

**Constitution and Bylaws  
of  
St. Lucas  
United Church of Christ  
  
Sunset Hills, Missouri**

In accordance with the Word of God that  
"All things be done in order,"  
we, the members of St. Lucas United Church of Christ,  
do adopt the following Constitution  
with accompanying By-Laws.

- CONSTITUTION -

**PART I – Name**

The name shall be St. Lucas United Church of Christ.

**PART II - Purpose**

It shall be the purpose of this Church to unite followers of Jesus Christ in worship, fellowship, mission, education, and evangelism to advance the Kingdom of God.

**PART III – Affiliation**

- A. This Congregation shall be a member of the United Church of Christ and shall be governed by its constitution, bylaws, and rules.
- B. The Articles of Faith of the Congregation shall be those of the United Church of Christ.
- C. This Congregation is nevertheless allowed freedom of worship. The forms and order of worship as suggested by the United Church of Christ may be followed as accepted norms.

#### **PART IV - Membership**

- A. Membership in this Congregation, as a part of the Visible Body of Christ, shall be granted to all baptized persons who accept the obligations of the Christian life through:
  - 1. Confirmation; or
  - 2. Letters of Transfer from a Christian denomination; or
  - 3. Affirmation of Faith, and acceptance of this Constitution and By-Laws as binding and regulating the affiliation of the member with the Church.
  
- B. Membership shall be maintained by faithful participation in the privileges and duties of the Church as defined in the By-Laws.
  
- C. An Associate Member is one who has a membership in another church and has the same privileges and responsibilities as stated above.

#### **PART V - Meetings and Quorums**

- A. The Congregation shall hold an Annual and a Semi-Annual Congregational Meeting and such other meetings as are provided for in the By-Laws.
  
- B. Fifty (50) active members shall constitute a quorum. Absentees give silent consent to all resolutions adopted or action taken.
  
- C. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an

in-person meeting.

1. Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.
2. The notice for the electronic meeting shall include an adequate description of how to participate in it.
3. Provision shall be made for a common meeting location for those who prefer to attend in person.
4. All existing rules for determining a quorum, participating in debate, making a motion, and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.
5. Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting.
6. These rules shall also apply to meetings of Council, boards, ministries, staff, church-sponsored organizations, and other entities of the church.

D. All procedural matters not covered by this Constitution and By-Laws shall be governed by the most recent revision of the Robert's Rules of Order.

## **PART VI - Administration**

- A. All matters and powers, including but not limited to administrative, legislative, financial, and policy, shall be vested in and decided by the Congregation within a duly called meeting.
- B. Administrative and decision-making powers may be delegated to the Church Council as specified in the Constitution and Bylaws. Actions taken by the Church Council shall conform to directives determined by

the Congregation within a duly called meeting.

- C. The Church Council shall perform the day-to-day administration of the Church, using such administrative and decision-making powers delegated to the Church Council by the Congregation through the Constitution or its by-laws. The Church Council shall represent the Congregation in any legal matters and proceedings.
- D. All boards, organizations, ministries, and any other group created by the Congregation or Church Council, shall work under the direction of and be accountable to the Church Council, and shall report, upon request, to the Church Council or the Congregation. The plans and programs of all such bodies shall conform in spirit to the larger objectives of the Church.

### **PART VII - Sacraments and Rites**

- A. The Sacraments of the Church, instituted by Christ, are Holy Baptism and the Lord's Supper.
- B. The Rites of the Church are confirmation, ordination, consecration, marriage, and burial.

### **PART VIII – Pastors**

- A. The Pastors of this Congregation shall be ordained ministers in the United Church of Christ or authorized ministers, eligible for standing in the United Church of Christ. The Congregation has the sole authority to elect and dismiss its Pastors, and this right shall never be delegated to individuals or to any group.

- B. When a vacancy occurs in a pastorate of this Congregation, the Church Council shall present a candidate who meets the qualifications in Part A above. The Congregation shall consider one (1) candidate at a time and shall vote by secret ballot for or against his/her election. An eighty-five percent (85%)-majority of active members present and voting at a duly called meeting shall be required for election.
- C. A Pastor shall be elected for an indefinite period.
- D. A Pastor may be dismissed by a 2/3 majority of active members voting in an open, duly called meeting with at least a 6 week notice after which time the Pastor shall be placed on paid leave for a period not to exceed three (3) months. In the event of a material breach of contract, the Pastor may be released immediately.
- E. A Pastor may resign of his/her own will at any time. In this event, a three (3) month notice shall be given by the Pastor, unless a shortened time is agreed upon by mutual consent with the Church Council.

