

**CONSTITUTION AND BY-LAWS
OF
ST. JOHN EVANGELICAL CHURCH OF THE
UNITED CHURCH OF CHRIST
MAEYSTOWN, ILLINOIS**

CONSTITUTION

In accordance with the words of Scripture. "Let all things be done decently and in order," 1 Corinthians 14:40, we the members of this congregation obligate ourselves to conscientiously comply with this constitution.

ARTICLE I: NAME

The name of this church shall be: St. John Evangelical Church of the United Church of Christ, Maeystown, Illinois, 62256-0095. However, if the denomination as a whole, changes its name, that is through merger with another denomination, then this church will immediately be known by the name chosen by said new denomination.

ARTICLE II: PURPOSE. POLITY. FAITH AND COVENANT

Section A:

The purpose of this church shall be to worship God, to preach the Gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to renew loving service toward mankind; and to strive for righteousness, justice, and peace.

Section B:

This church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 4, 1961, relating to local churches.

The government of this church is vested in its members who exercise the right of control in all its affairs subject, however, to

the laws of the State of Illinois for Corporations Not-For-Profit or Ecclesiastical Corporations.

Section C:

Faith - This church acknowledges as its sole Head, Jesus Christ, the Son of God, and the Savior of all people. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Holy Scriptures and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the church in each generation to make this its own. In accordance with the teachings of our Lord, and the practice prevailing among Evangelical Christians, it recognizes two Sacraments: Holy Baptism and the Lord's Supper or Holy Communion. One expression of this faith is the current STATEMENT OF FAITH of the United Church of Christ.

Section D:

Covenant - We covenant one with another to seek and respond to the Word of God and the Will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the Gospel of Jesus Christ in all the world, worship God, and strive for truth, justice and peace. We depend on the Holy Spirit to lead and empower us to be Christ's disciples in our community and worldwide. We pray for the coming righteousness and eternal life.

ARTICLE III: MEMBERSHIP

The membership shall be classified as follows:

- a) The primary requirement for church membership is Baptism.
- b) Persons baptized but not confirmed (not Communicant Members) shall be enrolled as Unconfirmed members.
- c) Baptized members shall be instructed in the Christian Way of Life, biblical standards of faith, and doctrines of the church.

d) Persons received into full communion with the Church by Confirmation, Reaffirmation of Faith, or Letter of Transfer shall be Communicant Members.

(Membership and its duties and obligations is defined in the By-Laws.)

ARTICLE IV: GOVERNMENT AND ADMINISTRATION

Section A: Government

The supreme legislative and administrative power of the congregation is vested in the congregation itself, assembled in meetings duly and legally called as provided in the By-Laws.

Section B: Congregational Prerogative

It is the prerogative of the congregational meeting to decide such questions as buying and selling of property, building projects, extensive repairs of Church property, the call or rejection of a pastor, and the question of the polity of the congregation, as well as changes in this Constitution and By-Laws. For the transaction of all other business, the administration of the Church is entrusted to the Church Council, chosen and composed as provided in the by-Laws.

ARTICLE V: THE CHURCH COUNCIL AND ELDERS

Section A: The Church Council

The Church Council shall be composed of six (6) Trustees and three (3) Elders. The Elders may hold the office of Secretary. The Church Council shall have jurisdiction and oversight over the congregation and all its organizations. Five (5) of the members shall constitute a quorum. The Church Council shall organize as provided in the By-Laws. The Pastor shall be an Ex-Officio Member of the Church Council.

Section B: Trustees

A Trustee is a member of the Church, chosen by the congregation and consecrated to his or her office. The Trustees are the legal representatives of the Church, and as such shall exercise supervision over all properties and possessions of the Church. They shall take heed to themselves that they may be a good example to others. Trustees shall aid in the securing of funds

necessary for the Church, and shall foster principles of good stewardship and dispense the charity of the church.

Section C: Elders

An Elder is a member of the Church, chosen by the congregation and consecrated to his or her office. It shall be the duty of the Elders to provide the elements for the Lord's Supper, and when requested by the Pastor to aid in its distribution. They shall be responsible for overseeing the visiting of the sick, winning the unchurched, restoring the erring, providing for Christian instruction, voicing the congregation's concern for moral and spiritual conditions in the community, and in other ways seeking to exercise the Church's responsibility for spiritual oversight. The Elders, together with the Pastor, shall comprise the Spiritual Council. They shall admit members to full communion. The Spiritual Council shall have original jurisdiction in matters of discipline in case of the Pastor. One elder shall be elected each year to serve a three-year term.

ARTICLE VI: PROPERTY

The congregation may, in its corporate name, sue and be sued, 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 same, providing the state laws permit. In case of a division of the membership of the congregation, both parties shall submit the question of the right of the property to the Conference of the United Church of Christ and the decision of said judiciary shall be binding on all members of the Congregation. In case of the dissolution of the Congregation, the title of the property shall vest in the St. John Cemetery Fund of Maeystown.

