



First United Church of Oak Park

Policies and Procedures Established by Church Council

**Revision 1.6
Updated 11/17/2020**

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INTRODUCTION

The Constitution of First United Church of Oak Park establishes a framework for the ministry and governance of First United. The Constitution establishes our purpose, our faith, and our covenants with God and with each other. The Constitution defines membership requirements, and establishes Church Council, a nominating committee, and a staff of clergy and other professionals.

The purpose of the Policies and Procedures manual is to gather specific policies and procedures which have been established under the authority of the Constitution to support the ministry and governance of First United Church. The Constitution will supersede any perceived conflict between the Constitution and the policies and procedures specified herein.

In some cases, the written policy/procedure adopted by Council in the past differs from the policy/procedure which is being performed. In such cases, it is the responsibility of Council to work with the appropriate staff and/or committee to select the most effective and efficient policy/procedure, and to make sure that it is implemented and documented.

In the absence of written bylaws of First United Church, one intent of this document is to be a “living document.” Section 10 of this document provides a procedure for keeping the document updated.

In this document, historic elements end with a cross-reference document and date in parentheses, indicating where the document can be found in other First United documents.

1 VISION STATEMENT(S), MISSION STATEMENT(S)

- 1.1 The Church Council of First United Church of Oak Park approved the following Wildly Important Goal. (W.I.G): “Creating and maintaining a framework that nourishes the spiritual welfare of the congregation.” (Council Minutes 9/18/2007)
- 1.2 It was moved, seconded, and unanimously approved that the Vision 2020 summary appear in the inside back cover of the Sunday bulletin. The summary shall read: “- Moving from words to witness in our relationship with God; - Moving from individualism to intimate fellowship in our relationship with other members of the church community; - Moving from charity to changing structures in our relationship with the world.” This change also retains the first statement of “an open community united in love and justice,” but deletes the second statement. (Council Minutes 6/17/14; re-affirmed by Council 3/21/17)
- 1.3 It was moved, seconded, and unanimously approved that on the web site, after this Vision 2020 summary, include “To see more, click here.” Those who click will then get the following: “In 2010 the Church Council proposed a new vision for the next ten years of our life together. A vision provides focus, inspiration, and energy. It allows us to stop doing things that do not contribute to our vision. It pulls us into God’s future. Three phrases capture this vision: - Moving from words to witness in our relationship with God. From rhetoric to God-pleasing actions. From symbols to life-changing, visionary action. We will voice our beliefs and express words that speak to our beliefs, AND we will embody those words through action, not expecting that someone else will take the action. - Moving from individualism to intimate fellowship in our relationship with other members of the church community. To live our love

for God, for one another and for our world. First United Church will be a community based in deep convictions, bringing people of faith together in love and support of one another and in service to God. - Moving from charity to changing structures in our relationship with the world. While we continue to support those in need, we will invest passionately and aggressively to improve the social and cultural structures which create and sustain the need.” (Council Minutes 6/17/14)

1.4 The following mission statement, recommended by the Strategic Planning Task Force, was adopted: “An open community united in love and justice.” Council recommended that whenever possible the words “First United Church of Oak Park” precede the mission statement. (Council Minutes 3/21/17)

1.5 The values statement recommended by the Strategic Planning Task Force was adopted:

Spiritual Exploration: Nurtured by the grace of God, and caring for one another, we are on a faith journey together.

Faith Formation: We challenge and strengthen our Christian faith formation through biblical teachings and spirited discussions.

Inclusion: We value differences and respect all experiences as we lift the power of many voices and ideas.

Social Justice: Empowered by the grace of God and following the example of Jesus Christ, we speak our truths and beliefs as we challenge and change social and cultural structures that perpetuate unfair and unjust impact.

Community: Build a faith community where congregation members work together and support each other toward common goals.

Celebration: With a generosity of spirit, we rejoice in our love of God, our community, and one another. (Council Minutes, 3/21/17)

1.6 2020 Ministry Outline: The Ministry Outline was approved by Council in the April council meeting with the understanding that the congregation needs to approve the Ministry Outline in the June 28, 2020 congregational meeting.

Sallie Smylie made the following council motion: I move for Council to approve the Ministry Outline dated April 20, 2020 and to submit it to the congregation for its approval at the June 28th congregational meeting. The motion was seconded by David Hanson and passed unanimously. (Council Minutes, 4/21/10)

Carl Nauert moved that the congregation approve the Ministry Outline for Fiscal Year July 1, 2020 – June 30, 2021 as presented to the congregation. The motion was seconded by Janet Haisman and passed unanimously. (Congregational Meeting Minutes, 6/28/20)

The Ministry Outline will be posted on the church website and communicated to team chairs as stated in the Ministry Outline and Ministry Outline Narrative)

2 MINISTERS; DENOMINATIONAL RELATIONSHIPS; PNC PROCESS

2.1 It is the policy of First United Church of Oak Park that all ordained staff gain standing in both denominations represented by the church – the Presbyterian Church USA and the United Church of Christ – within two years of being called to a pastoral position, unless an exception is appropriate and

voted by Church Council. (Council Minutes 8/21/07)

2.2 The table below summarizes the terminology typically used to describe jobs on the First United pastoral staff, as well as the more precise terminology which is used In UCC and PCUSA polity.

	First United Terminology	UCC Terminology (several types of “call”)	PCUSA Terminology
Minister hired for a limited time	“Contract” pastor or associate*	“Designated-term” pastor or associate	“Temporary” pastor or associate
Minister hired permanently	“Called” pastor or associate	“Settled” pastor or associate	“Installed” pastor or associate

* Avoid use of the term “uncalled,” since it might imply that the pastor has not been called by God to be a pastor. (Background information for Congregational meeting 1/29/17)

2.3 Carl Nauert moved “That the Council approve the “Policy Regarding Authority and Discretion of Lead Pastor at First United Church of Oak Park”, as amended, and directs that it be included in the next revision of Policies and Procedures.” The motion was seconded and unanimously passed. (Council Minutes 4/09/19)

3 WORSHIP AND SACRAMENTS

3.1 It is the policy and practice of First United Church of Oak Park, in accordance with the polity of the United Church of Christ and the Presbyterian Church USA, to have the Lord’s Supper served by elders, deacons, and other members of the congregation. All members are invited to serve through the process established by the Church Council and the Faith in Worship Committee. (Council Minutes 3/19/08)

3.2 It was moved, seconded, and approved unanimously to, during worship on one Sunday each month, dedicate loose offerings to an organization designated by Faith in Action. (Council Minutes 8/19/08)

4 CORPORATE STRUCTURE

4.1 First United Church of Oak Park is incorporated as an Illinois religious corporation under the Illinois Religious Corporation Act (805 ALCS 110/) and the Illinois Merger of Not for Profit Corporations Act (805 ILCS 120/2). The unification of First Presbyterian Church of Oak Park and First Congregational Church of Oak Park was completed on May 4, 1975.

