PILGRIM UNITED CHURCH OF CHRIST

2024

ANNUAL REPUBLICANT

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Pilgrim United Church of Christ 535 Stow Street Fond du Lac, Wisconsin 54935

ANNUAL REPORT FOR 2024

Table of Contents

2024 Annual Congregational Meeting Letter	. 1
Minutes of January 28, 2024 Pilgrim Annual Congregational Meeting	. 2-3
Letter from Patti Burns	4
Pastor's Report	5
Statistical Records 2024	
Presentation and Approval of Officers	
Worship Ministry	7
Membership & Evangelism Report	8
Stewardship & Finance Report	. 9
Adult Ministry	
Truck Fund. Banast	
Green Team Report	12
Ham Dinner/Fallfest	13
Lay Life	14
Memorial Fund	15
Christian Outreach	15
Property & Maintenance	16
Audit Committee Report 2024	17
Statement of Financial Position/Dedicated Accounts	19-20
Statement of Activities 2023/Proposed 2024 Budget with Comparison	
Compatibilities O. Dis Louis	25-38





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Dear Members and Friends of Pilgrim United Church of Christ:

We are inviting you to the Annual Congregational Meeting of Pilgrim Church on Sunday, February 2, 2025 following our 9:00 am worship service.

2024 brought brought challenges and growth experiences to Pilgrim. Pilgrim continues to do well and be a very involved church, open and welcoming to all. We are blessed to have Pastor Jeannie Douglas as our intentional interim, leading us through the process of searching for a settled pastor. Through this process, Pilgrim remains a strong congregation.

Copies of the Annual Report Booklet will be available to you as follows: Via the weekly e-news, hard copies in the narthex or by mail. If you choose to get one in the mail, please call the church office.

The agenda for the meeting is as follows:

- Welcome and declaration of a quorum
- Opening Prayer
- Adoption of the Minutes of the Annual Meeting held January 28, 2024
- Presentation and Approval of Officers and Ministry Members
- Presentation and Adoption of the 2025 Operating Budget
- Approval of the Audit Committee Report
- Approval of the 2024 Annual Report
- Presentation and Vote of the proposed changes to the Bylaws
- Update and Covenant Reports From:
 - o ONA Committee
 - o WISE Committee
 - o Creation Justice/Green Teem Committee
- Update from Search and Call Committee
- New Business
- Recognitions
- Adjournment

We look forward to seeing you there.

Peace,

Patti Burns

Jim Bentley

Rev. Jeannie Douglas

Council President

Council Vice President

Intentional Interim Pastor

2024 Annual Congregational Meeting

1/28/2024

Patti Burns called the meeting to order. There were 54 members in attendance in person which establishes a quorum.

Pastor Rob opened the meeting with a prayer.

Adoption of the 2023 Annual meeting minutes.

Connie Anderson made a motion that the meeting minutes be accepted. Tina Potter seconded the motion. With no objections the 2023 annual meeting minutes were accepted with unanimous consent.

Review of officers/ ministry members.

Jim Bentley is leaving Worship ministry and joining Christian Education.

Linda Stutz made a motion that the members be accepted as listed. Avery seconded the motion.

With no objections the motion is passed with unanimous consent

2024 Budget

Ron McCreedy presented the budget proposal. To be noted is that the 2023 budget did end on a positive note.

All employee evaluations have been completed.

Randy Stutz made a motion to accept the budget as presented. Mike Potter seconded the motion.

With no objections the motion as presented is passed with unanimous consent.

Audit Committee Report.

Jim Bentley made a motion to accept the Audit Committee report as presented.

Tina Potter seconded the motion. With no objections the Audit Committee Report is accepted with unanimous consent.

Annual Report from 2023

The 2023 Annual report was reviewed.

Linda Stutz made a motion to accept the 2023 Annual Report as written.

Patty Minter seconded the motion. With no objection the motion to accept the 2023 Annual Report is passed with unanimous consent.

WISE Covenant

Randy Stutz explained the WISE covenant. The WISE task force met regularly which included advisor Dr. Brian Christiansen. The Task force is seeking approval to become a WISE Church. He also read the WISE covenant. Linda Stutz spoke in support of the covenant and how important it is to continue to educate ourselves in the area of Mental Health and acceptance.

Tina Potter made a motion that Pilgrim proceed with the process of becoming a WISE church.

Rachel Wicihowski seconded the motion. With no objection the motion passed with unanimous consent.

Patti Burns would like to thank the task force work. This task force will meet again on the 30th of January to discuss how to move forward with a ministry group. Anyone interested should contact a member of the task force or attend the meeting.

MISC:

Chris Clementi stated that she would like to stay with 2 Rummage sales/year. The next rummage sale will be scheduled for March 21, 22 and 23. Please review the Church Schedule and let her know if there are any conflicts.

Acknowledgements:

Patti Burns would like to acknowledge all the committee/ministry representatives and chairs for their dedication and hard work.

Also thank you to Neil Sieglaff for all the hard work and support with the A/V works of Pilgrim. Without him none of the on-line presence and in service A/V activity would be possible.

To Peg Bradley for her dedication to Adult education and stepping up and providing her wisdom and talents.

To Karen Goodacre for her dedication to the SCRIP program

To Sue Schmitz for continuing to be our Parish Nurse and her dedication to the WISE campaign.

Judi Faubel requested that when the Church Council minutes are completed that there be more information in the area of the Committee/Ministry reports besides 'report attached' as the reports are not available to everyone. She requests that a summary be posted of the minutes of the different committees/ministries.

Avery Geiger and Pastor Rob stated this will be addressed at the next Council meeting.

Patti Burns made the motion that the meeting be adjourned. Avery seconded the motion.

The meeting was adjourned.

Respectfully submitted,

Wendy Ellison, Secretary.



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Dear Member and Friends of Pilgrim United Church of Christ,

It has been an honor and a pleasure to serve as President of the Pilgrim Church Council. I greatly appreciate the support I have received from Pilgrim Church Members, Friends, Pastors and Council. A special thank you to Jim Benley, Pilgrim's new Council President who has been a great support for me through the past 2 years. Jim always provided the quiet voice of wisdom.

2024 brought challenges and growth experiences for Pilgrim. In the face of the challenges, I witnessed the congregation pull together and continue to do the work of Our Lord. I am blessed to be part of this exceptional church.

