

**Interim Constitution and Bylaws of
Glenview Community Church
May 21, 2017
To Be Revised as Needed, for Adoption by May 2019.**

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INTERIM CONSTITUTION

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Interim Constitution

ARTICLE I: NAME

This church is named GLENVIEW COMMUNITY CHURCH, United Church of Christ (referred throughout as church or GCC).

ARTICLE II: COVENANT

The Glenview Community Church, United Church of Christ, unites Christians of all denominations on the common principles of belief in God, Christ, the Bible, and the Church, with each member interpreting these beliefs as conscience dictates.

We propose to live in the fellowship and ways of God and to follow the leadership of Jesus Christ in all our life's experiences so far as God's ways and Christ's leadership are made known to us. We strive to know the will of God as taught in the Bible and all other sources and to walk in the ways of the Lord made known to us.

We hold it our church's mission to proclaim the message of Jesus Christ to all people, exalting in the worship of the one true God. We labor for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship. We work and pray for the transformation of the world into the Realm of God.

We strive for conflict resolution in Glenview Community Church, in the community and in the world.

ARTICLE III: MISSION

GCC is a vibrant Christian community that welcomes, loves and serves all God's people. We seek to serve God by making Christ's message, ministry and mission of love real for all people.

This church welcomes into the congregation all who affirm and believe in the Mission of GCC. This church is an Open and Affirming congregation accepting all who believe in God without regard to race, color, age, marital status, national origin, gender, gender identity, sexual orientation or physical ability.

ARTICLE IV: POLITY AND AFFILIATIONS

Section a: POLITY

The polity of this church is vested in the congregation whose members exercise the right of full and final control in all its affairs, always depending on the wisdom and inspiration of the Holy Spirit.

. . . there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good. . .

(1 Corinthians 12:4-7)

Section b: AFFILIATIONS

GCC is a free and independent church that accepts and shares mutual council, comity and cooperation involved in the free fellowship of the United Church of Christ and with all faith communities that seek to promote the reign of God demonstrated by the life and ministry of Jesus Christ. GCC is a member of the United Church of Christ, the Illinois Conference of the United Church of Christ and the Chicago Metropolitan Association.

ARTICLE V: FAITH, WORSHIP, SACRAMENTS AND RITES

Section a. FAITH

The Holy Scriptures of the Old and New Testaments are recognized as the Word of God and the normative rule of Christian faith and practice. In its relation to other religious communities, GCC shall constantly endeavor to promote *the unity of the spirit in the bond of peace.*

(Ephesians 4:3)

GCC is in essential accord with the United Church of Christ Statement of Faith, but does not restrict the freedom of individual members to develop and live their own Christian theology. Formal statements of belief are not required of members, nor is any restriction imposed upon the interpretation of scripture. GCC members strive to live in the spirit of Christ, and we affirm this way of living to be the single and sufficient evidence of Christian faith.

Section b: WORSHIP

GCC practices freedom of worship to glorify God, to bear witness to God's love in Jesus Christ, and to share this love through our message, ministries and mission.

Section c. SACRAMENTS

In the tradition of Christians, GCC observes the two sacraments instituted by Christ: Baptism and Communion.

Section d. RITES

GCC observes the rites of Confirmation, Ordination, Marriage (regardless of gender, gender identity or sexual orientation), and Burial.

ARTICLE VI: MEMBERSHIP

Section a. MEMBERSHIPS

1. Active Membership. GCC welcomes into membership all who, having been baptized, publicly commit themselves to faith in Jesus Christ and actively participate in the GCC faith community. Application to GCC Membership shall be made according to the policies established by the Spiritual Council.
2. Associate Membership. Associate Members are those individuals who have primary membership in another church, but who also desire a relationship with GCC. Associate Members are expected to actively participate in the GCC faith community. Associate Members may not be elected as officers of GCC.
3. Inactive Membership. Any member of GCC who, on the finding of Spiritual Council, has not fulfilled the duties of Membership stated below will be placed on the Inactive Membership roll. Active Membership status can be restored by recommendation of Spiritual Council. Active, Associate and Inactive Membership rolls are reviewed annually. (From here on, "Member" shall refer to an active or associate member.)
4. Membership Termination. Membership can be terminated by voluntary Member resignation, by letter of transfer request, or by action of the Spiritual Council.

Section b. DUTIES AND RIGHTS

1. Duties. Members actively participate in fulfilling the mission of GCC. Members frequently attend church worship services, financially support the church and its benevolences, contribute their time and talents to the Church's organized work, diligently seek spiritual and general welfare for themselves and all members, and ever increasingly attempt to live a Christian life.
2. Rights. Members have the following rights:
 - a. To act and vote at meetings of the GCC Congregation.
 - b. To consider the church building as their church home.
 - c. To receive regular church publications, mailings and communications.