4.2 Jamie Shamhart moved that Council direct First United take action to incorporate First United Church of Oak Park under the Illinois Not for Profit Corporation Act of 1986. The motion was seconded and approved unanimously. (Council Minutes 3/19/19)

5 COUNCIL, OFFICERS, COMMITTEE STRUCTURE

5.1 The **primary purpose** of Council is to provide guidance and governance for the congregation, using the Vision themes as the lens through which we make decisions. Council will foster the WIG and Vision by modeling spiritual maturity. (Church Council Lives the Vision, adopted 4/20/10)

5.2 The **secondary purposes** of Council are to approve staffing patterns and the budget, exercise fiduciary responsibility, and vote on new members. Council listens to the congregation, takes responsibility for decisions that are made, and seeks to integrate the ministries of the church. Council maintains transparency and drives communication with committees and the congregation. Council shepherds committee work by establishing church-wide direction and supporting committee initiatives.

5.2.1 Council will endeavor *to transform words into God-pleasing action* by modeling spiritual maturity and by maintaining a framework that nourishes the spiritual welfare of the congregation. Council envisions service to the church as a spiritual discipline. Council Elders participate in serving communion as an act of spiritual leadership.

5.2.2 Council will endeavor *to move from individualism to intimacy* by providing a ministry and spirit of hospitality to all members and visitors. Council will explore and promote establishing small groups that enhance community among members. Council will ensure that all-church events are intergenerational. Council Elders will be present at events that are important to the life of the church.

5.2.3 Council will endeavor *to move from charity to changing structures* by creating closer relationships with our resident partners and displaying extravagant hospitality to all whom they serve. Council will pursue green initiatives in church even when it may be less convenient. Council will examine the church's own structures to make sure they operate equitably and are socially just. Council will explore interfaith relationships and engage in studying our local community to determine areas where structural change is needed. (Church Council Lives the Vision, adopted 4/20/10)

5.3 At First United, the Moderator is responsible for:

- With the Vice Moderator and the Clerk, be a lay leader in caring for the spiritual growth and well being of the congregation and its members.
- Convening, leading, and adjourning meetings of Church Council and the congregation.
- Convening the Vice Moderator, Clerk, and Lead Pastor to plan as a team for the upcoming Council meeting.
- Creating the Council agenda and sending it to the church secretary before the 15th of each month.
- Communicating issues and concerns of the congregation to the Vice Moderator, Clerk, and Lead Pastor for transparent communication among leadership.
- Preserving and modeling the spiritual nurture of Council as a leadership team.
- Planning the Annual Meeting (January) with the rest of the leadership team and staff.
- Living into Council's commitment to keep the congregation fully informed and make its decisions as transparent as possible.
- Keeping "key themes" in the forefront of Council discussion and the life of the congregation.
- Sign legal and financial documents as required.

(Council minutes and Council Package 4/19/11)

5.4 Vice Moderator Job Description:

- The Vice Moderator is elected to serve a one-year term with the understanding it provides a training/knowledge base to become the Moderator the following year (if so elected by Council members)
- With the Moderator and the Clerk, be a lay leader in caring for the spiritual growth and well being of the congregation and its members.
- An advocate and “cheerleader” for growing and nurturing the WIG and Vision 2020 with the congregation.
- Work as a collaborative member of the Council leadership team.
- Assist with the planning and coordination of the Council agendas
- Work with the Moderator to generate Big Picture concepts for Council discussion.
- Work with the Moderator, Clerk, and Lead Pastor on the creation of an orientation program to be held every May for all incoming and current church committee members.
- Serve in the Moderator capacity in case the Moderator is unable to be present for meetings or any other official function (i.e. Congregational Meeting, New Member breakfast, etc.)
- Manage the Elder on Duty schedule and recruit volunteers for each Sunday.
- Serve as point person for the staff when questions arise, as needed.
- Collaborate with council leadership on a suggested Council mission project and one selected lead project from start to finish, e.g. Walk-In Ministry breakfast.

(Council minutes and Council Package 4/19/11, updated 7/21/15)

5.5 Responsibilities of the Church Clerk shall include:

- With the Moderator and the Vice Moderator, be a lay leader in caring for the spiritual growth and well being of the congregation and its members.
- Record the minutes of Council and congregational meetings, ensure that membership records are maintained, preserve records carefully, and furnish extracts from these records when required by other governing bodies of the church (e.g. denominations).
- Complete and submit annual Presbytery and UCC statistical reports.
- Sign legal and financial documents as required.

(Council minutes and Council Package 4/19/11, updated 7/21/15)

5.6 I move that ordination and installation of elders shall be at a worship service the Sunday prior to the June Council meeting. There shall also be at least one orientation meeting for newly installed elders prior to the June Council meeting. The June Council meeting will be attended by both outgoing elders and newly installed elders. The terms of office of the outgoing Council will not expire until the beginning of the election of new Council officers. Just before the election, the outgoing Council members will be dismissed with thanks for their service. The first official act of the incoming Council will be election of a new Chairperson, a Vice Chairperson, and a Clerk. The election will be moderated by the outgoing Chairperson, or by the Lead Pastor. Only newly installed elders and elders who are continuing on Council are entitled to vote in the election. Following the election, the new Chairperson will assume leadership of the meeting. (Council minutes 6/20/17) Amended in 5.6.1 and 5.6.2

Policies and Procedures Rev 1.6

5.6.1 Sallie Smylie moved: That, effective immediately, the term of service of a member of Council, the Board of Deacons, and committees be based on a start date of **July 1** and an end date of **June 30**. The motion was seconded by Sue Saliny and passed unanimously. (Council minutes 4/21/20)

5.6.2 Sallie moved: That, effective immediately, the term of a departing Council member who is serving as an officer (**Moderator, Vice-Moderator, or Clerk**) **continues until the election of a successor officer**. The motion was seconded by Carl Nauert and passed unanimously. (Council minutes 4/21/20)

5.7 The role of a Council member who is a committee liaison is a conduit of information from the committee to Council and vice versa and be an advocate if there is a motion on the table; be an active and involved member and to bring the vision of the church to the committee. (Council Minutes 6/19/12)

5.8 I move that, if minutes of executive sessions are recorded, paper copies shall be labeled Confidential, and shall be distributed to Council members only. Council members shall make no copies of these minutes, will discuss them only with other Council members, and will either save these documents in a secure location or destroy them. A permanent secure electronic file of executive session minutes shall be maintained by the Clerk and passed on to successor Clerks. Minutes of executive sessions from previous Councils shall be disclosed only to Council officers (Chair, Vice-Chair, or Clerk) or to someone who has been authorized in writing by a Council officer. (Council minutes 6/20/17)

5.9 Treasurer Job Description (Amended in 5.9.2):

- Attend Finance Committee meetings – monthly
- Report to Church Council on the financial status of the church – annually
- Review financial transactions including deposit reports, bank & investment statements, and payroll documents – quarterly
- Oversee the work of Financial Staff person – as needed
- Be advised of transactions/issues relating to all aspects of the church for input – as needed
- Oversight of the check signers and banking authorities for the church's investments and bank accounts
- Authorized to be check signer on all church bank and investment accounts
- Meet with the Pastors and Staff as needed for financial matters of the church
- Report to the Finance Committee, Church Council, and Lead Pastor any financial concerns that exist.
- Participate with supervisor and Personnel Committee in review of financial staff person.
- Work with the Chair of Finance Committee to verify that the financial operations of the church are monitored and have proper controls
- Assist with annual review of the books by an independent committee versed in accounting procedures or outside accounting firm as determined by the Finance Committee
(Council Minutes and Council Package 5/17/11)