### **PART IX - Christian Education**

The Congregation shall make provision for the religious education of its children, young people, and adults in close conformity with the doctrines of the denomination. The curriculum as suggested by the denomination may be followed as accepted norm.

## **PART X - Property**

- A. The Congregation may, in its corporate name, hold, purchase, and receive title by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell, or convey the same.
- B. The property of the Congregation shall be indivisible. In the event of a division in the membership of the Congregation, the parties shall submit the question of the right to the property to the Missouri Mid-South Conference for decision. The decision of said judiciary shall be binding.
- C. In case of dissolution of the Congregation, title to the property shall vest in the Missouri Mid-South Conference.
- D. The Congregation shall operate the St. Lucas Cemetery and the St. Lucas Preschool.

## **PART XI – Amendments**

Amendments to this Constitution or its By-Laws can only be made by a two-thirds (2/3's) vote of all active members present and voting at a regularly called Congregational Meeting, provided that a notice of such proposed amendments or By-Laws shall have been submitted in writing to all members of the Congregation at least two (2) weeks prior to the meeting.

## BYLAWS

### **PART I - Obligation to the United Church of Christ**

- A. The Congregation shall regularly contribute according to its ability towards the support of the United Church of Christ at large, to the Missouri Mid-South Conference, and to the St. Louis Association.
- B. This Congregation, through its Pastors and its administrative officers, submits to all lawful and just requirements made upon it by the Missouri Mid-South Conference and St. Louis Association authorities.
- C. The Congregation shall be represented by lay delegates to the St. Louis Association and the Missouri Mid-South Conference.
- D. Lay delegates shall be members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
- E. Consistent with the policies of the St. Louis Association and the Missouri Mid-South Conference, youth lay delegates may also be named in addition to the other lay delegates. The youth lay delegates shall be members meeting the youth delegate description of the corresponding organization, who have been members of St.



Lucas United Church of Christ for at least one (1) year prior to appointment.

~~F~~—Lay delegates to the St. Louis Association and the Missouri Mid-South Conference shall be named by the Church Council.

~~G~~—The newly named lay delegates shall be commissioned prior to the meeting they are attending.

~~H~~—The Church Council shall adjust the number of delegates to meet the number authorized by the St. Louis Association and the Missouri Mid-South Conference.

~~I~~—Normal and reasonable expenses for all delegates and Pastors attending such meetings shall be paid by the Congregation. The organizations of the Church are encouraged to send representatives of their organization to Missouri Mid-South Conference and St. Louis Association meetings. Attendees are asked to submit a report to the Congregation summarizing the events of the attended meeting.

## **PART II - Official and Fiscal Year**

The official year and fiscal year of this Congregation shall both be January 1 to December 31, inclusive.

## **PART III - Finances**

It is the Policy of St. Lucas United Church of Christ to underwrite the cost of its programs and ministries through voluntary contributions and approved fund raising.

#### **PART IV - Congregational Meetings**

- A. An Annual Congregational Meeting shall be held during November each year and a Semi-Annual Congregational Meeting between May 1 and June 15<sup>th</sup> each year.
  
- B. Special Congregational Meetings shall be called by the Church Council when necessary or upon written petition to the Church Council signed by not less than five percent (5%) of the Congregation.
  
- C. A minimum of two (2) weeks' notice shall be given for all Congregational Meetings.
  
- D. Any Congregation Meeting with an agenda item concerning a vote to dismiss a pastor or council member, must be preceded by a minimum 6-week notice.
  
- E. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an in-person meeting.
  - 1. Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.
  - 2. The notice for the electronic meeting shall include an adequate description of how to participate in it.
  - 3. Provision shall be made for a common meeting location for those who prefer to attend in person.

4. All existing rules for determining a quorum, participating in debate, making a motion, and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.
5. Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting.
  