ARTICLE VII: CONGREGATIONAL AUTHORITY

The powers of the Spiritual Council shall not include authority to act on any matter for which this Constitution specifically requires action by the Congregation of the Church, including as follows: amendment of this Constitution; calling pastors; declaring pastoral offices vacant; buying, selling or mortgaging church real property; and erecting or materially altering buildings.

The Congregation vests its authority with the Spiritual Council between called meetings of the Congregation, except as otherwise provided in this Constitution.

Section a. CALLING PASTORS

1. GCC will determine the number of Pastors that it will call. Any modification in the number of pastors shall require the approval of the Congregation, at a regular or special meeting, by a majority vote of those present.
2. A Pastoral Search Committee will conduct a formal search process to identify a candidate for the pastoral vacancy.
3. The Congregation, at a regular or special meeting or meetings, shall receive the recommendation of the Pastoral Search Committee and by two-thirds vote of those present shall extend a call to a new Pastor and approve the letter of call.
4. A Called Pastor shall then hold office without limitation of time. Upon three months' notice in writing to GCC, a Pastor may resign; or upon three months' notice to the Pastor the Congregation, by a majority vote of those voting at any regular or special meeting of the Congregation, may declare the office of any Pastor vacant.
5. Any significant modification to the letter of call for any Pastor shall be submitted to a regular or special meeting of the Spiritual Council for ratification by a majority vote of those present.

Section b. CHURCH PROPERTIES

The Resource Ministry shall have the care, custody and control of the real and personal property of GCC, subject to the direction of the Spiritual Council or the Congregation, and may, when directed by the Spiritual Council or the Congregation, erect houses or buildings and improvements. Non-budgeted repairs and alterations to property in excess of ten percent of the annual operating budget must have Congregational approval prior to contractual involvement.

Section c. ENDOWMENTS, GIFTS, BEQUESTS AND TRUSTS

1. Property sales, mortgaging and encumbrances.

The Executive Committee may, subject to the approval of the Spiritual Council or the Congregation, mortgage, encumber, sell and convey any real or personal estate of GCC. However, no mortgage, encumbrance, sale or conveyance shall be made of any such estate so as to defeat or destroy the intent or effect of any gift, grant, devise, or bequest which may be made to GCC; instead such restrictive gifts, grants, devises and bequest shall be appropriated and used as directed or intended by the person or persons making the same.

2. Endowment Funds

The Endowment Funds of GCC shall consist of donations, gifts, and bequests thereto, the principal of which shall be held in trust and invested by the Treasurer under the direction of the Resource Ministry subject to the approval of the Spiritual Council. The income of the Endowment Funds shall be expended in the support and maintenance of the worship, religious activities, and community services of GCC, together with the upkeep of all properties belonging to GCC, under the direction of the Resource Ministry subject to the approval of the Spiritual Council. All donations, gifts, and bequests restrictively designated for GCC Endowment Funds shall be added to and become part of the Endowment Funds, to be held in trust for the purpose stated. The Resource Ministry may recommend to the Spiritual Council the disposition of other extraordinary donations, gifts, and bequests to GCC without specific restrictive designation, including to the Endowment Funds.

The donor principal of the Endowment Funds shall be held in trust in perpetuity, subject to the right of withdrawal of all or a portion of the principal, under extraordinary circumstances, and following a two-thirds recommendation vote of the members of the Resource Ministry Steering Group, a two-thirds recommendation vote of the Spiritual Council, and a two-thirds affirmative vote of the members of GCC in attendance, at a regular or special Congregational Meeting.

ARTICLE VIII: GOVERNANCE

Section a. STRUCTURE

<p style="text-align: center;">Spiritual Council</p> <p>14 Elected Members and Called Pastors</p> <ul style="list-style-type: none"> • 4 Officers (Moderator, Vice Moderator, Treasurer, Clerk) • 3 At-Large • 5 Ministry Vice Chairs • 1 Women’s Association • 1 GCCNS • Called Pastors <div style="border: 1px solid black; padding: 2px; margin-top: 10px; width: fit-content;"> <p>Executive Committee – the Officers and the Called Pastors</p> </div>	<p style="text-align: center;">Administrative Committees</p> <p>3 to 6 Members each. Appointed by Spiritual Council.</p> <ol style="list-style-type: none"> 1. Communications 2. Human Resources 3. Leadership 4. Pastoral Relations 			
Five Ministries				
Congregational Life Ministry	Faith Formation Ministry	Outreach Ministry	Resource Ministry	Worship & Music Ministry
<p>Ministry Steering Groups: 4 Elected Members each (Chair, Vice Chair and 2 Coordinators) Pastor(s), Staff Liaison(s) and Ministry Team Leaders.</p>				

The work of each Ministry is performed by **Ministry Teams**: made up of volunteers who select a Ministry Team Leader.