To start, Pilgrim has faced the loss of a pastor. This was a big challenge but as a congregation we have learned a lot and grown as a result. We have welcomed Pastor Jeannie Douglas as our Intentional Interim Pastor. Pastor Jeannie leads us through the process of becoming ready to call a new settled pastor to Pilgrim. This is a long process that has changed significantly since we called our last settled pastor (hard to believe it could have changed so significantly in 3 years but truly has).

Pilgrim has seen changes in office support staff. We grieved the loss of Cathy Drew. We persevered through the short time we had with Sandra Lafavre. We now welcome Vicky Humbert as our Administrative Assistant. Please take time to stop and welcome Vicky. In the interim between settled staff, Jill Barbeau stepped up to help us out. She took over while we had a vacancy in the office. She then also trained our incoming Admin. Assistant. Thank you, Jill, for all of your help and support.

We have gained a new Adult Education Coordinator. Mary Ann Otto joined us as the new Coordinator. The Adult Education Committee has seen many challenges and changes. With Mary Ann's leadership the programs they support are running strong. During the vacancy of the position Peg Bradley and the members of the Adult Education Committee stepped up to continue to run the adult programs Pilgrim offers. Thank you to Peg and the Adult Education Committee.

Over the years Pilgrim has adopted 3 of the UCC Covenants. We have adopted the ONA, Creation Justice and WISE Covenants. We have active groups supporting all 3 of the covenants. In addition, Pilgrim has very active ministries supporting our church and community.

In the face of the challenges brought by 2024 the Pilgrim Church Council has created and adopted a Leadership Covenant. This Covenant guides the church leadership in support of the pastor and congregation. It can be viewed on the church website. This was at the recommendation of the UCC Conference leadership and the Transformation Team. We have called a Search and Call Committee to guide us through the challenge of searching for a new settled pastor. They have been very active and work well together.

In the face of challenge Pilgrim grows and becomes stronger.

Peace and Happy New Year,

Patti Burns

Pilgrim United Church of Christ, Fond du Lac

Interim Ministers Annual Report 2024

What a joy it has been to be able to serve as your Intentional Interim Minister for these last few months. I have enjoyed Pilgrim United Church of Christ and this community so much because members embraced this Church and are committed to making Pilgrim UCC all it can be. This is a strong church with a strong outlook. It is so exciting to be here as you grow and transform, while, at the same time, get ready for your new "called" minister.

As I have learned about this church, I have been impressed with how active this church is in the greater community. Looking back at these last few months, I see a church looking toward the future. Not only looking forward to your future "called" minister but also looking forward to who this church is in this community. As I evaluate all that you have done in your past, I see a church rich with possibilities.

My hope for this next year is that Pilgrim UCC continues to grow and continues to be a vital part of the community. My biggest hope, this coming year, is that the Search Process continues to go smoothly. This is a strong church so I know the patience that members are showing is the patience of knowing the Search Committee has the best intentions in mind for this church. I know when the right candidate/minister comes along, the Search Committee will not hesitate to ask for permission to call this person.

We also need to remember, when a church calls a minister, the people of the church need to realize they are not "hiring" a minister but rather discerning the call from God. Understanding that the position of minister is a called position, is the biggest step in the process of calling a new minister.

I know God has great plans for this church so the minister that is called will be someone who will be willing to go forward in all God's plans for Pilgrim UCC. But in the in-between-time, let us remember to continue to pray and encourage the Search Committee and let them know we appreciate all the work they are doing for the church.

As we forge forward into this New Year, we will continue to see changes happen, and hopefully, we will realize these changes will make us a stronger, more welcoming, warm, friendly, and more spiritual church than we already are. I thank you for allowing me to experience the exciting changes that are taking place as we journey down the path toward calling your new "permanent" minister.

I would like to end this report by reminding all of us what God says to us through The Word of God: "For surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope. Then when you call upon me and come and pray to me, I will hear you. When you search for me, you will find me; if you seek me with all your heart, I will let you find me, says the Lord..." (Jeremiah 29:11-13)

God has great plans for this church! This is a church God loves greatly I am proud to be a part of the history of this church and I hope you are proud to be part of this history also.

Respectfully submitted,

Rev. Jeannie Douglas

Statistical Records for 2024

Membership, January 1, 2024: 230 Membership, December 31, 2024: 186

Confirmation: 8

Sacrament of Baptism:

Dexter Petersen (2-18-24) Case Mallard Weber (4-14-2024) Wyatt Robert Freund (4-14-24)

Moved to Inactive List:

Lori Bohn

Jamie/Heather & Hannah Conner

Tom/Melanie Cornell

Haley & Hannah Dahlke

Blane, Bryce Dille

Missi Etheridge (Julia, Cassandra, Hunter

Pat & Linda Friedel (Olivia & Michael)

Gregg Friess (Quinton)

Kerm Giles

Laura & Skye Henderson

Brian & Kristen Johnson

Joseph & Bridget Keys

Jean Koepke

Dorothy Kurth

Susan Michler

Kim Olson (Hailee, Owen, Cooper, Cameron, Olivia)

Judy Reinke

Jason Schmid (Mikayla, Callie, Colin, Keegan)

Michelle Schmid

Jacob Steier

Gene Zimmer

Total: 46

Removed from roles per congregant request:

Mark & Sharon Schmid

Robert & M.E. Benishek

Chris Ingram

Jason & Lisa Laudolff (Trey, Kelsy, Kinsly)

Isaiah & Elijah Voss

Patrick Caulfield

Michael & Kayla Michler-Hendron

Kyle Peterson

Julie Schroeder

Total: 18

Deceased:

Judith Goestch Mar. 5, 2024
Steve Speidel June 8, 2024
Charles Zwerg July 10, 2024
Donna Schelpfeffer Sept. 3, 2024
Jerry Sullivan August 21, 2024

Lois Ring

October 9, 2024

Ruth Willett

November 7, 2024

Judy Muthig

November 11, 2024

Total Loss in Membership: 24

New Members:

Bradley John Leonhard -Jan. 28, 2024
Ryan & Stephanie Jackson- Jan. 28. 2024
(Mary & Christopher)
Jeff Weber & Laura Schultz- April 14, 2024
Sue Kaiser- May 5, 2024
Bruce Lehman- June 16, 2024
Benedict & Joy Behrens - November 17, 2024
Mary Hobbs -November 17, 2024

Total Gain in Membership: 12

Confirmands

May 19, 2024 Levi Broten Pearl Diorio Ella Goestch

Christopher Jackson

Gregory Prus Natalie Prus Case Westphal Charle Wicihowski

*Total is for the purpose of voting membership. The practice of this church is to not include children who have not been confirmed as voting members.