6. These rules shall also apply to meetings of Council, Boards, ministries, staff, church-sponsored organizations, and other entities of the church.

## **PART V-Membership**

### A. Admission

1. All prospective members shall receive information about the United Church of Christ and St. Lucas United Church of Christ, including the responsibilities and privileges of Church membership.
  
2. Admission into membership shall be publicly confirmed.

### B. Privileges of Members

1. All active members are entitled to the fellowship and the spiritual blessings of the Church, and to the services of its Pastors, officials, and staff, as well as to the Christian support and sympathy of all members.
  
2. All active members are entitled to voice, vote, and to hold office conforming to the Constitution and By-Laws.

### C. Responsibilities of Members

1. Each member shall enter into covenant aspiring to:
  - a. Be faithful in attendance at Divine Worship and the Sacraments of the church.
  - b. Live by the teachings of Jesus Christ as understood by their own conscience.
  - c. Render service and take an active part in the functions of the Church according to their ability.
  - d. Engage in stewardship to the Church by action and/or financial support to the operations of the Church according to their ability.
  - e. Speak only for oneself, listen respectfully to the opinions of others, and to not in any way diminish or debase each other.
  - f. Notify the Pastor when any special pastoral service is desired.

#### D. Forfeiture of Membership

1. The Membership Ministry will review the member roster annually to identify members who have not engaged in the life of the church during the previous year. Qualifying engagement activity will include recording attendance in worship, and/or providing financial support to the operation of the church (excluding fees for specific programs), and/or engaging in missional work of the church in a way that is recognized. The Senior Minister will be given a list of inactive persons, in order that pastoral care concerns might be identified. Once this review has happened and pastoral care concerns are addressed, members without engagement in the previous year will be identified as inactive. The Church Council president and the Senior Minister will send each inactive member a letter informing them of the status

change to inactive with encouragement to reengage in the life of the church.

2. Inactive members who reengage in the church through recording attendance in worship, and/or financially supporting the general operation of the church, and/or engaging in missional work of the church will be returned to active status.
3. A member who, for at least two (2) years, has been identified as inactive may be removed from the membership roster by vote of the Church Council, or by request of the member.
4. Examples of exceptions to the above Membership requirements might include, but not be limited to, a member attending college, temporary job relocation, military deployment or for health reasons.
5. Any member breaking the covenant in Part V.C.1.e will be counseled by the pastor(s) and/or Council President. Refusal by a member to rejoin in covenant will result in review by the Church Council. Members under review by the Council will be offered a private hearing before the Council in an attempt at resolution. If the member cannot be returned to a covenantal relationship, a vote will be taken by the Council regarding termination of membership. A majority of those council members present at a duly called meeting is required for termination.

## **PART VI - Pastors**

- A. It shall be the duty of the Pastors to set a good example to the Congregation, to conduct all services and such special occasions as the Congregation may desire, to direct the work of Christian Education, administer the Sacraments, and to perform all such duties as belong to

the Pastor's office in the United Church of Christ. They shall keep a record of all services performed and make an annual report of their work to the Congregation.

- B. The Pastors are members with voice, but without vote, of the Church Council, boards, ministries, and all other church-sponsored organizations. No other minister shall perform any religious service or ceremony in the Church without consent of the Senior Pastor
- C. The Senior Pastor is responsible for the administration and supervision of the staff.
- D. The Senior Pastor is directly responsible to the Church Council and the Congregation.

## **Part VII - Church Council**

### **A. Organization**

~~1.~~ The Church Council shall consist of nine (9) members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment. Individual, separate elected members of the Church Council shall be assigned as leaders of the following ministries of the Church:

- Physical Facilities
- Finance
- Personnel

2. The election of members to the Church Council shall take place at the Annual Congregational Meeting. They shall be elected for a term of four (4) years; it shall be so arranged to elect enough

members every year, at the discretion of the Nominating Committee, to keep the number of members at nine (9). A period of two (2) years must expire before standing for re-election to another four (4) year term or replacing a vacant position on the Church Council.