5.9.1 It was moved, seconded, and approved that the term of office for Treasurer of the Congregation be extended from one year to three years. (Council Minutes 11/15/16)

5.9.2 Barbara Metric moved that Council approve the job duties and responsibilities for Church Treasurer as presented by the Finance Committee and that a copy of the job description be attached to

the minutes of this meeting. Motion was seconded. Motion was unanimously approved (Council Minutes 10/18/18)

10/11/2018: Treasurer Duties and Responsibilities

- Position: Treasurer
- Purpose: The Treasurer is an Officer of the Church with the responsibility of overseeing the financial assets of the church
- Qualifications: Accounting, Financial, Legal, or Managerial background
- Recommended by: Finance Committee
- Selection: Elected every 3 years by the Church Council subject to termination at any time by Council and renewable one time.

Responsibilities:

1. Oversees the Church’s financial records and reports ensuring that the Council’s policies are followed and that the Church’s overall financial assets are appropriately managed and administered.
2. Ensures that clear policies, internal controls, and separation of duties are in place that govern the collection, handling, recording, receipting, use, expenditure and reporting of funds within the church.
3. In conjunction with the Finance Committee advises the Church Council on the ongoing financial position of the church against the annual budget.
4. Works with Administrative staff to ensure that necessary insurance (property, officer’s liability insurance with indemnification, etc.) is in place and reviewed and maintained.
5. Oversees the preparation of the Annual Budget and monthly and annual financial reports.
6. Reviews and approves the reconciliation of bank statements with the general ledger.
7. Reviews and approves journal entries.
8. Oversees the issuing of church credit cards including limits, uses and payments.
9. Serves as ex officio member of Church Council, the Finance Committee and associated sub-committees.
10. Coordinates a full financial review of all financial books and records conducted every year by a public accountant or committee members versed in accounting procedures.
11. Participates with the supervisor, Finance and Personnel Committees in the review of the financial staff person.

5.10 Resolution: The Council recognizes the need for greater coordination and vision in the efforts of congregational pastoral ministry. A nine- to twelve-member Deaconate, or Board of Deacons, will be elected by the congregation to be ordained and installed as church officers, for the purpose of providing pastoral care to the congregation. This small group will oversee and coordinate the tasks of pastoral care ministry by promoting a caring atmosphere within the congregation and involving an ever-growing group of members in its fulfillment. Moved, seconded, and approved. Target start date is May 2004. (Council Minutes 12/16/2003)

5.10.1 Both the First Presbyterian and First Congregational Churches had a long history of deacons in pastoral care ministry. After the union of the two churches in 1975, the office of deacon was transformed into the Pastoral Service Board, a new organization for a new church, which also served the pastoral function. Re-forming the Board of Deacons ties into the rich history of this church. By facilitating pastoral ministry as ordained and installed officers of the church, the visibility of the ministry is highlighted and involves the entire congregation.

A small group of deacons will be able to analyze and anticipate the needs of the congregation and organize larger groups of members to carry out the tasks – visitation, prayer groups, meal delivery, etc., thereby maintaining flexibility even while involving an ever greater number of members in pastoral ministry. (Background from Council Packet 12/16/2003)

5.11 (Amended in 5.11.1) I move that ordination and installation of deacons shall be at a worship service the Sunday prior to the June Council meeting. There shall also be at least one orientation meeting for newly installed deacons prior to the next deacons meeting after installation. (Council minutes 6/20/17)

5.11.1 Sallie Smylie moved: That, effective immediately, the term of service of a member of Council, the Board of Deacons, and committees be based on a start date of July 1 and an end date of June 30. The motion was seconded by Sue Saliny and passed unanimously. (Council minutes 4/21/20)

5.12 Carl Nauert moved that Council approve the following provision for inclusion in the Church's Policies and Procedures for Governance: In the event of an emergency the members of the Council Leadership and the Lead Pastor (or Interim Lead Pastor) may serve as an Executive Committee. The Executive Committee has all the authority of the Council as required to act with respect to an emergency. Meetings of the Executive Committee may be called by any member of the Executive Committee, on no less than two hours' notice in writing by email, by facsimile or other electronic means, or by telephone, and two members of the Committee will constitute a quorum. Within seven days of any such emergency meeting, a meeting of the Council will be held, or a written communication will be made to the Council, to review any action of the Executive Committee. The motion was seconded by Sallie Smylie and passed unanimously. (Council eVote minutes 3/20/20)

5.13 Electronic Meetings - Carl Nauert made the following motion: That Council is authorized in exigent circumstances, as determined by Council Leadership, to conduct its meetings by use of methods of electronic communications that afford the opportunity for simultaneous communication among participants. The methods that are permissible include, but are not limited to: (a) Full-featured Internet, or combination Internet/telephone, meeting services that integrate audio (and optionally video), text, and

voting capabilities, such as Zoom, Adobe Connect, GoToMeeting, and Cisco WebEx; and (b) teleconference calls. For each such meeting, Council Leadership is responsible to ensure any needed quorum and to provide clear instructions on the methods to participate and vote. Council further affirms the necessity for Council meetings to have been conducted by electronic communications from mid-March 2020 to and including the present. Dave Hanson seconded the motion and it passed unanimously. (Council Minutes 5/19/2020)

5.14 Council Leadership moves that Council (1) adopt the terminology “team” for committee and group teams into Ministries. (Council minutes 5/19/2020)

6 NOMINATING COMMITTEE

6.1 The Nominating Committee will be an active resource of the needs of other committees, revisit current structures and terms, help members find ministries that are meaningful and take on leadership; and will come up with a more fluid way to join a committee (rather than wait in May). In January, each member will visit committee meetings to know about its plans and to help in the continuity of the committee. (Council Minutes 1/17/12)

6.2 The Nominating Task Force’s recommendations as presented to the Church Council dated July 31, 2014 was moved, seconded and approved with the amendment to ask the Nominating Committee to come back with a recommendation on how the individual members of the other committees will be selected.

In the next program year cycle, the Nominating Committee will consist of seven members:

- Four of them (a majority) elected at-large by the congregation; none of these four in active service on either the Council or the Board of Deacons.
- Two members of the nominating committee will be elders designated by the council, at least one of them currently on the Council who will serve as moderator of the committee.
- One member of the nominating committee will be designated by and from the Board of Deacons.
- A member or members of the pastoral staff shall serve as resource advisor(s) of this committee, ex officio and without vote.