Worship Annual Report 2024

Members of the ministry include Mary Christenson, secretary, Steven Wicihowski, Sue Kaiser, and Limda Stutz, Chair and counsel rep.

I begin this year thanking the members of the ministry for their work and support this past year. Our goal as a ministry is to provide support for our Pastor with the needs for our worship services.

We had to say goodbye to our settled Pastor Rob Van Ess this past year as he took a position in the Neenah area. We wish him well in his future and have welcomed our interim Pastor Reverend Jeannie Douglas in August. We are appreciative of her willingness to assist Pilgrim Church during this period of transition.

We continued to be blessed with a stable music staff. Chris Diener-Rogers continues to do an outstanding job providing beautiful music for our worship services. She provides accompaniment for our choir. She has begun to work on various special music performances for our fourth Sundays of the month and work on a praise music opportunity for our fifth Sunday worship services.

Zach Ball continues to lead our choir as their director. He has found beautiful pieces of music for our choir to perform. We are blessed to have a Cantata for this Christmas Season. His creative and musical abilities are a blessing to our worship experience.

Our bell choir, led by Ellen Sieglaff, continues to be a wonderful enhancement for our worship service. We appreciate the team which includes, Becky Dietenberger, Connie Anderson and Laura Kaufman.

Our Communion is prepared by Marilyn Hoch. Her dedication to the ever-changing needs for communion preparation is so appreciated.

Mary Christianson continues to ensure that the altar paraments are in place for the corresponding liturgical seasons. Oil is in the candles and all those small details are tended to.

Fran Schmid and her helpers ensure that the sanctuary is decorated for the various seasons of our church services. All to enhance the moving spiritual experience we have during worship at Pilgrim Church.

A special Thank you is extended to Neal Sieglaff for all his work regarding the on-line worship experience Pilgrim provides. Neal's countless hours are so valuable to our congregation and his knowledge cannot be appreciated enough. He ensures that our worship is accessible to all and that our educational opportunities are also accessible every week. He is assisted by Matt Clementi and Joel Diener-Rogers. Slides for worship are prepared by Chris Frederick and our administrative assistant which is so appreciated. Slides are done on a weekly Sunday basis during services by Chris Frederick, Randy Stutz, Joel Diener-Rogers, and Bruce Lehman. Thank you all for your willingness to assist with this part of our ministry.

Lastly Thank you to all of our members who say "YES" when asked to usher, acolyte, and worship lead during our weekly Sunday services, without all of you we could not do what we do for Pilgrim Church services.

Respectfully submitted,

Linda Stutz

2024 Membership & Evangelism Ministry Report

Members:

Sue Schmitz, Fran Schmid, Gail Schmidt, Judie Behnke, Randy Stutz, Mary Behrenz

This ministry has organized 3 community events:

Celebrate CommUNITY in February. We had balloons to mark our table and gave them to families with children. Many people stopped by to chat or have a piece of candy. We handed out brochures about Pilgrim and the warming shelter needs.

Pride Picnic was held at Lakeside Park on June 23. Pastor Rob offered glitter blessings and we had water-based tattoos to give to attendees. These went over very well.

Fondue Fest in September had a large number of people visit. We gave out small LBGTQ+ flags which were popular. We featured our ONA status and had brochures available, as well as the water-based tattoos.

For our 45th Anniversary celebration in March our ministry sent out invitations to all members and to previous pastors. We requested that Chris Frederick set up the history display (thank you, Chris). Patty Minter arranged for a reception held in the sanctuary.

The WISE task force brought the covenant to the Congregational meeting in January and it was adopted then. Several educational programs were provided on the subject. Thanks to Sue Schmitz for her work on this project.

We ordered several pamphlets to restock the Welcome Center supply. There is enough popcorn to give out to visitors.

For confirmation we presented cross pins to the confirmands.

During the summer, we worked on our membership rolls. Sue Schmitz created a spreadsheet that will allow us to track members so it will be easier to get a more accurate count at almost any time. Letters to inactive members have been drafted and will be sent out soon. An addendum to the Bylaws has been drafted for review by the appropriate committee.

A Newcomer Potluck was planned for April, but was canceled due to no attendees. There is another planned for October 10.

Our card ministry is continuing thanks to Judie Behnke.

The Health Ministry is again doing blood pressures on a more regular basis.

Submitted by Fran Schmid, Chair and Council Rep.

Stewardship & Finance 2024 Annual Report

The Stewardship Committee started the year by Thanking the Congregation at a Worship Service in January and in the Pilgrim Weekly E-mail for their support of our Annual Pledge Drive for the 2024 Church Budget.

The Stewardship Committee met on a monthly basis during 2024 reviewing monthly reports by our Church Treasurer. Those reports were "Statement of Financial Position" Church - Assets and Liabilities, and "Dedicated Accounts" Church Committee Funds, Outreach Appeals, plus Trust & Memorial Funds, etc. Also reviewed were "Statement of Activities". at Pilgrim Church - "Income" from Offerings and Other Income – Fallfest, Scrip, & Rummage Sales, etc. and "Expenses" OCWM, Pastoral Compensation, Staff Compensation, Committee Programs, Administration, Property & Maintenance, and Other Expenses.

The monthly reports were generally on target for that particular time of year, Our major Fund Raisers did very well and were above projected amounts: Fallfest – income \$14,845 just \$155 short of budget, Rummage Sales – an extra \$3,634 over budgeted \$6,000. Staff compensation was not fully used because of vacancies in Adult Education (6 months) and Youth Coordinator positions. The total Income for 2024 was \$217,069, the budgeted amount of \$223,850.

Our work on a Pilgrim Church Legacy Giving Guide Lines for members wishing to leave Legacy Gifts to the Pilgrim Church were put on hold, these documents need to be discussed with and adopted by Our Church Council in future meetings. A Legacy Giving document will be give guidance to Individuals and Families of Pilgrim Church, who wish to donate Memorial Gifts on behalf of Loved Ones, which could be in the form of a Family Will, Trust Fund, Investment Portfolio, Specific CD, etc. This document will contain ideas and methods that members might wish to use in remembering the Church in their passing in the future. Members may also wish to donate Memorial Gifts towards specific Church needs, when a family members has passed

In September, a Stewardship Campaign was developed for Our Annual Stewardship Giving Pledge Drive for the 2025 Budget. Theme was "Imagine Together, what WE can do at Pilgrim Church" with articles in Friday e-mails, bulletin inserts, displays in Narthex, as well as Sunday Mission Moments by Pilgrim Members from different committees. In December formal letters were mailed to Pilgrim Members and Friends for our Annual Pledge Drive, with a return form for their "Estimate of Giving Pledge". Our Annual Pledge Drive Total was \$158,106.04 for the 2025 Budget. We Thank the Congregation for supporting the Pilgrim Church Annual Pledge Drive and welcome additional Pledges.

