



## First Congregational United Church of Christ

Board of Trustees  
January 12, 2021 6:00 PM

### **Call to Order** **Reflection** **Previous Minutes** **Treasurer Report**

Greene, Paul  
Myers, Bret  
Jorgensen, Keith  
Allbaugh, David

### **Staff Reports**

Music Director  
Youth Director  
Office Manager  
Senior Minister

Overton, Luke  
Greene, Abbie  
Wolfe, Michelle  
Myers, Bret

### **Summaries/Highlights**

#### Boards:

Mission Board  
Fine Arts Board  
Diaconate  
Building & Grounds  
Religious Education

Highnam, Cliff  
Lauterbach, Beth  
Greene, Gina  
Mardis, John  
Ahrens, Tim

#### Committees:

Endowment  
Memorial Committee  
Nominating Committee  
Grin & Grow  
Love Inc  
Organ Project Update  
Pandemic Reopening Committee

Dams, Ed  
Brock, Bob  
Highnam, Diane  
Hoekstra, Greg  
Thuesen, Kay  
Brock, Bob  
Ahrens, Tim

### **Old Business**

Stewardship Campaign/2021 Budget  
Organ Capital Campaign Update  
Bylaws Proposed revisions

Allbaugh, Dave  
Greene, Paul  
Greene, Paul

### **New Business**

### **Other Business**

Annual Meeting                      January 24, 2021 12:30 PM  
Next Board Chairs Meeting      February 9, 2021 7:00 PM  
Next Trustees Meeting            March 9, 2021 6:00 PM

### **Adjournment**

Present: Moderator Paul Greene, David Allbaugh, Sue Hummel, Kathy Franke, John Mardis, Barb Mardis, Cliff Highnam, Diane Highnam, Gina Greene, Beth Lauterbach, Anne Hoekstra, Greg Hoekstra, Bob Brock, Kay Thuesen, Ed Dams, and Keith Jorgensen. Staff: Rev. Bret Myers, Luke Overton, and Michelle Wolfe.

Moderator Greene called the meeting to order at 6:05 PM using ZOOM electronic conferencing technology due to the still present COVID-19 meeting restrictions. Rev. Myers shared a reflection based on a quote by Pablo Picasso concerning the meaning of life. In short: The meaning of life is to find your gift, and the purpose of life is to give it away.

**Motion:** To approve the minutes for the October 13, 2020 meeting. **J. Mardis / Franke / Carried**

**Treasurer's Report:** Treasurer Allbaugh reviewed the November financial report noting we are at the 91.7% point in our year. He felt that in general our financial position is okay/ Current pledges are at 83.5%, slightly lower than usual and 22 pledge units remain uncompleted at this moment He shared that it is not uncommon for the church to finish the year with only about 95% of total pledges collected. We have requested and received the third installment of Memorial Pledges from the Endowment Trust. He continued to review the report commenting on various line items and finished noting total expenses are at 79.2% of budget. He expects to complete the year in good condition.

**Motion:** To approve the Treasurer's report as presented. **Allbaugh / Brock / Carried**

#### **Reports:**

**Music Director:** Luke Overton had no additions to his written report. See the attached report.

**Youth Director:** See the attached written report.

**Office Manager:** Michelle Wolfe had no additions to her written report. See the attached report. The board thanked Michelle for her efforts in compiling the Advent Calendar project.

**Senior Minister:** Rev. Myers reported performing committal service for Linda Waldon, with a memorial service to be scheduled later. He commented on the completion of the book study focusing on antiracism and he was pleased with the results. He noted he is still working to know the individual members of the congregation and the challenge it presents without regular services. Some visitation and counseling with various members has occurred. Plans for the upcoming Christmas program are being made and volunteer "readers" are still welcome. He reported having participated in a Conference level Pastoral Care Meeting conducted by ZOOM technology. On a personal note, he concluded his report commenting on a visit with his parents over Thanksgiving.

#### **Boards:**

Written reports were submitted by several boards and are attached to these minutes. Moderator Greene requested any additions to their written reports to be made by the representative present. Boards of Mission, Fine Arts and Religious Education had no additions.

**Buildings & Grounds:** J. Mardis reported on a break-in at the church garage. There was no sign of any loss. He noted that the tuck pointing project is now on hold until spring weather allows for it.

**Diaconate:** G. Greene stressed the portion of her report concerning the upcoming delivery of Christmas "Joy" care bags taking place December 13-16.

**Committees:**

No additional comments were made to the written reports from Endowment or Memorial Committees. See the attached reports.

**Grin & Grow:** C. Highnam shared that Grin and Grow will be submitting a list of needs and wants for the coming year to the church for consideration and planning purposes. Moderator Greene noted that they are now using the lower level of the church during periods of poor weather.

**LoveINC:** K. Thuesen reported LoveINC's appreciation for all the church has done for them.

**Old Business**

**Stewardship Campaign/2021 Budget DRAFT:** Treasurer Allbaugh reviewed two reports he has created. The Pledge Status report is current as of December 6th. It notes 22 pledge units with a value of \$28,000 remain due for 2020. He does not expect to receive the full amount, but time remains. Reviewing the 2021 pledge campaign results to date with 71 or 76 units received, and assuming remaining units to pledge as last year, the deficit for 2021 would be \$2,612. However, expecting the church to still be in virtual mode for the first half of 2021 and not all remaining pledge units to repeat their 2020 levels, he is forecasting a potential deficit of approximately \$10,000. He also provided a pledge distribution table for review. Using the current pledge status for 2021, he has prepared a draft budget for 2021, expecting changes to occur prior to final approval by the trustees in the January meeting and presentation to the membership at the annual meeting. Discussion followed on possible solutions to minimize or eliminate the budget deficit for the coming year. Various suggestions were made. It is likely an appeal will be made through a combination of notices in the Tidings and letter to the membership from either the Moderator or Treasurer once the deficit is more firmly defined, but prior to the January Trustee meeting in order to have an accurate draft budget available.

**Organ Capital Campaign**

Moderator Greene updated the board on the current status of the Organ repair and upgrade project. The capital campaign is on hold until the stewardship campaign is completed. While a capital campaign was approved at the last trustee meeting, it is now the consensus it will be delayed and we will simply have to deal with any schedule and financial changes. It is still the intent of the board to present the Organ project to the membership at the Annual Meeting for approval.

**New Business**

**Bylaws Proposed revisions DRAFT:** Moderator Greene reviewed the draft of revisions to the bylaws with the understanding no action would be taken at this meeting. He urged the trustees to review the draft and try to understand each section and its purpose. See the attached draft. The trustees are to share their thoughts with the Moderator prior to the January meeting and he will then have an "updated" version available at the January board meeting. Presentation and final approval will be during the Annual Meeting, with a two thirds vote required for acceptance.

Meeting Adjourned.

Respectfully submitted,  
Keith Jorgensen, Clerk

# Youth Director Report

Board of Trustees Meeting - January 12th, 2021

## Past (December)

- Children's messages weekly for worship
- Elementary and younger kids: I have been sending out packets in the mail with the Sunday School materials that have a link to a video that goes along.
- Meeting families to record Advent readings
- Christmas play
- Advent Justice Training Sessions via Zoom through the UCC

## Present (January)

- Continuing Sunday School packets
- Bunger journals?
- Reaching out to more individual youth and having conversations, encouraging Wednesday night social hour, getting them to do more readings because it is fun to see them learn new words and put themselves out there!

## Future (February)

- See the possibility of a youth winter games? Socially distanced and obviously masked up? Outside?? In the snow???
- Family Feud over Zoom (my future mother-in-law sent me a version she used with her 4th graders and their families last spring, so I just need to edit it for church) -- having trouble getting it to work, will continue to problem-solve

## **Deacons**

The Board of Deacons had a successful Christmas Care bag deliver. With the help of many church members about 160 bags were delivered to members and friends. Response has been very positive. Special thanks to all.