ARTICLE VII: THE PASTOR

Section A:

The congregation shall elect as Pastor a minister of the United Church of Christ who has been recommended, or approved by the Conference Placement Committee.

Section B:

The Council shall nominate one candidate approved by the Conference Placement Committee for the Pastorate, to be voted

upon by the Congregation. The Congregation shall consider only one candidate at a time, and vote by ballot for or against the pastor election.

If two-thirds of the membership present and voting elect him or her, the Church Council shall tender him or her a call, according to the form prescribed by the General Synod. The call must be confirmed by the Conference Executive Council. The term of office, duties and rights are defined in the By-Laws.

ARTICLE VIII: ORGANIZATIONS, DISCIPLINES, AMENDMENTS, RULES

Section A: Organizations

All organizations are subordinate to the Church Council and shall submit a written report annually to the congregation at least two weeks before the Annual Meeting.

Section B: Discipline

Discipline lies in the hands of the Spiritual Council and the Church Council, except in the case of the pastor.

Section C: Amendments

Additions and alternations to this constitution may be proposed in any regularly called meetings of the congregation. Said additions and alternations can be adopted by a two-thirds majority of all voting members present. The By-Laws may be amended in any duly called meeting of the congregation by a majority of the members present and voting (with exception to ARTICLE X).

Section D: Rules

The Roberts Rules of Order shall govern the procedures at all meetings of the congregation, unless otherwise directed in this Constitution and By-Laws.

ARTICLE IX:- BOARDS

Section A: The Cemetery Board

St. John Evangelical Church of the United Church of Christ maintains a church-related cemetery for the service of its members. The responsibility of operations of it is placed in the hands of the Cemetery Committee, or Board, in accordance with the rules and regulations governing said cemetery.

Section B: The Board of Christian Education

The program of Christian Education shall be supervised, directed and planned by the Board of Christian Education consisting of the Pastor, one Trustee, appointed by the Church Council, and the officers and teachers of the church school.

Section C: The Maher Board of Trustees

See ARTICLE X below.

ARTICLE X: ARLENE AND MARTIN MAHER TRUST

Section A: Creation of Trust

The property and money received by St. John Evangelical Church of the United Church of Christ, Maeystown, Illinois, under the wills of Arlene E. Maher and Martin C. Maher are hereby placed in trust subject to the terms and conditions contained in this Article.

Section B: Name of Trust

The trust created pursuant to this Article shall be known as the Arlene and Martin Maher Trust.

Section C: Administration of the Trust

The trust shall be administered by a board of trustees known as the "Maher Board of Trustees", which shall be composed of the following:

- 1) Six (6) persons elected by the congregation. No person shall be qualified for such election unless such person shall have been a communicant member of the congregation for at least four years prior to nomination and shall be of the age of at least twenty-one (21) years.
- 2) The President of the Church Council, is an ex-officio member of the Maher Board of Trustees in the event he or she is not an elected member of the Board.
- 3) The six (6) persons referred to in paragraph 1 hereof shall be elected by the congregation immediately following the adoption of this Article. Of the six (6) persons so elected, one of them shall serve for a term ending the last Sunday of January, 1984, another shall serve for a term ending the last Sunday of January, 1985, another shall serve for a term ending the last Sunday of January, 1986, another shall serve for a term ending the last Sunday of

January, 1987, another shall serve for a term ending the last Sunday of January, 1988, and another shall serve for a term ending the last Sunday of January, 1989. Lots shall be drawn by the six (6) persons so elected to determine which of them shall serve which of the aforesaid terms.

4) Commencing with the annual congregational meeting in January, 1984, one trustee shall be elected at each annual congregational meeting for a term of six (6) years to succeed the person whose term expires at such time. Each member of the Maher Board of Trustees shall have the right to succeed himself or herself and shall serve until his or her successor shall qualify and be duly elected.

5) Nominations for the position of trustee of the Maher Board of Trustees shall be made by the Church Council. Notice of such nominations shall be given, to the extent practicable, as provided for other nominations.

6) The Maher Board of Trustees shall meet within one week after its establishment and within one week after each annual meeting of the congregation commencing with the year 1984, for the purpose of organization, and thereafter whenever deemed necessary at a place and time convenient to the members of the Maher Board of Trustees for the transaction of such business as may properly come before it. Special meetings are subject to the call of the President of the Maher Board of Trustees, President of the Church Council and/or the Pastor.

7) The Maher Board of Trustees shall organize itself as follows: President, Vice-President and Secretary.

8) It shall be the duty of the President to see that all meetings of the Maher Board of Trustees are regularly called by the Secretary, to open and conduct the meeting, and to see that all regulations are executed. The President shall preside at all meetings of the Maher Board of Trustees.