In Mid-December, the Stewardship Committee discussed Committee Budget requests the Pledge Campaign. A Budget meeting will be held in January 13 with the Church Officers and Personnel Committee, followed by a Church Council meeting January 20. Decisions will be made based on the 2025 Budget Review and will be voted on at our Pilgrim Church Annual Meeting January 26, 2025.

Stewardship and Finance Members - Tina Potter, Pete Vercouteren & Ron McCreedy, Chair

Annual Report 2024 - Adult Education

The Adult Education program at Pilgrim continued to be well attended and offer interesting and relevant topics. Both the Adult Forum (Sunday 10:15AM-11:15AM) and Expanding Horizons (Wednesday 9:30AM-11:00AM) met in the lounge. Mary Ann Otto was hired in August as the Adult Education Coordinator when Pastor Rob accepted another call.

Average Attendance Jan. - Dec. 2024

Adult Forum: 20 Expanding Horizons: 19

This number represents 60 different people

Winter/Spring Adult Forum

Spiritual Lessons for Turbulent Times

A Pandemic Story

Artificial Intelligence

How Pilgrim was Born

Public Theology

Sustainable Food in a Changing Climate

Therapy and Discourse about the LGBTQ+

Introduction to the History of Our Time

Fall Adult Forum

Mental Health

Environment-Plastics

Gun Violence-Suicide

Election History and Election Integrity

Gender Identity

Big Brothers - Big Sisters

Controlling Social Media Use

The Crow, A Cultural Myth

History of Handbells

Contemporary Christian Music

Winter/Spring Expanding Horizons

Respite for All

What the Bible Says about the End Times

Living the Questions- Beyond Belief

Trust and Vulnerability

Life in the West Bank

Separation of Church and State

Great Figures of the New Testament

Chasing Childhood - Helicopter Parenting

End of Life Care

After Jesus Before Christianity

Fall Expanding Horizons

Great Course Lectures

What Makes a Great Christian

Francis of Assisi & Terese of Calcutta

Dietrich Bonhoeffer

Damien of Molokai

Maximillian Kolbe

Slavery to Martin Luther King Jr.

Liberation Theology

Fundamentalism/Evangelicalism

Christianity's Creation of the Sex War

Rejecting Christian Nationalism

Free Speech

Trust Fund

EOY 2024 Annual Report

The Trust Fund Committee met in May and November. Committee members (Brian Christian, Matt Clementi, Barb Roder, and Bobbie Flaherty) selected the following organizations to receive funds from the Trust Fund. Council approved all recommendations.

Boys and Girls Club

Feeding America

Katherine Drexel Homeless Shelter

St. Vincent DePaul Society - Client Use

Fondy Food Pantry

UCC Hurricane Relief

Ignite Generosity United Church Camps

New Beginnings Pregnancy Help FdL

Back Bay Mission

Church Health Services, Beaver Dam

Fond du Lac High School Student Services

Rosenow School Student Services

Holy Family Warming Shelter Client Use

NAMI

United Way

Solution Center, Client Needs

This year \$7,182.97 was given directly to Pilgrim Church Trust Fund Account, \$1,992 went to Pilgrim Church Property and Maintenance Fund and \$16,759.75 was distributed to the wider community.

Submitted By: Bobbie Flaherty

Creation Justice Green Team Annual Report 2024

Native Prairie Project and Green Initiatives

Our biggest project was the native prairie planted on the church property at 535 Stow Street. After creating a plan, team members presented information to the Property and Maintenance Committee and the Church Council. With their approval, the team developed an education and information plan to present to the congregation. Our goal was to gain support and raise the \$6,000 needed to start the project. Thanks to the generosity of over 48 donors, we raised \$8,000 for the prairie.

In June, we signed a contract with Native Niche, LLC, Campbellsport, WI, to prepare the site, plant the seed, and maintain the area for at least three years. Site preparation and seeding were completed in September, and now we wait for signs of growth in the spring.

Other Activities:

- Adult Education Speaker: endorsed a speaker on our throwaway culture—plastics.
- Compost Bin: Added a second compost bin for church members' use.
- Biodegradable Dessert Containers: Located a source for biodegradable containers for the ham dinner.
- Recycling Initiatives: Facilitated the recycling of soup cans used in the preparation of the ham dinner and composted the potato peels.
- Nextrex Program: Promoted recycling plastics through the Nextrex program.
- Live Plants: Placed and cared for live plants in the lounge.
- String Lights Recycling: Collected string lights to be recycled.

We also supported the work of other committees with actions to reduce our carbon footprint:

At the fall kickoff potluck, attendees were asked to bring reusable place settings and take them home to be washed, reducing cleanup and the use of single-use plastics.

Washable napkins and plates are now used at all adult education events.

The Green Team applied for and received another Creation Care Grant from the Wisconsin Creation Care Ministry. This time, the grant will be used to purchase and install a bike rack. Having a bike rack near the front door will make it more convenient and appealing to ride a bike to church, supporting sustainability and encouraging a healthier, more active lifestyle.

The Green Team meets at 4 PM at the church on the fourth Monday of most months. New members are always welcome.

Barbara Roder

Gary Ring

Tracy Abler

Diana Beck

Bruce Lehman

Rachel Wicihiowski

Peg Bradley

Pete Vercouteren

Gary Ring

Ham Dinner and Fallfest 2024

The Ham Dinner was once again a drive thru only event. Mother Nature again blessed us with a great day. The day started out with food preparation in the kitchen early in the morning. It is nice to see new faces helping out preparing all the fixings to our wonderful dinner. The fellowship that occurs is amazing if you happen to be around peeling potatoes, mixing soups, preparing dinner rolls, slicing pies and cakes etc. This is what community is all about.

Our overall numbers were down this year. We served around 650 dinners. As always what a great accomplishment. Many thanks to all who helped out on the day, sold tickets, or gave cash donations to help with supplies.

As of the end of November our net was \$13,710.00 with expenses of \$5711.21

As all of you know the cost of supplies continues to rise and with the decrease of numbers I feel had a successful year.

