

1989
CONSTITUTION
Of
DAVID'S UNITED CHURCH OF CHRIST
170 West David Road
Kettering, Ohio 45429

Adopted
AUGUST 27, 1989

Amended
JANUARY 29, 1995

Amended
APRIL 28, 1996

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April 22, 2007

Amended
January 29, 2012

Amended
January 24, 2016

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DAVID'S UNITED CHURCH OF CHRIST**

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1989
CONSTITUTION
DAVID'S UNITED CHURCH OF CHRIST

ARTICLE I **NAME**

1. The name of this Church shall be David's United Church of Christ.

ARTICLE II **PURPOSE**

1. The avowed purpose of this Church shall be to worship God, to preach the gospel of Jesus Christ, to teach the Christian Faith, and to celebrate the Sacraments; to realize Christian fellowship and unity within this Church and the church universal; to render loving service toward humankind; and to strive for truth, righteousness, justice, and peace.

ARTICLE III **POLITY**

1. 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 of the United Church of Christ adopted July 4, 1961, relating to local churches.
2. The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject to laws of the State of Ohio relating to non-profit corporations.

ARTICLE IV **FAITH AND COVENANT**

1. Faith. This Church acknowledges as sole head Jesus Christ, the Son of God and the Savior of Humanity. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit to prosper in 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 faith its own. In accordance with the teachings of our Lord and the practice prevailing among Protestant Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion. Expressions of this faith are found in "The Apostles Creed" and also in "The Statement of Faith" approved by the Second General Synod of the United Church of Christ, July 5-9, 1959.
2. Covenant. We covenant one with another to seek and respond to the Word and Will of God, 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 the entire world, while worshipping God and striving for truth, justice and peace. As did our fathers and mothers in the faith, we depend on the truth of the Holy Bible and ask the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE V

MEMBERSHIP

1. In accordance with the Gospel covenant, which binds into unity “faithful people of all ages, tongues, and races”, membership is open to all who consider themselves a child of God and call Jesus Christ their Lord and Savior.
2. All persons who have been received into membership by Baptism and either (a) Confirmation or Affirmation of Faith in Jesus Christ as Lord and Savior, or (b) Transfer of Membership from any other Christian Church, or (c) Reaffirmation of Faith in Jesus Christ, shall be communicant members with voice and vote at Congregational Meetings.
3. Members shall pledge themselves to attend the regular worship of the Church and the celebration of the Lord’s Supper, to live the Christian life, to share in the life and work of the Church, to contribute to its support and benevolences, and to seek diligently the spiritual welfare of the membership and the community.
4. Members may, on their own request, be granted a letter of transfer to any other Christian Church.
5. Members may, on their own request, terminate their membership.
6. A member who, for a period of two years, has not attended the Church’s worship or received Holy Communion, after contact by the Church, may, by recommendation of the Elders in consultation with the Pastor and vote of Council, be removed from the membership roll.
7. The status of “Non-resident member” applies to those members who have moved from the area but wish to retain their membership. Non-resident members shall be excused from the requirement of attendance at worship but shall be expected to meet all other requirements of membership (see #3 above). They shall have all privileges of full members except the right of voting or holding elective office.
8. The status of “Associate Member” is offered to those persons who regularly participate in the life of David’s Church but do not wish to become full members (i.e., a person who wishes to retain full membership in another church). Associate members are expected to meet all requirements of full members (see #3 above) but shall not have the privileges of voting or holding elective office.

ARTICLE VI

GOVERNING BODY

1. The governing body of this Church shall be the members of its Congregation assembled in an officially called meeting. The vote of a majority of members present and voting at a meeting shall be considered the action of the Church. A quorum shall consist of ~~seventy-five (75)~~ fifty (50) members of the Congregation as determined by the current roster certified by the Vice President. Any question of the presence of a quorum must be raised before business is conducted. No question of the presence of a quorum shall be considered at a future meeting.
2. Certain powers of the Congregation are delegated to the Council as set forth below; however, all acts and deliberations of the Council are subject to the will of and revision by the governing body.