9) The Vice-President shall preside at all meetings when the President is not present, or when business pertaining to the President and his administration is before the Board. The Vice-President shall do all in his power to assist the President.

10) The Secretary shall keep records of all transactions at the meetings of the Maher Board of Trustees, and shall issue the call to

all meetings at the request of the President and attend to all correspondence of the Board.

11) The Maher Board of Trustees shall issue a report to the Church Council and the Congregation prior to the annual congregational meeting each year and shall render such other reports and shall submit to such audits and financial examinations as may be prescribed by the Church Council or congregation.

12) The fund and investments of the trust shall be kept by the Treasurer of the Church; however, all disbursements of funds and transfer of assets and land shall require the signatures of the President and Secretary of the Maher Board of Trustees.

13) The Maher Board of Trustees shall have all the usual and customary powers with respect to the management and control of the trust estate created by this Article that are generally possessed by trustees in the State of Illinois, except to the extent that such powers may be inconsistent with the terms and provisions of this Article.

14) The order of business at meetings of the Maher Board of Trustees shall be conducted in accordance with Roberts Rules of Order.

Section D: Disposition of Principal and Income of the Arlene and Martin Maher Trust

The principal of the Arlene and Martin Maher Trust and the income therefrom shall be held, invested and disbursed by a majority vote of the Maher Board of Trustees, except when a greater vote is hereinafter required, as follows:

1) The annual income shall be disbursed, or set aside for the following purposes:

a) Such sums as may be necessary for payment of the expenses of maintaining and administering the trust created by this Article;

b) 2½% percent of the balance for operation of the Church's Sunday and Bible School program;

c) 2 percent of the balance for the support of the Hoyleton Children's Home operated by the United Church of Christ;

d) 5½ % percent of the balance for church sponsored programs;

e) At least 50 percent of the balance for maintaining, improving and operating the Church, and for such other Church

programs and projects specifically approved for such expenditure of funds by the Church Council or congregation;

f) The remainder, if any, may be added to the principal of the Trust.

2) The principal of the Arlene and Martin Maher Trust shall be disbursed for the following purposes:

a) Payment of the costs incurred in establishing and implementing this Article of the Church Constitution;

b) Payment of the costs incurred for maintaining and administering the trust created by this Article in the event income is insufficient for that purpose.

c) Payment for such projects and activities and for such programs as the Maher Board of Trustees shall determine by a three-fourths (3/4) vote of the members of such Board, but only when such projects, activities or purposes for the expenditure of such funds shall have been approved either before or after the vote of the Maher Board of Trustees by a three-fourths (3/4) vote of the membership of this congregation at a regular or special meeting of the congregation.

Section E: Conflict of Other Constitution or By-Law

Provisions:

To the extent that there may be any conflict or inconsistency between the provisions of this Article and other Articles of the Church Constitution or Sections of the Church By-Laws, the provisions of this Article shall govern and control any matter as to which there is any conflict or inconsistency.

THE BY-LAWS

SECTION I: OBLIGATIONS TO THE UNITED CHURCH OF CHRIST

1. **Delegates, or Delegate Alternates,** from this congregation shall be elected each year by the congregation to represent it at the Annual Conference Meetings. The portion of the traveling expenses prorated by the Conference as well as the registration fee of the Pastor and the Delegates or Delegate Alternates shall be paid by the congregation.

2. **The congregation** shall regularly contribute toward the support of all branches of the United Church of Christ, and the

Conference, according to recommendations and actions of the General Synod and the Conference.

3. **The congregation** either through the Pastor, a competent officer, or the Administrative Assistant shall make such reports to the Conference authorities as may be required of it, and in every way submit to just and lawful discipline.

4. **The official year** of the Church Congregation shall be January 1 through December 31 of each calendar year.

SECTION II: MEMBERSHIP

1. **Application for** membership in this church shall be open to any person who has been baptized, has been confirmed, or has made public confession of faith in Jesus Christ as Lord and Savior; and application shall be made to the Pastor or the Spiritual Council. After approval by the Spiritual Council, the applicant shall be received into membership in a service of worship. If, however, the Spiritual Council cannot agree upon the applicant, a majority vote of the congregation shall be necessary. Where membership is sought by Letter from another congregation, or recognized communion of the Christian Church, the formal reception may be waived upon recommendation of the Spiritual Council.

2. **Baptized persons** received into full communion with the congregation by the rite of Confirmation, Reaffirmation of Faith, or Letter of Transfer, or Certificate shall be Communicant Members. Persons baptized but not communicant members shall be enrolled as Unconfirmed Members. Unconfirmed Members shall be instructed in the Holy Scriptures and the Christian way of life, biblical standards of faith, and doctrines of the church.

3. **Only Communicant Members** in good standing are entitled to voice, vote and office unless otherwise stated in this Constitution and By-Laws.

4. **Privileges of Members** - Use of Sanctuary, bells, and Sanctuary facilities for ceremonies, weddings, funerals, etc., shall be without charge. They are granted cemetery rights according to the rules and regulations governing our cemetery.