This is proposed as an experiment. If, upon evaluation, Council wishes to continue this structure beyond the 2014-15 program year, changes in the Constitution could be formulated and recommended for congregational action. A suggestion was also made that instead of 1 year, this experimental structure be 2 years to have enough time to work with the new pastor as to what next steps to take. (Council Minutes 8/19/14)

6.3 It was moved, seconded, and unanimously approved that beginning May 2013, service on any committee will be for two years with the option of renewal for 1 year (maximum total of 5 years: 2+1+1+1). Chairs will not be required to leave a committee after serving as Chair; they may remain on the committee as a member. Chair term limits are 2 consecutive years. Some committees will accept new members at other times of the year than the customary June beginning of service. The Chair will communicate the start and end of the term dates to the appropriate staff member so that it is documented in the church database.

Exceptions to these guidelines will be considered by the Nominating Committee upon request from a committee. Chairs will be responsible for monitoring committee member turnover to prevent more than 50% of the committee turning over within one year. (Council Minutes 2/20/13)

- 6.4 Sallie Smylie moved: That, effective immediately, the term of service of a member of Council, the Board of Deacons, and committees be based on a start date of **July 1** and an end date of **June 30**. The motion was seconded by Sue Saliny and passed unanimously. (Council minutes 4/21/20)
- 6.5 Sallie moved: That, effective immediately, the term of a departing Council member who is serving as an officer (Moderator, Vice-Moderator, or Clerk) continues until the election of a successor officer. The motion was seconded by Carl Nauert and passed unanimously. (Council minutes 4/21/20)

7 COMMITTEE RESPONSIBILITIES (ALPHABETICALLY)

- 7.1 Adult Education Committee: The Adult Education program offers a wide variety of opportunities for education, growth, and fellowship, ranging from lectures by leading scholars to intimate discussions of life and faith.
- 7.2 Building and Grounds Committee: The Building and Grounds Committee works closely with the church's Operations Manager to maintain, repair, and improve the space in which we work, play, meet and worship.
- 7.3 Children's Ministry Committee: The Children's Ministry Committee supports the church school and the leaders and provides quality nursery facilities. The members of Children's Ministry serve as "room parents" for the different church school classes. Children's Ministry also plans three appreciation events throughout the year for church school leaders.
- 7.4 Communications Committee: Proofreading, text or audio editing, graphic design, photo sharing, strategy, and other ways to be part of online and printed communications to the congregation, community, and beyond.
- 7.5 Faith in Action Committee: Faith in Action oversees the mission efforts of the congregation, including designation of action teams for specific focus projects, administering the mission giving of the congregation, and maintaining relationships with agencies outside First United. Our goal is to be faithful advocates for the poor, empowering people by changing structures rather than providing charity alone, to open the path to long-term well-being for all through employment, housing, and education.
- 7.6 Finance Committee (amended in 7.6.1, 7.6.2 and 7.6.3): The Finance Committee works with each committee to create the annual budget (and recommend revisions based on trends in expenses and pledges), monitor the stewardship program and monitor endowment investments/draws. In addition, they recommend the appointment of a Treasurer, provide oversight of the Financial Administrator, review financial reports, and provide updates to Council and the congregation.
- 7.6.1 Endowment Committee: The Endowment Committee is a sub-committee of the Finance Committee. The committee does not make investment decisions. Rather, it provides oversight of the

professional investment manager(s) who handle the church's endowment funds and other financial assets. The committee makes recommendations to the Finance Committee as to the selection of the investment manager(s), the investment recommendations made by the investment manager(s) and the appropriate investment policy for the church. The committee is guided by the Investment Policy of First United Church. The committee also works with the Financial Manager of the church on reports to inform the congregation about the status of the church's endowments and other financial assets.

7.6.2 Planned Giving Committee: The Planned Giving Committee is a sub-committee of the Finance Committee. The mission of Planned Giving is to help ensure the financial future of our church by securing gifts above and beyond annual pledges and special purpose campaigns. Such gifts are usually received after a donor's death through estate planning vehicles such as wills and/or designating the church as a beneficiary of life insurance policies, IRAs, trusts, or annuities. The committee drafts policies regarding the receipt, acknowledgment, and recording of gifts; provides information to the congregation about planned giving; meets with congregation members to encourage estate gifts; and organizes events to recognize and celebrate the generosity of congregation members.

7.6.3 Motion: That the Finance Team be charged with the responsibility to monitor the amounts and coverage of the Church's insurance policies, to evaluate and advise Council on the sufficiency of the Church's insurance program to mitigate risks posed to the Church, and to assist the Church staff in implementation of decisions with respect to the Church's insurance program. The Finance Team may appoint a sub-team to be responsible for advising the Finance Team with regard to these matters. (Council Minutes 10/20/20)

7.7 Newcomers Committee: The goals of the Newcomers Committee are to help orient folks to the church, to help the congregation learn more about potential new members and their passions, and to begin to create a small community within the larger church body from which new members can branch out and make this place their own. The Newcomers Committee offers a four-part class which covers church history, our denominations, our congregation, and opportunities for getting involved.

7.7.1 It was moved, seconded, and unanimously approved that the name of the New Members Committee be changed to Newcomers Committee. (Council Minutes 8/19/14)

7.8 Personnel Committee: The purpose of the Personnel Committee is to assist the Church Council's achievement of its goals to build and sustain a healthy work environment that supports and fairly compensates all staff, enhances staff performance and contributions to the Church, and promotes professional growth and development of the staff. Pursuant to the First United Constitution, the Personnel Committee is accountable to the Church Council and performs such duties as directed or delegated by the Council. Responsibilities include:

- Review the Church's personnel policies and recommend revisions, as necessary.
- Support the Lead Pastor and Church Administrator in administering the Church's personnel policies.
- Support the Lead Pastor and Church Administrator in creating and updating position descriptions and evaluating staffing needs.
- Support the Lead Pastor and Church Administrator in assessing fair compensation for the staff.
- Oversee systems and processes for staff supervision and annual reviews and attend staff review and feedback sessions.
- In conjunction with Council, administer an annual review of the Lead Pastor and provide feedback and plan for professional development.

- Oversee systems and processes for hiring and setting of employment terms for non-clergy staff.
 - Assist in preparation of terms of call for clergy staff in conjunction with search committee, Council, and the applicable denomination.
 - Assist in termination of employment of non-clergy staff in manner consistent with the Church's personnel policies and necessary approvals.
 - In conjunction with the Lead Pastor and Church Administrator, develop a recommended annual personnel budget consistent with Council's stated goals, for Council and congregation approval.
 - Report the Committee's activities and matters under consideration as required by Council.
 - Apprise Council as needed of personnel issues and recommended actions to address or resolve same.
- (Council minutes and Council Package 8/15/17) Amended in 7.8

7.8.1 Council Leadership moves that Council approve the revised description of the Personnel Team submitted with this memorandum. The motion was seconded by Dave Hanson and it passed unanimously.

Personnel Committee: The purpose of the Personnel Committee is to assist the Church Council's achievement of its goals to build and sustain a healthy work environment that supports and fairly compensates all staff, enhances staff performance and contributions to the Church, and promotes professional growth and development of the staff. Pursuant to the First United Church Constitution, the Personnel Committee is accountable to the Church Council, and performs such duties as directed or delegated by the Council.

