

URBANDALE UNITED CHURCH OF CHRIST
BYLAWS

Revised December 4, 2011

**URBANDALE UNITED CHURCH OF CHRIST
BYLAWS**

Article I.	Name	Article IX.	Leadership Team
Article II.	Purposes	Article X.	Ad-Ministry Group
Article III.	Our Mission Covenant	Article XI.	Worship Ministry Team
Article IV.	Polity	Article XII.	Christian Growth Ministry Group
Article V.	Faith Covenant	Article XIII.	Outreach & Nurture Ministry Team
Article VI.	Membership	Article XIV.	Personnel Team
Article VII.	The Pastor(s)	Article XV.	General Considerations
Article VIII.	Governance		

Article I. NAME

The name of this church is the Urbandale United Church of Christ.

Article II. PURPOSES

The purposes of this church are to worship God, preach the gospel of Jesus Christ, celebrate the sacraments, experience Christian community within this church and the church universal, render loving service, and strive for justice and peace.

Article III. OUR MISSION COVENANT

The Urbandale United Church of Christ is a community of people who covenant with God and one another to walk together in the way of the Christian faith, responding to and rejoicing in the cost and joy of discipleship. Together, we commit ourselves to:

- affirm the tenets of the Christian faith,
- celebrate the good news that God has come and remains among us,
- proclaim the Gospel of Jesus Christ through word and deed, and
- embody God's love and justice in all that we do and share with the world.

We covenant to be a community which remains open to the challenges of the Christian faith. We welcome into this community of faith, and affirm the participation in all aspects of church life, persons of every age, race, gender identity and expression, nationality, ability, and sexual orientation. We will continue our efforts toward inclusiveness and stand against all forms of discrimination. We will empower ourselves, our children, and one another to be fully present in the world, as we live in Christ's image and strive for justice and peace.

To accomplish this mission we will provide opportunities for the members and friends of the Urbandale United Church of Christ to participate in the following:

- worship and celebration;
- life-span education and exploration of faith;
- fellowship and nurture;
- social action and service;
- stewardship of time, talent, treasure, and trust; and
- outreach and growth.

In order to help us live out our mission covenant, we have adopted the following discernment statements:

- We welcome into this community of faith, in all aspects of church life, persons of every age, race, gender identity and expression, nationality, ability, and sexual orientation; and we will continue our efforts toward inclusiveness, and stand against all forms of discrimination.
- We are a community of spiritual pilgrims, and we will focus intentionally on inviting all people into the fullness of participation.
- We are a faith community whose history reflects a deep and resilient commitment to acts of charity and acts of advocacy, and we commit ourselves to creating a just society as embodied in the witness of Christ.
- We are a community that values the care and nurturing derived from ministering to one another, and we will seek to refine our systems to provide an optimal standard of care.
- We believe that children are a trust from God and an integral part of this community, and we commit ourselves to better support their spiritual development.
- We believe that safe and effective dialogue is an essential aspect of a vital community, and we commit ourselves to creating a climate in which we fully listen to and inform one another.

These discernment statements may be revised by the congregation without immediately amending these bylaws. If the discernment statements are changed, the congregation shall have the opportunity to amend the bylaws at the next annual meeting to reflect the revised discernment statements.

Article IV. POLITY

The congregation shall be a member of the United Church of Christ, and it shall sustain that relationship in accordance with the constitutional bylaws of the United Church of Christ, as adopted by the General Synod.

As a congregation of the United Church of Christ, the government of this church is vested exclusively in the congregation, which consists of all active members and associate members. Although this church is in communion with all churches which follow the teachings of Jesus Christ, we also respect all faith communities. We acknowledge a special obligation to other congregations which are a part of the United Church of Christ. We pledge ourselves to share in their common religious and educational work, particularly as represented by the Central Association, the Iowa Conference, and the General Synod of the United Church of Christ.

Article V. FAITH COVENANT

This church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of Christian covenant. Members shall have the undisturbed right to follow the Word of God according to the dictates of their own conscience under the enlightenment of the Holy Spirit. It is our responsibility as members to look to the Word of God in the scriptures, and to the presence and the power of the Holy Spirit to nurture and guide our creative and redemptive work in the world. We claim as our own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant reformers. We affirm the responsibility of each generation to make this faith its own. It is our responsibility as members to attempt in all ways to

stay true to the Gospel of Jesus Christ. We will make every effort in our lives to give witness to the Spirit of God, worship God, and act in every way to fulfill the divine commandment, "You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. And you shall love your neighbor as yourself" (Matthew 22: 37,39).

