

**BYLAWS OF THOMAS JEFFERSON UNITARIAN CHURCH**  
**Adopted by the Congregation on November 6, 1960**  
(With amendments through January 10, 2021)

**Mission**

The mission of Thomas Jefferson Unitarian Church is to make a difference in the world by creating a community of celebration, sharing and support, where we explore questions of belief, spirit and values, and where we welcome all who seek the paths of truth and who honor freedom with responsibility. - Adopted by the Congregation May 2002.

**Article I. Source of Authority and Statement of Inclusion**

**Section 1. Source of Authority**

These Bylaws are made by the Congregation pursuant authority contained in the Articles of Incorporation duly filed and recorded in the office of the Secretary of State at Frankfort, Kentucky, on November 8, 1960, to which reference should be made for information as to the purposes of the Society, its general powers, and certain restrictions as to the exercise thereof, particularly in respect of transactions involving real estate. The right to make, amend, or revoke Bylaws is vested in the Congregation.

**Section 2. Statement of Inclusion**

In accord with the foundational principle of the UUA “to affirm and promote the inherent worth and dignity of every person,” and in accord with the Welcoming Congregation Program of the Unitarian Universalist Association (UUA), Thomas Jefferson Unitarian Church, by vote taken May 20, 2001, declared itself to be a Welcoming Congregation. By this action, the Congregation affirms and promotes the full participation of persons in all our activities and endeavors; including membership, programming, hiring practices, and the calling of religious professionals; without regard to race, color, gender, gender identity, physical ability, marital status, sexual orientation or practice, age, class, or ethnic origin. By this action the Congregation also seeks to further the implementation of these principles in the institutions of society.

**Article II. Membership**

**Section 1. Admission**

Any person sixteen years of age or older who is in sympathy with the purposes and covenant of this Congregation and wishes to support the Church may become an Active Member by signing the Church’s Register described in Section 2 below. Youth who have completed the Coming of Age program are invited to join the church, even if they are not yet sixteen years of age.

**Section 2. Register**

The term “Register” includes the original book of members, and all subsequent books for the purpose of enrolling new members. The Register shall be a bound book with pages pre-printed to provide appropriate lines for signature and address, and with appropriate columns to record: (1) the date of signing, (2) the member’s name, (3) the member’s address, (4) the date of

removal of the member's name from the Register, and (5) the occasion for such removal, if known.

### **Section 3. Classification**

This Congregation shall be composed of Active Members. Active Members are expected to participate in congregational services, activities and polity. They are also encouraged to show their generosity in support of the congregation's financial obligations by pledging their Fair-Share Contribution (as defined in Board policy). The Congregational Life Coordinator shall maintain a roster of Active Members.

### **Section 4. Withdrawal**

Any member may withdraw and cease to be an Active Member by notifying a staff person or Trustee. Such voluntary termination of membership shall be effective immediately upon receipt of such notice. An Active Member who has withdrawn may renew active membership by signing the Register again. An Active Member may also be withdrawn based on a determination by the Congregational Life Coordinator that the individual is no longer engaged with the Congregation.

### **Section 5. Voting**

Only Active Members are eligible to vote at any meeting of the Congregation with two conditions: they must have signed the Register (1) at least sixty (60) days before the meeting, and (2) no less than twelve (12) months before a meeting to vote on any issue which involves the disposition, alteration, or transfer of the real property of the Church, and for any issue involving termination of the functioning of the Church as a Unitarian Universalist Congregation.

## **Article III. Denominational Affiliation**

This corporation shall be an affiliate of the Unitarian Universalist Association and the MidAmerica Region.

## **Article IV. Fiscal Year**

The fiscal year of the Church shall begin on July 1 of a calendar year and end on June 30 of the following calendar year.

## **Article V. Meetings of the Congregation**

A decision by vote in a Congregation is the highest expression of a Congregational authority. Generally, major decisions for the membership include electing a governing Board, electing committees of the Congregation, calling or dismissing a minister, purchasing or selling real estate, amending the Bylaws, and other momentous decisions affecting the identity or the direction of the Congregation.

### **Section 1. Conduct of Meetings**

Where not inconsistent with the Articles of Incorporation or these Bylaws, or vote of the Congregation, all meetings shall be guided by Rosenberg's Rules of Order.