Relationships and Accountability:

Pursuant to the First United Church of Oak Park Constitution, the Personnel Team is accountable to the Church Council and performs such duties as directed or delegated by the Council. The Personnel Team is not called upon or expected to render legal advice on personnel matters or advice on the Church's compliance with labor and employment laws. The Personnel Team may request or recommend consultation with the Church's attorneys on matters within the scope of the team's responsibilities or otherwise related to the administration of the Church's personnel policies.

Responsibilities:

- Propose revisions and additions to the Personnel Handbook, consider changes recommended by Council, and update the Handbook with all revisions and additions that are approved by Council.
- Review the Church's personnel policies and recommend revisions, as necessary.
- Support the Lead Pastor in administering the Church's personnel policies.
- Support the Lead Pastor in creating and updating position descriptions and evaluating staffing needs.
- Support the Lead Pastor in assessing fair compensation for the staff.
- Oversee systems and processes for staff supervision and annual reviews and attend staff review and feedback sessions.
- In conjunction with Council, administer an annual review of the Lead Pastor; provide feedback to the Lead Pastor, and recommend to Council a plan for the Lead Pastor's professional development.
- Oversee systems and processes for hiring and setting of employment terms for non-Clergy staff.
- Assist in preparation of terms of call for Clergy staff in conjunction with search committee, Council, and the applicable denomination.

- Assist in termination of employment of non-Clergy staff in manner consistent with the Church's personnel policies and necessary approvals.
- In conjunction with the Lead Pastor, develop a recommended annual personnel budget consistent with Council's stated goals, for Council and congregation approval.
- Report the Team's activities and matters under consideration as required by Council.
- Apprise Council as needed of personnel issues and recommended actions to address or resolve same. (Council Minutes 7/21/2020)

7.9 Stewardship Committee: The Stewardship Committee focuses on annual financial giving, including but not limited to the fall pledge campaign. The committee encourages all members and friends of First United to take part in transformational giving. The committee writes columns for the Messenger Bell, meets with prospective members, and encourages modeling giving for our children and visitors through use of the collection plate at every service.

7.9.1 Action: A motion that the Stewardship Committee should report directly to Council, rather than to the Finance Committee, was moved and seconded. After discussion, the motion was approved unanimously, effective July 1. (Council Minutes 6/17/15)

7.10 Technology Committee (amended in 7.11.1 and 7.11.2): The Technology Committee supports our church mission and values by ensuring availability of efficient and easy to use technologies for staff, committees, and members. The committee provides advice, counsel and leadership in implementation and support of technologies.

7.10.1 Technology Committee Creation Proposal

- a. Group that has been functioning as informal tech committee presents proposal to become formally recognized committee.
- b. Purpose of group is strategy and leadership, not removal of day to day IT responsibilities.
- c. Motion is made to create and recognize technology committee based upon parameters defined in the proposal.
- d. Motion carries unanimously (Council Minutes 1/21/14)

7.10.2 The following motion was moved, seconded, and approved.

The Technology Committee should formally review and provide a recommendation to Council on:

- All budget items that include technology
- All purchases of technology
- All contracts for technology support, including extensions of existing contracts.

And that a recommendation by Technology Committee be required before the budget item is submitted, the technology is purchased, or the contract is signed, respectively. (Council Minutes 4/19/16)

7.11 Worship, Music, and Arts Committee: The Faith-in-Worship Committee serves at the intersection of the congregation and staff to promote and sustain vital worship at First United. The members of Faith-in-Worship help ensure that our worship has integrity, coherence, and spiritual depth. Guided by the vision of the larger church, the committee asks whether each service provides the congregation with both a sense of comfort and a challenge to courageous discipleship, while expressing hospitality to visitors.

- 7.12 Youth Board: Youth Board is a group of senior high students and leaders to plan, organize, and implement the senior high youth group. This includes weekly meetings, two annual retreats, an annual workcamp, and various fundraisers.
- 7.13 Fellowship Team: Council Leadership moves that Council create the Fellowship Team and approve the attached description for the Team. (Council Minutes 07/21/20)

8 FINANCIAL CONTROLS

- 8.1 Council charges the Finance Committee to (a) engage in a thorough discovery process to identify existing policies and procedures guiding financial decision making in the church; (b) compile existing policies and procedures; (c) analyze existing policies and procedures for adequacy, relevance, consistency, and gaps; (d) develop amendments and new policies and procedures to update and fill gaps; (e) develop and present to Council a report of the analysis and the full set of policies and procedures for Council's deliberation and adoption; and subsequently (f) work with Council to develop and implement a process of dissemination, education, and monitoring to ensure understanding and consistent use of such policies and procedures. Council asks that the Finance Committee complete this work and present its report to Council on or before Council's standing meeting in June 2016. (Council Minutes 3/15/16)
- 8.2 Be it Hereby Moved that the formula for draws from the endowments be revised to read as follows (amended in 8.2.1 and 8.2.2):

To fund operating budget needs in the ensuing years, First United Church of Oak Park shall draw from its endowments an amount equal to five (5%) of a calculated market value of the investment portfolio as of June 30 of each year. The calculated market value shall be the moving average of the market values of the portfolio as of the last day of each of the prior twenty (20) calendar quarters. The dates for draw(s) shall be determined by the Financial Manager after consultation with the Lead Pastor and the Chair of the Finance Committee.

Be it Hereby Further Moved that this formula shall be applied from this date forward and shall be used to determine the amount of draws from the endowment in 2012 for the annual operating budget of 2012. (Council Minutes 9/21/11; also, Congregational Meeting Minutes of 11/20/11)

8.2.1 The Finance Committee recommends to Council that the date for calculating the endowment draw be changed from June 30 to December 30 to better match the new fiscal year period. This change will require a change in Article 8.2 of the First United Church of Oak Park Policies and Procedures Manual Revision 1.3 Updated 11/28/17. The motion was moved by Carl Nauert, seconded by Janet Haisman, and unanimously passed. (Council Minutes 10/15/19)

8.2.2 Dave Hanson made the following motion: The Finance Committee recommends that Council approve an Annual Draw of 4% over a twenty-quarter rolling average to be calculated on the General and Special Mission Endowment portion of our Bernstein Investment portfolio starting with FY2021. The draw amount will be calculated on December 31st of the previous fiscal year. The motion was seconded by Carl Nauert and passed unanimously. (Council Minutes 4/21/20)