Gina Greene, Board of Deacons

## **Missions Board**

The Board was involved in several missions. First, our support for the OCWM, known as our “Wider Mission” is money that goes to support the Tri-conference for the United Church of Christ. The church donated \$32,000, which is what we had budgeted for 2020. We also paid Association dues of \$700. We sent no delegates to the annual meeting because this was held as a Zoom gathering. We spent none of the \$2000 we budgeted for Community Mission, nor any of what was budgeted for Community Meals, both because of COVID limitations. Other activities that we participated in were “Neighbors in Need” and “One Great Hour of Sharing.” We helped the RE Board to sponsor “Adopt a Family” for the Christmas season and assisted two families with seven children among them. We also partnered with the RE board for the Mitten Tree, which was located in the foyer for Grin and Grow. Our efforts to coordinate volunteer opportunities for our church members in the Grin and Grow Child Care Center were curtailed by COVID. Finally, we adopted a goal of inviting church members to donate items to Love INC by delivering them to the offices of Love INC in Cedar Falls, or dropping them off at church. This is a program we will initiate in January of 2021.

Cliff Highnam, Board of Missions

## **Religious Education**

Last month we participated with Adopt a Family through our Partners in Education at Bunger middle school. There were two families involved with a total of eleven family members. The gifts were delivered December 21st and their Christmas was made a little brighter thanks to all who donated, shopped and wrapped presents.

Usually this month our Board would be preparing for our annual Super Bowl Sub's fundraiser, as of now no plans have been made.

We normally would be starting our discussions and setting meetings for V.B.S. next month with other churches, not sure if that will be happening this year.

Easter will be here before we know it and hopefully we will be able to have some form of activities to participate with the youth.

Respectfully submitted,

Tim Ahrens, Board of Religious Education

## **2020 Reopening Committee**

We have been meeting on a regular basis, usually once a week via zoom, since last August. Our discussions include the current infection rate of Black Hawk Co. as well as state and Federal levels. There has been very limited use of our building during this period. The R.E. Board hosted a revised, to go, drive up Chili cook off in October and in December the Diaconate put together a cookie/goodie bags together for delivery to Church members. Those events went well for the most part with social distancing sometimes difficult to maintain. Therefore we are recommending a person be in charge of monitoring their group activities especially at the door entrance when others, outside of their group, are bringing items to Church. As a reminder, those requesting use of our building must give notice and complete all required documents at least one week prior to their event.

We have designated the Dining/fellowship Hall as the primary meeting place for small groups of people, ten or less. Our committee is currently discussing the layout of the sanctuary when infection rates lower enough to allow in Church services.

Respectfully Submitted,

Tim Ahrens, Greg Hoekstra, Beth Lauterbach

## **Endowment Committee Report to the Trsustees**

**January 12, 2021**

1. Last quarterly meeting was held October 20. Next meeting to be January 19, 2021 for a 2020 Q4 and year-end review.
2. No contributions to the Endowment Trust was received in 2020.
3. 2019 beginning trust value was \$1,867,500      2020 beginning trust value was \$1,980,500  
October 1 trust value was \$2,072,600
4. 2020 bank management fees are estimated to be \$13,300.
5. 2020 Disbursements for church support total \$108,273 and include the following:
  - a. \$70,953 to support the Church Operating Budget,
  - b. \$7,320 to Fine arts in support of section leads (\$4,820) and concerts (\$2,500),
  - c. \$25,000 for major facilities maintenance
  - d. \$3,000 capital subsidy for office supplies and equipment,
  - e. \$2,000 for high school scholarships
6. There are five Endowment sub-accounts that have restrictions on the use of their funds. Their account values Oct 1 were:
  - a. Goodrich Fund (assist elderly members in need)...\$152,700.
  - b. Youth Empowerment Fund (support the funding of youth taking part individually in church sponsored events)...\$39,100
  - c. Stevens Programming and Outreach Fund (support youth and adult educational programming, outreach activities, and special Sunday services)...\$27,300.
  - d. Bainter Youth Leadership Fund (help youth church members learn Christian leadership skills and grow their faith and commitment to the church)...(supported by Endowment)
  - e. Church Capital Account (Trustees capital improvement support fund created from unused monies from 2018 capital project)...\$13,300. (\$5,000 has been disbursed since Oct 1 leaving an estimated current balance of \$8,300)
  - f. In 2019 the Memorial Committee established a separate fund within Endowment for investment purposes only. The monies in this account are completely managed and administered by the Memorial Committee. Additional funds have been deposited in 2020 but no disbursements were requested. The Oct 1 account value was \$43,200.

Respectfully submitted,

### **2020 Endowment Committee:**

Rich Thuesen

Gordon Lauterbach

Anne Hoekstra

Keith Jorgensen

Gary Waldon

Jill Mejia

Cliff Highnam

Jim Stevenson

Ed Dams, Chair

\*\*\*2021 committee: Keith Jorgensen and Anne Hoekstra will be leaving the committee Dec 31. Laurie Allbaugh and Craig Jensen will be joining as of Jan 1. Jim Stevenson has been elected chair and will assume duties beginning January.

First Congregational Church Waterloo, Iowa	December General Budget	Year to Date 2020	Annual Budget	Percent of Budget
				100.0%
<b>INCOME</b>				
Offering Income:				
Current Pledges	23,200.00	221,067.78	236,962	93.3%
Past Pledges	-	1,265.00	500	253.0%
Memorial Pledges	23,651.34	70,954.00	70,954	100.0%
Non-Pledges	590.00	15,031.45	16,000	93.9%
Loose Offering	-	471.78	2,000	23.6%
Unused 2019 Add'l Donations/Pledges	-	15,440.00	15,440	100.0%
<b>Total Offering Income</b>	<b>47,441.34</b>	<b>324,230.01</b>	<b>341,856</b>	<b>94.8%</b>
Other Income:				
Rent	1,000.00	12,000.00	12,000	100.0%
Parking Lot & Garbage	-	3,448.20	3,338	103.3%
Miscellaneous Income	-	113.00	500	22.6%
Facilities Maintenance Subsidy	5,000.00	25,000.00	25,000	100.0%
Capital Fund Subsidy	3,000.00	3,000.00	3,000	100.0%
Section Leader Subsidy	560.00	4,820.00	17,000	28.4%
<b>Total Other Income</b>	<b>9,560.00</b>	<b>48,381.20</b>	<b>60,838</b>	<b>79.5%</b>
<b>Total Income</b>	<b>57,001.34</b>	<b>372,611.21</b>	<b>402,694</b>	<b>92.5%</b>
<b>EXPENSE</b>				
Board of Trustees				
Pastor				
Salary	8,883.53	47,466.27	50,649	93.7%
Housing Allowance	1,826.57	14,106.22	15,888	88.8%
Annuity	858.25	8,172.60	9,315	87.7%
Health Insurance	1,014.50	9,415.50	10,503	89.6%
SS & Medicare Offset	711.23	4,563.77	5,090	89.7%
Disability Insurance	91.95	875.65	998	87.7%
Continuing Education	-	961.09	1,000	96.1%
<b>Total Senior Minister</b>	<b>13,386.03</b>	<b>85,561.10</b>	<b>93,443</b>	<b>91.6%</b>
Youth Director				
Salary	2,384.61	17,384.60	20,000	86.9%
Continuing Education	90.00	90.00	300	30.0%
<b>Total Youth Director</b>	<b>2,474.61</b>	<b>17,474.60</b>	<b>20,300</b>	<b>86.1%</b>
Professional Expense				
Senior Pastor Expense Allowance	-	216.35	1,000	21.6%
Youth Director Expense Allowance	-	-	300	0.0%
Organist Expense Allowance	-	139.10	500	27.8%
Delegate Expense Allowance	-	50.00	500	10.0%
Staff Continuing Education	-	-	500	0.0%
Pulpit Supply	100.00	800.00	800	100.0%
Library - Books/Periodicals	-	55.12	300	18.4%
<b>Total Professional Expense</b>	<b>100.00</b>	<b>1,260.57</b>	<b>3,900</b>	<b>32.3%</b>
Staff Salaries				
Director of Music	1,466.55	13,320.47	12,300	108.3%
Organist	1,669.23	14,592.27	14,000	104.2%
Custodian	4,021.15	32,405.71	30,750	105.4%