### **Section 2. Regular Meetings**

The Congregation will hold a Spring and a Fall meeting at the time or times established by Board policy. Meetings will be held at such a place and/or by means of remote communication, as may be fixed by the Board. Agendas for both meetings shall be set by the Board, but will include unfinished and new business and, at a minimum:

Spring Meeting:

- Approval of the Operating Budget
- Nominating Committee's Report
- Election of Trustees

Fall Meeting:

- Endowment Report and approval
- Election of Endowment Board Supervisors, and Nominating Committee members

### **Section 3. Special Meetings**

Special Congregational meetings shall be called by the Board OR within 20 days of receipt by the Board President of a written petition requesting such a meeting signed by at least 10 percent (10%) of all voting members, but not less than twenty (20) such members. The petition must set forth in writing the purpose for which the meeting is to be called. A meeting to discuss personnel issues cannot be petitioned.

### **Section 4. Notice**

Notice of at least 10 days shall be given to the church membership for regular or special meetings, using required method(s) of notice per Board policy. Notice of the meeting shall include the time, place, and statement of the business to be acted upon, which may be "any business appropriate to the affairs of the Church."

### **Section 5. Quorum**

Twenty percent (20%), but not less than twenty (20) of the Active Members shall constitute a quorum for the transaction of Congregational business. Quorum shall include Active Members attending virtually.

### **Section 6. Voting**

At all meetings of the Congregation, voting is only by those Active Members attending the meeting. All voting and elections shall be determined by a simple majority of the people present and voting, except as otherwise noted in these Bylaws. No proxy or absentee votes shall be accepted.

Changes in Bylaws or Articles of Incorporation; or power to acquire, hold, sell, dispose of, pledge or mortgage any real estate or other property require a vote of two-thirds (2/3) of Active Members present and voting.

The calling of a settled minister for the Congregation requires a quorum of at least forty percent (40%) of Active Members, and a vote to approve by a minimum of eighty-five percent (85%) of those Active Members present and voting.

Position statements dealing with issues advocacy require a vote of approval by three-fourths (3/4) by Active Members present and voting.

## **Article VI. Trustees**

### **Section 1. Authority**

Between meetings of the Congregation, the Board of Trustees (hereinafter the Board) shall have and exercise all of the authority of, and perform all of the duties of the Congregation, except as otherwise provided in the Articles of Incorporation or the Bylaws of the Congregation. Accordingly, the Trustees shall have the care and administration of the real and personal property of the Church, except for the assets of the Endowment Fund. Trustees shall have the power to make, revise or terminate contracts and otherwise to conduct the business of the Church, but they shall neither sell, encumber, nor otherwise dispose of the real estate of the Congregation without prior vote of the Congregation as provided in the Articles of Incorporation or any amendments thereto. The Trustees shall have the authority to establish, delete or combine committees as needed.

### **Section 2. Meetings**

The Trustees will meet at least once a month, per Board policy. Meetings, with the exception of closed sessions, will be open to all Active Members of the Congregation. Active Member participation shall be in accordance with Board policy. A majority of the Board shall constitute a quorum, and it shall exercise its authority by a majority vote of those present. The Board may meet in closed session only to discuss personnel matters, to receive legal advice, or in order to protect a person's privacy.

### **Section 3. Number**

The Board shall consist of seven (7) Trustees elected by the Congregation. Two (2) additional Trustees, the Secretary and Treasurer, shall be nominated by the Board of Trustees prior to the Spring Congregational meeting, and elected by the Congregation. All Trustees must be Active Members of the Church.

### **Section 4. Term**

Two or three Trustees shall be elected annually. Each Trustee shall be elected for a term of three (3) years. An elected Trustee cannot serve for consecutive terms. The Secretary and Treasurer shall be elected to serve one-year (1) terms. The Secretary may serve a limit of three (3) consecutive terms and the Treasurer may serve multiple consecutive terms. \_

### **Section 5. Election**

At the Spring Meeting of the Congregation, nominations shall be made by the Nominating

Committee, and may be made from the floor by any Active Member. Trustees to fill unexpired terms shall also be elected. The consent of the nominated person must be obtained before the nomination is made. If there are more nominees than Trustee positions being elected, the voting shall be by secret ballot.

#### **Section 6. Removal**

Any Trustee may be removed from office for cause (as defined in Board policy) by a vote of at least two-thirds ( $\frac{2}{3}$ ) of the Board.

#### **Section 7. Vacancies**

If a Trustee vacancy occurs between Spring Congregational meetings, the Nominating Committee or a Board member may recommend an Active Member to the Board to fill the vacant Trustee position. The nominee shall be elected by the Board to serve in the interim until the next Spring Meeting, at which time the Congregation shall elect a Trustee for any unexpired term.