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- 8.3 (Amended in 8.3.1) It was moved, seconded and unanimously approved that the existing “Investment Policy for First United Church” be replaced and superseded by the investment policy established and shown in document (5 pages) titled “Investment Policy” dated November 1, 2011 and that this adopted policy shall be effective as of January 17, 2012. (Council Minutes 1/17/12)
- 8.3.1 It was moved, seconded, and unanimously agreed that “when transmitting moneys that are to be invested, the Financial Administrator for the church shall direct the church’s investment advisor/portfolio manager to add the moneys to the church’s portfolio of invested funds and to invest them in a manner consistent with the church’s established investment objectives. Church Council retains the authority to provide in any situation different instructions as to the investment of specific added moneys. In such case, the Financial Administrator shall promptly provide those different instructions to the investment adviser/portfolio manager. (Council Minutes 5/17/16)
- 8.4 Motion to authorize Council officers (Moderator, Vice Moderator, and Clerk) and the chair of the Finance Committee to be signatories on the account(s) that comprise the church’s portfolio of professionally managed funds. When new Council officers and committee chairs are selected, the previous signatories will remain in effect until the brokerage paperwork is completed to set up the new signatories. (Council Minutes 2/16/16)
- 8.5 Council approves and adopts the “Corporate Resolution” in the form provided and required by Bernstein for use in connection with the type of investment account the Church maintains at Bernstein. A copy of said Corporate Resolution is attached to and is hereby made a part of this motion. Council designates as signatory in respect to the Church Investment Account at Bernstein each of the following: Church Moderator, Church Treasurer, Chair of the Endowment Committee and Chair of the Church Finance Committee.
Further, Council authorizes and directs each of the individuals who currently serve in these capacities to sign said Corporate Resolution in the place provided therein, and also directs and authorizes the Clerk to complete the Certification required as shown therein and to provide the completed Corporate Resolution to Bernstein. All prior designations of signatory are superseded by this designation of signatories. The motion was seconded and unanimously approved. (Council Minutes 11/21/17)
- 8.6 Approved Emergency Funding Request Procedures, as follows: All requests by Committees or staff for spending beyond the Congregationally-approved budget or for reallocating or repurposing items within or across categories in an approved budget must be reviewed and approved according to the processes below.
- a) A written request and rationale for spending changes should be submitted to the Chair of the Finance Committee, who will then notify and convey the request to those involved in reviewing the request, as described below.
 - b) For requests of less than \$1,000, the Lead Pastor, Church Treasurer, the Finance Committee Chair, and the Council Moderator will review and decide upon the requests. Members of the Finance Committee will be notified of the request and decision, and a report of this spending will be included in the Finance Committee’s next monthly report to Council.
 - c) For requests of \$1,000 or more, the Lead Pastor and Finance Committee will review and make a recommendation regarding the request, which could include appropriate funding options. This recommendation will be sent to Council for its deliberation and decision regarding the request. The Congregation will be notified through regular means of communication (e.g., Messenger Bell, e-blasts, etc.) of additions to or changes in the budget at this level or expenditure.

- d) Non-emergency and non-immediate need request will be addressed at regularly scheduled meetings of the Finance Committee and Council.
- e) Emergency and immediate need request will be addressed on an expedited basis. (Council Minutes 1/16/2018)

8.7 (Amended in 8.7.1) All non-budget expenditures and fundraising will need to funnel through Finance [Committee]. (Council Minutes 9/18/07)

8.7.1 The council confirmed that if a committee has unspent funds in its budget at year-end (e.g. Planned Giving), it is not appropriate to transfer them to a committee with another purpose (e.g. Faith in Action) without Council's agreement. (Council Minutes 10/20/15)

8.8 (Amended in 8.8.1) It was moved, seconded, and unanimously approved to separate Line Item 1.7100 Denomination Mission Support to Per Capita under budget line item of the Church Council and another line item for Denomination Mission Support under Faith in Action. (Council Minutes 12/16/14)

8.8.1 It was moved, seconded, and unanimously approved to accept the implementation plan of the Per Capita Subcommittee for communing members of the congregation to voluntarily pay their per capita beginning in January 2016. The plan includes sending letters to the congregation, Per Capita pink envelopes, and inclusion in the stewardship campaign, reminders, and continued education. (Council Minutes 4/21/15)

8.9 (Multiple amendments below) It was moved, seconded and unanimously approved that the document entitled "Gift Policy" (being comprised of ten (10) pages and Addenda A and B) be adopted as the Gift Policy for First United Church of Oak Park, that it be noted on the title page that said Gift Policy was adopted by Church Council on January 17, 2012 and that said Gift Policy be effective as of the date it was adopted. (Council Minutes 1/17/12)

8.9.1 It was moved, seconded and unanimously approved that the document entitled "Gift Administration Policy" (being comprised of seven (7) pages) be adopted as the Gift Administration Policy for First United Church of Oak Park, that it be noted on the title page that said Gift Administration Policy was adopted by Church Council on January 17, 2012 and that said Gift Administration Policy be effective as of the date it was adopted. (Council Minutes 1/17/12)

8.9.2 The church's Gift Policy provide that undesignated planned gifts be allocated to either or both the First United's endowment funds: The Special Mission Endowment Fund (SMEF) and the General Endowment. It is up to Church Council to determine the allocation. However, Gene explained, the Gift Policy also provides that Church Council has the authority, when it deems necessary, to allocate undesignated planned gifts to other purposes. The Planned Giving Committee's intent in making provision for this exception was to give Church Council flexibility in meeting critical needs of the church but allocating undesignated planned gifts to either or both of the endowments is intended to be the norm. (Council Minutes 7/15/14)

8.9.3 A motion was made and seconded to approve The Planned Gift Donor Recognition Program. (Council Minutes 5/15/12)

8.9.4 Sallie Smylie moved that the Gift Administration Policy be amended so that Part B, Pars. 1(b) and (c) read as follows:

1.b. Memorial gifts and honorary gifts will be acknowledged by a letter and by a receipt prepared by the Financial Manager and signed by the Financial Manager or by the Lead Pastor and mailed to the donor.

1.c. Current cash and non-cash gifts, other than those listed in a. and b. above, will be acknowledged by a letter and by a receipt prepared by the Financial Manager and signed by the Financial Manager or by the Lead Pastor and mailed to the donor. A letter which identifies (by name and by address, if available) each donor of such gifts should be prepared by the Financial Manager and set by the Lead Pastor to either (i) a representative of the family of the person memorialized or honored or (ii) some other appropriate person (e.g., a Trustee, Executor or Administrator). The cumulative total of such gifts should also be stated in such letter.

The motion was seconded by Megan Lewis and the motion passed unanimously.
(Council Minutes 10/15/19)

8.10 The Technology Committee should formally review and provide a recommendation to Council on:

- All budget items that include technology
- All purchases of technology
- All contracts for technology support, including extensions of existing contracts.