ARTICLE VII

CHURCH MEETINGS

1. Church worship services shall be held regularly every Sunday at an hour or hours determined by Council.
2. There shall be at least four (4) communion services held during each year.
3. ANNUAL MEETINGS: The Church shall meet annually in January on a date determined by the Council with at least two (2) weeks written notice to all members at their last known address. At this meeting, the Council, the officers of the Church, the Pastor(s), and all Church organizations shall submit their annual reports in writing.
 - 3a. Any notices described herein shall be by regular U.S. mail or electronic mail at the election of the member.
4. Special Church meetings may be called by the Council or by petition to the Council signed by not less than five percent (5%) of the members. The Council shall hold such meetings within six (6) weeks from receipt of the petition, and the President shall be responsible for notification of such meeting to the membership four weeks prior to the meeting. No business other than that stated in the written notice may be conducted at the meeting.
5. Emergency meetings may be called by Council and shall be held upon two (2) weeks notice provided three-fourths (3/4) of the voting members of Council agree to call the meeting and three-fourths (3/4) of the Members of the Church in attendance at the meeting agree to waive the above noted four weeks' notice for special meetings.
6. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution.

ARTICLE VIII

COUNCIL

1. The Council shall be the executive body of this Church. All members, elected or appointed, shall be members of David's Church.
2. Council shall be composed of voting member representatives from each of the six (6) Boards. Boards shall have no less than two (2) or more than three (3) representatives. Voting members must retain membership on their respective Board. The Pastor(s), the Treasurer, and the Recording Secretary shall be members of Council without vote.
3. Candidates for Council shall be nominated by the respective Boards from among their own members. Public notice of all nominations shall be given from the pulpit or by bulletin or letter at least four (4) weeks before the Annual Meeting. Other candidates may be nominated by a Church member under the following provisions: (a) the nominee must be a member of one of the Boards, (b) the nominee must give written permission, (c) the nomination may be made at the Annual Meeting.
4. Council members shall be elected by a majority of the members present and voting at the Annual Meeting. They shall be ordained and installed in office the following Sunday. They shall be elected for two (2) years (one term) and may be reelected for an additional term. A person who has served two (2) consecutive full terms on Council shall not be eligible to serve again until two (2) years have elapsed. The term of Council shall commence on February 1 next after election. Council terms shall be staggered to maintain continuity.
5. Any part-term vacancies on the Council shall be filled by the Board in which that vacancy occurs, with approval of Council. Any person filling an unexpired term shall not be considered as having served a full term.
6. As the Executive Body of the Church, the Council shall conduct a minimum of ten (10) regular meetings each year for the transaction of such business as may properly come before it. Special meetings are subject to the President's call. The President may call for an

electronic vote on any issue that may need attention prior to the next scheduled meeting of Council without a special meeting. If any voting member requests discussion, the matter shall either be addressed at the next regular meeting or at a special meeting. All meetings shall be opened with a prayer.

7. All Council meetings shall be open to visits by members of the Church. Notice for all Council meetings shall be published to the congregation. Requests to address the Council must be made to the President prior to the opening of the meeting.
8. A majority of the voting members of Council shall constitute a quorum. In the absence of a quorum any action item shall remain open for a collection of additional votes for one week.
9. It is expected that attendance at regularly scheduled meetings of Council or its standing committees is a responsibility that will be met by each member. Members who have not attended at least seventy-five percent (75%) of such meetings over a four (4) month period may be asked to resign from Council by a two-thirds (2/3) majority vote of the remaining members of Council.
10. Absence without notice from three (3) consecutive regularly scheduled meetings of Council shall be considered an automatic resignation by the member from Council. An appeal to this action may be brought before Council, and the member may be reinstated by a majority vote of Council.
11. The Council members shall assist, support, and counsel the Pastor(s) in the affairs of the Church. ~~They shall provide the elements for the Lord's Supper and, when invited by the Pastor, shall aid in their distribution.~~
12. The Council may authorize any extraordinary expense if funds are available. If borrowing from outside sources exceeds \$10,000 yearly, it must receive approval at a duly called meeting of the Congregation.