3. The newly elected members of the Church Council shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.
4. Election to the Church Council shall have priority over any other elective position held in the Congregation. While serving on the Church Council, a member shall not hold any other elected position in the Church.
5. The Church Council President shall fill temporary vacancies on the Church Council by appointment. Permanent replacements shall be elected at the next Congregational Meeting.
6. Church Council members may be removed by a 2/3 majority vote of active members at a duly called meeting with at least six (6) weeks' notice. If the President is removed, the Vice-President will assume this role. The Church Council shall then meet as soon as possible, but no later than its' next regularly scheduled meeting, to reorganize the Core Leadership Team.
7. The Pastors are members of the Church Council with voice, but without vote.

## **B. Responsibilities**

1. After the Annual Congregational Meeting and prior to

installation in January, the new Church Council shall meet and organize itself by electing the following Officers known as the “Core Leadership Team”.

President  
Vice President  
Treasurer  
Financial Secretary  
Recording Secretary

These officers shall at the same time serve as officers of the Congregation and its meetings. In the event of a vacancy of any office of the Church Council, the Church Council shall meet to elect an officer for that vacancy for the remainder of the term. Officers are encouraged, but not required, to serve two (2) consecutive years in their respective roles.

2. As soon as possible after the election of officers any leadership vacancy for the Personnel Ministry or Physical Facilities Ministry shall be appointed by the Church Council. The Financial Secretary will serve as the Leader of the Finance Ministry. The leaders of these ministries are encouraged, but not required to serve in that capacity for at least two (2) consecutive years in their respective roles. The Church Council shall also appoint representatives to the Cemetery Board, Preschool Board and Perpetual Endowment Trust. Any member of the Church Council may serve as a Board liaison and/or “Leader-in-Training” for a future ministry leadership role but without voting privileges.
3. The Church Council shall meet once a month. A majority of the Church Council members shall constitute a quorum. Special Church Council meetings may be called upon the request of the



Pastors, the President, or three (3) Church Council members.  
The Church Council shall be responsible for all the business of the Church.

4. The Church Council shall further assist the Pastors in caring for the spiritual welfare of the Congregation and its members. During a temporary vacancy in the pastorate, the Church Council shall be responsible for supplying the pulpit and for supervising the conducting of all services.
5. The individual members of the Church Council shall deem it their sacred duty to set a good example to the Congregation by regular attendance and by participating in the various activities of the Church.
6. It shall be the aim of the Church Council and Pastors to keep all members in a state of vital relationship to the Church and in a spirit of harmony within the Church.
7. The Church Council shall be responsible for preservation of all official documents of legal or historical significance and for maintenance of an accurate membership roster.
8. Church Council members serving as representatives to ministries and/or boards have voice, but do not have voting privileges. A tie vote by a committee and/or board that cannot be resolved must be presented to Church Council for the final decision.
9. The Church Council shall present to the Congregation for its approval at the Annual Congregational Meeting a proposed budget for the coming calendar year. All members shall be provided with a systematic accounting of their contributions.

10. Cumulative expenditures by the Church Council which exceed approved budgeted allowances by five (5%) of the total annual Church budget in a calendar year shall require prior Congregational approval, excepting designated memorials.
11. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an in-person meeting.
  - a. Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.
  - b. The notice for the electronic meeting shall include an adequate description of how to participate in it.
  - c. Provision shall be made for a common meeting location for those who prefer to attend in person.
  - d. All existing rules for determining a quorum, participating in debate, making a motion, and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.
  - e. Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting.

### **C. Officers**

1. The President shall preside at all the meetings of the Congregation

and the Church Council, maintain order at the meetings, and conduct the same according to parliamentary procedure. They shall always manifest an active interest in all the affairs of the Congregation. They shall see that the Constitution and By-Laws are enforced, and the instructions of the Church Council and Congregation are carried out. They are also empowered with the Recording Secretary, or their designated representative, to sign all official documents, contracts, loans, and deeds in the name of the Congregation.