\*\* Annual budget was for Scott  
\*\* Paid through Dec. 31st

\*\* Paid through Dec. 31st

\*\* Paid through Dec. 31st  
\*\* Paid through Dec. 31st  
\*\* Paid through Dec. 31st



First Congregational Church Waterloo, Iowa	December General Budget	Year to Date 2020	Annual Budget	Percent of Budget	
Total Staff Salaries	7,156.93	60,318.45	57,050	105.7%	
Office & Administration					
Office Manager	4,479.23	36,097.31	34,253	105.4%	** Paid through Dec. 31st
Office Supplies/Expenses	1,250.30	4,241.34	5,000	84.8%	
Cost of Donations	24.16	90.31	0	-	** Paypal Fee
Internet	116.70	1,209.27	1,700	71.1%	
Office Equipment/Maint.	134.14	3,073.10	4,500	68.3%	
Postage	496.80	2,979.85	3,000	99.3%	
Advertising	16.04	128.57	400	32.1%	
Social Security (7.65%)	1,090.94	9,075.95	9,500	95.5%	
Van Expense	-	36.00	500	7.2%	
Capital Account	4,000.00	4,000.00	4,000	100.0%	
Stewardship	-	39.95	200	20.0%	
COVID Related Expenses	-	436.99	0	-	** Covid Related Expenses
Transitions/Search Committee Exp	-	12,180.29	0	-	** Pastor Search & Moving Exp
Total Office & Administration	11,608.31	73,588.93	63,053	116.7%	
Total Board of Trustees	34,725.88	238,203.65	237,746	100.2%	
Board of Deacons					
Altar Care	-	83.06	150	55.4%	
Flowers	12.04	126.63	150	84.4%	
Dinners and Receptions	-	-	50	0.0%	
Christmas Decorations	-	-	50	0.0%	
Cluster Ministry	37.19	37.19	350	10.6%	
C.U.E. Seminary Support	1,750.00	3,500.00	3,500	100.0%	
Evangelism	-	-	50	0.0%	
Total Diaconate	1,799.23	3,746.88	4,300	87.1%	
Board Of Building & Grounds					
Utilities:					
MidAmerican	1,187.00	16,253.00	17,900	90.8%	
Phones	78.06	973.48	1,100	88.5%	
Waste Disposal	97.07	1,180.84	1,180	100.1%	
Water Works	498.45	4,617.41	5,000	92.3%	
Total Utilities	1,860.58	23,024.73	25,180	91.4%	
Maintenance	1,710.79	35,089.09	40,000	87.7%	
Maintenance Grin & Grow	-	1,354.51	1,000	135.5%	** G&G Chiller Repair
Insurance	3,713.25	16,027.92	14,800	108.3%	
Custodial Supplies	686.20	1,214.37	2,000	60.7%	
Total Building & Grounds	7,970.82	76,710.62	82,980	92.4%	
Board of Religious Education					
Curriculum	-	-	400	0.0%	
Supplemental Materials	-	-	100	0.0%	
Equipment Maintenance	-	38.39	150	25.6%	
Children's Fellowship	-	7.29	500	1.5%	
Youth Fellowship	-	42.19	900	4.7%	
Young Adults	-	-	200	0.0%	

First Congregational Church Waterloo, Iowa	December General Budget	Year to Date 2020	Annual Budget	Percent of Budget
Childcare Salary	-	40.00	1,650	2.4%
Adult Education	-	-	200	0.0%
Special Events	-	721.36	1,500	48.1%
Summer Programming	-	200.00	500	40.0%
<b>Total Religious Education</b>	<b>-</b>	<b>1,049.23</b>	<b>6,100</b>	<b>17.2%</b>
<b>Board of Fine Arts</b>				
Section Leaders	240.00	4,820.00	17,000	28.4%
Guest Musicians	-	275.00	1,500	18.3%
Instrument Maintenance	-	(722.01)	4,000	-18.1% **Credited Uncashed 2018 Ck
Program Materials	-	52.30	500	10.5%
Choir Robe Cleaning	-	112.25	150	74.8%
Copyright License	-	505.00	700	72.1%
Memberships & Assc	-	-	250	0.0%
Reception Supplies	-	-	500	0.0%
<b>Total Fine Arts</b>	<b>240.00</b>	<b>5,042.54</b>	<b>24,600</b>	<b>20.5%</b>
<b>Board of Missions</b>				
<b>World Mission</b>				
OCWM Basic Support	1,750.00	32,000.00	32,000	100.0%
Sunday School Mission Project	-	-	200	0.0%
<b>Regional Mission</b>				
Association Dues	-	506.55	700	72.4%
Delegate Expense	-	-	200	0.0%
Adopt-a-Cabin	-	-	100	0.0%
<b>Local Mission</b>				
Community Mission	122.82	787.68	2,000	39.4%
Community Meals	-	190.83	2,000	9.5%
Partners-in-Education	-	-	500	0.0%
Church Row Partnership	-	-	50	0.0%
<b>Total Missions</b>	<b>1,872.82</b>	<b>33,485.06</b>	<b>37,750</b>	<b>88.7%</b>
<b>Total Expenses</b>	<b>46,608.75</b>	<b>358,237.98</b>	<b>393,476</b>	<b>91.0%</b>
<b>Net Income</b>	<b>10,392.59</b>	<b>14,373.23</b>	<b>9,218</b>	

Cash Balance - General Acct	Month	YTD
Beginning Cash Balance	49,629.13	73,921.11
Net Income	10,392.59	14,373.23
Transition Account Inc		
Taxes Withheld (Inc)	-	-
Advance Pledge Inc	6,275.00	(6,557.62)
2021 One Time Extra Donation	4,200.00	4,200.00
Use of 2019 Add'l Donations		(15,440.00)
<b>Ending Cash Balance</b>	<b>70,496.72</b>	<b>70,496.72</b>

## Pledge Status

### 2020 Pledges

Number of pledge units: 76  
Amount pledged: \$236,962  
Amount due as of 31 Dec 20: \$16,270 from 6 pledge units.  
Percent pledges paid: 93%

### 2021 Pledges

Pledges Received: 72 equals 95 percent of 2020 pledge units  
Pledged Amount: \$218,417 equals 92 percent of 2020 pledge amount  
Pledges Increased: 18 with amount increased \$11,205, including three new pledges of \$4,520  
Pledges the Same: 47  
Pledges Decreased: 9 with amount decreased \$4,250  
Pledges Lost: 7 with amount lost \$25,500  
For a net Decrease: \$18,545

The reasons and amounts of the 16 pledges that were decreased and lost:

Relocation and death: 2 pledges with amount of \$860  
Personal financial: 4 pledges with amount of \$13,540  
Church direction: 4 pledges with amount of \$12,640  
Unknown reason: 6 pledges with amount of \$2,710

The reasons for pledge decreases came from Michelle and Dave, based on our communication with members.

### 2021 One-Time Donations

Number of donations: 15  
Amount of donations: \$16,550

With current pledges and one-time donations inserted in the 2021 Budget Planning worksheet we have a surplus of \$798.

