

## ARTICLE VI: MEETINGS OF THE MEMBERSHIP

The President, ~~the Vice Presidents,~~ **the Vice-President Finance**, the Minister, the Director of Lifespan Faith Development, the Music Director, and each committee chair shall submit a written report to the Clerk at least one month prior to the Annual Meeting.

Section D: The President shall preside at each meeting of the membership. In the President's absence the meeting shall be presided over by ~~the Past President,~~ the President-Elect, ~~or the Vice-President-Council,~~ in that order. The presiding officer may appoint a parliamentarian for the meeting.

## ARTICLE VII: BOARD

Section B: The Board shall consist of ~~ten (10)~~ **seven (7)** active members at least eighteen (18) years of age as follows:

- 1) A President-elect, **and a President,** ~~and Past President.~~ The President-elect shall be elected for a ~~three-year~~ **two-year** term, ~~with the two succeeding years to be served respectively as President and Past President.~~
- 2) ~~A Vice-President Council and t~~ Two Members-at-Large shall be elected in odd-numbered years for two year terms.
- 3) A Clerk, Vice-President Finance, and ~~two~~ **one** Members-at-Large shall be elected in even-numbered years for two year terms.
- 5) The President-elect/President/~~Past President~~ shall not serve more than one consecutive ~~three-~~ **two-** year cycle in that office. Other Board members may not serve more than two consecutive terms in the same office.

Section E: ~~—The Board, in consultation with the Minister and the Personnel Committee, shall hire and dismiss all salaried employees and fix their compensation. Recommendations for hiring salaried employees shall be made by the Personnel Committee in cooperation with the Minister and the appropriate Committee (e.g., Facilities would recommend the hiring of a sexton). In the absence of a clear committee relationship, the Personnel Committee shall act alone in its recommendation to the Board. Employees may be discharged, by the Board, for non-performance of duties or for other causes.~~

The Minister, under the direction of the Board, is responsible for maintaining a productive and effective staff, for ensuring that its efforts are directed toward fulfilling the Church's Mission and Annual Vision of Ministry, and for compliance by the staff with all Board policies. The Minister ensures that the staff's working conditions are fair, humane, respectful, and professional.

The Minister, in collaboration with the Personnel Committee, is authorized to hire for any Program staff positions that have budget approval. Program Staff, in consultation with their supervisor, are authorized to hire for any program assistants based on budget approval. New positions or positions that are not in the current budget require Board approval. All Staff employment contracts must be approved by the Board. Prior to discharging a staff member, their supervisor and the Personnel Committee ensures that the proposed decision complies with applicable laws and Board policies. The Personnel Committee notifies the Board when an employee is terminated.

An internal due-process grievance procedure for paid staff will be maintained and published by the Personnel Committee in the Personnel Policy Manual.

## ARTICLE IX: COMMITTEES

~~Section A: The Church Council shall consist of the chairs or designated representatives of committees identified by the Board. The Vice-President Council or his or her designee shall chair the Council, which shall meet at least quarterly. The Council and its members are responsible for executing and managing the programs of the Church, as defined by the Board.~~

Section A: The Board may establish Committees to help carry out its responsibilities. The Board, as a whole, commits to clearly directing all Committees by outlining specific written objectives and restrictions.

~~Section C: The Committee on Harmonious Relations (CHR), when activated by the board, shall consist of three (3) to five (5) members appointed by the Board for terms to be determined at activation. Consecutive terms are permitted. The CHR shall select its own leader and recommend to the Board persons for appointment as needed to fill any vacancies. The CHR shall have discretion to call upon past members to assist the committee's activities. The CHR shall report to the board its activities.~~

~~The duties and responsibilities of the CHR are to assist Church members in resolving conflicts through direct communication and by working together toward cooperative solutions. CHR shall establish guidelines and operate according to them~~

~~Section E: The Personnel Committee shall be constituted by the Board and perform such functions as the Board directs. The chair shall be a member of the Board.~~

The Personnel Committee assists the Board in its oversight of the congregation's personnel matters.

These include ensuring that the Personnel Manual is up-to-date, annual staff assessments are conducted, job descriptions are reviewed and updated, staff training occurs, and that all staff are performing consistent with Board policies. Membership includes at least one Board member as chair and the Minister.

## ARTICLE X: MINISTER

Section B: The Minister shall be responsible to the ~~membership of the Church and the~~ Board for the effective performance of his or her duties, and shall be evaluated annually by the Board. The Minister shall render all such reports as the Board may require, and shall make whatever recommendations to the Board as seem pertinent to the general interests of the Church. The final decision in matters of policy or procedure shall rest with the Board or the active members