With sincere appreciation

Randy Stutz

Lay Life 2024

This year has still been a struggle to get people to sign up for hosting a coffee hour. We have tried different suggestions like putting the request in the Quill and the weekly notice. But hopefully we will be able to have some kind of gathering through more people signing up for coffee hours and going out to eat through the Diners Club. Sad to say that if no one signs up then there will be no coffee hour.

Lav Life hosted:

March 10 - Pilgrim UCC 40th Anniversary
In the sanctuary with cake, appetizers, coffee and juice
March 31 - Easter Sunday

Pastries, misc., coffee, water, juice

May - Assisted Christian Education coffee hour - Confirmation class

May - Recognition Sunday

Also, whenever else that we are asked to serve.

Diners Club - Has been successful. Attendance varies but always a good time.

A big thank you goes out to the ladies on Lay Life - Judie Behnke, Susan Roloff and Kaitlyn Zick. It is a pleasure to work with them.

Patty Minter

Lay Life - Rep.

2024 MEMORIAL FUND REPORT

Starting Balance: \$1,039.66

Memorials Received: \$17,635.00

Disbursements: 0

Ending Balance: \$18,674.66

Memorials Received:

In memory of Chuck Zwerg

In memory of Lois Ring

Disbursements:

None

The Memorial Fund Committee is very appreciative of all memorials that are received.

Any requests for funds must be submitted via the request form to the Committee Chair. The request form can be obtained from the church office. For a copy of the Memorial Fund Administration & Appropriation Procedure Policy, please contact the church office.

Sincerely,

Chris Frederick, Chairperson

Committee Members: Chris Frederick, Patricia Burns, and Dianne Bentley

Christian Outreach Annual Report 2024

The Christian Outreach Committee sponsored numerous charities in 20204. In 2024 Pilgrim collected for :

- New Beginnings
- Blandine House
- Fondy Food Pantry
- Toys for Tots
- Angel Tree

We also sponsored Blanket Sunday and The Alternative Gift fair.

Christian outreach would like to thank all the members who have given to the various organizations that we asked for help. You have been so generous.

Members: Peg Bradley, Barb Spies, Jean Wright, Joni Greenfield, Jill Barbeau

Property & Maintenance Ministry 2024 Annual Report

I would like to thank Bill Burns, Dave Overbo, and Neal Sieglaff for being dedicated members of the PM ministry. Thank you to Doug Baltz for the many hours he spends mowing lawn, edging sidewalks, removing leaves, maintaining equipment. Thank you to Neal for the many hours he spends maintaining and enhancing all the electronic systems throughout the building. Thank you to Dave Overbo for the hours spent fixing the bell tower.

Starting in November, Green and Clean Maids was hired to clean the church. They replace Floors2Clean.

Major Repair and Maintenance Expenses:

\$8600 - 7 windows were replaced and 13 windows trimmed with aluminum. A portion was covered by a special donation from Avery and Barb Geiger.

\$6700 - one defective air conditioner was replaced.

\$2500 - the Bell tower wiring was upgraded with a special donation from Curt Behnke and a time and talent donation from Dave Overbo.

\$1700 - A snow damaged gutter under the solar panel was replaced.

\$1584 – trimmed shrubs

\$1000 - A couple pulleys were installed in the sanctuary for hanging decoration. Fran Schimd made a special donation to partly cover the cost

Tasks completed:

Monitor and update thermostats, lawn mowing, change kitchen door code and janitor box code, investigate fading lights on the outdoor cross, repair financial filing cabinet, disposal of small inoperable refrigerator in the lounge, steps to attic were repaired, piano bench hinge was repaired, replaced backup power supply for the computer and telephone system, repaired lamp in the lounge, monitor and correspond with the cleaning service, men's west restroom converted to LED, repair toilet in west women's restroom, replace air conditioner, repaired sprayer faucet in the Narthex, adjusted disposal sink faucet, replaced bad optimizer on a solar panel, repaired cabinet door in the Guild room, cleaned gutters, Contracted Stuarts to trim shrubs, installed wiring for additional microphones and a monitor in sanctuary, filled hand soap pump bottles in the bathrooms, replace paper products in bathrooms and kitchen, emergency exit lights needed new batteries, replaced rubber feet on some folding chairs, created a budget.

Avery Geiger, Chair

Bill Burns

Dave Overbo

Neal Sieglaff

Pilgrim United Church of Christ Report of the Audit Committee

Date: January 16, 2025

To: The Church Leadership and Membership

We have audited the records and the financial reports of Pilgrim United Church of Christ for the period ended December 31, 2024. While our audit was limited to testing the transactions and balances and would not necessarily disclose all errors, we found no evidence of significant financial errors or omissions. In our opinion, the financial reports, though not compliant with Generally Accepted Accounting Principles (GAAP), are consistent with that of prior years and adequately state the financial position of the church.

As a product of the audit process, a commentary report is created for the parish council which provides suggestions and comments covering various topics such as but not limited to Risk Management, Benefits and Compensation, Financial Reporting, Governance and other areas as dictated.

We wish to commend the treasurer, financial secretary, and assistant treasurer for their fine work during the year. On behalf of the congregation, we thank them for the gift of their time and talent.

We also like to commend the Scrip Team of Karen Goodacre, Bobbie Flaherty, and Linda Stuts for their hardwork in promoting and maintaining the Scrip program. With our review we found that a high degree of accuracy was quite evident. Since the Scrip program demands alot of manual recordkeeping time the level of accuracy was even more impressive. For 2024, the average return on the sale of gift cards was 5.3%

Ron McCreedy, Kevin Berens

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Statement of Financial Position

December 31, 2024

	Year Begin Balance	Belance Last Month	This Month Change	Year to Dagte Balarace
Assets				
CASH ACCOUNTS				
Checking - Natl Exch Bank	76,763	64,743	4,636	69,3379
Scrip.Checking	10,756	13,062	(5,416)	7,6346
Investments	102,260	108,094	(828)	107,266
Petty Cash	50	50	0	50
CASH ACCOUNTS Totals:	189,829	185,949	(1,608)	184,341
EQUIPMENT & ACTIVITY				
Copier/Printer	185	0	0	0
Scrip Inventory	6,501	7,539	(798)	6,741
EQUIPMENT & ACTIVITY Totals:	6,686	7,539	(798)	6,741
Total Assets:	196,515	193,488	(2,406)	191,082
Liabilities				
EMPLOYEE WITHHOLDINGS				
Social Security Epee & Epyr	391	438	(7)	431
Medicare	91	(75)	176	101
Federal Withholding Tax	447	738	(423)	315
WI Withholding Tax	513	312	201	513
Pastor's Pre-tax Retire. Contrib.	450	2,150	(2,150)	0
EMPLOYEE WITHHOLDINGS Totals:	1,892	3,563	(2,203)	1,359
Total Liabilities:	1,892	3,563	(2,203)	1,359
Net Assets				
Members' Cash Equity	140,936	126,436	0	126,436
Dedicated Accounts Without Donor Restrictions	23,761	32,380	811	33,192
With Donor Restrictions	29,925	35,826	(1,000)	34,826
Dedicated Accounts Totals:	53,686	68,206	(189)	68,017
Current Period Changes to Net Assets	0	(4,717)	(14)	(4,730)
Total Net Assets:	194,623	189,926	(202)	189,723
Total Liabilities & Net Assets:	196,515	193,488	(2,406)	191,082