ARTICLE IX

OFFICERS OF COUNCIL

1. Council shall organize itself by electing its officers at the first regular Council meeting after the Annual Meeting.
2. One of the members of Council shall be elected as President of the Church and Council. The President shall preside at all regular and special meetings of Council and the Church, and perform other such duties as usually accrue to this office.
3. One of the members of Council shall be elected as Vice-President of the Church and Council. The Vice-President shall aid and advise the President and shall act for the President in case of absence or disability.
4. The President and Council shall appoint an individual to keep detailed records of the terms of all Board and Council members according to class years. (Class year is the last full year of the term to which a Board or Council member has been elected.) This record shall be included in the minutes of the February Council meeting yearly.
5. The Recording Secretary shall be a member of the Church appointed by Council for the purpose of recording minutes of the Church and Council meetings.
6. The Treasurer shall be ~~a member of the Church~~ appointed by ~~the~~ Council. The Treasurer shall be custodian of all Church funds and make disbursements as approved by Council. It shall be the Treasurer's duty to submit annually a detailed report to Council and to the Church and to make such monthly reports as may be requested by Council.

ARTICLE X

THE BOARDS

1. The Boards of Elders, Deacons, Trustees, Christian Education, Mission and Fellowship & Hospitality shall be the primary administrative bodies of the Church. Each of these six (6) Boards shall be composed of not more than ten (10) or fewer than six (6) Church members and consist of regular positions and up to one (1) youth position. In order to address changing need, the size of each Board for the next ensuing year shall be determined by the particular Board and Council in October of each year.
2. Annually, candidates for regular positions and, up to one (1) candidate for the youth position for each of the six (6) Boards, shall be nominated by a nominating committee appointed by the Council President, chairpersons of the six (6) Boards and the Pastor(s).
3. Other nominations may be made by members at the Annual Meeting.
4. Board members shall be elected by a majority of the members present and voting at the Annual Meeting. They shall be installed in office the following Sunday.
5. (a): Regular position: Each Board member filling a regular position shall be elected for three (3) years {one (1) term} and may be re-elected for an additional term. A person who has served two (2) consecutive terms on a Board shall not be eligible to serve again until one (1) year has elapsed. In order to provide continuity, terms shall be staggered so that no more than three (3) vacancies in regular positions shall occur on any Board in any one (1) year. The term of Board members shall commence on February 1 next after election.
5. (b): Youth position: The youth position on each Board shall be reserved for a member of the Church who, at the time of installation, has been confirmed but not yet completed twelfth grade. The member filling the youth position shall have full responsibilities and privileges of Board membership including the power to vote. The term of the youth position shall be one (1) full year and the youth member may be reelected for one additional term. A person who has served two (2) consecutive youth position terms shall not be eligible for election to an additional youth position term but shall be eligible for election to one (1) regular position term. A person who has served two (2) youth position terms and one (1) regular position term consecutively on a Board shall not be eligible to serve again until one (1) year has elapsed. Due to the brevity of the terms, members holding the youth position on any Board shall not be eligible for membership on Council. Vacancies in the youth position shall be filled in the same manner as regular positions.
6. Any part-term vacancy on the Board shall be filled by appointment by the remaining members of the respective Board from which the vacancy occurred. This appointment shall be approved by Council. Any person filling an unexpired term shall not be considered as having served a full term.
7. Each Board shall meet before the first Council meeting in February to organize itself and name a chairperson. ~~It shall name a Chairperson from among the Council members of its Board.~~ Other officers may be named to meet the needs of the individual Boards. It is recommended that the board chairs sit on Council.
8. Each Board shall meet at least a minimum of ten (10) regular meetings each year. Special meetings may be called by the chairperson. A quorum shall consist of a majority of the voting members. In the absence of a quorum any action item shall remain open for a collection of additional votes for one week.
9. It is expected that attendance at regularly scheduled meetings of the Boards or their standing committees is a responsibility that will be met by each member. Members who have not attended at least seventy-five percent (75%) of such meetings over a four (4) month period

may be asked to resign from the Board by a two-thirds (2/3) majority vote of the remaining members of that board.