Dave Allbaugh  
Treasurer

## Pledge Distribution Comparison

	2021	2021	2021	2020	2020	2020	2019	2019	2019
	#	\$	\$ cum	#	\$	\$ cum	#	\$	\$ cum
> \$15K	3	\$61,800	61,800	3	\$60,600	60,600	3	\$62,300	62,300
10 - 15	2	\$23,743	85,543	4	\$43,700	104,300	3	\$34,070	96,370
7.5 -10	0	\$0	85,543	0	\$0	104,300	3	\$26,755	123,125
5 – 7.5	7	\$40,890	126,433	9	\$49,560	153,860	5	\$29,480	152,605
2.5 – 5	14	\$48,360	174,793	11	\$38,360	192,220	14	\$47,460	199,265
1 – 2.5	23	\$33,660	208,453	24	\$33,500	225,720	24	\$33,090	232,305
0.5 – 1	10	\$6,350	214,803	12	\$7,510	233,230	12	\$7,390	239,695
< 0.5	13	\$3,614	218,417	13	\$3,732	236,962	15	\$4,532	244,527
	71			76			79		

### Comparing 2020 to 2021

For units pledging more than \$5,000, the number decreased from 16 to 12 and the amount this group pledged **decreased \$27,427**. This was the major dollar reduction.

For units pledging between \$2,500 and \$5,000, the number increased from 11 to 14 and the amount this group pledged **increased \$10,000**.

For units pledging between \$1,000 and \$2,500, the number decreased from 24 to 23 and the amount this group pledged **increased \$160**.

For units pledging less than \$1,000, the number decreased from 25 to 23 and the amount this group pledged **decreased \$1,278**.

7-Jan-21

**DRAFT - UNAPPROVED****2021 Budget Planning Status****Assume Virtual Church Activities Jan - Jun 2021**

	proposed 2021 Budget	2020 Budget	Change	Remarks
<b>INCOME</b>				per Michelle & Dave
<b>Offering Income:</b>				
Current Pledges	218,417	236,962	-18545	
Past Pledges	11,500	500	11000	delayed 2020 pledges for taxes
Memorial Pledges	70,954	70,954	0	2.3% of \$2.217320 million
Non-Pledges	34,550	16,000	18550	\$18K history plus \$16,550 one time donations
Loose Offering	1,000	2,000	-1000	based on reopening July
Unused 2019 Add'l Donations/Pledges	0	15,440	-15440	no longer available
<b>Total Offering Income</b>	<b>336,421</b>	<b>341,856</b>	<b>-5435</b>	
<b>Other Income:</b>				
Rent	12,000	12,000	0	raised rent in 2020
Parking Lot & Garbage	3,338	3,338	0	raised rent in 2020
Miscellaneous Income	250	500	-250	history
Facilities Maintenance Subsidy	25,000	25,000	0	per J. Mardis
Capital Fund Subsidy	3,000	3,000	0	history
Section Leader Subsidy	7,500	17,000	-9500	based on reopening July
<b>Total Other Income</b>	<b>51,088</b>	<b>60,838</b>	<b>-9750</b>	
<b>Total Income</b>	<b>387,509</b>	<b>402,694</b>	<b>-15185</b>	
<b>EXPENSE</b>				
<b>Board of Trustees</b>				per Michelle, Bret & Dave
<b>Pastor</b>				2020 figures for Scott
Salary	56,721	50,649	6072	per contract
Housing Allowance	16,838	15,888	950	12% of median home value
Annuity	10,299	9,315	984	14% of salary+housing allowance
Health Insurance	11,710	10,503	1207	per contract
SS & Medicare Offset	5,628	5,090	538	7.65% of salary+housing allowance
Disability Insurance	1,104	998	106	1.5% of salary+housing allowance
Continuing Education	1,000	1,000	0	per contract
<b>Total Pastor</b>	<b>103,300</b>	<b>93,443</b>	<b>9857</b>	
<b>Youth Director</b>				
Salary	20,000	20,000	0	new to position
Continuing Education	450	300	150	new to profession
<b>Total Youth Director</b>	<b>20,450</b>	<b>20,300</b>	<b>150</b>	
<b>Professional Expense</b>				leave funding as is
Senior Pastor Expense Allowance	1,000	1,000	0	
Youth Director Expense Allowance	300	300	0	
Organist Expense Allowance	500	500	0	
Delegate Expense Allowance	500	500	0	
Staff Continuing Education	500	500	0	
Pulpit Supply	800	800	0	
<b>Total Professional Expense</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>	
<b>Staff Salaries</b>				2.5 percent increase
Director of Music	12,608	12,300	307	
Organist	14,350	14,000	350	
Custodian	31,519	30,750	769	
<b>Total Staff Salaries</b>	<b>58,476</b>	<b>57,050</b>	<b>1426</b>	
<b>Office &amp; Administration</b>				per Michelle

7-Jan-21

**DRAFT - UNAPPROVED**

**2021 Budget Planning Status**

**Assume Virtual Church Activities Jan - Jun 2021**

Office Manager	35,109	34,253	856	2.5 percent increase
Office Supplies/Expenses	4,000	5,000	-1000	based on reopening July
Cost of Donations	0	0	0	goal: eliminate this cost
Internet	1,700	1,700	0	based on Mediacom bill
Office Equipment/Maint.	3,500	4,500	-1000	based on reopening July
Postage	2,800	3,000	-200	reopening, history
Advertising	400	400	0	Zoom & Facebook mo. fee
Social Security (7.65%)	8,690	9,500	-810	based on staff salaries
Van Expense	300	500	-200	history
Capital Account	4,000	4,000	0	history
Stewardship	200	200	0	history
COVID Related Expenses	200	0	200	need
Transitions/Search Committee Exp	0	0	0	hopefully, none in 2021
<b>Total Office &amp; Administration</b>	<b>60,899</b>	<b>63,053</b>	<b>-2154</b>	
<b>Total Board of Trustees</b>	<b>246,726</b>	<b>237,446</b>	<b>9280</b>	
<b>Board of Deacons</b>				per Gina
Altar Care	150	150	0	
Flowers	150	150	0	
Dinners and Receptions	390	50	340	new member receptions, baptisms
Christmas Decorations	50	50	0	
C.U.E. Seminary Support	3,500	3,500	0	
Worship	50	0	50	thunder/lighting machine to support sermons
<b>Total Diaconate</b>	<b>4,290</b>	<b>3,900</b>	<b>390</b>	
<b>Board Of Building &amp; Grounds</b>				
Utilities:				per John, Kyle, Michelle
MidAmerican	16,100	17,900	-1800	based on reopening July
Phones	900	1,100	-200	Century link to mediacom
Waste Disposal	1,180	1,180	0	
Water Works	5,000	5,000	0	
<b>Total Utilities</b>	<b>23,180</b>	<b>25,180</b>	<b>-2000</b>	
Maintenance	40,000	40,000	0	
Maintenance Grin & Grow	1,000	1,000	0	
Insurance	15,000	14,800	200	instinct
Custodial Supplies	2,000	2,000	0	reopening, history Kyle
<b>Total Building &amp; Grounds</b>	<b>81,180</b>	<b>82,980</b>	<b>-1800</b>	
<b>Board of Religious Education</b>				per Tim & Abbie
Curriculum	400	400	0	
Supplemental Materials	100	100	0	
Equipment Maintenance	150	150	0	
Children's Fellowship	500	500	0	
Youth Fellowship	900	900	0	
Confirmation	0	0	0	
Young Adults	200	200	0	
Childcare Salary	825	1,650	-825	based on reopening July
Adult Education	200	200	0	
Special Events	1,500	1,500	0	
Summer Programming	500	500	0	
Library - Books/Periodicals	360	300	60	\$60 for These Days subscription from Deacons Budget
<b>Total Religious Education</b>	<b>5,635</b>	<b>6,400</b>	<b>-765</b>	
<b>Board of Fine Arts</b>				per Beth & Luke
Section Leaders	7,500	17,000	-9500	based on reopening July
Guest Musicians	750	1,500	-750	based on reopening July
Instrument Maintenance	2,000	4,000	-2000	organ project
Program Materials	500	500	0	
Choir Robe Cleaning	150	150	0	
Copyright License	700	700	0	
Memberships & Assc	230	250	-20	Hudson+Luke