Article VI. MEMBERSHIP

A. Full Membership

Membership in the Urbandale United Church of Christ is available to all persons.

New members may be received by the congregation by one or more of the following:

1. Letter of transfer from another church,
2. Re-affirmation of Christian faith,
3. Affirmation of Christian faith, or
4. Confirmation of Christian faith.

New members received by transfer, re-affirmation, or affirmation of Christian faith are expected to complete a membership orientation class.

Active membership shall be provided any person who becomes a member of this congregation. Responsibility of maintaining active membership shall lie with each member and shall include the following:

1. Attending worship, or
2. Participating in communion, or
3. Supporting the work of the church through contribution of time, talent, treasure and prayer.

The Membership Team completes the following care process for members who are not attending church regularly:

1. Members who miss church for three consecutive weeks are sent a postcard.
2. Members who miss church three additional weeks (six in total) are contacted by a Care Giver via phone contact.

B. Associate Membership

The church anticipates that most persons seeking to join the Urbandale United Church of Christ will desire full membership. However, in the following circumstances, new members may join as Associate Members:

1. Persons who maintain more than one residence and desire membership in the Urbandale United Church of Christ during the times they live in central Iowa, while retaining a membership in their other church.
2. Clergy who are members in a church of another denomination, but desire membership in the Urbandale United Church of Christ in order to maintain dual standing in our denomination and the other denomination.

3. Full members who move away but desire to maintain a close relationship with Urbandale United Church of Christ, who may transfer their membership to a church outside of central Iowa.

New associate members may be received by the congregation after completing a membership orientation class by one or more of the following:

1. Affirmation of Christian faith, or
2. Re-affirmation of Christian faith.

Active membership for associate members shall be maintained by:

1. Attending worship when they are in central Iowa, or
2. Participating in communion when they are in central Iowa, or
3. Supporting the work of the Urbandale United Church of Christ through contribution of time, talent, treasure, and prayer.

Associate members are encouraged to participate in ministry teams, but may not hold office or serve as ministry team liaisons, and they shall have voice without vote.

Article VII. THE PASTOR(S)

When a vacancy occurs in the pastorate, the Leadership Team shall appoint a special committee formed for the purpose of filling the vacancy. This committee may seek the cooperation of the executive head of the state conference and others. The committee will search for an available pastor; settle upon one who, in its judgment, should be called to the pastorate; and at a duly called congregational meeting, propose his or her election. The committee may consider more than one person to fill the position in a job-sharing arrangement. In such a case, the committee shall submit the names of the persons and the job-share proposal to the congregation as specified.

A pastor shall be called for an indefinite period by a two-thirds affirmative vote of the members present at a duly called meeting of the church congregation.

In the call, the terms of the relationship shall be stated, including the agreement of the church to participate in the pension fund of the United Church of Christ, the United Church of Christ health insurance program, and other terms agreed between the candidate and the committee. The pastor(s), the church, the association, and the conference executive shall each receive a copy of the call.

When a pastor has been elected and has accepted the call, at the first opportunity, the pastor shall become a member of the church and of the association of which the church is a member. The church and the association to which the church belongs shall collaborate on a service of installation or recognition.

While the term of a pastor shall be indefinite, the church may at any time by a two-thirds affirmative vote at a meeting called for that purpose, request a resignation with the expectation that it will be presented and become effective within ninety days. Similarly, a pastor shall be expected to give the Leadership Team at least ninety days notice of the pastor's decision to leave the church, unless otherwise agreed upon by both the pastor and the Leadership Team.

The pastor(s) has charge of the spiritual welfare of the church and shall consider the church's discernment statements in his or her actions. The pastor(s) seeks to enlist persons as members of the church; preaches the Gospel; coordinates the ministry of the church in cooperation with the various organizations thereof; serves as an ex-officio, non-voting, member of the Leadership Team; and serves as an advisory member to all other organizations within the church. The pastor(s) also invites participation in and supports the Lay Education for Ministry and Leadership program sponsored by the UCC Iowa Conference. The pastor(s) encourages participation and supports the Pilgrimage program, and any special training programs in ministry, including serving as a mentor and source of support for seminary students and candidates for ordination.

Upon a two-thirds affirmative vote at a meeting called for that purpose, the church may choose to hire one or more associate or assistant pastor(s). The same procedure used to call a pastor will be used to call an associate or an assistant pastor.