5. **Duties of Members:**

A. Regular attendance at Divine Worship Services.

- B. Fervent prayer and daily devotions.
- C. Careful attention to the religious training of youth.
- D. Financial support of the congregation according to their means, bearing in mind the scriptural injunction of 2 Corinthians 9:6-8.
- E. Participation in Holy Communion at least once a year.

6. Membership Standing

- A. When a member has been determined to be inactive, by the Church Council, a personal visit or phone call by the Pastor or member the Church Council shall be made to the inactive member to invite them to renew their commitment, strengthen their personal relationship to the church, and encourage active participation in Church life and ministry.
- B. If there is still no interest shown in fulfilling the responsibilities of church membership, a letter is sent to the member asking for his/her decision concerning membership standing.
- C. If their response is to be retired from the membership or if there is no response to the letter by a given time, the member will be moved to inactive status.
- D. Such inactive members may be reinstated to active membership by once again meeting the guidelines of membership.

No name can be removed from the Church register without the consent of the Church Council.

SECTION III: CONGREGATIONAL MEETINGS

1. **The Congregational Meeting**, which is an assembly of Church members, must be conducted in a solemn and dignified manner, and opened and closed with prayer. The members shall understand that at such meetings absent members vote with the majority (with the exception of such voting as stated in ARTICLE X).
2. **Special Meetings** may be called by the Church Council, or the Pastor. Also, upon written request of twenty percent (20%) of the Communicant Members, the Church Council shall issue such call for such a meeting within two weeks after request has been made.

3. **Proper notice** shall be given of the time, place and purpose of a special meeting. Only such business as thus mentioned in the call may be transacted at such special meetings.

4. **The Order of Business** at the Annual Meeting shall be conducted according to Roberts' Rules of Order, or Cushing's Manual for Parliamentary Procedures.

5. **The Congregation** shall elect an auditing committee consisting of three members to serve a three-year term: One new member being elected every year. In the initial instance, in addition to the one elected for the three-year term, two others would be elected for one and two years respectively. The member serving his or her third term shall serve as Chairman or Chairwoman of the committee. Two weeks prior to the Annual Meeting, this committee shall audit the books of the Treasurer of: the General Fund, the Memorial Fund, the Cemetery Fund, the Building and Maintenance Fund, and the Trust Fund or Funds, as well as the official "Church Record".

6. **The Annual Congregation Meeting** of this congregation shall be held during the month of January at a date and time set by the Church Council.

A. **Voting at Congregational Meetings** on elected Conference Delegates and Alternates, Auditing Committee, Trustees, Elders, and financial matters over five thousand dollars (\$5000). Voting shall be done by voice vote unless congregation or the Church Council calls for a ballot vote.

B. **Virtual Meeting** if necessary and properly communicated to the congregation, an annual meeting or special meeting may be conducted remotely by one (1) or more means of remote communication through which all voting members may participate and vote in the meeting if the number participating constitutes a quorum.

SECTION IV: ELECTIONS

1. **Trustees and Elders** shall be elected by a majority vote at a congregational meeting. They shall be elected for a term of office of three years, but it shall be arranged that one-third (1/3) of their number be elected each year. They shall not succeed themselves.

2. **The Delegates** and Alternates to all Conference Meetings of the Conference shall be elected by a majority vote.

SECTION V: ELIGIBILITY

1. **Any person shall be eligible** for membership in this church who has been baptized, instructed in the essentials of the Christian Truth and Life and who has declared his or her willingness to accept the purpose, polity, faith and covenant set forth in ARTICLE II of this Constitution, and assumes the duties of membership as defined in the By-Laws; or who has presented an acceptable Letter of Transfer from another recognized Christian Communion, and subscribes to the requirements as here set forth.
2. **To be eligible** for office in any organization of the Church, a candidate must be a communicant member of the Church.
3. **All teachers** of the Church School and all organizational leaders of the Church School must be approved by the Board of Christian Education.
4. **To be eligible** for the office of Trustee, the candidate shall have been a communicant member of the congregation for at least two years, and must be at least twenty-one (21) years of age. To be eligible for the office of Elder a candidate shall have served previously as a Trustee, or shall be eligible if at the discretion of the Church Council, a member possesses special qualifications deemed necessary to be an Elder.

SECTION VI: NOMINATIONS

The chairman or woman of approved Church organizations shall serve as the nominating committee, which includes the current and two past presidents of the Church Council and the Pastor. They shall convene a meeting by September 15th of each year, and submit their nominations for the office of Trustee and Elder to the Church Council from their meeting. The Church Council shall then notify the persons selected by letter and they shall then be considered as Nominees, unless they notify the Church Council stating their refusal and the reasons for same. Public notice of such nominations shall be given at least two weeks before the elections, additional nominations may be made from the floor by the Congregation, for the Church Council.