Dedicated Accounts

December 31, 2024

	Daalaalaa	Month				Ending
Account Description	Beginning Balance	Credits	Month Debits	YTD Credits	YTD Debits	Balance
DEDICATED FUNDS						
Building Fund	15,854	25	307	18,504	13,247	21,111
Environmental Projects	0	0	0	0	0	0
Funeral Lunches etc.	1,644	. 0	0	700	474	1,870
Handbell Maintenance	0	1,000	0	1,000	0	1,000
Christian Outreach Cash	36	0	0	0	0	38
Fair Trade Coffee Inventory	16	0	0	892	500	409
Youth Mission Trip	3,867	0	0	3,532	6,411	988
Adult Christian Ed	0	0	0	250	(53)	303
KIVA	100	0	0	0	0	100
Pastor's Discretion	385	0	75	100	150	335
Pastor's Sabbatical	13,643	0	0	0	0	13,643
Sabbatical Congregation Support	1,270	0	0	0	0	1,270
Technology Donations	251	0	0	0	0	251
Sieglaff/Mundl Donation (Music Fund)	1,247	50	0	50	0	1,297
Green Team	412	1,000	0	2,180	1,593	1,000
Prairie Garden	0	0	0	8,117	3,875	4,242
Fiftieth Anniversary Celebration	0	0	0	500	0	500
DEDICATED FUNDS Totals:	38,726	2,075	382	35,825	26,195	48,356
OUTREACH APPEALS						
Blanket Sunday	0	0	0	380	380	0
Christmas Fund (Vets. Cross)	412	0	0	0	412	0
Disaster Rellef	0	0	0	0	0	0
Bible w/ Bagels Offerings	0	0	0	0	0	0
Neighbors in Need	0	0	0	0	0	0
One Great Hour of Sharing	0	0	0	0	0	0
Strengthen the Church	0	0	0	0	0	0
Special Appeals	370	0	0	7,725	8,095	0
Alternative Gift Fair	0	2,685	2,685	2,685	2,685	0
Birthday Coins	0	0	882	882	882	0
OUTREACH APPEALS Totals:	782	2,685	3,567	11,673	12,455	0
TEMPORARY CUSTODY						
Trust Fund	13,978	0	1,000	7,183	1,500	19,661
Memorial Fund	0	0	0	450	450	0
TEMPORARY CUSTODY Totals:	13,978	0	1,000	7,633	1,950	19,661
Total for selected dedicated accounts:	53,486.28	4,760.00	4,948.88	55,130.77	40,599.71	68,017.32

Statement of Activities Including Proposed 2025 Budget

December 31, 2024

	2024	2023	2024	2024	2025
Account Shortcut and Description Income	YTD Actual	YTD Last Year	YTD as % of Annual Budget	Annual Budget	Mext Year Annual Budget
lucous					
OFFERINGS					
8 Donations General Fund	177,452	188,881	93	190,000	180,000
10 Sunday Cash	4,078	2,242	204	2,000	3,500
17 Sunday School Income OFFERINGS Totals:	81 181,612	159 191,282	33 94	250 192,250	100
••••	101,012	181,202	34	192,200	183,600
OTHER INCOME					
12 Wedding & Rent	840	1,065	168	500	700
80 Investment Earning & Expense	4,970	(837)	99	5,000	5,000
11 Fall Festival Income	14,883	17,852	99	15,000	15,000
14 Scrip Income	5,130	5,143	103	5,000	5,000
100 Rummage Sale Income	9,634	10,121	161	6,000	7,000
16 Misc Income OTHER INCOME Totals:	0	40	0	100	50
OTHER INCOME TOURS:	35,457	33,383	112	31,600	32,750
Income Totals:	217,069	224,665	97	223,850	216,350
Expense					
MISSION DISBURSEMENTS					
32 Our Church's Wider Mission	11,000	5,500	100	11,000	11,000
PASTORAL COMPENSATION					•
18 Pastors Salary	45,753	42,000	105	43,680	46,000
19 Housing Allowance	24,560	24,000	98	24,980	24,000
20 SocSec Allowance	5,286	5,049	101	5,251	5,355
21 Pension & Annuity	10,506	8,470	109	9,610	9,800
22 Clergy Health Insurance	6,441	7,309	102	6,329	6,500
85 Clergy Dental Insurance	1,064	1,357	76	1,407	530
101 Clergy Vision Insurance	376	645	58	645	0
23 Life/Disability Insurance	1,061	908	103	1,030	1.050
PASTORAL COMPENSATION Totals:	95,047	89,738	102	92,911	93,235
STAFF COMPENSATION					
38 Office Manager	19,100	17,544	104	18,387	18,387
55 Youth Ministry Director	0	0	0	1,000	1,000
41 Sunday School Director	5,001	7,258	44	11,452	9,000
28 Adult Ed Coordinator	3,750	5,182	38	10,000	10,300
27 Church Organist	10,411	8,368	100	10,411	10,724
112 Choir Accompanist	1,155	1,050	165	700	700
68 Vacation Organist	730	1,375	97	750	750
29 Choir Director	3,017	2,887	106	2,858	2,944