The Pastor(s)-Congregation Covenant Team

- The Pastor(s)-Congregation Covenant Team shall consider the church's discernment statements in conducting its activities.
- Exists to help establish and maintain healthy relationships in the shared ministry of the pastor(s) and congregation.
- Regularly reminds and reinforces the pastor(s) and the congregation of the covenantal relationship and that both have a responsibility to support and encourage one another in facilitating a commitment to one another.
- Fulfills the following roles:
 1. Facilitates the processes necessary for establishment and maintenance of healthy relationships between the pastor and the congregation.
 2. Facilitates establishment of realistic expectations.
 3. Ensures that personal support is provided to the pastor(s) and family members through the Caregivers Ministry.
 4. Has an open relationship with the congregation, while respecting confidentiality.
 5. Anticipates and addresses conflicts that may develop, and helps those in conflict consider alternative ways to deal directly with the person or group with whom the person is in conflict.
 6. Creates a general report regarding the work of this group and makes it available to the Leadership Team and congregation, while maintaining confidentiality.

Qualifications for and responsibilities of membership on this team are the following:

- Be an active member of the congregation with some sense of history of the congregation,
- Support the congregation's mission and commit to making a positive contribution to the health of the congregation,
- Have a positive relationship with the pastor(s) and members of the congregation,
- Be able to maintain confidentiality,
- Be open and honest in sensitively sharing the member's own thoughts,
- Have the ability to avoid triangling and work at de-triangling the comments of others, and
- Be trained in conflict transformation and mediation skills and participate in ongoing training in conflict resolution and family systems.

Membership of the team, as a whole, shall be representative of the congregation.

Process for Team Selection

- The team has five members.
- Members serve a two-year term, with two members rotating off the first year and three the next.
- When there is a vacancy, the Moderator or Vice-Moderator will serve on a nominating committee with two additional members of the congregation. Members cannot serve on two consecutive nominating committees.
- The Pastor will submit three to four recommendations of individuals he/she would like to serve on the team.
- Nominations for team members will come from the current pastor and the congregation, and the nominating committee will select team members from the Pastor's list and the nominating list. At least one member should come from the Caregivers Ministry.
- Two of the Pastor's choices will be guaranteed to serve on the team at all times, regardless of the number of team members rotating off the team.

Article VIII. GOVERNANCE

The work of this church shall be carried out by the following ministry teams: Leadership, Building and Grounds, Care Givers, Children's and Youth Ministry, Adult Spiritual Formation, Community Concerns, Kitchen, Membership, Pastor(s)-Congregation Covenant, Personnel, Stewardship and Mission Interpretation, Technology, and Worship. The congregation or Leadership Team may create new teams or discontinue existing teams to better further the work of the church. If the teams are changed, the congregation shall have the opportunity to amend these bylaws at the next annual meeting to reflect these changes. Ministry teams may create other task groups under their direction to further the work of the church. Ministry team members will serve two-year terms and may be re-elected. Ministry teams are grouped as shown below in Articles X through XV.

Ministry teams shall meet 6 times per year or more frequently as needed.

The ministry teams shall consider the church's discernment statements in all of their activities.

The final authority for settling all questions that may arise as to the policies or organizations of this church shall rest in the members of the congregation.

Any active member of the church is eligible for election or appointment to any team or office. Team members are elected as provided in these bylaws and take office at the annual meeting.

A copy of the church's Articles of Incorporation and these bylaws will be kept in the church office.

Article IX. LEADERSHIP TEAM

A. Leadership Team

The Leadership Team shall have thirteen members, plus the Pastor(s). The Leadership Team is responsible for the day-to-day operation of the church. It defines policies, implements programs through its duly elected or appointed members or teams, and conducts all other necessary business of the church. **The Leadership Team shall consider the church's discernment statements in all of its activities.**

The Leadership Team shall consist of the Liaisons of the following ministry groups and teams :

1. Ad-Ministry Group
2. Worship Team
3. Christian Growth Group
4. Outreach and Nurture Group

Additional members of the Leadership Team shall include the following officers elected by the congregation:

1. Moderator
2. Vice-Moderator
3. Treasurer
4. Financial Secretary
5. Recording Secretary

In addition, the congregation shall elect four at-large members of the Leadership Team. If the duties of the Treasurer are divided between two people, both the Treasurer and Assistant Treasurer shall serve on the Leadership Team and the congregation shall elect three members at large. It is recommended that Leadership Team members serve a two-year term and they may be re-elected. The two-year term should have an established staggered rotation, so that all of the members do not leave the team in any one year.