And that a recommendation by the Technology Committee be required before the budget item is submitted, the technology is purchased, or the contract is signed, respectively. (Council 4/19/2016)

8.11 It was moved, seconded, and unanimously approved to clarify in worship that 10% of the Christmas Offering received from then on until December 31 will go to the designated mission. (Council Minutes 12/18/12)

8.12 In order to satisfy its obligations under paragraph 1.3 of the Sept 23, 1986 Trust Agreement which establishes the First United Church Fund at Chicago Community Trust, Finance moves the Church hereby designates as its representative to the Chicago Community Trust the Church Treasurer, the Church Secretary, or the Lead Pastor and, further hereby informs the Executive Committee of Chicago Community Trust that it may rely on directions it receives from any of these designated representatives. (Council Minutes 9/19/17)

8.13 Council adopted the Finance Committee's policies and procedures for spending at the beginning of a fiscal year before the Congregation has approved a Council-approved annual budget. See Appendix B. (Council Minutes 1/16/2018)

8.14 Barbara Metric moved on behalf of Finance that Council approve the Credit Card Agreement and Credit Card policy for inclusion in the Finance Policy and Procedures manual. The motion was seconded and approved. (Council Minutes 6/19/18)

9 OTHER POLICIES AND PROCEDURES

9.1 (Multiple amendments below) The motion to approve the revised Personnel Policies and Procedures was seconded and unanimously approved. Copy of the updated manual will be available in the library. A plan to upload it in the website like the council minutes and church constitution is being considered. (Council

Minutes 5/21/13)

9.1.1 It was moved, seconded, and unanimously approved that First United Church of Oak Park adopts a minimum \$15.00 per hour wage for persons it employs on an hourly basis, effective July 1, 2016. The motion specified positions in the Sunday Nursery staff and the Custodial staff who are affected. Council also requested the First United Nursery School board to evaluate this policy and provide a recommendation to Council to implement this policy with all deliberate speed. (Council Minutes 6/21/16)

9.1.2 It was moved that Council approve the suggested policy on hiring Members of the church as reflected on page 4 of the Personnel Committee Handbook Working Committee Memorandum dated 2/15/2018 including 2017 as the cut off year. The motion was seconded and unanimously approved. (Council Minutes 2/20/18)

9.1.3 Barbara Metric moved that Council approve the Personnel Handbook and each of the policies contained therein, for the employees of First United Church of Oak Park, not including the employees of First United Church Nursery School, dated 4/26/2019. The motion was seconded and approved unanimously. (Council Minutes 5/21/19)

9.1.4 Carl Nauert moved that the Council approve the updated Personnel Handbook presented by the Personnel Policy Reconciliation Task Force. The Council also directs the Clerk to work with the Lead Pastor to ensure that the updated handbook is distributed to all church employees and posted in the correct Sharepoint folders. This motion was seconded by Dave Hanson.

A friendly amendment that fixed page numbering in the handbook, changed the date in the handbook to September 15th and corrected an employee title (Communications Administrator) was moved by Sallie Smylie and seconded by Carl Nauert. The motion with the amendment was unanimously approved. (Council Minutes 9/15/20. Note: The update consolidated the church Personnel Handbook with the Nursery School Personnel Handbook)

9.2 It was moved, seconded, and unanimously approved to accept the Building Use Policy with amendments. (Council Minutes 2/21/12)

9.3 It was moved, seconded, and unanimously approved to accept the Wedding and Memorial Service Fee Structure. (Council Minutes 2/21/12)

9.4 It was moved, seconded, and approved that First United is willing to work in assisting Music at First's appeal through the Messenger Bell and Sunday Bulletin but not to use mass email to all members of First United. (Council Minutes 6/20/11)

9.5 Be it resolved that First United Church of Oak Park adopts the policy of "No Guns in God's House" by taking the following actions: 1) Follow the requirements of Illinois and/or Federal Law and their regulations of posting signs, such as stickers on doors, to communicate to the public that all individuals (other than active law enforcement officers) are prohibited from carrying guns on to the property of First United Church of Oak Park; and 2) to prominently post another sign, for example, on a church bulletin board, as recommended by Presbyterian Peace Fellowship, signaling "No Guns in God's House". The motion was seconded and unanimously approved. (Council Minutes 9.19.17)

- 9.6 Action: Sallie Smylie moved Council adopt the Policy for Addressing Concerns with Church Staff Performance (Exhibit F to the Governance Task Force report). The motion was seconded and approved unanimously. (Council Minutes 5/21/19)
- 9.7 Sallie Smylie moved Council approve the Conflict of Interest Policy, policy H to the Governance Task Force closing report. The motion was seconded and approved unanimously. (Note: Correction made on October 23, 2019, based on Clerk's handwritten notes of Council actions) (Council Minutes 5/21/19)
- 9.8 This motion was moved by Carl and seconded by Janet Haisman: Moved that Council approve offering the PCUSA Board of Pensions Retirement Savings Plan to employees beginning no later than November 1, 2019. The motion passed unanimously. (Council Minutes 10/15/19)
- 9.9 The Alcohol Policy was passed in two separate Council Meetings, October 2019 and 2020. Gene Armstrong provided this motion in the 10/15/19 Council meeting, which was moved by Carl Nauert and seconded by Jamie Shamhart. The motion passed with eight ayes and one nay.

Moved that, subject to the prior approval of Council, wine and/or beer, but not spirits, may be served at an event held on First United Church property, provided that appropriate rules pertaining thereto shall be adopted by Council prior to the approval of any such event; issues pertaining to insurance, license and server requirements are resolved to the satisfaction of Council; and, if approved, the change in policy will be reviewed after one year. (Council Minutes, 10/15/2019)

In the June 2020 council meeting, Dave Hanson moved that we approve the draft alcohol policy and its associated permission form and guidelines. The motion was seconded by Sue Saliny and passed with eleven ayes and one abstention. (Council Minutes, 5/16/2020)

The complete Alcohol Policy, Forms and Guidelines can be found in the Policies and Procedures folders in Sharepoint.

- 9.10 Policy Governing Lobbying Activity by the Church: Carl Nauert moved that the Council approve the Policy Governing Lobbying Activity by the Church presented by Sallie Smylie, Church Moderator. The Council directs the Clerk to ensure that this policy is included in the First United Governance Manual and posted in the Sharepoint Policies and Procedures folder. The motion was seconded by Dave Hanson and passed unanimously. (Council minutes 09/15/20)
- 9.11 Policy Governing Participation in Political Campaign Activities: Carl Nauert moved that the Council approve the Policy Governing Participation in Political Campaign Activities presented by Sallie Smylie, Church Moderator. The Council directs the Clerk to ensure that this policy is included in the First United Governance Manual and posted in the Sharepoint Policies and Procedures folder. The motion was seconded by Dave Hanson and passed unanimously. (Council minutes 09/15/20)

10 UPDATES AND AMENDMENTS

- 10.1 The Clerk will be responsible to keep this document updated.

- 10.2 It is the intent of this document to show only policies and procedures which are currently in place. When an existing policy/procedure is revised/updated, the old policy/procedure should be deleted from the policy/procedure's manual, with an appropriate note in the Document Revision History.
- 10.3 Appropriate motions from Council will not be added to this document until the minutes of the meeting at which the motion was approved have been approved by Council. (Note that many Council motions are one-time-only motions, and are not appropriate to be included as Policies/Procedures)
- 10.4 The most recent revision of this document will be posted in the church's "Sharepoint" site, in the Council folder, and on the church's website.
- 10.5 Updated copies will be provided to Council, committee chairs, and staff at the beginning of each program year. Copies will also be provided to new Council members and committee chairs as part of any leadership training.