2. The Vice-President shall preside at all meetings in the absence of the President and when business pertaining to the President and their administration is before the Congregation or Church Council. They shall do all in their power to help the President fulfill their duties.
3. The Recording Secretary shall keep an accurate record of all proceedings of the Congregation and of the Church Council and shall attend to official correspondence.
4. The Financial Secretary shall supervise the collection of Church offerings and the deposit of funds to the bank chosen by the Church Council. They, in conjunction with the appropriate committee members, shall be responsible for the counting and receipt of all monies received by the Church, the Church School and for benevolent purposes (excluding funds specifically designated for Cemetery or any of the organizations within the Church). They shall work with members of the Church staff having responsibility for financial records and shall be responsible for all the financial records of the Church including, but not limited to, receipts, disbursements, accounting documents, investments, and bank reconciliation. They shall be responsible for the review of bank statements monthly. They shall submit all financial records for review annually or as determined by Church Council. They shall make monthly reports to the Church Council and semi-annual reports to the Congregation. They shall organize and supervise the preparation of the annual Church budget.

5. The Treasurer shall review all bills and requests for expenditures for accuracy and validity before signing checks for payment of these bills. They shall recommend investment of Church funds to the Church Council when appropriate. They, in conjunction with Church Council appointed advisor or advisors, shall be responsible for adequate insurance protection of all Congregational property and other insurance needs and shall make recommendations pertaining thereto to the Church Council. Their activities shall be reviewed annually.
6. The Executive Officers shall, at the expiration of their terms of office, deliver to the Church Council all books, papers, and other property belonging to the Congregation which may be in their possession.

## **Part VIII - Cemetery Board**

### **A. Organization**

1. The Cemetery Board shall consist of six (6) members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of members to the Cemetery Board shall take place at the Annual Congregational Meeting. They shall be elected for a term of three (3) years; and it shall be so arranged that one-third (1/3) of their number shall be elected every year. No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for Cemetery Board membership after one (1) year has expired following prior Cemetery Board membership. The newly elected members of the Cemetery Board shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.

3. The Cemetery Board Chairperson shall fill temporary vacancies on the Cemetery Board by appointment. Permanent replacements shall be elected at the next Congregational Meeting.
4. The Church Council shall provide for any legal representation needed.
5. A tie vote by the Cemetery Board that cannot be resolved must be presented to the Church Council for the final decision.

## **B. Responsibilities**

1. The Cemetery Board shall manage and conduct the business of St. Lucas Cemetery within the limits established in the St. Lucas United Church of Christ Constitution and By-Laws, and applicable statutes.
2. The Cemetery Board shall be accountable to the Church Council and the Congregation.
3. Rules and Regulations governing the operation and use of the cemetery shall be maintained in printed form. All changes in the Rules and Regulations shall be approved by the Church Council.
4. The Cemetery Board, with assistance of the Church professional staff, shall maintain records of its meetings, sales, purchases, interments, transfer of lots, and other transactions found necessary in the business-like operation of the cemetery.
5. The Cemetery Board shall submit its financial records for annual review, if requested by Church Council.
6. The Cemetery Board shall have authority to employ and dismiss cemetery employees, except those jointly employed by the

Cemetery Board and the Church.

7. Lot prices and fees for cemetery services may be recommended by the Cemetery Board but must be approved by the Church Council. A percentage of the lot price shall be specifically designated for Perpetual Care that meets or exceeds the requirements of the State.
8. The Cemetery Board shall present a proposed budget for the calendar year to the Congregation for approval at the Annual Congregational Meeting.
9. The Cemetery Board, or its designated representative, shall be responsible for management of the St. Lucas UCC Endowed Care Trust dated August 15, 1993 - Cemetery.

### **C. Officers**

1. The Cemetery Board shall organize itself as soon as possible after the Annual Congregational Meeting to elect a Chairperson, Vice Chairperson, Treasurer, and Recording Secretary.
2. One (1) Church Council member will be appointed as a representative to serve on the Cemetery Board, with voice but no vote.
3. The Chairperson shall preside at the Cemetery Board meetings and be responsible for the operating of the Cemetery Board. The Vice-Chairperson shall preside in the absence of the Chairperson. The Treasurer shall be responsible for maintaining a record of all money received or disbursed by the Cemetery Board. The Treasurer, or designated representative, shall be responsible for all funds received and for payment of bills. The Recording Secretary

shall keep a record of correspondence and all transactions of the Cemetery Board.