10. Absence, without notice, from three (3) consecutive regularly scheduled meetings of the Board shall be considered an automatic resignation by the member from the Board. An appeal to this action may be brought before the Board, and the member may be reinstated by a majority vote of that Board.
11. The Pastor(s) and the Church President shall be ex-officio members of all Boards, and shall serve as resources to provide leadership, continuity, and direction for the Boards.
12. Each Board shall submit to the Council annual reports and budget information as requested.

ARTICLE XI

BOARD OF ELDERS

1. The Elders shall faithfully guard all the spiritual interests of the Church, maintaining order in the house of God, and ministering to the edification and comfort of all. They shall have jurisdiction in matters of discipline.
2. The Elders shall meet at least quarterly with the Pastor(s) to consider such things as are of mutual concern to themselves and to the Congregation.
3. The Elders shall serve as eyes and ears for the Pastor(s) to aid in better serving and nurturing the membership.
4. The Elders and the Pastor(s) shall review yearly, the attendance, communion, and giving records of the membership. The Elders shall counsel with members who are inactive in attendance, communion, or financial support, and make recommendations to Council as to what action should be taken.
- 4.5. The Elders shall provide the elements for the Lord's Supper, and when invited by the Pastor, shall aid in their distribution.
- 5.6. The Elders shall organize and conduct a competent ushering program which includes scheduling greeters and creating a welcoming atmosphere.
- 6.7. The Elders shall act as the Compensation and Personnel Committee and, in consultation with the Deacons, make recommendations to Council as to the Salary and benefit items to be considered in the Proposed Annual Budget.
- 7.8. ~~In August of~~ By the end of October each year, the Elders and/or Pastor(s) shall meet privately with each paid member of the staff for mutual, constructive review of performances, salaries, and working conditions.
- 8.9. At least every five (5) years, or as necessary, ~~t~~The Elders shall ~~annually~~ review with the Pastor(s) the various provisions of this Constitution and with the approval of Council, shall make recommendations to the Congregation regarding any amendments deemed necessary.
- 9.10. The Elders shall appoint the Search Committee and the Interim Committee when a pastoral vacancy occurs. At least one (1) Elder shall serve on each committee. The Elders shall recommend to Council, for their approval, an Interim Pastor to fill a temporary vacancy between pastors. The makeup and duties of the committees described herein are set forth in Exhibit A.
- 10.11. The Elders, together with the Pastor, shall appoint representatives to attend any and all denominational, ecumenical, and Church related meetings where representation is required.

~~4.12.~~ The Board of Elders may form appropriate committees to facilitate Pastoral Relations, the music program, worship activities, special and commemorative programs, Constitution review, or any other activity falling within their jurisdiction. Persons not on the Board of Elders may be appointed to serve on these committees along with the Elders.

ARTICLE XII

BOARD OF DEACONS

1. The Deacons shall manage the financial and business needs of the Church.
2. The Deacons shall oversee the security, investing, and proper accounting of all Church Funds and shall arrange for an annual internal review and an independent review every five (5) years for all receipts and expenditures.
3. Checks for disbursement of payment from the Church can be signed by four (4) persons within the Church: Treasurer, Council President, Senior Pastor and Associate Pastor. Checks in the amount of \$10,000 or more shall require two (2) signatures. Transfers (including via email) between Church accounts (investments and checking) shall require the authorization of only one (1) signer.
4. The Deacons shall be responsible for development and implementation of the Stewardship Program of the Church and shall seek to improve financial support through promoting pledging and tithing by members.
5. The Deacons shall prepare the Proposed Annual Budget for recommendation by Council to the Congregation for approval at the Annual Meeting.
6. The Deacons shall consult with the Pastor(s), the Treasurer and the Office Personnel as to accounting and office procedures.
7. The Deacons shall review expenditures and receipts no less than Bi-Monthly and discuss such reviews with Council.
8. The Deacons shall encourage support of the David's Church Endowment Funds through a program of planned giving and by asking members to remember the Church in their wills.
9. The Board of Deacons shall form a committee to facilitate the management of the investment portfolio. The Investment Committee shall consist of the Treasurer and two (2) members of the Board of Deacons, will report to the Board of Deacons and work with the Church's Financial Investment Institution. The Financial Investment Institution is responsible for regular allocation and performance reporting to the Board of Deacons.
10. The Board of Deacons and the Investment Committee along with the Financial Investment Institution shall, with Council's approval, prepare an Investment Policy Statement. Such Statement shall set the parameters of fund allocations which may be amended from time to time.
11. It is the responsibility of the Board of Deacons to create the Annual Stewardship Committee that will consist of members from the Deacons and any other members. This committee reports to the Board of Deacons.