Section b. PURPOSE OF THE FIVE MINISTRIES

1. Congregational Life. Ministers as stewards of GCC’s members’ and friends’ engagement and well-being.
2. Faith Formation. Ministers as stewards of GCC’s faith and spiritual development for all ages.
3. Outreach. Ministers as stewards of GCC’s outreach programs in the community and beyond.
4. Resource. Ministers as stewards of GCC’s resources – financial, building and property.
5. Worship & Music. Ministers as stewards of GCC’s worship services and fine arts events.

Section c. QUALIFICATIONS TO SERVE IN GCC GOVERNANCE

Any Member of GCC, as defined in Article VI and subject to the specified limitations, may be elected to the Spiritual Council or five Ministries, or be appointed to serve on any Administrative Committee subject to the following requirements:

1. The Moderator, Vice Moderator, Church Clerk and Treasurer shall be at least 21 years of age.
2. The Moderator, Vice Moderator, Church Clerk, Treasurer, and At-Large Members of the Spiritual Council shall have been a Member of GCC for at least three complete years and have served in one or more of the 5 Ministries.
3. Comply with the Safe Church policy.

ARTICLE IX: MEETINGS AND OFFICIAL PUBLICATIONS

Section a. ANNUAL CONGREGATIONAL MEETING

The annual meeting of the Congregation shall be held during the month of May of each year. The business of this meeting, depending on the terms of each office, shall be to elect a Moderator and Vice Moderator, Clerk, Treasurer, At-Large Members of the Spiritual Council, and Chairs, Vice Chairs and Coordinators of the Five Ministries. It shall receive reports from each of the five Ministries, in addition to members of the Executive Committee and Staff. It may transact any other business provided that notice of such business has been included in the official call to meeting.

Section b. MIDWINTER CONGREGATIONAL MEETING

The Midwinter Congregational Meeting shall be held during the first quarter of each year for the purpose of adopting a budget. It may transact any other business provided that notice of such business has been included in the official call to meeting.

Section c. SPECIAL CONGREGATIONAL MEETINGS

Special Congregational Meetings may be called by the Spiritual Council, or by a written proposal to the Spiritual Council by 25 or more active Members. This written proposal must detail the specific purpose for the Special Congregational Meeting and must be presented to the Spiritual Council for its counsel prior to communicating the required notices to the congregation.

Section d. NOTICE OF MEETINGS

Notice of every congregational meeting of GCC shall be communicated in two successive issues of the *Broadcaster*, the second notice shall be communicated at least four days prior to the date of the meeting. Alternatively, notice in writing of the meetings shall be mailed to every Member of GCC at least four days prior to the date of the meeting. No business shall be transacted at any special meeting except as specified in a notice of such meeting as prescribed above.

Section e. QUORUM AND PROCEDURE

Robert's Rules of Order shall inform the conduct of all meetings. Any person presiding at a meeting, in order to retain the role of impartial moderator, shall not be entitled to vote except when such vote will change the result of the voting.

50 Members of GCC shall constitute a quorum for the transaction of the business of GCC at any Congregational meeting. Those eligible to vote are those Members physically present at the meeting, or in cases where a meeting only involves voting, not discussion, the Spiritual Council by a two-thirds vote of those present at a duly called meeting of the Spiritual Council may approve an alternative process for obtaining ratification by the Congregation, such as a physical mail ballot or an electronic mail ballot.

For Spiritual Council and Ministry Steering Group meetings, a quorum shall be defined as a majority of the members of the body. Those eligible to vote at Spiritual Council and Ministry Steering Group meetings shall be set forth in the Bylaws.

Section f. OFFICIAL PUBLICATION

GCC shall regularly prepare and distribute, without fee, the official church news bulletin known as the *Broadcaster* to all Members and such other persons as the Spiritual Council, through the Communications Committee, shall designate.

ARTICLE X: BYLAWS

The Spiritual Council, by a majority vote of those voting at any meeting, may adopt or repeal bylaws consistent with this Constitution provided that the proposal to adopt or repeal bylaws is made by a member of the Spiritual Council and notice of the proposal is given in writing to each member of the Spiritual Council at least two weeks prior to the meeting at which the proposal shall be voted. The substance of bylaw changes—addition and deletion actions passed by the Spiritual Council—shall be printed in three successive issues of the *Broadcaster*.

ARTICLE XI: AMENDMENTS

Amendments to this Constitution may be proposed by the Spiritual Council, or by a written proposal to the Spiritual Council by 25 or more Members. This written proposal must detail the specific wording and purpose of the proposed amendment and must be presented to the Spiritual Council for its counsel prior to releasing the required notices to the congregation.

This Constitution may be amended by a two-thirds vote of Members voting at any meeting of the Congregation provided a notice of the meeting and the substance or a copy of the proposed amendment has been announced in three successive issues of the *Broadcaster*, the last of which shall be mailed at least four days prior to the date of the meeting. Alternatively, the substance of a copy of the proposed amendment shall be mailed at least ten days prior to the meeting date to Members of GCC. The amendments passed by the Congregation will be published on the GCC website and made available in the church office.