## **Part IX – Preschool**

### **A. Board Organization**

1. The Preschool Board shall consist of seven (7) members who are at least twenty-one(21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of members to the Preschool Board shall take place at the Semi-Annual Congregational Meeting. They shall be elected for a term of three (3) years; and it shall be so arranged that one-third (1/3) of their number shall be elected every year. to elect enough members every year, at the discretion of the Preschool Board, to keep the number of members at seven (7). No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for Preschool Board membership after one (1) year has expired following prior Preschool Board membership.
3. The newly elected members of the Preschool Board shall be installed and assume their responsibilities at the first Sunday Worship Service following the Semi-Annual Congregational Meeting and shall serve until replaced by newly installed members.
4. The Preschool Board Chairperson shall fill temporary vacancies on the Preschool Board by appointment. Permanent replacements shall be elected at the next Congregational Meeting.
5. Church Council shall provide for any legal representation needed.

6. A tie vote by the Preschool Board that cannot be resolved must be presented to Church Council for the final decision.

## **B. Responsibilities**

1. The Preschool Board shall be responsible for the administration of the St. Lucas Preschool.
2. The Preschool Board shall establish procedures for governance regarding its own operation. All amendments must be approved by the Church Council.
3. The Preschool Board shall be accountable to the Church Council and the Congregation.
4. In May of each year, the Preschool Board shall prepare a preliminary budget for the next fiscal year which shall run from July 1-June 30. This budget will be revised in October of the same year to adjust revenues and expenses to reflect actual enrollment figures. The Preschool Board shall present the final budget to the Congregation at the Annual Congregational Meeting.

## **C. Officers**

1. The Preschool Board shall organize itself as soon as possible following the Semi-Annual Congregational Meeting to elect a Chairperson, Vice-Chairperson, Financial Secretary, and a Recording Secretary.
2. One (1) Church Council member will be appointed as a representative to serve on the Preschool Board.
3. The Senior Pastor (or their designated representative), the Preschool Director, and the Church Council representative shall be members of



the Preschool Board with voice, but no vote.

**Part X – Ministry Coordination Team**

- A. The Ministry Coordination Team shall consist of the Core Leadership Team, the Ministerial Staff, Core Ministry Leads and representatives from all boards, and church-sponsored organizations.
- B. Ministry Coordination Team shall meet twice yearly, or as needed, to coordinate the program goals and plan for the future of the Church.
- C. Core Ministries not led by Church Council members include Mission and Outreach, Worship and Music, Membership, Education, and Technology. These ministries are encouraged to consider changes in leadership at least every 2 years, review their membership yearly, and mentor members for eventual leadership roles.
- D. All Pastors, Boards and Core Ministries are required to submit reports or minutes of any meetings held to the Church Council. These minutes should be submitted to the Church Office and Church Council no later than the Friday prior to the next monthly Council meeting.

**Part XI - Church-Sponsored Organizations**

- A. Official recognition as a church-sponsored organization may be granted by the Church Council to any group of persons with a common interest who fulfill the following requirements:

1. The primary purpose and programs of the group shall be to serve the Church and/or the community in a Christian manner.
2. The group(s) shall maintain a membership roster and shall submit annually a report of its activities to the Church Council.

### **Part XII - Memorial Fund**

A separate Memorial Fund shall be maintained for all monies received as memorials. These funds shall be accepted and expended for the purposes designated by the donor or next of kin, subject to the approval of the Church Council. If the donor or next of kin does not designate a use, expenditures from the general categories will be recommended by the Memorial Fund Committee and approved by the Church Council. Undesignated memorial funds may be combined. An accurate record shall be kept of contributions and expenditures from the fund.

### **Part XIII - General Endowment Funds**

- A. The General Endowment Funds will be managed by five (5) members of St. Lucas United Church of Christ who are at least twenty-one (21) years of age.
- B. The members shall consist of the Church Council Treasurer, two (2) Church Council members appointed by the Church Council President for two (2) year terms, and two (2) lay trustees appointed by the Church Council President for alternating two (2) year terms. These will be called the “Stewards” of the General Endowment Funds.