ARTICLE XIII

BOARD OF TRUSTEES

1. The Trustees shall have care and custody of the property of the Church as a sacred trust. This property shall include, but not be limited to, all Church-owned real and tangible property, historical documents and artifacts. Trustees shall be notified prior to the disposal of any property valued in excess of \$500.
2. The Trustees shall recommend rules and regulations governing the use of Church property to Council for approval.

2. It shall be the responsibility of the Board to consult and coordinate the Church calendar of activities in conjunction with the Pastors and staff.
3. The Board will share positive aspects of each activity and recommend to Council whether to continue the activity.

ARTICLE XVII CALLING AND TERMINATING THE PASTOR

1. As soon as a pastoral vacancy occurs, it shall be reported to the Association Minister.
2. It shall be the responsibility of the Search Committee, appointed by the Elders, to seek a candidate for a vacancy in the office of Pastor, according to Exhibit A which is attached to this Constitution and is adopted as part hereof.
3. An Interim Committee shall be appointed by the Elders to assist Council in the operation of the Church during a pastoral vacancy, according to Exhibit A which is attached to this Constitution and is adopted as part hereof.
4. The Search Committee shall present to the Congregation the Candidate it recommends to fill the vacancy. A two-thirds (2/3) vote of the members present and voting at a meeting specifically called for that purpose shall constitute a Call, provided those Members present and voting constitute a quorum as described in Article VI above.
5. In the Call, the terms of the relationship shall be stated, such as the agreement of the Church to participate in the Pension Fund of the United Church of Christ, the Pastor's Health Insurance Programs and other terms agreed between the Candidate and the Committee. The Pastor, the Church and the Association Minister shall each receive a copy of the Call.
6. When a Pastor accepts a Call to this Church, the Elders and the Pastor shall join in requesting the Association to arrange for a service of installation or recognition. A report of this service shall be signed by the proper officer of the Association and copies shall be sent to the Secretary of the United Church of Christ and to the Council for Church and Ministry.
7. The Pastor shall be called for an indefinite period. In order to terminate this relationship, three (3) month's notice shall be given by either party. This procedure shall be in accordance with the Constitution and By-Laws of the United Church of Christ. If it is determined by Council to be in the best interest of the Church that termination should occur prior to expiration of the three (3) month period, the Pastor is entitled to be compensated for the full three (3) month period.
8. The termination of the Pastor shall require the approval of seventy-five percent (75%) of the Council members present and voting. This vote of Council shall be subject to ratification by two-thirds (2/3) vote of the Church members present and voting at a meeting specifically called for that purpose. Notice of such termination shall be sent by the President of the Council to the Association Minister for appropriate action.
9. The Church may establish the position of Associate or Assistant Pastor by majority vote of members present and voting. A Call may be extended by a seventy-five percent (75%) majority vote of the Church Council members present and voting.
10. The Associate or Assistant Pastor shall be called by the Council for an indefinite period. In order to terminate this relationship, three (3) months notice shall be given by either party. This procedure shall be in accordance with the Constitution and By-Laws of the United Church of Christ. If it is determined by Council to be in the best interest of the Church that termination should occur prior to expiration of the three (3) month period, the Associate or Assistant Pastor is entitled to be compensated for the full three (3) month period.

11. The termination of the Associate or Assistant Pastor shall require the approval of seventy-five percent (75%) of the Council members present and voting. This vote of Council shall be subject to ratification by two-thirds (2/3) vote of the Church members present and voting at a meeting specifically called for that purpose. Notice of such termination shall be sent by the President of the Council to the Association Minister for appropriate action.

11.12. Discipline of the Pastor(s) shall be in conformity with the Constitution and By- Laws of the United Church of Christ and the *Manual on Ministry*.