Interim Bylaws

May 21, 2017

To be Revised as Needed for Adoption in May 2019

Section 1: Governance Roles and Responsibilities

Moderator: The Moderator is elected by the Congregation to a two-year term. (From here on, all elected terms begin June 1.) At the conclusion of his/her term, the Moderator is eligible to be nominated to the Vice Moderator / Moderator succession for one additional term of service without hiatus. The Moderator is the principal elected officer and lay leader of GCC. The Moderator serves as the chair of the Spiritual Council and Executive Committee and presides at all Congregational Meetings. The Moderator is an ex officio member with vote of all Administrative Committees and Ministry Steering Groups, and participates at his/her discretion. The Moderator ensures that the Spiritual Council is conducting its duties in an orderly and responsible way. The Moderator also serves as a conduit for the concerns of the Ministries and Congregation as they do the work of GCC's mission, message and ministries.

Vice Moderator: The Vice Moderator is elected by the Congregation to a two-year term. At the conclusion of his/her term, the Vice-Moderator will ordinarily be nominated to a two-year term as Moderator. The Vice Moderator is an elected lay officer of GCC. The Vice Moderator assists the Moderator in any duties as assigned. The Vice Moderator assumes the duties of the Moderator when the Moderator is absent or unable to serve. If the Moderator is unable to complete his/her term of office, the Vice Moderator will assume all of the Moderator's duties, until the next regularly scheduled Congregational meeting, at which time the Congregation will elect a Moderator and Vice Moderator to fill any vacancies. The Vice Moderator may serve as a Spiritual Council liaison member with vote on one of the Administrative Committees as assigned by the Spiritual Council.

Clerk: The Clerk is elected by the Congregation to a two-year term and may serve for three consecutive terms. The Clerk is an elected lay officer of GCC. The Clerk, with the assistance of the church staff and lay volunteers, acts as custodian of the official records of the church and maintains the church records (including baptisms, confirmations, weddings, funerals, all membership additions, terminations, transfers and type (active, associate, inactive), and worship attendance). The Clerk ensures the keeping and retention of minutes, reports and policies of the Spiritual Council, Administrative Committees and Ministry Steering Groups. The Clerk serves as secretary of the Spiritual Council, Executive Committee, and all Congregational Meetings. The Clerk may serve as a Spiritual Council liaison member with vote on one of the Administrative Committees as assigned by the Spiritual Council.

Treasurer: The Treasurer is elected by the Congregation to a two-year term and may serve for three consecutive terms. The Treasurer is an elected lay officer of GCC. The Treasurer serves as the chief financial officer of the church. The Treasurer is responsible for the accurate keeping

of financial records of receipts and disbursements, operating and fund accounts and all other official monetary instruments held by the church. The Treasurer ensures that the church's financial operations are being performed on a timely basis and within established financial controls. The Treasurer serves as a voting member of the Resource Ministry Steering Group. The Treasurer may serve as a Spiritual Council liaison member with vote on one of the Administrative Committees as assigned by the Spiritual Council.

Executive Committee. The members of the Executive Committee are the four elected lay officers (Moderator, Vice Moderator, Clerk and Treasurer) and the called Pastors. The Executive Committee serves as the legal representative of GCC, and executes all contracts and other legal agreements that bind the church in any regard.

At-Large Members: The three At-Large Members are elected by the Congregation for two-year terms and may serve for two consecutive terms. The At-Large Members are elected to the Spiritual Council as representatives of the entire Congregation. At-Large Members ensure that there is good two-way communication between the Spiritual Council and the Congregation. At-Large Members, along with the officers, conduct an annual performance evaluation of the Senior Pastor. At-Large Members may serve as a Spiritual Council liaison member with vote on one of the Administrative Committees as assigned by the Spiritual Council.

Women's Association Member: The Women's Association Member is nominated by the Women's Association and is elected by the Congregation to a two-year term and may serve for two consecutive terms.

GCCNS Member: The GCCNS Member is nominated by the GCCNS and is elected by the Congregation to a two-year term and may serve for two consecutive terms.

Administrative Committee Members: Administrative Committee Members are appointed by the Spiritual Council. Administrative Committee Members draw on their expertise and experience to facilitate the Administrative Committee's performance of its responsibilities.

Ministry Steering Groups: Each of the five Ministries (Congregational Life, Faith Formation, Outreach, Resource, and Worship & Music) is guided by a Ministry Steering Group. The Ministry Steering Group consists of one Chair, one Vice Chair and two Coordinators who are elected by the Congregation; the Called Pastor(s), Staff Liaison(s) and Ministry Team Leaders.