- C. The newly appointed Stewards will assume their responsibilities at the first Sunday Worship Service in January.
- D. The Church Council President shall fill temporary vacancies on the General Endowment Fund Stewards for the remainder of the term by appointment.
- E. The Church Council is responsible for the administration of the General Endowment Fund investment portfolios. The General Endowment Fund investment portfolios will be reviewed at least four (4) times per year.
- F. The Church Council shall approve minutes from each periodic review and a copy will be filed in the Church Office.
- G. An Investment Policy Statement will be developed and approved by the Church Council, and updated as appropriate, to define the investment objectives, risk level, types of investments, and range of asset allocation amount asset classes which will be considered appropriate to achieve the investment objectives of the General Endowment Funds.

#### **Part XIV - Perpetual Endowment Trust**

1. The Perpetual Endowment Trust will be administered by five (5) trustees who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of Trustees to the Perpetual Endowment Trust shall take place at the Annual Congregational Meeting. They shall be elected for a single term of five (5) years; it shall be so arranged that one-fifth (1/5)

of the members be elected every year. Trustees will be eligible for Perpetual Endowment Trust membership after two (2) years have expired following prior Perpetual Endowment Trust membership.

3. The newly elected members of the Perpetual Endowment Trust shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.
4. The Church Council shall fill vacancies on the Perpetual Endowment Trust by appointment, as per the Trust Agreement.
5. The trustees shall have full power and authority to manage and control the trust estate and to sell or otherwise dispose of all or any part thereof, real, or personal, upon such terms and conditions as the trustees see fit in accordance with St. Lucas United Church of Christ Perpetual Endowment Trust, dated January 30, 1984.
6. The trust may be amended by the congregation periodically as permitted under the law.

### **Part XV - Maintenance and Use of Property**

1. The Congregation shall determine the nature in which the Church property shall be developed. All permanent improvements shall be approved by the Church Council.
2. All repairs to real property whether hired or contributed shall be approved and supervised by the Church Council or its designated representative.
3. The cost and use of Church facilities other than for Church rites, Sacraments, or church-sponsored organizations and committees,

shall be submitted to the Church Council for approval.

**Part XVI - Election of Council and Board Members**

1. A Nominating Committee of three to five (3-5) members, one (1) from the Church Council and two (2) or more from the Congregation, shall be appointed by the Church Council. The Nominating Committee shall present not less than one (1) nominee for each expired term on the Church Council, Cemetery Board, Preschool Board, and Perpetual Endowment Trust. All nominees shall be at least twenty-one (21) years of age and have been a member of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. Election to the Church Council, Cemetery Board, Preschool Board, or Perpetual Endowment Trust shall require a majority of the votes cast. Voting shall be conducted in accordance with the most recent revision of Robert's Rules of Order.

**Part XVII - Indemnification of Officers, Directors, Council Members, Committee Members, Cabinet Members, and Ministry Team Members**

St. Lucas United Church of Christ shall indemnify any and all persons who serve or who have served at any time as officers, directors, council members, committee members, cabinet members and ministry team members, against any and all expenses, amounts paid on judgments, attorney's and counsel fees, and amounts paid in settlement (before or after suit is commenced) actually and necessarily incurred in connection with the defense and/or settlement of any claim, action, suit or proceeding in which they, or any of them, are made parties, which may be asserted against them,

by reason of being or having been officers, directors, council members, committee members, cabinet members, and/or ministry team members. However, if it is determined by final adjudication in the underlying action that any indemnified person has gained any illegal profit, unjust enrichment, or unfair advantage to which he or she is not legally entitled, and/or he or she has committed any criminal, dishonest, or deliberate fraudulent act then he or she shall not be provided the protection of this indemnification provision.

**All procedural matters not covered by this Constitution and By-Laws shall be governed by the most recent revision of the Robert's Rules of Order.**

***Constitution Amended -***

*September 17, 1962*  
*January 30, 1984*  
*January 26, 1986*  
*May 14, 2012*  
*November 11, 2013*  
*November 22, 2020*  
*November 12, 2023*

***By-Laws Amended -***

*February 24, 1964*  
*September 20, 1965*  
*January 29, 1973*  
*January 29, 1979*  
*September 28, 1981*  
*January 30, 1984*  
*January 26, 1986*  
*September 30, 1991*  
*January 30, 1995*  
*May 22, 1995*  
*November 18, 1996*  
*November 14, 2010*  
*May 14, 2012*  
*November 11, 2013*  
*November 22, 2020*  
*November 13, 2022*

*November 12, 2023*