7-Jan-21

**DRAFT - UNAPPROVED**

**2021 Budget Planning Status**

**Assume Virtual Church Activities Jan - Jun 2021**

Reception Supplies	300	500	-200	no history
Total Fine Arts	<u>12,130</u>	<u>24,600</u>	<u>-12470</u>	
<b>Board of Missions</b>				per Cliff
World Mission				
OCWM Basic Support	32,000	32,000	0	
Sunday School Mission Project	200	200	0	
Regional Mission				
Association Dues	700	700	0	
Delegate Expense	200	200	0	
Adopt-a-Cabin	100	100	0	
Local Mission				
Community Mission	2,000	2,000	0	
Community Meals	1,000	2,000	-1000	based on reopening July
Partners-in-Education	500	500	0	
Church Row Partnership	50	50	0	
Total Missions	<u>36,750</u>	<u>37,750</u>	<u>-1000</u>	
			<u>0</u>	
<b>Total Expenses</b>	<u>386,711</u>	<u>393,076</u>	<u>-6365</u>	
<b>Net Income</b>	<u>798</u>	<u>9,618</u>	<u>-8820</u>	

**THE FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST  
OF WATERLOO, IOWA****ARTICLE I - NAME**

The name of this corporation as listed in the Articles of Incorporation, hereinafter referred to as the "church," is The First Congregational Church of Waterloo, Iowa.

**ARTICLE II - POLITY**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body; but it recognizes and sustains the obligation of mutual council and cooperation which are common among churches of the United Church of Christ and it is in fellowship with all ~~churches~~ which acknowledge Jesus Christ to be their Redeemer and Lord children of God.

**ARTICLE III - MISSION STATEMENT**

The mission of this corporation is to worship God, to preach the Gospel of Jesus Christ, and to celebrate the Sacraments; to teach and encourage the application of Christian values, individually and socially; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward all humankind; and to strive for righteousness, justice, and peace.

**ARTICLE IV - MEMBERSHIP**

**Section 1** - Membership in this church may be acquired in the following ways:

- a) ~~(a)~~ A member in good standing in any other Christian church may be received into membership by Letter of Transfer.
- b) ~~(b)~~ A person whose membership is in another church that does not grant Letters of Transfer may be accepted into membership by a simple Confession of Faith.
- c) ~~(c)~~ Persons who have once publicly embraced the Christian faith, but who have not continued an active relationship with some church, may be received into this church by a simple Reaffirmation of Faith.
- d) ~~(d)~~ Persons who have never publicly professed their Christian faith may be received into membership by a simple Confession of Faith.

**Section 2** - Reception of Members

Persons seeking to join this church shall be received at a service of worship as determined by ~~the Board of Deacons and~~ the Senior Minister. Anyone unable to attend in public may be received by a representative from the Board of Deacons acting on behalf of the congregation.



### Section 3 - The Covenant of Church Membership

The fellowship of this church shall be sustained and enriched by our common consent to this covenant:

    —*We covenant one with another to walk together as partners in the common life of this church.*

*We acknowledge a faith that seeks to know and respond to the Word and Will of God, made known and to be made known.*

*We acknowledge a fellowship that strives to realize acceptance and love, in accordance with the example of Jesus Christ.*

*We acknowledge a mission that aspires to serve the community and world, empowered as in the past by the Spirit of peace and harmony.*

*In support of this covenant, we pledge our friendship and prayers, our participation and resources, as we share in the hopes and labors of this family of God's people.*

### Section 4 - Inactive Members

Members who for a period of two years, in spite of efforts by the church to contact them, have not communicated with the church or contributed to its support, may ~~by a vote of the Board of Deacons~~ be transferred to an inactive list by the Clerk. From the date of such transfer, such persons shall cease to be reported on the active membership role. ~~Inactive members shall not be entitled to vote on matters brought before the body of this church, shall not be eligible to serve as officers or delegates or on boards or committees, and shall not be reported for statistical purposes.~~ Upon renewed interest and participation in the church, the ~~Clerk Board of Deacons~~ may restore an inactive member to active membership.

**Section 5** - Membership in this church may be terminated in the following ways:

- a) ~~(a)~~ Any member in good standing who requests it may receive a letter of release and transfer to another church.
- b) ~~(b)~~ Any person desiring a transfer to another church that would not ordinarily receive a Letter of Transfer from this church may be provided a statement of membership and a letter of release.
- c) ~~(c)~~ Any person who desires release from his or her covenant obligation to this church and who requests it shall be entitled to such release.

## ARTICLE V - WORSHIP SERVICES AND CONGREGATIONAL MEETINGS

### Section 1 - Worship Services

- a) ~~(a)~~ Regular worship services shall be held on Sunday at times arranged by the Senior Minister with input from the Pastor Parish Relations Committee (PPRC) and the Board of Deacons.
- b) ~~(b)~~ The Sacrament of the Lord's Supper shall be administered at least quarterly.

~~c) —(e)~~ The Sacrament of Baptism shall be administered at such times as the Senior Minister may direct.

~~d) —(d)~~ Other services for public worship may be held as determined by the Senior Minister with input from the Pastor Parish Relations Committee (PPRC) and the Board of Deacons.

## Section 2 - Business Meetings

~~a) —(a)~~ The annual meeting of the church shall be held in January of each year on a day and time as designated by the Board of Trustees. Notice of the annual meeting shall appear in the church bulletin for at least two publications preceding the annual meeting, the last publication of which shall be not less than one week prior to the annual meeting. ~~Notice and~~ shall also be given from the pulpit, ~~and shall be published in the church newsletter~~ at least one week before the annual meeting.

~~b) —(b)~~ Special meetings of the membership may be held from time to time upon the call of the Senior Minister or the Board of Trustees on its own motion. The Board of Trustees shall call a special meeting on the written request of at least twenty-five qualified voting members of the corporation. Notice of any special meeting shall state the object of the meeting. Notice of the special meeting shall appear in the church bulletin for at least two publications preceding the special meeting, the last publication of which shall be not less than one week prior to the special meeting. ~~Notice and~~ shall also be given from the pulpit, and shall be published in the church newsletter at least one week before the special meeting.

~~c) —(e)~~ A quorum for conducting business at any meeting shall consist of the voting members of the corporation present.

~~d) —(d)~~ Unless otherwise required by these Bylaws or the Articles of Incorporation, a majority of the qualified members present and voting shall determine all questions.

~~e) —(e)~~ Roberts Rules of Order, Revised, shall govern at all meetings of the membership unless these Bylaws or the Articles of Incorporation describe a different procedure.

## Section 3 - Church Year

The official church year shall begin with January 1 and end on the 31st day of December.

## ARTICLE VI - BOARD OF TRUSTEES

### Section 1 - Purpose

~~a) —(a)~~ The Board of Trustees shall manage all the affairs of the church, shall determine its policies and shall actively promote the church mission statement.

### Section 2 - Membership

~~a) —(a)~~ The Board of Trustees shall be composed of ~~twenty (20)~~ sixteen (16) members, the Moderator, the Treasurer, the Clerk, the Chair of the Board of ~~Deacons~~ Spiritual Life & Care, the Chair of the Board of ~~Buildings and Grounds~~ Physical Resources, the Chair of the Board of ~~Religious Education~~ Spiritual Growth & Programs, the Chair of the Board of ~~Fine Arts~~ Creative Ministries, the Chair of the Board of ~~Missions~~ Social Causes & Justice, ~~the Chair of the Stewardship Committee~~, the Chair of the Endowment

Committee, ~~the Chair of the Nominating Committee, the Chair of the Nominating Committee,~~ and ~~nine (9)~~six (6) members at-large. The ministerial staff shall be ex-officio members.