Ministry Chairs: The five Ministry Chairs are elected by the Congregation for two-year terms. At the conclusion of his/her term, a Ministry Chair is eligible to be nominated to the Ministry Vice Chair / Ministry Chair succession for one additional term of service without hiatus. Ministry Chairs are elected to be the lay leaders of the Ministry Steering Groups. Ministry Chairs preside over the Ministry Steering Groups' meetings and ensure that minutes are taken and reported. The Ministry Chairs lead the Ministry Steering Groups, ensuring that the Ministry

Steering Groups responsibly conduct their duties of providing coordination, oversight and support for the Ministry Teams. The Ministry Chairs are responsible for ensuring that the Ministry Teams are working within the established Spiritual Council's policies and Ministry Steering Groups' limitation guidelines (such as expense levels, timeframes, or available resources). The Ministry Chairs are also the initial conduit for any group seeking to establish a new Ministry Team.

Ministry Vice Chairs: The five Ministry Vice Chairs are elected by the Congregation for two-year terms. Ministry Vice Chairs are elected to serve simultaneously on the Spiritual Council and a Ministry Steering Group. Ministry Vice Chairs are the primary liaisons between the Ministries and the Spiritual Council, ensuring that there is good two-way communication and understanding. At the conclusion of a two-year term on the Spiritual Council focused on the forward-looking policy and planning for GCC, the Ministry Vice Chair will ordinarily be nominated to a two-year term as the Ministry Chair.

Ministry Coordinators: The two Ministry Coordinators for each of the five Ministries are elected by the Congregation for two-year terms and may serve two consecutive terms. Ministry Coordinators are elected to serve on Ministry Steering Groups, where they help conduct the work of the Ministry Steering Groups. Ministry Coordinators may be assigned by their respective Ministry Steering Groups to represent their Ministries in coordination with an Administrative Committee (particularly the Communications and Nominations Committees), to aid their Ministry Teams in recruiting volunteers, to provide any other needed assistance to their Ministry Teams, or to assist in the coordination of events with other Ministries' teams. Ministry Coordinators ensure that there is good communication among the Ministry Teams, with the Congregation, and, if appropriate, to the wider community outside of GCC.

Ministry Team Leaders: Ministry Team Leaders are selected by their teams. Ministry Team Leaders organize and preside over their team meetings, approve expense payments within budgetary guidelines, work to recruit sufficient members, see that there is good internal and external communication, ensure that the work of their teams is being accomplished as planned, and report on the progress of their efforts as required by the Ministry Steering Groups. Ministry Team Leaders are encouraged, but not required, to serve as the Ministry Team representative on the Ministry Steering Group.

Ministry Teams: The work of each Ministry is performed by Ministry Teams made up of volunteers.

Election Cycle: The Congregation elects the Moderator, the Vice Moderator, the three At-Large Members, the Women's Association Member, the GCCNS Member and the two Ministry Coordinators for each of the five Ministries for two-year terms in even years (2018, 2020, 2022...). The Congregation elects the Clerk, the Treasurer, the five Ministry Chairs and the five Ministry Vice Chairs for two-year terms in odd years (2017, 2019, 2021...).

In order to move to this election cycle, the Congregation at the 2017 Annual Meeting will elect the Moderator, the Vice Moderator, the three At-Large Members, the Women's Association Member, the GCCNS Member and the two Ministry Coordinators for each of the five Ministries for one-year terms.

Section 2: Governance Decision Making / Authority Levels

A. Spiritual Council:

The Spiritual Council is the principal governing body and provides the lay spiritual leadership of Glenview Community Church.

The Spiritual Council is the forward-looking, big-picture, policy and planning governing body. A major focus is leading the Congregation in discerning what God's mission is for GCC and embodying this mission through GCC's identity, purpose and core values. The Spiritual Council develops the long-term strategic plans to live out GCC's mission as well as its high level goals.

The Spiritual Council is the policy setting governing body, creating a sound framework of policies by which the church operates. The Spiritual Council delegates authority to the Ministries to accomplish their work, providing support and guidance and creating accountability. The Spiritual Council has oversight of the Ministries to ensure that policy is being followed, authority is being used well, and that the work is making progress towards achieving goals, strategy and vision for GCC's message, ministries and mission. The Spiritual Council also uses the Administrative Committees to ensure that there is effective communication within the congregation and to the community, that fair and legitimate human resource policies are in place and being applied, that Pastoral relations among the clergy and with the congregation are being attended to, and that ongoing recruitment of volunteers for teams and elected positions is occurring.

The Spiritual Council is the material decision making governing body. Material decisions include, but are not limited to:

- Making any changes to the GCC Bylaws.
- Adopting or revising church operating policies.
- Appointing the members of the Administrative Committees and designating a chair for each committee.
- Recommending an annual budget for approval by the Congregation.
- Approving non-budgeted expense spending less than 10% of the operating budget as set by its Spending Authority Policy.
- Approving the Senior Pastor's recommendation, with Human Resources Committee counsel, regarding any addition or elimination of any regular staff positions excluding called pastors.
- Approving recommended replacements for vacated elected positions to complete the term of office, or for officers, until the next regularly scheduled Congregational meeting at which time the Congregation will elect a nominee to complete the term.