SECTION VII: THE CHURCH COUNCIL

1. **The administration** of the congregation is vested in the Church Council. The Church Council is composed of nine (9) members, six (6) of whom are Trustees, and three (3) of whom are Elders, with the Pastor.
2. **The Church Council** shall transact the business of the Church, make provisions for the raising of the budget of the congregation, as well as for the apportionment of the Church for benevolent purposes of the Church, distribution of alms, auditing of financial accounts and make provisions for the support of the staff workers. It shall keep an accurate record of its proceedings, be the custodian of all congregational records, and report to the congregation at its meetings. It shall submit any and all records to the Conference when occasion requires it, or the Conference requests them for a definite purpose.
3. **The Church Council** shall direct the Pastor and Administrative Assistant to keep a record of Baptisms, Confirmations, Communicants, Marriages and Deaths at which he officiates. All records shall be the property of this church and congregation.
4. **The Church Council** shall approve all bills.
5. **The Church Council** may authorize extraordinary expenses: The Congregation must, however, approve the expenses in excess of five thousand dollars (\$5,000.00) which are not in the budget. In case of an extreme emergency, determined by a two thirds (2/3) vote of the Church Council, funds above \$5,000 may be used if damage or breakdown occurs to existing facilities or equipment which, without said repair, would cause unsafe conditions.
6. **The Church Council** shall, through its President, appoint such committees as it may find necessary to accomplish its work. Including two (2) Council Members to count offering weekly and keep a record.
7. **Should a vacancy occur** on the Church Council, the Council shall have the right to appoint a qualified member of the church to fill such vacancy until the following regular election, at

which time such candidate shall be elected by the congregation for the unexpired term.

8. **In the event** that any member of the Church Council shall be absent from the regular monthly meetings for six consecutive meetings, the Church Council shall have the authority to appoint a replacement in his or her stead.

9. **The Memorial and Tribute Fund Treasurer** shall be appointed by the Church Council as needed, receive all Memorial and Tribute monies, record the names of the persons honored and the giver of the gifts, when possible, send acknowledgements and thanks to the giver of the gifts, and send a list of the gift givers to the families of the persons in whose names the memorials or tributes were given.

10. **The Church Council** is responsible for appointing staff members as the need arises. This includes paid employees such as: Organist, Custodian, Treasurer/Financial Secretary, and Administrative Assistant. All Staff members of the Church shall report directly to the Pastor and Church Council President and will coordinate with the Pastor on the day-to-day duties and responsibilities.

A. **The Treasurer/Financial Secretary** shall have in account all money for the congregational support, including recording members giving. He/she shall bank all money of the congregation and shall pay all bills of the church upon approval by the President of the Congregation and the Church Council. The Treasurer/Financial Secretary shall prepare the future years budget. He/she shall make a monthly/annual report to the Church Council and to the Congregation. He/she shall issue receipts when requested, for monies received, and send statements to members. He/she will receive an honorarium.

SECTION VIII: MEETINGS, ORGANIZATIONS, DUTIES OF OFFICERS OF THE CHURCH COUNCIL

1. **Meetings** - The Church Council shall meet within a week after the Annual Meeting of the Congregation for the purpose of Organization, and thereafter whenever deemed necessary at a place and time convenient to the members of the Council for the transaction of such business as may properly come before it.

Special meetings are subject to the call of the President or the Pastor.

2. **Organization** - The Church Council shall organize itself as follows: President, Vice-President, and Secretary.

3. **Duties of Officers:**

A. It shall be the duty of the President to see that all meetings of the Church Council are regularly called by the Secretary, to open and conduct the meetings, and to see that all resolutions are executed. He, or she, shall preside at all meetings of the Congregation. He, or she, shall be empowered with the Secretary and Trustees to sign all contracts, loans, deeds, etc., in the name of the congregation.

B. The Vice-President shall preside at all meetings where the President is not present or where business pertaining to the President and his administration is before the congregation. The Vice-president shall do all in his or her power to assist the President.

C. The Secretary shall keep records of all transactions at the meetings of the congregation, and of the Church Council meetings; issue a call to all meetings at the request of the President, attend to all correspondence, keep a list of all members and their addresses. With the President and Trustees, he, or she, shall sign all contracts, loans, deeds, etc.

D. The President and Pastor are Ex-Officio Members of all committees and Boards of this congregation.

SECTION IX THE PASTOR

1. **The term of office** - The Pastor shall be elected for an indefinite period. In order to terminate this relationship, three months notice shall be given either by the Pastor or the Congregation, unless by mutual consent of both parties, the time is shortened.

2. **Duties of the Pastor** - It shall be the duty of the Pastor to set a good example to the Congregation, and to conduct all services of worship, to direct the work of Christian Education, administer the Sacraments, visit the sick, comfort the distressed and to perform all such duties as belong to the Pastor's office in the United Church of Christ. The Pastor shall keep a record of all

services performed and make out an annual report to the office of the United Church of Christ, with the help of the Administrative Assistant.