#### **Section 8. Special Functions**

In addition to their general powers and duties, the Board of Trustees shall specifically do or cause to be done the following management activities:

- A. The Trustees shall elect, from among their own number, a President and Vice President in accordance with the Board policy.
- B. The Board shall select, as needed, a Trustee to sit as a voting member on each Congregationally elected committee, to maintain liaison between the Board and the committee.
- C. The Board shall vote to approve staff position descriptions, appointments, changes in letters of agreement (including compensation) and terminations, with consideration to the recommendations of the Personnel Committee and Minister. The Board shall also approve the Minister's contract.

In public settings outside of the church, a person or committee or other church-sponsored group may speak as a representative on behalf of the Church only when specifically authorized to do so by the Congregation or the Board.

### **Article VII. Officers of the Board of Trustees**

The Officers of the Board of Trustees shall have the following individual responsibilities:

#### **Section 1. President**

The President shall preside at all meetings of the Congregation and at all meetings of the Board and is a non-voting ex officio member of all committees but will not be a member of the Nominating Committee. The President may bind the Church only when, and to the extent that authority has been delegated by the Board or the Congregation. The President is a voting member with the same rights as other members to make motions and enter into debate.

## **Section 2. Vice President**

The Vice President presides at meetings of the Congregation and Board in the absence of the President, and performs such other functions as assigned by Board policy.

## **Section 3. Secretary**

The Board Secretary is responsible for: minutes of the Congregational and Board meetings; all papers, correspondence, documents, and written instruments belonging to the church or that pertain to the business of the church; and other functions as assigned by Board policy.

## **Section 4. Treasurer**

The Treasurer shall be responsible for ensuring the following are accomplished correctly: receive and disburse monies and securities entrusted to the Congregation; keep careful and accurate records of membership, income, receipts, and expenditures of the church; approve the bills and charges that are in the approved budget or are approved by the Board; report to the Board at its monthly meetings and to the membership at the Spring Congregational meeting; and perform such other functions as assigned by Board policy.

## **Section 5. Executive Committee**

The Officers of the Board and the Minister shall constitute an Executive Committee of the Board. The Executive Committee shall collaboratively develop the Board of Trustees agenda with consideration of requests and recommendations by officers, the minister, and committees - particularly the Administration Committee and the Endowment Fund Board. The Executive Committee also plans Congregational meeting agendas. They will also perform such duties as may from time to time be delegated to it by the Board.

# **Article VIII. Minister**

## **Section 1. Rights and Responsibilities**

- A. A minister should be in fellowship with the UUA and a member in good standing of the UU Ministers Association.
- B. The Minister shall have complete freedom of expression in the Church and the community. However, the Minister will speak as a representative of the Church only when specifically authorized to do so by the Board or the Congregation.
- C. The Minister shall have primary responsibility and authority for the services conducted at the Church and complete freedom of the pulpit.
- D. The Minister shall be a non-voting, ex officio member of the Board of Trustees and of all committees with the exception of the Ministerial Search Committee.
- E. The Minister shall be the supervising head of the Church staff, acting in consultation with the Personnel Committee and shall make recommendations to the Board according to Board policy.
- F. The Minister shall have access to all financial information in order to provide leadership, accountability and integrity in advising the Board on the financial health of the church, and to provide pastoral care to members.

- G. The Minister shall also have further rights and responsibilities, consistent with the Articles of Incorporation and these Bylaws, as provided in a UUA Standard Contract entered into by the Church and the Minister.

## **Section 2. Replacement of a Settled Minister**

In the event the Office of Minister becomes vacant, the Board shall consult with the UUA Transitions Office to engage their support for finding a new minister.

An ad hoc Ministerial Search Committee shall be elected by the Congregation when necessary. The Nominating Committee and Board shall present a slate of names for the committee as per Board policy using the UUA recommendations as guidance. Rules and procedures concerning the committee's composition shall be published by the Nominating Committee before selection. The Committee shall be approved by a majority of the voting members at a meeting called for that purpose.

Ministerial Search Committee shall search out and recommend to the membership a minister for the church and coordinate completion of the UUA Standard Contract with the ministerial candidate.

Election of a new Minister shall be at a Congregational Meeting called for that purpose with a quorum of at least forty percent (40%) of Active members. Election is recommended to be by a minimum of an eighty-five percent (85%) vote of those Active Members present and voting.