- Approving recommended Liability & Property and Health & Welfare insurance coverage.
- Approving recommended overall salary adjustment level.
- Providing for the annual performance evaluation of the Senior Pastor (to be done by the Officers and At-Large members with any counsel requested from the Human Resources and Pastoral Relations Committees) and approving that position's salary adjustment.
- Establishing and providing the charge to any special committee or task force (including search committees) needed to accomplish the church's work.

The Spiritual Council has the fiduciary responsibility for the human and material resources of GCC, ensuring that the church's people, money, building and properties are kept safe and these resources are being used responsibly, lawfully and ethically to serve the mission of GCC.

B. Executive Committee:

The members of the Executive Committee serve as the Trustees of GCC in all legal matters, including the execution of all contracts and other legal agreements that bind the church in any regard. The Executive Committee conducts GCC business within Spiritual Council policy guidelines between Spiritual Council meetings and acts for the Spiritual Council within the scope of previously approved guidelines when there is an emergency issue requiring immediate action. The Executive Committee prepares the agendas for the Spiritual Council meetings.

C. Administrative Committees:

The four Administrative Committees are: Communications, Human Resources, Leadership, and Pastoral Relations. The Administrative Committees assist the Spiritual Council by doing the necessary research, analysis and other work to make recommendations to the Spiritual Council for its decision in each Committee's respective area. Members of the Administrative Committees are appointed by the Spiritual Council. The Spiritual Council delegates authority to the Committees to carry out independent work within the guidelines set by the Spiritual Council, with any Committee-recommended action presented to the Spiritual Council for its decision.

1. Communications Committee:

The Communications Committee formulates recommended strategy for communicating information internally at GCC and to the outside world, with input from staff, for Spiritual Council approval. Internal communications would include but not be limited to publications to GCC members, dissemination of minutes and agendas and summaries of Spiritual Council and Ministry Steering Group meetings, calendaring of events and room assignments, member mailings, and email and database protocols. External communications include but are not limited to the GCC website, GCC presence on social media, and marketing and public relations efforts to the outside community and media.

The Communication Committee provides oversight and support for the staff and Ministry Teams in implementing the approved communication strategies. The Communications Committee continually reviews and recommends to the Spiritual Council needed updates or revisions to what has been adopted, and the Committee continually coordinates the communication efforts of the Ministries. The

Communications Committee must always coordinate with the Senior Pastor on staff members' priorities.

2. Human Resources Committee:

The Human Resources Committee formulates recommended human resource policies for Spiritual Council approval and oversees the effective implementation of these policies for GCC employees. The Human Resources Committee develops and maintains for Spiritual Council approval a Human Resources policy book and compensation and benefits guidelines for GCC employees (including GCCNS). The Human Resources Committee continually reviews and recommends to the Spiritual Council needed updates or revisions to what has been adopted. The Human Resources Committee also provides counsel and support as needed to the Senior Pastor, Director of GCCNS, and other supervisory staff on employee human resource issues, including but not limited to hiring, terminations, performance evaluations and employee relations.

The Human Resources Committee coordinates with the Resource Ministry Steering Group and the Finance Team to provide an annual review and recommendation to the Spiritual Council of compensation adjustments and Health & Welfare insurance coverage adjustments for the employee staff and called pastors. (if not already specified in a letter of call or employment contract).

3. Leadership Committee:

The Leadership Committee develops recommendations of nominees for elected positions, aids in finding volunteers for Ministry Teams, and develops recommended leadership training and orientation processes.

The Leadership Committee coordinates with the Ministries to develop a slate of nominees to recommend to the Spiritual Council to endorse for congregational approval. The Leadership Committee also recommends any replacement nominee needed to fill a vacated elected position to the Spiritual Council for its approval.

The Leadership Committee develops proposals for the Spiritual Council to approve and then implements these proposals to solicit and track members' volunteer activities and members' talents and interests in order to aid Ministry Teams with recruiting volunteers.

The Leadership Committee formulates recommended leadership training and orientation processes for Spiritual Council approval and oversees the effective implementation of these policies. The Leadership Committee continually reviews and recommends to the Spiritual Council needed updates or revisions to what has been adopted.

4. Pastoral Relations Committee:

The Pastoral Relations Committee works to nurture the called pastors' relations with the congregation, staff and among the clergy. The Pastoral Relations Committee organizes itself to provide support based on confidential conversations with the called Pastors, to

give feedback to the called Pastors after soliciting input from the congregation, ministry teams and administrative staff, and to work with the Constructive Conversations Team if required for any conflict resolution issues involving the called Pastors. The Pastoral Relations Committee recommends to the Spiritual Council any needed policies regarding pastoral relations and support. The Pastoral Relations Committee gives input to the Spiritual Council for the Senior Pastor evaluation and to the Senior Pastor for the other called Pastors' evaluations. The work of the Pastoral Relations Committee is always done in strict confidence.