- ~~b) —(b)~~ The ~~six~~nine members at-large shall be elected at the annual meeting for terms of three years each in such a manner that the terms of ~~three~~two of such members expire annually. A member at-large may be elected for one additional term of three years but cannot then be re-elected to the Board of Trustees until one year has elapsed.
- ~~c) —(c)~~ Those members of the Board of Trustees who are such by virtue of being a chair of a board or committee shall continue to serve as Trustees until their successor is elected or appointed.

### Section 3 - The Board of Trustees shall

- ~~a) —(a)~~ Act as a coordinating agency for the various boards, committees, and other groups in the church.
- ~~b) —(b)~~ Be responsible for developing and implementing long-range planning on a regular basis; and shall facilitate the major activities and actions of the boards, committees, and other groups with respect to their goals and objectives.
- ~~c) —(c)~~ Have custody of the property and facilities of the church.
- ~~d) —(d)~~ Advise the congregation as to the financial standing of the church.
- ~~e) —(e)~~ Be responsible for the control and disbursement of church funds.  
*Note: The Board of Trustees is not responsible for disbursements from ~~other than~~ the First Congregational Endowment Trust Fund or disbursements under ten thousand dollars from other funds traditionally or normally controlled by other boards and committees such as the Deacon's Fund. ~~The Board of Trustees shall not incur any expense for one item or project exceeding ten thousand dollars without prior specific authority by vote of the congregation.~~*
- ~~f) Make recommendations to the Endowment Committee for requested expenditures and capital projects.~~
- ~~g) Approve expenditures of more than ten thousand dollars for any church funds normally controlled by other boards and committees such as the Deacon's Fund, except the First Congregational Endowment Trust.~~
- ~~h) Approve and obtain congregational approval by vote for any expenditures of the church exceeding twenty-five thousand dollars including the First Congregational Endowment Trust Fund or other funds traditionally or normally controlled by other boards and committees such as the Deacon's Fund. *Note: The First Congregational Endowment Trust Fund agreement may not require approval of the Board of Trustees or a vote of the congregation. Regardless, the approval and vote shall be secured as advice, rather than direction, from the Board of Trustees and congregation.*~~
- ~~i) —(f)~~ Approve the salary of each church employee based upon the recommendations of the Personnel Committees.
- ~~j) —(g)~~ Review, amend, and approve the budget and make recommendations on the budget to the congregation.
- ~~k) —(h)~~ Arrange for a review of the church's financial accounts on a periodic basis.

l) ~~(i)~~ Assist the Senior Minister in the employment, supervision, and termination of Program Staff and Support Staff as recommended by the Personnel Committee.

m) ~~(j)~~ Provide for temporary ministerial services in the event the Ministerial Staff shall be unavailable to meet the needs of the church.

n) ~~(k)~~ Elect persons to fill vacancies on boards and permanent committees and in offices for the unexpired term. Nominees will be provided by the Nominating Committee.

o) ~~(l)~~ Act as a channel for suggestions, criticisms, and information for the congregation, and receive and act upon all questions, problems and policies of the church between congregational meetings which are not routinely referred to the duly constituted boards and committees of the church.

p) ~~(m)~~ Appoint such other committees or task forces as may be deemed necessary or desirable.

#### **Section 4 - Moderator and Clerk**

The Moderator shall be the Chair of the Board of Trustees, and the Clerk shall be its Recording Secretary. The Board of Trustees may elect such other officers as it deems necessary.

#### **Section 5 - Meetings**

The Board of Trustees shall meet periodically at times and places determined by action of the Board of Trustees. Special meetings may be held on the call of the Moderator or the Senior Minister. A quorum for the transaction of business shall consist of a simple majority of the servicing members of the Board of Trustees.

#### **Section 6 - Resignations**

Any non-officer member of the Board of Trustees may resign by submitting to the Moderator, Senior Minister, or Clerk an oral or written communication of resignation, which shall become effective upon its receipt or at any later time specified therein.

#### **Section 7 - Vacancies**

Vacancies on the Board of Trustees for non-officer members shall be filled for the balance of the unexpired term by the Board of Trustees upon nomination by the Nominating Committee.

### **ARTICLE VII - PROGRAM BOARDS**

#### **Section 1 - Members, Terms and Organization of Program Boards**

The Board of ~~Deacons~~ Spiritual Life & Care shall consist of ~~eighteen~~ members, elected at the annual meeting, for one-year renewable terms. Each of the other boards listed in Section 3 of this Article shall consist of ~~nine~~ at least five members, elected at the annual meeting, for one-year renewable terms.

#### **Section 2 - Matters Applicable to All Boards**

- a) ~~—(a)~~ Program Boards shall organize by electing for one-year terms their own Chair, Vice-chair, and Secretary at their first meeting following the annual meeting. The chair, vice-chair, and secretary shall continue to act as such until their successor is elected. No one individual may serve as Chair of the respective Program board for more than three (3) consecutive one-year terms.
- b) ~~—(b)~~ A quorum for the transaction of business shall consist of a simple majority of the members of each board.
- c) ~~—(c)~~ Each board shall recommend to the Board of Trustees an annual plan and budget for the program of the board and shall be responsible for the implementation of such plan and the expenditure of funds allocated, pledged, or given for said purposes.
- d) ~~—(d)~~ The chair of each program board shall be a member of the Board of Trustees.
- e) ~~—(e)~~ Each program board shall regularly develop and implement a long-range plan of goals, objectives, and action plans.
- f) ~~—(f)~~ Any member of a Program Board may resign by submitting to the respective chair or the ministerial staff an oral or written communication of resignation, which will become effective upon its receipt or at any later time specified therein.
- g) ~~—(g)~~ Vacancies on Program Boards shall be filled for the balance of the unexpired term by the Board of Trustees upon nomination by the Nominating Committee.

**Section 3** - The purpose of the Program Boards shall be as follows:

- a) ~~—(a)~~ BOARD OF ~~DEACONS SPIRITUAL LIFE & CARE~~ - To provide leadership in the spiritual life of the congregation in matters pertaining to worship, membership, ~~ministerial support~~, and the care of members.
- b) ~~—(b)~~ BOARD OF ~~BUILDINGS AND GROUNDS PHYSICAL RESOURCES~~ - To provide leadership in maintaining and improving the facilities, equipment, and physical environment of the church to the end that its spiritual life be enhanced.
- c) ~~—(c)~~ BOARD OF ~~RELIGIOUS EDUCATION SPIRITUAL GROWTH & PROGRAMS~~ - To provide educational opportunities and encourage members of all ages to participate in exploring and understanding the life of Christ and His teachings. Further, to assume responsibility for the development of new programs for the educational and spiritual growth of the church family.
- d) ~~—(d)~~ BOARD OF ~~FINE ARTS CREATIVE MINISTRIES~~ - To provide a ministry to stimulate and enrich the spiritual life of the church through ~~the fine creative~~ arts.
- e) ~~—(e)~~ BOARD OF ~~MISSION SOCIAL CAUSES & JUSTICE~~ - To interpret and promote the outreach ministries of our congregation and denomination locally and beyond and to stimulate and encourage full congregation participation in these ministries.

**ARTICLE VIII - PERMANENT COMMITTEES**

**Section 1 - Matters Applicable to Permanent Committees:**

- a) ~~—(a)~~ Permanent Committees, with the exception of the Personnel Committee, shall organize by electing for one-year terms their own Chair, Vice-Chair, and Secretary at their first meeting following the annual meeting. The Chair, Vice-Chair, and Secretary shall continue to act as such until their successor is elected. No one individual may serve as Chair of a Permanent Committee for more than three (3) consecutive one-year terms.
- b) ~~—(b)~~ A quorum for the transaction of business shall consist of a simple majority of the members of each Committee.
- ~~—(c) The Chair of each Committee shall be a member of the Board of Trustees.~~
- c) ~~—(d)~~ Any member of a Permanent Committee may resign by submitting an oral or written communication of resignation to the respective chair or ministerial staff, which will become effective upon its receipt or at any later time specified therein.
- d) ~~—(e)~~ Vacancies on Permanent Committees shall be filled for the balance of the unexpired term, by the Board of Trustees upon nomination by the Nominating Committee.