## **Section 3. Term of a Settled Ministry**

- A. A Settled Ministry shall have indefinite term.
- B. A Ministry shall be terminable:
- by the Minister, upon giving three (3) months prior written notice to the Congregation, or a lesser period if mutually agreed by the Minister and the Board, or;
  - by the Congregation during a meeting called for that purpose and with a quorum of at least forty percent (40%) of Active Members present. The vote to terminate must be by a minimum of one-third ( $\frac{1}{3}$ ) of all Active Members of the Congregation.
  - In the event of termination of the Ministry either by the Minister or by the Congregation, further compensation and benefits shall be as specified in the Ministerial Agreement.

## **Section 4. Temporary Ministerial Replacement or Non-settled Minister Options**

- A. In the event the settled minister needs to be absent from his/her duties, but anticipates a return to active ministry, the Board will determine what needs to be done, when and by whom.
- B. When a vacancy occurs, the Board shall consult with the UUA Transitions office and UUA Regional staff regarding the need for an interim or another type of non-settled contract minister, which may be advantageous to the church rather than directly seeking a settled minister.

## **Article IX. Committees**

### **Section 1. Committees of the Congregation**

The responsibility for the church rests with the Congregation, which delegates authority to the elected committees, including Endowment Fund Board, Nominating, and, when needed, the Ministerial Search Committee. Members of these groups are Active Members of the Church elected by the Congregation. The Board appoints a liaison to each group, except for ad hoc, and each group elects its own chair following the Congregational meeting when new members are elected.

- A. Endowment Fund Board – Defined in Article X
- B. Nominating

The Nominating Committee shall publicize vacancies, solicit and submit the names of qualified candidates for election to positions to be filled on the Board and Congregational Committees. Nominees shall be Active Members who have agreed to serve if elected.

The Nominating Committee shall consist of four (4) members, with two (2) elected each year to two-year terms elected at the regular fall Congregational meeting.

- C. Ministerial Search Committee

Should it become necessary to form an ad hoc Ministerial Search Committee, Search Committee members will be nominated, elected and carry out their duties, as defined in Article VIII, Section 2. At the Minister's settlement, the Ministerial Search Committee will be dissolved.

### **Section 2. Standing Committees of the Board**

The Board of Trustees shall delegate responsibilities to Standing Committees to carry out Board policy and make recommendations to the Board. Members of these committees shall be elected by the Board from Active Members. Additionally, the Board may appoint a liaison to each committee, if needed, who will be a full member with voting privileges. The Board may request assistance of the Nominating Committee to recommend new committee members for Standing Committees election. The timing of elections will be set by Board policy. Each Standing Committee shall operate according to the provisions of a Charter approved by the Board and perform such functions as are therein described in addition to its advisory role.

- A. Administration

In collaboration with the Board, the Administration Committee shall be responsible for maintaining the Operating Budgets, including savings accounts, of the Church, The Administration Committee shall have the function of securing money for Church operating expenses and other Church purposes by the use of any and all appropriate fund-raising techniques and procedures, including coordinating with the Stewardship Committee on their annual pledge drive. It shall establish and review annually a schedule of rents for the Church's facilities and has oversight of rental policies. In order to ensure that fund-raising endeavors in the Church are well-coordinated, any Committee or other Church organization which desires to raise funds within the Church



shall review its plans with the Administration Committee and gain its approval prior to proceeding. The Committee also makes recommendations relating to IT equipment and data management. The Administration Committee shall be responsible for investing such monies as are not needed for the day-to-day operation of the Church, excluding Endowment's responsibilities.

The Administration Committee shall consist of six (6) elected members plus the Treasurer of the Board as liaison. The elected members of the Administration Committee shall each serve for a three (3) year term, with two (2) elected each year. Because of their qualifications, Committee members may serve consecutive terms.

**B. Personnel Committee**

The Personnel Committee shall be an advisory committee to the Minister/Head of Staff in managing all personnel/human resources related matters. In the event there is no Head of Staff, the Personnel Committee shall temporarily assume the Head of Staff function for the Board of Trustees until such time as a new Head of Staff assumes that position.

The Personnel Committee shall consist of three (3) elected members of the Congregation and may also include appointed liaison from the Board of Trustees. The elected members of the Personnel Committee shall each serve for a three-year term, with one member elected each year.

**C. Stewardship Committee**

The Stewardship Committee shall work to involve the Congregation in connecting the mission of the church with support of Church programs through gifts of time, skills and money. The Committee shall have primary responsibility for developing and implementing a plan for the Annual Pledge Drive.