ARTICLE XVIII

DUTIES OF THE PASTORS

1. The Pastors shall be the Spiritual Leaders of the Congregation. As such, the Pastors shall conduct all regular and special worship services, or arrange with Council for substitute or interim ministers in the Pastor's absence. The Pastors shall administer the sacraments both at the Church and for the shut-ins. The Pastors shall conduct funeral and wedding services for members as needed; shall counsel with members with special needs; shall visit the sick, the infirm and the sorrowing, praying with them and assuring them of God's Love. As worship leader, the Pastor shall supervise any Assistant Pastors, Music or Choir Directors or Organists in their functions. In this role, the Pastor shall operate within the principles established by the Worship and Music Committees and approved by Council.
2. The Pastor shall be the Christian Education manager of the Congregation. The Pastor shall see to the teaching of the Christian Faith to persons of all ages within the Congregation. In addition to conducting classes, confirmation instruction, retreats, seminars or study groups, the Pastor shall supervise the paid and volunteer staff in accordance with principles established by the Board of Christian Education and approved by Council.
3. The Pastor shall be responsible for Office and Facilities Management including electronically stored property. In this function the Pastor shall provide day-to-day supervision for the paid and voluntary office personnel, programs, and custodial help in accordance with policies established by Council.
4. The Pastor shall act as a representative of the Congregation. Within our Congregation and within the larger Church as well as within our community, the Pastor is an Ambassador for David's Church and for the Church of Jesus Christ.

ARTICLE XIX

PROPERTY

1. The Church may in its corporate name sue or be sued; acquire by purchase, gift, devise, bequest or otherwise; and own, hold, invest, re-invest, or dispose of property both real and personal for such work as the Church may undertake. The Church may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer, and convey such property for the general purpose of the Church. It may receive and hold in trust both real and personal property and invest and re-invest the same and make any contracts for promoting the objectives and purposes of the Church.
2. Upon dissolution of the Church, its assets and all property and interests or the proceeds thereof including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the Southwest Ohio Northern Kentucky Association of the United Church of Christ or its successor.

ARTICLE XX

AMENDMENTS

1. Amendments to this Constitution may be made at any duly called Church meeting by a two-thirds (2/3) affirmative vote of the members present and voting, public announcement of the text of the proposed amendment(s) having been made at least four (4) weeks prior to the meeting.
2. Amendments may be proposed by a two-thirds (2/3) affirmative vote of all Council members. Amendments may also be proposed by a group of members provided their proposal is submitted to Council along with a request for a vote at an Annual or special meeting. Such a request for a vote shall bear the signatures of not less than five percent (5%) of the members of the Church.

ARTICLE XXI

EFFECTIVE DATE

1. The Constitution shall become effective on the day adopted by a two-thirds (2/3) majority of Church members present and voting at an annual or a special meeting called for this purpose.

EXHIBIT A

SEARCH AND INTERIM COMMITTEES

A. SEARCH COMMITTEE

1. When a pastoral vacancy occurs, the Board of Elders shall appoint a Search Committee composed of twelve (12) members who shall be representative of the demographics of the Congregation.
2. In filling a vacancy, the Search Committee shall seek the counsel of the Association Minister.
3. The Search Committee may request the Association Minister to secure relevant information about any minister whom it wishes to consider for the vacancy.

4. The candidate shall be presented to the Congregation in accordance with Article XVII, #4.
5. The Search Committee shall be responsible for assisting the new Pastor and family in becoming acclimated to the community.
6. The Search Committee shall remain organized for twelve (12) months following acceptance of the Call. During this time, they shall periodically review the progress of the relationship and make a final assessment at the end of one (1) year and report to Council.

B. INTERIM COMMITTEE

1. The Interim Committee shall be organized by the Elders to provide continuity to the program and operation of the Church during a vacancy in the Pastorate.
2. The Interim Committee shall keep in close contact with the office and professional staff during the vacancy.
3. The Interim Committee shall periodically report to the Congregation.
4. The Interim Committee shall be responsible for communications, such as Dateline, bulletins and newspaper notices.
5. The Interim Committee shall, if necessary, assist the Interim Pastor(s) in visiting the ill, bereaved, and shut-ins at home or in the hospital.