**Section 2 – Executive Committee**

- a) There shall be an Executive Committee consisting of the Moderator, the Treasurer, and the Clerk. The Senior Minister will be an ex-officio member of the Executive Committee.
- b) The Executive Committee shall meet on an as-needed basis to discuss and make decisions on ongoing church business not requiring a vote of the Board of Trustees.
- c) The Executive Committee may be authorized by the Board of Trustees to act on its behalf for specific church business matters.
- d) The Exec Committee will assist in annual budget assistance and review

**Section ~~23~~ - Stewardship-Stewardship Committee**

- a) ~~—(a)~~ There shall be a Stewardship-Stewardship Committee consisting of the six six at-large Trustees members elected by the congregation at the Annual Meeting, upon nomination by the Nominating Committee. The six members shall serve one-year renewable terms.
- b) ~~—(b)~~ The Stewardship-Stewardship Committee shall be responsible for the following:
  - 1) ~~—(1)~~ Planning and carrying out a continuous stewardship program for underwriting the budget.
  - 2) ~~—(2)~~ Securing pledges from new members and other persons who did not have the opportunity to pledge during the annual stewardship program.
  - ~~—(3) Conducting an ongoing program of stewardship education.~~

### Section 34 - Endowment Committee

The Endowment Committee shall consist of nine members who shall be elected by the Board of Trustees upon nomination by the Nominating Committee for terms of three years, each in such a manner that the terms of three of such members expire annually, consistent with ~~in~~ the manner provided in the First Congregational Endowment Trust Agreement. All members ~~and who~~ shall serve as such under all of the powers and duties therein set forth in the Endowment Trust Agreement. No member shall be allowed to serve more than two (2) consecutive terms, but may be reappointed to serve after a minimum lapse of one (1) year.

### Section 45 - Nominating Committee

- a) ~~—(a)~~ A Nominating Committee of at least threesix members shall be elected at the first regular meeting of the Board of Trustees following the annual meeting, upon nomination of the Nominating Committee. The ~~six~~ members, ~~one of whom shall be a Past Moderator, if practicable,~~ shall serve one-year renewable terms.
- b) ~~—(b)~~ The purpose of the Nominating Committee shall be to provide nominees for the at-large members of the Board of Trustees ~~and all Officers~~ as defined in Article XI. ~~Further, the Nominating Committee shall provide nominees and~~ for vacancies on all Program Boards, Permanent Committees, and any other committee created by the Board of Trustees. In connection with providing nominees for membership the Nominating Committee shall seek recommendations from said committees and boards as to qualified and interested persons willing to serve within their respective areas.
- c) The Nominating Committee may also bring to the Board of Trustees suggestions as to members' areas of interest for the formation of future boards and/or ad hoc committees.
- d) ~~—(e)~~ Vacancies on the Nominating Committee will be filled by the Board of Trustees for the unexpired term.

### Section 56 - Personnel Committee

- a) ~~—(a)~~ There shall be a Personnel Committee consisting of five members: the Moderator, the immediate Past Moderator (if able and willing, and if not, another past moderator may be chosen by the committee), the Clerk, the Treasurer, and one at-large member appointed by the Board of Trustees from the at-large Trustees at its first regular meeting following the Annual Meeting.
- b) ~~—(b)~~ The Moderator shall be the chair of the Personnel Committee.
- c) ~~—(c)~~ The Personnel Committee will maintain a continuing program to supply competent personnel necessary to carry out the Mission of the church.
- d) ~~—(d)~~ The responsibilities of the Personnel Committee are as follows:
  - 1) ~~—(1)~~ To insure that candidates for all church employment, including members of the ministerial staff, are provided through appropriate search committees.
  - 2) ~~—(2)~~ To provide and maintain current job descriptions for all staff positions and to develop and maintain personnel policies.

- 3) ~~—(3)~~ To annually establish and review the employment related objectives of the Ministerial Staff and to evaluate their performance.
- 4) ~~—(4)~~ To annually provide for performance reviews of the Program Staff and the Support Staff in cooperation with the Senior Minister.
- 5) ~~—(5)~~ To develop and provide a data base of comparable compensation levels to assure adequate compensation of all staff.
- 6) ~~—(6)~~ To provide compensation recommendations to the Treasurer and Board of Trustees.
- 7) To receive and process church staff relations matters, workplace conflict, job satisfaction, workplace conditions, and maintain files for the same.

**Section 67** - Scholarship Committee

- a) ~~—(a)~~ There shall be a Scholarship Committee consisting of ~~six~~four members approved at the annual meeting as nominated by the Nominating Committee for one-year renewable terms. ~~The Board of Trustees shall appoint annually a past moderator, a staff member, and a member of the Board of Trustees. Three at large members shall be elected at the Annual Meeting for one-year renewable terms.~~ All members of the Scholarship Committee shall serve no more than ~~two~~three consecutive terms.
- b) ~~—(b)~~ The Scholarship Committee shall annually review applications and award scholarships based on guidelines subject to the approval of the Board of Trustees. An amount shall be recommended to the Endowment Committee for funding.

**Section 8 – Pastor Parish Relations Committee (PPRC)**

- a) The Pastoral Parish Relations Committee (PPRC) shall consist of five members appointed by the Senior Minister for one-year renewable terms for a maximum three continuous years. In the case of a new minister, the PPRC may typically consist of members selected from the pastoral Search Committee.
- b) The PPRC shall share ideas, dreams, expectations, and concerns of the congregation with the pastor.
- c) The PPRC will serve as a support group for the pastor’s leadership, interpreting roles, functions, boundaries, opportunities, and needs of the pastor to the congregation.
- d) The PPRC will serve as a safe place for honest discussion of visions for future church growth.
- e) All discussions within the PPRC are to remain confidential unless otherwise determined by the entire committee.

**ARTICLE IX - OTHER COMMITTEES**

**Section 1**- Memorial Committee

The Board of Trustees shall appoint a Memorial Committee of at least three members as nominated by the Nominating Committee, the duties of which shall be to receive and disburse memorial funds upon review with family members and other appropriate boards or committees.

**Section 2** - Other Committees



Other committees may be created by the congregation or the Board of Trustees as needed.

### **Section 3 - Annual Delegates**

The ~~Board of Trustees~~ Senior Minister shall appoint delegates sufficient in number to represent the church at the annual meeting of the Iowa Conference of the United Church of Christ or at such other meetings or in such organizations as may be required.

## **ARTICLE X - STAFF**

### **Section 1 - Senior Minister**

For purposes of these Bylaws, the term Senior Minister may also refer to an Intentional Interim or Designated Term Pastor when the church is without a permanent Senior Minister.

The Senior Minister shall be a member of the church and shall have charge of the spiritual welfare and work of the church. The Senior Minister shall seek to enlist persons as followers of Christ, preach the Gospel, administer the Sacraments, and have under his or her care and direction all services of public worship. The Senior Minister shall administer the activities of the church in cooperation with the program boards and committees. The Senior Minister shall have general supervision of all employed church staff. The Senior Minister shall be an ex-officio member of all program boards and committees.

While the term of the Senior Minister shall be indefinite, the congregation may at any time, by a majority vote at a meeting of the members called for that purpose, request his or her resignation or terminate his or her services to be effective within ninety days. Likewise, he or she shall give a ninety\_-days notice in case he or she wishes to leave of his or her own volition; but, in the case of loss of ministerial standing on the part of the Senior Minister, relations shall cease at once, at the option of the Congregation.

Whenever it becomes necessary to select a new Senior Minister, the Board of Trustees shall appoint a Search Committee to propose the name of a candidate to a meeting of the church members. Voting on a candidate shall be at a special meeting called for that purpose.