D. Ministry Steering Groups:

The Ministry Steering Groups are the coordinating and governing bodies for each of the five Ministries (Congregational Life, Faith Formation, Outreach, Resource, and Worship & Music). The leaders of each Ministry Steering Group are one Chair, one Vice Chair, two Coordinators, Called Pastor(s), Staff Liaison(s) and Ministry Team Leaders. The central functions of the Ministry Steering Groups are to coordinate, oversee and support the teams in their Ministry as they do the work of the church.

The Ministry Steering Groups provide coordination to their Ministry Teams by working with them as needed to develop proposed budgets, goals and plans for the year, ensuring that these align with the vision, strategic plans and high level goals articulated by the Spiritual Council. The Ministry Steering Groups are responsible for the final budget recommendations and the annual goals and plans reported to the Spiritual Council for the Ministry. The Ministry Steering Groups are responsible for working together to develop a coordinated annual calendar plan of events that is in keeping with the Spiritual Council's overall direction.

Ministry Steering Groups provide oversight by first giving guidance and delegating authority to the Ministry Teams (within policy guidelines and with any limitations) in order for the Teams to accomplish their work. Ministry Steering Groups' oversight then includes creating accountability for the Ministry Teams by tracking and evaluating the progress of the teams in meeting their goals and managing their expenses and resources, and then providing feedback and any necessary support to the teams for their efforts.

The Ministry Steering Groups provide ongoing support to their Ministry Teams, including but not limited to:

- Working with representatives from teams as needed to develop any recommendations on material decisions to be presented to the Spiritual Council. (For example, the annual process of reviewing grants and determining the proposed allocation amounts among the agencies of the amount of money designated for mission outreach in the annual budget.)
- Facilitating communications among the teams and to and from the Spiritual Council, and encouraging the teams to communicate with the congregation.
- Ensuring that teams are coordinating with the Communications Committee and staff for purposes of communications inside the church and outside to the wider community.

- Approving new events from the teams not originally included in the annual calendar planning and ensuring that these events are coordinated with the Communications Committee and staff for required room and resource reservations.
- Coordinating with other Ministry Steering Groups and Teams as needed for joint program efforts.
- Resolving any conflicts of resources or timing with other Ministries.
- Helping teams recruit the necessary number of volunteers.

The Ministry Steering Groups also work with any group that has a new idea for its Ministry outside of the current Ministry Teams by helping to establish the team, thinking through required resource use, including staffing and expenses, and developing plans and goals.

E. Ministry Teams:

Ministry Teams perform the day-to-day ministries of GCC with the coordination, oversight and support of the Ministry Steering Groups. Ministry Teams have operational decision making authority for achieving their plans and goals within the Spiritual Council's policy guidelines and any Ministry Steering Group limitation guidelines (such as expense levels, timeframes, or available resources). Ministry Teams work to develop and implement program goals that advance GCC's vision and recommend to the Ministry Steering Group necessary and realistic budget and resource requirements for the team to accomplish its goals. Ministry Teams coordinate their efforts as needed with their Ministry Steering Groups, Administrative Committees, staff and other Ministry Teams. Ministry Teams work with their Ministry Steering Group to determine the best ways to report on their progress and receive evaluative feedback.

Some Ministry Teams (GCCNS and Women's Association) have developed their own governing documents to effectively carry out their work. These documents must be in keeping with the mission, vision and values of GCC and be within all GCC policy guidelines. Any Ministry Team's governing documents must be approved by the Spiritual Council, and all future revisions must also be approved by the Spiritual Council. In general, Ministry Teams are encouraged to develop their own operating procedures handbooks as needed.

F. Senior Pastor:

The Senior Pastor serves as both the spiritual leader and chief administrative officer of Glenview Community Church.

The Senior Pastor, as the spiritual leader of GCC, tends to the spiritual welfare of the Congregation, working to ensure that GCC honors its mission of welcoming, loving and serving all God's people and that GCC strives to achieve its vision of serving God by making Christ's message, ministry and mission of love real for all people. The Senior Pastor has primary responsibility for coordinating worship and administering the sacraments and rites of GCC.

The Senior Pastor, as the chief administrative officer of GCC, has direct responsibility for the daily administration, management and performance of all staff, and supervises, counsels, and supports other called Pastors in their assigned duties and responsibilities.

For non-called staff, the Senior Pastor has hiring and termination authority, within the Spiritual Council's approved Human Resources policy guidelines and in consultation with the Human Resources Committee. The Senior Pastor is expected to include any supervisory staff position to participate in these decisions on their direct reports and to utilize search committees established by the Spiritual Council where appropriate for hiring staff positions. The Senior Pastor, with Human Resources Committee counsel, recommends to the Spiritual Council for its approval any addition or elimination of non-called staff positions.

