preparation for the next year's annual meeting, the Committee shall nominate at least one candidate for each open elected position where an incumbent's term will be expiring. This includes Officer positions (except for the Moderator), Board Members, Ministry Teams, Nominating Committee, Audit Committee and any other elected positions or ad hoc Committees. Nominees must be members of the church in good standing. Members of the Nominating Committee are ineligible for nomination to any position, committee, or team, except the (incoming) Nominating Committee. Such nominations shall be the official ballot at the Annual Meeting, provided that the right of a member to make a nomination of an eligible person from the floor shall always be recognized. This committee shall identify candidates to fill interim vacancies as they occur.



- b. Ad Hoc Search Committee. When seeking a new ordained minister, the Executive Board shall nominate, and the congregation shall elect, members to an ad hoc Search Committee. Members shall serve on the Committee until the search process is completed or abandoned. The Committee shall carry out its duties in accordance with the guidelines and with the assistance of the Minnesota Conference of the UCC. The Committee shall report back to the congregation with its recommendation.
- c. Audit Committee – This committee shall consist of three members will be elected by the congregation. Its duty shall be to annually audit the church's financial records and the records of any other church-related group or program that manages their own funds. They shall report their findings at a congregational meeting in a timely manner. This report would show the beginning balance, income, expenses, and ending balance for each account for the last 12-month. The three members will serve a three year term, one being elected by the congregation each year. After serving two consecutive terms, the members will be ineligible for election for one year. The current treasurer, assistant treasurer, financial secretary and other persons whose work is subject to the audit are ineligible to be members of the Audit Committee for one year after their service in that capacity.

**Section 9.2. OTHER COMMITTEES** The congregation may create from time to time special committees as it may see fit and may designate the duties and powers of such special committees.

- a. Personnel Committee. This committee shall consist of three members chosen by Executive Board. Its chair shall be appointed by the Moderator. The Personnel Committee recommends personnel policies for the church; recommends the performance review process and provides oversight in its implementation; ensures that each staff person has a current job description; recommends compensation changes to the Executive Board.

- b. Pastoral Relations Committee. This committee shall consist of five members, appointed by the Executive Board, nominated by the Moderator and Moderator-elect, in consultation with the pastors. The Pastoral Relations Committee cultivates healthy relationships between pastors, congregation and church members, promotes effective pastoral leadership, and encourages professional growth and supports the pastors' well being. Members' terms shall be a maximum of four years. This committee does not report to the Executive Board, and committee minutes are not taken.

## **ARTICLE X — MINISTRIES**

**Section 10.1. MINISTRIES** The church shall carry out its purpose, faith and covenant through various Ministries:

- a. Christian Education. This ministry shall be divided into three teams, which will work individually and together.
- Children' Ministry shall plan and develop educational and social opportunities and activities for the children of the church and nurture them and their families in the identity and practice of the Christian faith.
  - Youth Ministry shall plan and develop educational opportunities for the youth of the church and assist youth in implementing service and social activities, and support the youth and their families in developing in the Christian faith.
  - Adult and Inter-generational Ministry shall plan and implement adult educational opportunities and provide and promote other meaningful activities for building relationships among members of all ages, friends, and visitors of the church.
- b. Worship. This ministry shall plan and provide assistance and guidance regarding the worship services of the church including music, communion, and lay participation as greeters, ushers, and readers.
- c. Communications. This ministry shall plan and communicate the activities and ministries of the congregation to both internal and external constituents.

- d. Inreach/Care-giving. This ministry shall plan and coordinate the physical and emotional care-giving and wellness activities for church members and friends through programs and activities.
- e. Outreach. This ministry shall plan, share, advocate, promote and support concerns for social justice issues and community, state, national, and world missions.
- f. Stewardship. This ministry shall plan and provide for the enlistment of financial gifts to support the ministries of the church and take responsibility for the education, promotion, implementation, and evaluation of the church's stewardship program and opportunities, and meet with new member classes.
- g. Properties. This ministry shall plan and arrange for the maintenance of the church grounds, buildings and other capital resources and establish guidelines for their use.
- h. Membership. Will plan and implement a program to bring new members to our church. This will include, but is not limited to, contacting individuals who visit us for the first time, hosting and scheduling New Member meetings, retaining current membership, and working with the communications team to advertise our church in the community. This ministry will be responsible for maintaining a current list of members. They will also work with the minister to contact absent members.

**Section 10.2. MINISTRY TEAMS** Each ministry shall have a Ministry Team consisting of a minimum of three members elected by the congregation at the Annual Meeting. Terms shall be for two years, staggered to ensure some continuity from year to year. After three consecutive two year terms, the person shall be ineligible for re-election to that ministry for one year.