The Stewardship Committee shall consist of four (4) members. One or two members will be elected each year to three-year terms. Members are limited to two consecutive terms.

**Section 3. Affiliated Groups**

Groups, including all non-elected councils, committees, work groups and others, with purposes consistent with the mission of the church may be formed or combined with the approval of the Board of Trustees. Groups are encouraged to initiate projects or programs appropriate for religious, educational, social, service and other functions and serve in keeping with Board policies. They may have budgets approved by the Congregation, and may be asked for periodic activity reports. They may also be eliminated as needed.

**Article X. Endowment Fund**

**Section 1. Establishment of the Endowment Fund**

It is important to the Church that it provide in a suitable manner for the expansion of the facilities of the Church, for the replacement of major parts of those facilities, for the performance of good works and acts of beneficence, and for conferring honors, appropriate to the goals and stated purposes of the Church as allowed in Section 5 below. Therefore, an

Endowment Fund shall be established and maintained separately from the general (operating) funds of the Church. The fund shall be supervised by an Endowment Fund Board. This Board shall act in consultation with the Board of Trustees, but shall not need the consent of the Board of Trustees for its operation. All actions of the Endowment Fund Board shall be open to the inspection of the Congregation, and shall be reported to the Congregation at the Fall Meeting. Unless otherwise explicitly specified for use as part of the general (operating) funds, the Board of Trustees shall cause all testamentary bequests or memorial contributions of monies or properties to be assigned to the Endowment Fund.

### **Section 2. Endowment Fund Board**

The Endowment Fund Board shall be composed of five members, the Endowment Fund Supervisors. One of these Supervisors shall be a Liaison selected by the Board of Trustees, for a term concurrent with their Board term. The remaining four Supervisors shall be elected by the Congregation at the regular October Meeting from the list of Active Members eligible to vote, excluding those serving as trustees on the Board of Trustees. Supervisors shall be elected on a rotating basis for three-year terms with one or two elected each year. The Supervisors shall elect the president and secretary from among themselves at the first meeting after the Fall Congregational meeting. An elected Supervisor may not serve more than two consecutive terms. If one of the elected Supervisors shall be unable or unwilling to serve the remainder of her or his term, a person to fill that vacancy shall be elected by the Nominating Committee, to serve until the next Regular Meeting of the Congregation, at which time a person shall be elected to serve the balance of the term. The Congregation may for cause recall the election of any of the elected Supervisors.

### **Section 3. Operation of the Endowment Fund**

The Endowment Fund (hereafter the Fund) shall be administered by the Supervisors, who shall serve without compensation, and without bond. The Supervisors shall receive all contributions to the Fund, shall provide for the safekeeping, management, preservation, and investment, as may be required. Restricted gifts to the Fund shall be accepted only if approved by the Board of Trustees. The Supervisors shall collect all income from investments of the Fund, and shall make disbursements from the Fund for its expenses and for the purposes of the Church as specified below. The Supervisors are authorized to act on behalf of the Congregation in managing and investing the assets of the Fund, and shall exercise the judgement and care which prudent persons exercise in the management of their own affairs. The Supervisors are authorized by the Congregation to sell, assign, transfer, lease, pledge, mortgage, and convey property of the Fund, and to invest or reinvest the assets of the Fund, and to exercise all the powers of ownership of securities or any other assets held by the Fund. At least two Supervisors will be authorized to execute transactions of endowment assets. Each such transaction shall be separately authorized by majority vote of the Supervisors as defined in Section 2. above. In addition to the Bylaws, the Endowment Board will operate in accordance with the Endowment charter, investment policy, distribution policy, and gift receipt policy. These documents may be revised by majority vote of the Endowment Supervisors, but must always be in keeping with the Bylaws.

#### **Section 4. Loans to the Operating Fund**

It is intended that the Endowment Fund shall not frequently be invaded to accomplish purposes relating to the operation of the Church, but during short-term cash flow shortages in the general (operating) fund, portions of the assets of the Fund may be, at the discretion of the Endowment Fund Board, made available for use with the general (operating) fund for a period of no longer than one year. At the end of such time, the assets of the fund shall be restored by the Board of Trustees together with a payment of interest of at least half that which that portion of the assets of the Fund could be expected to have received had the diversion not occurred. In emergencies which threaten the continued existence of the Church, the assets of the Fund may be made temporarily available for the support of the operation of the Church if done with the advice of both the Endowment Fund Board and the Board of Trustees, and with the consent of the Congregation obtained by the positive vote of a number\* of Active Members eligible to vote which number is no less than that required to amend these Bylaws, the vote being taken at a Special Meeting called (as stipulated in Art. V. Sect. 2) for the purpose of considering that diversion. In such an event, every reasonable and earnest effort shall be made to restore the Fund at the earliest possible time.