The Senior Pastor follows approved HR guidelines to provide routine, periodic performance evaluations of direct reports and ensures that all supervisory staff and other called Pastors provide these performance evaluations to their direct reports as well. The Senior Pastor determines any salary adjustments for all staff members and other called Pastors within the Spiritual Council's approved guidelines.

The Senior Pastor is a full voting member of the Spiritual Council and all Ministry Steering Groups.

G. Other Called Pastors and Staff Liaison Leaders:

The other Called Pastors include all ordained Pastors, other than the Senior Pastor, who have been called by the Congregation to a pastoral position established by GCC. Other Called Pastors are full voting members of the Spiritual Council and of any Ministry Steering Group to which they have been assigned by the Senior Pastor.

Staff Liaison Leaders are members of the GCC staff who have been directed by the Senior Pastor to serve on a Ministry Steering Group or Ministry Team. Staff Liaison Leaders are full voting members of any Ministry Steering Group or Ministry Team to which they have been assigned.

Any called Pastor or Staff Liaison Leader who has been assigned by the Senior Pastor with primary responsibility for the programs of a Ministry Team (for example the Associate Pastor for Youth and Children for the Children's Faith Formation Team or the Minister for Music for the Music Support Team) then has lead authority to develop and implement these programs with the guidance, support and collaboration from that Ministry Team.

GCC Ministries & Ministry Teams as of May 2017

Congregational Life Ministry: Ministers as stewards of GCC's members' engagement and well-being. Ministry teams with examples of their responsibilities/sub-groups include:

- **Constructive Conversations**
- **Congregational Care** (Called to Care, Prayer Team, Memorial Service Support, Support Groups...)
- **Member Engagement** (Volunteer Recruitment, Nametags, Neighborhood Groups, New Member Welcoming...)
- **Fellowship Events** (60 Plus Group, Rally Day, Various Social Events, Family Camp, Intergenerational Events, Women's Retreat)
- **Women's Association** (Programs, Groups, Resale Shop, Meals Ministry, FEDS, Grounds Gardening, Lectures...)
- **Men's Ministry** (Programs, Projects, Social Events...)
- **Health Team** (Health Programs, Health Info, Open Gym, Pickleball, Volleyball, Yoga...)
- **Inclusivity Team** (Open & Affirming, Diversity, House for all God's people)

Faith Formation Ministry: Ministers as stewards of GCC's faith and spiritual development for all ages. Ministry teams with examples of their responsibilities/sub-groups include:

- **Children** (Church School, C/T & Nursery, FISH, Puppets, Children's Programs, Vacation Bible School, Child Care, Music & Movement, Family Social Events)
- **Confirmation** (Instruction, Social Events, Service Work)
- **Youth** (PYF Programs, Mission Trips, Fundraisers)
- **Adults** (Adult Education, Lent Programs, Bible Study, Speakers, Library)
- **Spiritual Life** (Spiritual Life Teams)

Outreach Ministry: Ministers as stewards of GCC's outreach programs in the community and beyond. Ministry teams with examples of their responsibilities/sub-groups include:

- **GCCNS**
- **Faith in Action** (FIAT Projects, Community Renewal Society, ARISE...)
- **Aid / Service** (A Just Harvest, Night Ministry, Northfield Food Pantry, Rebuilding Together, Heifer, Church World Service, Special Offerings...)
- **Invitation** (Visitor Follow Up, Member Recruitment, Church Promotion, Community Events (Open House, Luncheons, Lectures)...))

Resource Ministry: Ministers as stewards of GCC's resources – financial, building and property.

Ministry teams with examples of their responsibilities/sub-groups include:

- **Finance** (Finance Policies, Budget, Investments, Audits)
- **Properties** (Properties Policy, Memorial Garden, Grounds Gardening, FEDS, Various Properties Projects)
- **Generosity** (Stewardship, Bequests/Gifts)

Worship & Music Ministry: Ministers as stewards of GCC's worship services and fine arts events.

Ministry teams with examples of their responsibilities/sub-groups include:

- **Worship Support** (Communion Servers, Ushers, Lectors)
- **Hospitality** (Fellowship Hours, Ambassadors)
- **Sanctuary Support** (Tech Support, Worship Service Taping, Stage Setup/Take-Down)
- **Music Support** (Adult Choirs, Bell Choir, Children's Choir, Music Library, Instrumentalists)
- **Fine Arts Events** (Simple Gifts Programs, Coordinated Outside Concerts)
- **Pageant** (Directors & Helpers, Tech Crew, Stage Crew, Cast)

Ministry Teams will coordinate on any areas of overlapping responsibilities (e.g. Women's Association FEDS and Properties).