### **Section 2 - Associate Minister(s)**

One or more Associate Ministers may be chosen and released in the same manner as provided above for the Senior Minister. The Senior Minister shall be a member of the Search Committee to select an Associate Minister. The areas of work of Associate Ministers shall be defined by the Senior Minister in consultation with the Board of Trustees.

### **Section 3 - Other Staff.**

Program Staff persons working in the areas of religious education and fine arts activities shall be employed, supervised and terminated by the Senior Minister in consultation with their respective Program Boards, ~~-subject~~ to approval by the Board of Trustees. Support Staff, other than custodial personnel, shall be employed, supervised, and terminated by the Senior Minister, subject to the approval of the Board of Trustees. Custodial personnel shall be supervised, employed and terminated by the Senior Minister in consultation with the Board of ~~Buildings and Grounds~~ Physical Resources, subject to the approval by the Board of Trustees. In each instance, the Personnel Committee ~~may will insure supply~~ a list of possible candidates.

## Section 4 – Intentional Interim/Designated-Term/Supply Pastor

When it is necessary to replace a departing Senior Minister for any reason, the Personnel Committee will make a recommendation to the Board of Trustees as to whether a temporary pastor is required. If so, the Personnel Committee will also recommend whether an Interim, Designated Term, or Supply pastor should be sought. The Committee will use definitions as supplied by the UCC when making this determination. The Board of Trustees will make the decision as to whether the senior minister position will be filled temporarily and which type of temporary pastor position will be utilized. The Personnel Committee and Search Committee may make further recommendations to the Board of Trustees during the search process.

If the senior minister position is to be filled temporarily, the Search Committee will post the determined position with the UCC and whatever other means it determines appropriate for the search. When a qualified candidate has been selected, the Search Committee will make its recommendation to the Personnel Committee. The Personnel Committee will create an appropriate compensation package. The Search Committee will then make its recommendation to the Board of Trustees for approval. The Personnel Committee will submit the compensation package to the Board of Trustees for approval.

Because of the temporary nature of the positions, neither Intentional Interim, Designated Term (2 years or less), nor Supply ministers shall require the vote of the congregation to be Called.

Intentional Interim pastors may not be eventually Called to a Settled position.

## **ARTICLE XI - OFFICERS**

### **Section 1 - Moderator**

The Moderator shall be a layperson who shall not be a present employee of this corporation or current member of the Ministerial Staff and shall be elected at the annual meeting for a term of three years. A Moderator may not be re-elected until after at least one year shall have elapsed following his or her term. The Moderator shall preside over meetings of the Board of Trustees and meetings of the members of the church. The Moderator shall be a member of the Board of Trustees, the Executive Committee, and the Personnel Committee and shall be its chair and preside over ~~its~~their meetings. -The Moderator shall serve until a successor is elected.

### **Section 2 - Clerk**

The Clerk shall be elected at each annual meeting for a term of one year for a maximum six continuous years and shall be a member of the Board of Trustees and its ~~Recording~~ Secretary. The Clerk shall be responsible for the following:

- a) ~~(a)~~ Keeping a faithful record of the regular and special meetings of the members of the church.
- b) ~~(b)~~ In conjunction with the Office Manager, k Keeping a register with the addresses of the members of the church, with dates and manner of reception and removal.
  - 1) ~~(e)~~ Keeping the record of baptisms, marriages, and funerals.
  - 2) ~~(d)~~ Issuing letters of transfer and release.
  - 3) ~~(e)~~ Preserving on file all communications and written official reports.

- 4) ~~(f)~~ Notifying all persons elected to offices, boards and committees.
- 5) ~~(g)~~ Giving legal notice of all meetings when such notices are necessary.
- 6) ~~(h)~~ Conducting all correspondence so far as this is not otherwise provided for.
- 7) ~~(i)~~ Performing such other duties as may be assigned by the Board of Trustees.

### **Section 3 - Treasurer**

The Treasurer shall be elected at each annual meeting for a term of one year for a maximum six continuous years and shall be a member of the Board of Trustees. He shall take charge of all funds of the church (as defined in Article VI, Section 3, Paragraph (e)) and hold them subject to the order of the Board of Trustees. The Treasurer shall cause to be kept accurate account of all receipts and disbursements, shall give a report to the annual meeting, shall lead the preparation of the annual budget, and shall prepare such other reports as may be required by the Board of Trustees.

### **Section 4 - Church Historian**

The church Historian shall be elected at each annual meeting for a term of one year for a maximum of six continuous years. The church Historian shall maintain a historical record of the church and, as a part thereof, a record of all special gifts to the church other than memorials and endowments.

### **Section 5 - Assistant Officers**

The Board of Trustees shall have authority to elect such assistant officers to those designated in this Article as it deems necessary for the purpose of either assisting the officer in question or for acting for him or her in periods of temporary absence or disability. In the latter event the assistant officer shall act with all of the authority herein granted to the respective officer to which he or she is an assistant. In the event of an officer's permanent inability to serve, the Nominating Committee will nominate a replacement for election under the provision of Section 7 of this Article.

### **Section 6 - Resignations**

Any Officer or Assistant Officer may resign by submitting to the Moderator, the Senior Minister, or the Clerk an oral or written communication of resignation, which shall become effective upon its receipt or at any later date specified therein.

### **Section 7 - Vacancies**

Officer or Assistant Officer vacancies shall be filled for the balance of the unexpired terms, by the Board of Trustees upon nomination by the Nominating Committee.

## **ARTICLE XII - AUXILIARY ORGANIZATIONS**

### **Section 1 - Other Groups or Organizations**

All other church groups not under the supervision of some other board or committee shall be recognized by, and coordinate their activities through, the Board of Trustees.

### **ARTICLE XIII - AUTHORIZATION AND EXECUTION OF DOCUMENTS**

The Corporation shall neither buy nor sell real property for an amount exceeding ~~ten~~twenty-five thousand dollars, nor mortgage real property for an amount exceeding ~~ten~~twenty-five thousand dollars, without the specific authority of a majority vote of those qualified members of the Corporation present at the annual meeting or at a special meeting called for that purpose. On a majority vote authorizing such purchase, sale, or mortgage of real property, the Moderator or Senior Minister and the Treasurer or Clerk shall execute such documents as are necessary to complete said transaction on behalf of the Corporation by authority of its membership.

The sale, purchase, or mortgage of real property of the Corporation for an amount of less than ~~ten~~twenty-five thousand dollars shall be executed by the same officials after an affirmative vote of the Board of Trustees.

All other legal documents requiring official signatures shall be signed by the persons or officers as authorized and directed by the Board of Trustees.

### **ARTICLE XIV - INDEMNIFICATION**

To the full extent permitted by the laws of the State of Iowa applicable to this corporation, the corporation shall indemnify its directors, officers, employees, agents, members, and volunteers, including the advancement and reimbursement of expenses, with respect to any claim or proceeding based upon an act or omission, or alleged act or omission, of such person performed or omitted in his or her capacity as a director, officer, employee, agent, member, or volunteer.

### **ARTICLE XV - TERMINOLOGY**

Whenever the term Ministerial Staff is used in these Bylaws, it shall be understood to mean the Senior Minister, Associate Minister(s), Intentional Interim Pastor, Designated Term Pastor, Supply Pastor, and any other person who has been ordained and is employed by the church to serve in a ministerial capacity.

Whenever the term Program Staff is used in these Bylaws, it shall be understood to mean those persons who are employed by the church to provide programs for the church membership.

Whenever the term Support Staff is used in these Bylaws, it shall be understood to mean those persons who are employed by the church to provide secretarial, clerical, and custodial support for the church.

### **ARTICLE XVI - AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the members present and qualified to vote at any annual meeting or at any special meeting called for that purpose, provided that a notice of the proposed amendments be included in the notice of any special meeting called for that purpose.

Last Amended January 26, 2020

Last Revised October 28, 2020

Last Revised November 11, 2020

Last Revised November 16, 2020

Last Revised December 4, 2020

Last Revised December 8, 2020

Last Revised December 21, 2020