The Pastor(s) shall serve as an ex-officio, non-voting member, of the Leadership Team.

A quorum of the Leadership Team shall be seven persons, and the Moderator shall not vote except as needed to resolve tie votes.

Action of the Leadership Team shall be by majority vote of those present, unless otherwise specified.

Ministry team liaisons shall attend Leadership Team meetings regularly. In the unusual case that a team liaison cannot attend a Leadership Team meeting, the liaison may designate a representative to attend and vote.

Additional functions of the Leadership Team shall include, but not be limited to, the following:

1. Appointing a nominating task group;
2. Calling special congregational meetings;
3. Determining annually the salary and expenses of the pastor(s) and other members of the staff;
4. Hiring and terminating all church staff except the pastor(s);
5. Receiving and approving the various budgetary proposals of the Stewardship and Mission Interpretation Team (part of the Ad-Ministry Group);
6. Appointing persons, teams, or groups to aid in the accomplishment of the aims and goals of the church, including appointments to denominational and ecumenical groups; and
7. Providing a copy of the bylaws to each team at the beginning of the program year.

The Leadership Team shall meet regularly each month or more frequently as it shall determine. All meetings are open to allow any interested persons to attend, and teams may specifically invite representatives of any groups or boards to attend, as it deems necessary.

The Leadership Team has the authority, upon a two-thirds vote of its membership, to go into closed session for the benefit of the church as a whole. Ordinarily, closed sessions would be reserved for discussion of sensitive legal or personnel matters. However, the Leadership Team may need to go into closed session for other reasons, and may do so if prior to moving into closed session, the Moderator states generally the reason for going into closed session, and why it is beneficial to the church as a whole to do so.

B. Officers of the Church

All officers and Ministry Team Liaisons shall be covered by relevant liability insurance policy(s) carried by the church.

Moderator and Vice-Moderator

It is the responsibility of the Moderator, with assistance from the Vice-Moderator, to coordinate the work of the various parts of the church organization in cooperation with the pastor(s). The Moderator will conduct all congregational meetings. In addition, as presiding officer of the Leadership Team, the Moderator shall be responsible for conducting all meetings of the Leadership Team. The Moderator shall be the alternate signatory person on church bank accounts. The Vice-Moderator shall preside in either of these roles in the absence of the Moderator.

A Vice-Moderator shall be elected for a two-year term. The first year, (s)he shall assist the Moderator in fulfilling the responsibilities of that office. The Vice-Moderator shall succeed to, and become the Moderator during the second year of the term. The Vice-Moderator has the responsibility to give a copy of the bylaws to each member of the Leadership Team at the beginning of his or her term.

Recording Secretary

A Recording Secretary shall be elected to a two-year term, and may be re-elected. The Recording Secretary shall be responsible for keeping a record of the proceedings and actions of all congregational and Leadership Team meetings and preserve on file all communications of the Leadership Team.

Treasurer

A Treasurer shall be elected to a two-year term and may be re-elected. The Treasurer shall do the following:

- maintain detailed books of accounts;
- pay all bills;
- maintain adequate payroll records;
- keep an accurate record of all such disbursements;
- record receipt of all monies deposited by the Financial Secretary;
- be authorized to open and maintain checking and savings accounts and such various accounts as deemed necessary in the accomplishment of the Treasurer's duties;
- invest excess funds in certificates of deposit or, upon obtaining the approval of the Leadership Team, in other investment media;
- submit to the Leadership Team at each regularly scheduled meeting, a statement of all current account balances and statements of receipts and disbursements for the prior month, year-to-date, and yearly budget for comparison;
- be the primary signatory person on all accounts;
- have access to the church safe deposit box;

- prepare and file tax returns as necessary; and
- administer the church budget subject to any specific directives from the Leadership Team. The Leadership Team may divide the duties of the Treasurer between two people, the Treasurer and the Assistant Treasurer.

Financial Secretary

A Financial Secretary shall be elected to serve a two-year term and may be re-elected. The Financial Secretary shall take custody of all offerings, keep an accurate record of all pledge payments, and provide all members of the congregation with quarterly statements regarding the same. The Financial Secretary shall deposit all monies received by the church and submit a receipt of deposit in a timely manner to the Treasurer.