**Section 10.3. TEAM MEMBERSHIP** As ministry is the major purpose of the church, every member of the church is encouraged to participate on a Ministry Team, either by election or as a volunteer.

**Section 10.4. REPORTING** Each Ministry Team shall report at least quarterly to the Executive Board, and shall submit a written report for the Annual Congregational Meeting.

**Section 10.5. TEAM BUDGET** Each ministry is responsible for submitting a proposed annual budget to the Executive Board, and shall be responsible for the administration of its own budget.

**Section 10.6. TEAM CREATION/DISSOLUTION** The congregation or the Executive Board may recommend the creation or dissolution of Ministry Teams. Such proposals shall be acted upon at a congregational meeting.

## **ARTICLE XI -- INDEMNIFICATION**

**Section 11.1.** The church shall indemnify each member of the Executive Board, officer, employee, or agent of the church, and any persons serving at the request of the church as a member of the Executive Board, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her consistent with the terms and conditions of the Minnesota Nonprofit Business Corporation Act, or any amendments or substitutions thereto.

**Section 11.2.** The church shall purchase and maintain an insurance policy to fulfill its indemnification commitment. This policy shall further define the limits and conditions of the indemnification commitment inasmuch as such limitations and commitments are in compliance with the Minnesota Nonprofit Business Corporation Act or any amendments or substitutions thereto.

## **ARTICLE XII – REAL ESTATE, MERGER, DISSOLUTION**

**Section 12.1. REAL ESTATE** (See Constitution)

**Section 12.2. MERGER** (See Constitution)

**Section 13.3. DISSOLUTION** (See Constitution)

### **ARTICLE XIII -- AMENDMENTS**

**Section 13.1.** Amendments to these Bylaws may be made by a majority vote of the members of the church present at any Congregational meeting of the church. Notice of the intention to propose such amendments, and a statement of their substance, shall be given consistent with the provisions in these Bylaws.

### **ARTICLE XIV – EFFECTIVE DATE**

**Section 14.1.** The effective date of these Bylaws, as amended, will be immediately upon its adoption.

### **ARTICLE XV -- PARLIAMENTARY AUTHORITY**

**Section 15.1.** The rules contained in Robert's Rules of Order, Newly Revised, shall govern in all cases not provided for in the Constitution and these Bylaws.

**HISTORY OF AMENDMENTS TO CONSTITUTION OF  
FALCON HEIGHTS CHURCH, UNITED CHURCH OF CHRIST  
BY VOTE OF THE CONGREGATION**

**2001 May:**

Article IV, Section 4.6 – added headings, added elected Nominating Committee.

Article VI – Officers – added Moderator Elect (7.2)

Article VII – added headings, generalized the description of the ministries omitting specific groups, modified composition and duties of Ministry Council.

Article IX – Section 7 – quorum for congregational meetings reduced from 40 to 30.

**2006 February**

Article III – Section 4.a clarified the role and duties of the Nominating Committee., Section 1.1 added “The salary of a minister shall be fixed by a majority of the membership” This was done to conform with MN statues, Section 315. (Done by adopting budget).

Article IV – Substantially revised the overall organizational structure with elected committees of the Congregation, Ministry Teams, and appointed Committees of the Board.

Article V – Added Treasurer and Clerk to the Executive Board, defined the terms of office for elected Board members and Ministry team members, and made them staggered. Dropped all references to “Youth Commission”, and “Covenanted Ministries.

Article VII – Replaced “Covenanted Ministries” with “Ministry Teams and put that section into a newly established Bylaws.

**2007 February**

Major revision, separating from the Constitutions, those items placed in the Bylaws.

Make consistent with and reference where appropriate to the MN Statutes, Section 315.

Article III, Reception of members redefined to be consistent with the UCC Constitution.

Article IX, section 1.b – Define “ad hoc” Search Committee as another elected committee of the Congregation.

Article IX (Bylaws) Section 9 Define Standing, appointed committees of the Executive Board.

**2011 January**

Article IX, Section 9.1.c Audit Committee added.

**2015 January**

Article XII, Section 12.1 – Changing the number of members needed to be present at a congregational meeting from 100 to 50 in order to dispose of Real Estate.

Article X (Bylaws) Section 10.1 - c. Remove all wording regarding Membership, and 10.1.h – Add new Ministry Team “Membership. Change duties of both sections.

**2016 January**

Article I Section 1.1 change name from Falcon Heights United Church of Christ to Falcon Heights Church, United Church of Christ.

(Document as of 3/11/16)