The Pastor shall conduct all church services, according to the rites and observances of the United Church of Christ, and the Holy Sacraments shall be administered according to the words of Institution of the Lord. Holy Baptisms shall be administered in a Sanctuary except in an emergency. The celebration of the Lord's Supper shall be a component part of the regular Divine Worship Service on Sundays and Holidays set aside for said purpose: Namely Christmas, Good Friday, Easter, Pentecost, World-Wide Communion, Ash Wednesday, and other Holy Communion Services as approved by the Pastor and the Church Council.

3. **The celebration of Ascension Day and Thanksgiving Day** shall be at the discretion of the Church Council.

4. **The Rite of Confirmation** as prescribed by the United Church of Christ will take place once a year near Easter. Additional confirmation may be conducted if deemed necessary by the Pastor.

5. **Rights of the Pastor** - The Pastor is an Ex-Officio member of the Church Council, and all organizations and boards of and within the Church. As long as he, or she, is the Pastor, no other minister shall perform a religious service or ceremony within the church without the Pastor's consent. To invite a speaker either during the temporary absence of the Pastor, or for special occasions, the consent of both the Pastor and the Church Council is necessary. The Pastor's salary shall be paid promptly in monthly, or semi-monthly installments, and shall be sufficient to relieve him, or her, of temporal cares as far as possible, and to preserve the dignity of the calling. His, or her, moving expenses, when assuming the charge here, shall be borne in full by the congregation, unless otherwise agreed upon. In the event of a Pastor's death in the service of this congregation, the congregation agrees to pay three-months additional salary to the Pastor's surviving spouse, or dependents, and grant to said spouse and/or dependents the use of the parsonage for a period of three months after the Pastor's death.

6. **The Pastor shall be granted** four weeks or twenty-eight (28) days a year out of the pulpit, including four (4) Sundays. The four Sundays shall be vacation and two additional Sundays for other purposes. The latter two Sundays the Pastor shall provide for the pulpit supply at his or her own expense.

SECTION X: THE BOARDS

1. **The Cemetery Board** shall be members of this church.
2. **The Board of Christian Education** shall consist of the Pastor, and the Officers and Teachers of the Church School. It shall have the responsibility of overseeing the activities of the Church School, Vacation Bible School, Confirmation instruction, the various children programs and education projects. Where current practices are inadequate or require changes, appropriate recommendations for new practices shall be formulated by the Board for consideration by the Church Council.

SECTION XI: ADDENDA

1. **Orphaned children** under 21 years of age and mentally disabled children of parents who were communicant members at the time of their death, shall retain their rights to the use of the Church and their right to the Cemetery.
2. **The fee for Use of the Church Hall** There will be no charge for the following:
 - A. Funeral luncheons
 - B. Use by the wedding party for dressing
 - C. Any church-sponsored social function
 - D. Approved youth groups such as 4-H, for regular meetings or special events.
 - E. Approved community groups for special occasions, including but not limited to Maeystown Village Board Meetings and Women's Club Christmas Party.
3. **Borrowing of Church Hall Furniture By Members** shall be managed by the Administrative Assistant.
4. **Fees for the Use of the Church and its Buildings** shall be in the amounts established from time to time by the Church Council approval. There is no fee for the use of the church if the

bride or groom is a member of the church. All fees are to be collected by the Administrative Assistant.

5. **The Cost of Graves** for adults and children of Non-Members (see the Cemetery Rules and Regulations)

6. **All Memorial Gifts** other than money shall be approved by the Church Council to safeguard against duplication or non-essential memorials gifts.

7. **Church Council** can authorize use of Memorial Funds up to \$5,000.00 without a congregational meeting. These funds would be used for Council approved projects only. If this is combined with General Funds, the total shall not exceed \$5,000.

8. **Memorials** given to the Church shall go into the Memorial and Tribute Fund. If an individual or family wishes to donate monies to a Church organization (Sunday School, Y.P.L., Choir, or Women's Fellowship) in memory of someone, these memorials should be so designated and given to the treasurer of that organization.

The Memorial and Tribute Fund may be used for projects inside and outside the Church, any of the Church buildings, or anything on the Church grounds. These expenditures must be specifically approved by the Church Council or Congregation.

The Memorial and Tribute Fund Committee should periodically report to the Church Council to discuss suggestions from the congregation and the committee for necessary improvements and maintenance of the Church, the Buildings, or the Grounds. When deemed necessary by the Church Council, this section (SECTION XI) may be updated, reproduced, and distributed to all Church members for inclusion in the Constitution and By-Laws.