Article X. AD-MINISTRY GROUP

The Ad-Ministry Group will consist of teams concerned with the needs of the physical and the fiscal aspects of the congregation. The Ad-Ministry Group consists of the following teams:

1. The Building and Grounds Team (at least 6 members) is responsible for the following:
 - supervise the care and upkeep of the building,
 - arrange for the beautification and upkeep of the grounds, and
 - keep the Leadership Team informed about special building-related needs or concerns.
2. The Kitchen Team (at least 3 members) is responsible for the following:
 - organize the church kitchen,
 - purchase kitchen supplies,
 - establish kitchen use policy, and
 - coordinate with the Building and Grounds Team.
3. The Stewardship and Mission Interpretation Team (at least 5 members) is responsible for the following:
 - oversee the financial needs of the congregation including planning and implementing annual opportunities for renewed stewardship;
 - coordinate additional fundraising efforts by other teams or church members;
 - keep the Leadership Team informed of any concerns for the fiscal life of the congregation;
 - perform, as a minimum, an annual audit of the financial records of the church;
 - keep the congregation informed about special funds and opportunities (e.g., endowment fund or building fund);
 - select and implement special offerings;
 - appoint a memorial task group and endowment task group as needed; and
 - appoint a Financial Health Team as needed.
4. The Technology Team (at least 2 members) is responsible for the following:
 - work with staff to maintain and update the church's technology, either itself or through appropriate contracts with outside companies; and
 - make recommendations to the Leadership Team for acquiring new technology and refreshing current technology.

The Ad-Ministry Group shall have a liaison between the Ad-Ministry Group and the Leadership Team. The Ad-Ministry Group Liaison shall attend and participate in the meetings of the Leadership Team, gather information from the teams and share this information with the Leadership Team, and be available to the Ad-Ministry Group teams for advice, counsel, communication, and agenda setting. The Ad-Ministry Group Liaison will serve a two-year term and may be re-elected.

Article XI. WORSHIP MINISTRY TEAM

The Worship Ministry Team is responsible for assisting the Pastor and Music Director with the following:

- work with the pastor(s) to plan, prepare for, and deliver effective Sunday and special worship services;
- provide support for church services;
- explore options for additional worship times, including weekday or evening opportunities or vesper services;
- oversee the decoration and set-up of the sanctuary;
- inventory and purchase necessary worship supplies;
- recruit and train those helping with the worship services;
- prepare for communion services held at least once each month;
- advocate and support a strong music program within the church;
- recruit a variety of small musical groups to aid and support worship; and
- encourage the development of enrichment options for the congregation, including a wide variety of music styles.

The Worship Ministry Team shall have a liaison between the Worship Ministry Team and the Leadership Team. The Worship Ministry Team Liaison shall attend and participate in the meetings of the Leadership Team, gather information from the team and share the information with the Leadership Team, and be available to sub-teams for advice, counsel, communication, and agenda setting. The Worship Ministry Team Liaison will serve a two-year term and may be re-elected.

Article XII. CHRISTIAN GROWTH MINISTRY GROUP

The Christian Growth Ministry Group shall assist the Ministry Program Coordinator with the administration of life span Christian education and the tasks listed below. The Christian Growth Ministry Group shall consist of the following teams:

1. The Children's and Youth Ministry Team will be responsible for the following:
 - study and make decisions about curriculum;
 - plan and carry out teacher training at least once per year;
 - evaluate the program each year;
 - recruit teachers, who, in turn, will make decisions about class size, location, and ambiance with the Ministry Program Coordinator;
 - make arrangements for summer activities and vacation Bible school;
 - ensure availability of needed supplies;
 - support any staff or volunteers assigned to Children's Ministry;
 - design and implement the youth program;

- plan any summer work/service trips, youth rallies, opportunities for General Synod, and other possibilities that may arise;
 - provide a Sunday morning educational opportunity for youth, as well as fellowship and service times; and
 - support any staff or volunteers assigned to youth.
2. The Adult Spiritual Formation Team will plan, implement, and evaluate a varied Sunday and weekday program for adults.

The Christian Growth Ministry Group shall have a liaison between the Christian Growth Ministry Group and the Leadership Team. The Christian Growth Ministry Group Liaison shall attend and participate in the meetings of the Leadership Team, gather information from the team and share the information with the Leadership Team, and be available to the teams for advice, counsel, communication, and agenda setting. The Christian Growth Ministry Group Liaison will serve a two-year term and may be re-elected.