#### **Section 5. Permanent Expenditures**

There are three major categories of permanent expenditures that can potentially be made from the Endowment Fund:

- A. Annual grants: At the discretion of the Supervisors, yearly expenditures no greater than 2.5 percent of the net assets in the fund at the beginning of the current fiscal year plus any carryover of unused expenditure allowances from preceding years may be directed by the Supervisors for the accomplishment of good works and acts of beneficence, and for conferring honors, as appropriate to the goals and purposes of the Church.
- B. Extraordinary non-recurring costs: At the request of the Board of Trustees, the Endowment Supervisors, by at least 2/3 vote, may make permanent gifts to the church for extraordinary non-recurring costs not covered under the operating budget. These gifts are not to be considered similar to the annual grants. They are to cover church obligations that are truly extraordinary in nature. Such gifts in aggregate shall not exceed 5 percent of the net assets in the fund at the beginning of the current fiscal year. Gifts for extraordinary, non-recurring costs may not be made earlier than 36 months from the final payment of a previous extraordinary gift.
- C. Capital improvements: Permanent expenditures from the Endowment Fund may be made for major capital improvements of the facilities or property of the Church at the recommendation of the Board of Trustees and the Endowment Fund Board to the Congregation and resulting in a positive vote of a minimum of two-thirds ( $\frac{2}{3}$ ) of Active Members voting at a Congregational meeting.

#### **Section 6. Capital Campaigns**

From time to time, the church membership may authorize a capital campaign to raise funding for projects that could not otherwise be undertaken. In these instances, the Endowment Fund Board will temporarily expand its responsibilities by acting as the investment manager for campaign proceeds. Specifically, its duties will include 1) recommending investment options, 2)

investing proceeds in alignment with planned timing of disbursements, 3) reporting investment balances & performance, and 4) coordinating payments to vendors. These duties will be conducted at the direction of a special church committee formed exclusively to manage the capital project process. The Endowment Fund Board, in collaboration with the church Treasurer, will draft a document outlining specific procedures to be followed in the execution of its duties.

#### **Article XI. Indemnification**

The Church shall indemnify any person who is or was an employee, agent, representative, member of the Board of Trustees, or Steering Committee volunteer of the Church against any liability asserted against such person and incurred in the course and scope of his or her duties or functions within the Church to the maximum extent allowable by law, provided the person acted in good faith and did not engage in any act or omission that is intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others. The provisions of this article shall not be deemed exclusive of any other rights to which such person may be entitled under any Bylaw, agreement, insurance policy, vote of members, or otherwise.

#### **Article XII. Maintenance Fund**

A separately invested Maintenance Fund will exist in the interest of keeping a well-maintained and attractive property. The Maintenance Fund shall fund the replacement, repair and upgrading of existing building structures and exterior hard surfaces and removal of large trees and limbs that are considered a safety hazard. The costs of new additions and new grounds plantings are excluded by this definition. Examples of appropriate uses are: major plumbing repairs, repaving, roof replacement, replacing windows, necessary arborist fees above normal maintenance, replacing HVAC systems, insurance claim deductibles, and maintenance "emergencies."

The Maintenance Fund cannot be considered as the only source of funding church maintenance. The Operating Budget shall include a separate line item sufficient for the ongoing annual upkeep of the existing church facilities and grounds.

A percentage of the Operating Budget will be paid into the Maintenance Fund. The budgeted amount will be 1.4% of the total Operating Budget (excluding KEAP), but no less than \$5,000 per year.

The Administration Committee shall review the Maintenance Fund financial reports a minimum of two times a year, and the Fund shall be reviewed annually, or as needed, by the Board of Trustees.

Board of Trustees approval is required for expenditures from the Maintenance Fund. The House Committee or its successor will review all proposals for expenditures from the

Maintenance Fund and submit a recommendation for or against the expenditure to the Board. The Board should heavily weigh the recommendation of the House Committee, but will exercise its own best judgment.

In an emergency, the Executive Committee has the authority to act in a manner to safeguard church assets and spend up to a limit of the church's insurance deductible per event.

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