	2024 2023		2024	2024	2025
	_		YTD as % of	Auntil	Next Year
Account Shortcut and Description	YTD Actual	YTD Last Year	Annval Budget	Annual Budget	Annual Budget
86 Vacation Pulpit Supply	695	534	41	1,700	1,140
2 Child Care - Nursery	0	0	0	250	250
52 Custodian	6,878	6,460	98	7,020	8,644
42 Social Security Employer Share	3,246	3,063		4,116	3,982
STAFF COMPENSATION Totals:	53,983	53,721	79	68,644	67,821
PROGRAMS		0010	U.	2 500	3 000
26 Worship Expense	5,165	2,346	148 0	3,500 0	3,900 0
76 Handbell Maint	0	2,309	102	2,500	2,700
24 Christian Ed - Child & Youth	2,549	3,481	60	3,000	3,000
91 Christian Ed - Adult	1,803	1,812		300	300
25 LayLife & Leadership	165	119	55 0	50	150
81 Stewardship & Finance	0	43	111	850	900
147 Online Giving Fees	948	998	60	100	200
30 Christian Outreach	60	245		1,125	1,000
31 Membership & Evangelism	821	955	73	100	100
65 Health Ministry Supplies	0	0	0 3	500	500
104 Green Team Expense	15	0	249	500	700
94 Coffee, Refreshments, etc.	1,246	367	102	12,525	13,450
PROGRAMS Totals:	12,771	12,674	102	12,525	13,430
ADMINISTRATION	330	0	68	500	1,000
36 Pastors Auto Expense	200	31	40	500	500
141 Pastors Books, Resources	213	325	43	500	500
37 Pastors Cont Ed,etc	1,182	0	591	200	200
78 Personnel Search Expense	5,000	3,912	167	3,000	4,000
43 Office Supplies	1,519	1,206	101	1,500	1,500
44 Postage	565	440	113	500	500
45 Telephone	366	125	73	500	400
46 Delegate Expense	805	806	79	1,022	805
35 NE Association Dues	3,527	2,989	118	3,000	3,200
66 Computer Software	3,804	655	761	500	2,500
49 Misc Expense	17,510		149	11,722	15,105
ADMINISTRATION Totals:	17,510	10,400	143	,,,,	70,100
PROPERTY & MAINTENANCE	0.700	0.513	93	7,300	6,500
50 Utilities (Elect, Gas & Water)	6,783	_		8,575	11,267
51 Insurance (Prop,Liab&WkCmp)	9,224			400	500
53 Custodial Supplies	553			5,000	4,000
54 Snow Plowing	2,382			612	600
58 Copier MaInt	543			185	0
99 Copier Arnortize	185			3,000	3,000
59 Repairs & Maint	4,661	3,262		1,170	1,300
60 Recycle & Waste Disp	1,478				
PROPERTY & MAINTENANCE Totals:	25,808	28,053	98	26,242	27,167
OTHER EXPENSE	5,682	5,254	103	5,500	5,700
82 Fall Festival Expense	5,002	_	_	0	2,500
145 Pastoral Search				5,500	8,200
OTHER EXPENSE Totals:	5,682	5,204	100		

	2024	2023	2024	2024	2025
Account Shortcut and Description	YTD Actual	YTD Last Year	YTD as % of Annual Budget	Annual Budget	Next Year Annual Budget
Expense Totals:	221,799	205,429	97	228,544	235,978
Income - Expense:	(4,730)	19,236		(4,694)	(19,628)

PILGRIM UNITED CHURCH OF CHRIST

535 Stow Street, Fond du Lac, WI 54935

CONSTITUTION & BY-LAWS

Adopted March, 1979

Revised October, 2018; Revised March, 2021, Revised December 2024

ARTICLE I NAME The name of this church shall be Pilgrim United Church of Christ of Fond du Lac, Wisconsin.

ARTICLE II OBJECT (Purpose) The object of this church shall be to bind together the followers of Jesus Christ for the purpose of sharing in the worship of God and in making God's will dominant in the lives of all people, individually and collectively, and especially as that will is set forth in the life, teachings, and death of Jesus Christ. The object of this church shall also be to teach Christian responsibility not only in the local community but also in the national and world community; to celebrate the sacraments; to promote Christian fellowship and unity within this local church and the church universal.

ARTICLE III POLITY The government of this church is vested in its members who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of the State of Wisconsin. While this church is amenable to no ecclesiastical judiciary, it accepts the obligation of mutual council, comity and cooperation involved in the free fellowship of the United Church of Christ and pledges itself to share its common aims and work and financial goals as set forth in the Constitution and By-Laws of the U.C.C., adopted July 4, 1961.

ARTICLE IV DOCTRINE (Faith) This church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teaching of Jesus Christ is the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his/her own conscience under the enlightenment of the Holy Spirit. 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 teaching of our Lord, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

Covenant: We covenant one another and the Lord to seek and respond to the Word and the will of God. It is our 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, striving for truth, justice, and peace, while worshipping God and depending on the Holy Spirit to lead and empower us.

<u>Statement of Faith</u>: The following statement of faith is not a test but rather a testimony to the Christian faith. This church affirms the U.C.C. Statement of Faith as containing those truths most generally held amongst us:

"We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify.

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator.

God bestows upon us the Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

God calls us into the church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table. To join him in his passion and victory.

God promises to all who trust in the gospel, forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

Blessing and honor, glory and power be unto God. Amen"

ARTICLE V MEMBERSHIP The membership of this church shall be open to all persons who have publicly accepted its covenant, (a) by rite of confirmation, young people or adults, or on presentation of satisfactory letters of transfer from other Christian churches; (b) by re-affirmation of faith if letters are not available; (c) on the confession of faith and baptism; or (d) on recommendation of the Church Council when external baptism is waived because of conviction. Any persons who are unable to attend in public may be received by the Church Council acting in behalf of the church.

- 1. Responsibilities of members: Members are expected to take an active part in the work of the church. This should include regular attendance at worship, reception of Holy Communion, financial support of the church, and participation in the life of the church.
- 2. Rights of members: All members of this church shall have the following rights: (a) to vote on all matters brought before the church; (b) to hold office; (c) to initiate business and further the church activities within the limits of the Constitution and By-Laws of the church. Exception: Only adult members (18 years of age or older) may vote on matters which bind the church fiscally or convey or encumber property. (This is required under the laws of the State of Wisconsin) There shall be no right to vote by proxy or absentee ballot unless authorized by the Church Council.
- 3. Termination of membership: (a) Members may at their own request be granted letters of transfer to other Christian churches. Members may at their own request in writing withdraw from membership; (b) Membership and Evangelism Ministry will conduct an annual review of membership rolls and will identify potential inactive members. A letter of intent will be sent to those members. If no response was received, those persons or families will be placed on the inactive list which will be presented to the Church Council for approval. Inactive members shall remain on the

inactive list for one year. From the date of this transfer such persons shall not be reported on the active membership roll. If no further involvement in the Church life is apparent in the coming year, those inactive members will be removed from the church rolls.

4. <u>Membership Rolls</u>: Membership and Evangalism Ministry shall provide accurate membership rolls to the administrative assistant, the pastor and the church council.