**APPROVED BY THE CONGREGATION
AND ADOPTED FOR USE**

April 10, 1983

**REVISED BY THE CONGREGATION AND APPROVED
FOR USE ON**

January 27, 1991

January 24, 1993

January 23, 1994

January 25, 1995

October 2, 1995

August 21, 1996
January 19, 1997
February 16, 1997
January 23, 2000
March 11, 2001
January 29, 2006
January 27, 2008
December 18, 2021

**ST. JOHN CEMETERY - MAEYSTOWN, ILLINOIS
RULES AND REGULATIONS**

NAME ADD LEGAL IDENTITY:

1. The name of this cemetery shall be "St. John Cemetery." It shall be maintained by the St. John Evangelical Church of the United Church of Christ, Maeystown, Illinois, and shall for all legal purposes remain a part of St. John Church.

MANAGEMENT:

2. The management of all affairs pertaining to the cemetery shall be exercised by the Cemetery Board, consisting of five (5) members in good standing of St. John Church, plus the Pastor and the President of the Church Council as Ex-Officio members. The term of office shall be for three (3) years. The members of the board may be re-elected to succeed themselves.

3. The Cemetery Board shall meet every three (3) months. The Cemetery Financial Secretary and Treasurer shall be members of this board. The Secretary shall keep a record of all receipts, and furnish each donor with a receipt or certificate, stating the amount of the donation or payment and the purpose for which it is given. He or she shall submit his or their records for audit at the end of the calendar year.

4. The Treasurer shall also be on the Cemetery Board, and shall keep charge of the Cemetery Fund. These funds are to be kept in a separate account from all other church funds. All monies received for use by the cemetery must be used for cemetery purposes. The maintenance and records shall be kept by the Cemetery Board and maintained properly by the Cemetery Board.

FINANCES:

5. The Cemetery Board shall set up an "Endowed Care Fund" for the cemetery. At least 75 percent of all future income for the cemetery shall be placed in this fund, the principal of which shall be invested and the interest used for maintenance of the cemetery. Endowed Care Funds shall be limited to such investments as are guaranteed by the Federal Government, or an agency of the Federal Government. The interest from our capital investment shall be placed in the "Endowed Care Fund".

6. All bequests for the cemetery, and all gifts in excess of \$500 shall be invested in the Endowed Care Fund, unless otherwise designated.

7. Charges for all burial rights shall include Endowed Care.

ENDOWED CARE:

8. "Endowed Care" shall be understood as including the following:

The sowing of grass, the cutting of grass, the raking of and cleaning of graves, the filling of sunken graves, and other such work as is required to keep the cemetery in good condition. The repair, replacement, or straightening of monuments and markers shall not be included under "Endowed Care". The management of the cemetery reserves the right to repair or straighten stones, at the expense of the nearest of kin.

BURIAL RIGHTS AND THE RESERVATION OF BURIAL RIGHTS:

9. Burial rights and the purchase of burial lots shall continue to be granted only in the "Burial Line", according to past customs, excepting where graves have been reserved, where burial can be made in existing lots, or where unusual conditions exist, as provided in (article) #12.

10. Payment for burial rights shall be made prior to the opening of the grave, except in such cases where payment is otherwise guaranteed.

11. Burial rights may be purchased at any time, with the provision that location of the grave, or graves, shall be determined at the time of death of the individual, first of a husband and wife, etc.

12. In the event that two burials, both of which would normally be in the regular burial line, shall take place on the same day, or on successive days, the Church Council may direct the grave of the person dying last to be opened in another area of the cemetery, including the area of the circle drive.

13. Burial rights may be reserved in the burial line in the following cases:

a. For a surviving husband or wife.

b. For surviving members of families who share a common place of residence on a permanent basis. These shall be restricted

to unmarried children living with the parents (including those attending school away from home or in the armed forces, or confined to an institution), unmarried sisters and brothers who have shared a common residence, and single brothers and sisters who live with married brothers and sisters. In the event that a burial right (under Section b) is reserved for an unmarried person, that right shall be forfeited at such time that the individual marries.

14. Burial rights, if reserved, must be for a specific individual, and are not transferable, even to other members of the family. If it is indicated that such a burial right is no longer desired, a refund of three-fourths (3/4) of the amount paid to reserve the burial right shall be paid to the person for whom the burial right was reserved.

15. In order that a burial right be reserved, payment must be made according to the schedule set up by the congregation. Payment for burial rights reserved prior to April 1, 1968, may be deferred until the death of the person for whom the grave was reserved, if so desired.

CHARGES FOR BURIAL RIGHTS AND RULES PERTAINING THERETO:

16. The Cemetery Board, with the approval of the Church Council shall set up a fee schedule outlining the cost of plots, lots, and the opening of grave sites for adults, infants, and cremations. The Cemetery Board has the authority to change the rates when deemed necessary and approved by the Church Council without requiring a special congregational meeting for approval. This fee schedule shall be published yearly and/or whenever a change in the rate structure is made.