11 REFERENCE DOCUMENTS

First United Documents

- PC(USA) Ministry Information Form – latest version shall be posted on the Church's Web site
- UCC Church Profile – latest version shall be posted on the Church's Web site
- Guidelines for the Protection of Children and Youth – latest version shall be posted on the Church's Web site
- Personnel manual – for the latest update, see the chair of the Personnel Committee
- Finance manual – for the latest update, see the chair of the Finance Committee
- Investment Policy for First United Church as of January 17, 2012 – available from the chair of the Finance Committee or the Endowment Committee
- Gift Policy as of January 17, 2012, latest version shall be posted on the Web site, also available from the chair of the Planned Giving Committee
- Gift Administration Policy as of January 17, 2012, available from the chair of the Planned Giving Committee
- Compendium of Church Funds as of September 12, 2016 – latest version shall be available from the chair of the Finance Committee
- Per Capita procedure – for the latest update, see the Clerk

External Documents

- Chicago Metropolitan Association, Illinois Conference, UCC, <http://cma.ilucc.org/cma-association/>
- Chicago Metropolitan Association, Illinois Conference, Constitution: <http://rath.xyz/wp-content/uploads/2015/10/CMAConstitution.pdf>
- Illinois Conference of the UCC, <http://ilucc.org/illinois-conference/>
- Illinois Conference of the UCC, Constitution: <http://ilucc.org/wp-content/uploads/2015/10/ILConferenceConstitution.pdf>
- PC(USA) Book of Order: <http://bookoforder.info/>

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- PC(USA) Book of Confessions: <https://www.pcusa.org/media/uploads/oga/pdf/boc.pdf>
- *Robert's Rules of Order Newly Revised, 11th Edition*, Henry M Robert III *et al*, Copyright 1970, 1981, 1990, 2000, 2011. Da Capo Press, Philadelphia

Document Revision History:

Rev	Date	Description	By:
1.0	6/20/17	Approved by Council and released.	Art Spooner
1.1	9/29/17	Added 2.2. Updated 7.8 to more clearly define Personnel Committee purpose and responsibilities. In 10.4, added “and on the church’s web site.”	Barbara Metric
1.2	10/17/17	Added 8.12 Added 9.5	Barbara Metric
1.3	11/28/17	Updated 8.5 to reflect change in signatories for Bernstein account	Barbara Metric
1.4	1/16/2018	Added 8.13 Added Appendix B Updated 8.6 to clarify Approved Emergency Funding Request Procedures	Barbara Metric
	4/09/2019	Added 2.3	Carl Nauert
	3/19/2019	Added 4.2	
	10/18/2018	Added 5.9.2	
	10/15/2019	Added 8.2.1, 8.9.4	
	6/19/2018	Added 8.14	
	2/20/2018	Added 9.1.2	
	5/21/2019	Added 9.1.3, 9.6, 9.7	
	10/15/2019	Added 9.8	
1.5	08/04/2020	Added Term End Dates 5.6.1, 5.6.2, 5.11.1, 6.4, 6.5 Added Emergency Leadership Team Responsibilities 5.12 Added Electronic Meetings 5.13 Added Change Committees to Teams 5.14 Added Personnel Team Description 7.8.1 Added Annual Draw Percentage change 8.2.2 Added Alcohol Policy 9.9	Carl Nauert
1.6	10/20/2020	Added Fellowship Team 7.13 Added Insurance to Finance Team’s responsibilities 7.6.3 Updated Personnel Team Descriptions 7.8.1 Updated Personnel Handbook 9.1.4 Added Policy Governing Participation in Political Campaign Activities 9.10 Added Policy Governing Participation in Political Campaign Activities 9.11	Carl Nauert

**APPENDIX A
POLICIES AND PROCEDURES FOR FUTURE CONSIDERATION**

From time to time, proposals are made to revise specific policies and procedures. But, for many reasons, some proposals are not acted upon at the time they are first proposed. The following are issues that may be considered by future Councils.

1. “We have never required that the Chair(s) of Nominating be one of the Elder representatives. Personally, I think that being on Council is a big enough job, and it's enough that one current member of Council is a liaison to our Committee. I told this to the Task Force in 2014, but it appears my comment did not make it into the motion presented to Council. (Tom Wolford comment 4/20/16)
2. It was announced that the Personnel Committee will no longer employ members of the congregation. (Council Minutes 3/17/15, never discussed or adopted by Council)
3. Do we need to establish a Fellowship Committee? (Council Minutes 1/17/17) Done – July 2020
4. Do we need a written procedure to select delegates to the Chicago Metropolitan Association and commissioners to the Chicago Presbytery?
5. Do we need a procedure to manage the membership of children who have grown up in the church, and are now adults living in other parts of the country? For example, should we establish a procedure to send such members a letter when they reach the age of 25, asking if we should continue to carry them as active members?
6. From the viewpoint of the IRS churches acting in their religious capacity are automatically included in the tax-exempt definition in code section 501(c)(3). Some churches have requested a letter from the IRS, but the tax code and tax rulings of the IRS explicitly make this step unnecessary. (per Finance 4/28/17)

**APPENDIX B
POLICIES AND PROCEDURES REGARDING SPENDING AT THE BEGINNING OF A FISCAL YEAR BEFORE THE CONGREGATION HAS APPROVED A COUNCIL-APPROVED ANNUAL BUDGET**

1. *Usual and customary expenses contained in a proposed budget:* If a new budget year begins before the Congregation has approved the Council-proposed budget for that year, all usual and customary expenses contained in that budget will be paid until the budget is approved by the Congregation. Usual and customary expenses include items such as monthly utilities bills, payroll, contractual obligations, and the like. Should the Congregation not approve levels of usual and customary spending in the Council-proposed budget, appropriate adjustments will be made during the fiscal year.
2. *Emergency or immediate need spending on items contained in a proposed budget:* In the event of an emergency or immediate need that calls for spending on items contained in the Council-proposed budget before the Congregation approves the budget, the following processes will be used. The prospect for emergency and immediate need spending occurs when waiting to spend on items in the Council-proposed budget would likely result in a meaningful programmatic, financial, or other disadvantage.

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In all cases, for this type of spending to occur, Council must have already approved the proposed budget. Should the Congregation not approve items in the budget that are paid for in advance, appropriate adjustments will be made during the fiscal year.

- a) A written request and rationale for early spending should be submitted to the Chair of the Finance Committee, who will then notify and convey the request to those involved in reviewing the request, as described below.
 - b) For requests of less than \$1,000, the Lead Pastor, Church Treasurer, and the Finance Committee Chair will review and decide upon the request. Members of the Finance Committee will be notified of the request and decision, and a report of this spending will be included in the Finance Committee's next monthly report to Council.
 - c) For requests of \$1,000 or more, the Lead Pastor and Finance Committee will review and make a recommendation regarding the request. This recommendation will be sent to Council for its deliberation and decision regarding the request.
 - d) These requests will be addressed on an expedited basis.
3. *Emergency or immediate need spending for items NOT contained in the Council-proposed budget before congregational approval:* In situations where the church encounters an emergency or immediate need for spending on items not contained in a proposed budget, the same processes described in 2a-2d will be used. Council, in consultation with the Lead Pastor, the Church Treasurer, and the Finance Committee, will make any adjustments that such spending may require in the proposed budget as it goes to the Congregation for approval (i.e. if funds initially allocated to particular items need to be reduced or reallocated to make up for the unanticipated emergency or immediate need spending). Should the Congregation not approve such emergency or immediate need spending, appropriate adjustments will be made during the fiscal year.