Article XIII. OUTREACH AND NURTURE MINISTRY GROUP

The purpose of the Outreach and Nurture Ministry Group is to reach out to prospective new members and visitors and to nurture current members. The Outreach and Nurture Ministry Group shall consist of the following teams:

1. The Membership Team (at least 4 members) will be responsible for the following:
 - provide opportunities for visitors to learn more about the church,
 - offer new members classes a minimum of three times per year, and
 - assist the appropriate staff member in keeping membership records and in publishing the church directory.
2. The Community Concerns Team (at least 4 members) will be responsible for the following:
 - research, identify, and organize service projects that the congregation may implement, and
 - keep the congregation informed about opportunities for service in the wider church.
3. Care Givers Teams will be responsible for the following:
 - A. Care Givers I: Care Givers I serves the church family by caring for those who are ill, who are suffering the loss of a loved one, who are confined to their homes or care facilities, or who have special needs.
 - B. Care Givers II: The Care Givers II provides additional support for the congregation when needed. Working with the Pastor, the coordinators of the care givers discuss possible ways to provide support for congregational members who are going through a life-transition or difficult circumstances, and who need care. In general, the Pastor and coordinators pair a care giver with someone who needs care. In addition, Care Givers II organizes training for the current care givers, potential new care givers, and the congregation. This ministry is intended to supplement the care provided by the Pastor.

The Outreach and Nurture Ministry Group shall have a liaison between the Outreach and Nurture Ministry Group and the Leadership Team. The Outreach and Nurture Ministry Group Liaison shall attend and participate in the meetings of the Leadership Team, gather information from the teams and share the information with the Leadership Team, and be available to teams for advice, counsel, communication, and agenda setting. The Outreach and Nurture Ministry Group Liaison will serve a two-year term and may be re-elected.

Article XIV. PERSONNEL TEAM

The Personnel Team shall be responsible for providing advice, support and assistance regarding church staff employment issues to the pastor, staff, Leadership Team and other church teams. The Personnel Team is responsible for looking at what would be good for the church as a whole. The Personnel Team is not an advocate for the views of the staff, pastor, or any team in isolation. Working with the pastor, staff, and other appropriate teams, the Personnel Team develops and updates written employment policies and job descriptions for the employees of the church other than the pastor. Once written, employment policies and job descriptions are approved by the Leadership Team. The Personnel Team assists the pastor and other church teams with studies of salaries, benefits, and staff duties. The team functions in the staff grievance process as stated in the Grievance Procedure. Team members attend Leadership Team meetings and/or make recommendations as needed. The Personnel Team often deals with confidential, sensitive, crucial issues with legal implications. Because of this nature of the work of the team and the need for continuity and institutional knowledge, members of the Personnel Team are encouraged to serve multiple terms. The team has three to five members.

Article XV. GENERAL CONSIDERATIONS

A. Amendments.

These bylaws may be amended at any regular or special meeting of the membership by a two-thirds vote of the members of the church present and voting, provided that notice of the meeting and the substance of the proposed amendment(s) shall be given to all members of the church at least two weeks before the meeting. All active members of the church are entitled to vote.

B. The Church Year

The fiscal year of the Urbandale United Church of Christ shall commence January 1st and end December 31st of each year. A proposed budget shall be presented for approval to the membership of the congregation at a meeting called for that purpose. At least one budget review shall precede the congregational budget approval meeting. Notice of the review session and congregational meeting shall be given to the membership at least two weeks prior to final approval of the budget.

C. Annual Meeting of the Congregation

An annual meeting of the congregation shall be convened at the end of the church program year. The purpose of the meeting is for the congregation to hear reports from staff, officers, and ministry teams, to elect the members of the Leadership Team, and to conduct and transact other church business. Newly elected persons shall assume office at the annual meeting of the congregation.

D. Elections

Elections shall be held by voice vote, unless any eligible voter present at an election meeting requests a vote by ballot. In the event that a winner cannot be immediately determined by voice vote, the vote shall be taken by ballot.

Unless otherwise specifically provided, a majority vote is decisive. Where there are more than two candidates for a single position and no one receives a majority, the candidate receiving the lowest number of votes shall be dropped on each succeeding ballot until one is elected.

All active members of the church are entitled to vote.

E. Removal

The Leadership Team is empowered to remove any ministry team member for cause upon recommendation of the affected ministry team.