17. Only one interment shall be made in each grave. Exception to this rule can be made if the remains of the first interment shall have been removed, or if cremation burial is added to this grave.

18. Mausoleums or burial vaults above the ground shall be prohibited.

19. A vault or concrete box shall be required for all burials.

20. The opening of graves shall be done by the Sexton of St. John Cemetery or under the Sexton's direction. The opening of graves can be done by mechanical means under direction of the Sexton, according to the schedule currently approved by the Cemetery Board.

DISINTERMENTS:

21. Disinterment shall be under the supervision of the Cemetery Sexton of St. John Cemetery. In addition to the regular amount for opening a grave, an additional amount, as currently approved by the Cemetery Board shall be charged. All damage to other monuments, graves, etc. shall be charged to those requesting the disinterment.

MONUMENTS AND MARKERS:

22. The erection of markers or monuments shall be completed within twelve (12) months of burial; such markers are permitted at the head of each gravesite. The erection of foot stones, except markers level with the ground, is prohibited, and may, where existing, be removed.

23. The maximum foundation for a single plot will be 28 inches wide and 46 inches long with a minimum depth of 30 inches and will extend at least 6 inches around the base of the marker or monument (Maximum base will be 15 inches x 34 inches).

The maximum foundation for a lot with a double marker will be 28 inches wide and 78 inches long with a minimum depth of 30 inches and will extend at least 6 inches around the base of the marker or monument (Maximum base will be 15 inches x 66 inches). Insofar as possible, these foundations will be finished true and level with the ground. Nothing permanent shall be placed in front of or on the foundation of the marker or monument (such as flowers, vases, etc.). Permanent flower vases and or hooks for flowers may be installed on the base of or on the marker or monument itself.

Should any foundation or any unauthorized permanent vases or hooks for flowers not be properly installed, the management has the right to remove or replace the foundation or permanent vases or hooks at the expense of those installing or purchasing the marker. No foundation may be poured, markers or monuments set, or other changes made at the grave site without a member of the Cemetery Board being present.

24. Should any inscription or emblem not in keeping with the Christian character of the cemetery be placed on a marker or monument, the cemetery management has the right to have it removed at the expense of those erecting the marker or monument.

CREMATION GARDEN

25. Plots in the Cremation Garden may be bought at any time and will be allotted in order. A plot may be for two people or a single person.

26. A stone must be purchased at the time of the plot and must be in place within one year. It will be the responsibility of the buyer to contact the monument company chosen by the cemetery board to have an approved stone placed. If a stone has not been placed within one year, the cemetery board will have the right to have a stone placed.

27. The only embellishments allowed are floral arrangements that will fit in the small orifice on the base of the concrete pad and those may not extend beyond the width of the concrete pad.

28. The cremation garden is subject to all other rules and regulations of the St. John Cemetery.

CHRISTIAN BURIAL RITES:

25. Since on this cemetery the rites of Christian burial are to be observed, the services of the local Pastor of St. John Church, or anyone authorized by him, shall be secured for burials. In the absence of the Pastor, or during interims between pastorates, the President of the Congregation shall be contacted for his or her consent. Every effort will be made to assist those concerned in burying their loved ones in the manner they hold sacred.

Organizations participating in burial rites shall inform the local Pastor not less than 24 hours prior to the funeral, and receive approval, or in the absence of the Pastor, the approval of the President of Congregation.

MISCELLANEOUS RULES:

26. Undertakers are required to give at least 48 hours notice for all burials to the Pastor and/or President of the Church Council.

27. Any activities which disturb the peace and order of the Cemetery are forbidden, including the discharging of firearms, except at military rites in connection with burial. Visiting the Cemetery between the hour of sunset and sunrise shall be considered trespassing, unless those going there are on business pertaining to the Church or Cemetery.

28. The planting of evergreens, shrubs, bushes, ivy, and flowers on graves is prohibited.

29. Those placing decorations on graves are requested to remove these decorations within three weeks after a given season. Care should be taken so that during the mowing season these decorations not interfere with mowing. Decorations which become unsightly shall be removed by the Sexton.

AMENDMENTS:

30. Changes or amendments to these rules and regulations may be made at any duly called meeting of St. John Church.

EFFECTIVE DATE AND LIMITATION:

31. These rules shall be declared in effect on this date, April 10, 1983, and shall apply to all burials on that date and thereafter, except where there are prior existing agreements contrary to these regulations in respect to the reservations of graves, and former charges made to non-members for burial rights.

** Several burial rights are presently held by members and non-members, who paid \$50.00 for these rights at the time when reservation was made. There are also some instances of reserved graves which are not in accord with rule #13.

APPROVED AND) RE-APPROVED BY THE CONGREGATION ON THIS DATE:

Original date	April 10, 1983
Revised	April 17, 1988
Revised	January 27, 1991
Revised	January 26, 1992
Revised	January 29, 2006
Revised	January 27, 2008
Revised	December 18, 2021