ARTICLE VI WORSHIP

- 1. A worship service shall be held at least weekly except when temporarily suspended by vote of the governing body. Special services may be held at the discretion of the pastor and Council.
- 2. The sacrament of the Lord's Supper shall be celebrated at such times as the governing body may determine but not less than six times per calendar year. The baptism of adults and children shall be administered at such times as the pastor determines. No sacrament is compulsory on any member. These sacraments shall be administered at worship services except in extenuating circumstances.

ARTICLE VII

- 1. Office of the Pastor: The pastor shall be a spiritual leader of the church and its chief administrator. The pastor shall be servant, teacher, preacher and spiritual overseer. The pastor shall be assured of the freedom of the pulpit to express his/her concerns as he/she sees them. The pastor shall be an ex-officio member of all committees and organized groups of the church. As long as there is a pastor, no other minister may perform any religious ceremony in the church without the pastor's consent, except when he/she is incapacitated by illness.
- 2. <u>Call of the Pastor:</u> When a vacancy occurs in the pastorate, the Church Council shall appoint a committee on Pastoral Leadership consisting of at least five members, all of whom shall be members of the church. This committee shall, with the cooperation of the Northeast Association and the Wisconsin Conference of the United Church of Christ, make a canvass of available ministers, decide

whom should be called to the pastorate, introduce him/her to the membership, and at a duly called meeting for that purpose propose his/her election. He/she shall be called for an indefinite period of service by a two-thirds vote of those members present and voting. In the call, "covenant" terms of the relationship shall be stated, including the church providing health insurance, contribution to retirement fund, and other benefits depending on specific needs of the pastor. The Pastor, the church, the Association and the Conference Office shall each receive a copy of the call.

3. Termination of the Pastorate

- (a)The pastor shall give sixty (60) days notice in writing of his/her desire to terminate the pastoral relationship, but in case of mutual consent, it may be terminated sooner.
- (b) The membership may terminate the pastoral relationship after efforts have been made to resolve dissatisfactions. If the membership is dissatisfied with the pastor, the dissatisfactions should be reported to the Pastoral Relations Committee, which shall meet with the pastor to attempt resolution of the problem areas(s). If there is continued dissatisfaction, the Church Council shall seek the counsel of the Division on Church and Ministry of the Northeast Association. The pastor is to be informed of the meeting with the Division and is entitled to be heard at such meeting. A special meeting of the congregation may be called to discuss the members' concerns, the results of the Council's and pastor's meeting with the Division, the Council's recommendation(s), and the pastor's views. At least two weeks in advance of the special meeting, the Secretary shall in writing notify all members of the meeting and the nature of the meeting. By a two-thirds majority of members present and voting, the membership may vote to terminate the pastoral relationship. The pastor must be given a six-month's notice.
- (c) In case of the loss of ministerial standing on the part of the pastor, the relationship shall cease at once.
- (d)For Cause: In case of proposed dismissal for cause, the Church Council shall consider the case at a Council meeting called specifically for that purpose, prior to which the pastor shall have been given at least ten days' notice in writing of the pending action

and the Church Council shall have sought the counsel of the Division on Church and Ministry of the Northeast Association. The pastor may attend such meeting with the Division on Church and Ministry and be given full opportunity for a hearing with whatever assistance he/she may choose. In like manner, when the Church Council meets by itself, this same privilege shall prevail. If a majority of the Church Council votes for dismissal of the pastor, a special meeting of the church shall be called, at which the recommendation of the Church Council shall be presented. At least two weeks in advance of the special meeting, the Secretary shall in writing notify all members of the meeting and the nature of meeting. The pastor shall be given ample opportunity to comment and any appropriate action may be taken. If a two-thirds majority of members present and voting favor dismissal, the pastorate shall be declared open and the action shall be reported promptly to the Wisconsin Conference of the United Church of Christ and the Northeast Association.

ARTICLE VIII GOVERNING BODY AND MEETINGS

- 1. The governing body of this church shall be the members assembled in a congregational meeting—"assembled" meaning either in person or virtually in special circumstances. A quorum shall consist of 10% of the active membership and is required for congregational meetings. The vote of a majority of the members present at the meeting shall be the action of the church.
- 2. An annual congregational meeting shall be held at the beginning of each year, the exact date to be set by the Church Council. Written notification to the active members shall be made at least two weeks prior to the meeting. The purpose of this meeting is to present annual reports of the officers, ministries, and standing committees, to act on the proposed budget for the current year, to elect officers and ministry members for the current year, and to transact any other appropriate business.
- 3. Special meetings for business may be called by the pastor, by the Church Council, or upon the written request of ten (10) members of the church. The notice of a special meeting shall be issued by

- the Secretary in writing at least two weeks in advance and shall state the nature of the meeting.
- 4. The official year shall begin on January 1. Officers and ministry members shall assume duties upon being elected.

ARTICLE IX CHURCH COUNCIL

- 1. The Church Council shall consist of a president, vice president, secretary, treasurer or assistant treasurers and chairpersons of seven special church ministries: Worship, Christian Education (of all ages), Property and Maintenance, Stewardship and Finance, Lay Life and Leadership, Christian Outreach, and Membership and Evangelism. The Church Council officers and ministry representatives shall be members of the church. The president, vice president, secretary, and treasurer shall be elected by the congregation for 2-year terms. The officers may not serve for more than two consecutive terms, except the treasurer, assistant treasurers, and secretary who may serve indefinitely or until the Church Council or the treasurer, assistant treasurers or secretary request a change.
- 2. The members of the Church Council shall be the trustees of the church, having care and custody of the property and having charge of its financial affairs subject to regulations prescribed by the laws of the State of Wisconsin. The Council shall not have power to buy, sell, mortgage, lease or transfer real property without specific authority granted by a vote of the congregation. The Council may not borrow in excess of \$7,500 without vote of the congregation.
- 3. The Church Council shall have full authority to act on behalf of the congregation between congregational meetings unless otherwise specified in these articles. It shall meet monthly September through May and as necessary June through August to oversee the general affairs of the church and shall set policies in accord with those articles relating to doctrine, polity and purpose. A quorum shall consist of six members.
- 4. The minutes of the Church Council shall be published and provided to all members of the congregation, either by postal

- mailing or electronic format; and either separately or in the monthly newsletter.
- 5. The Church Council shall have authority to fill all vacancies except that of the pastor until the next annual congregational meeting.
- 6. The Church Council shall be responsible for the preparation of a proposed budget to be acted on by the membership at the annual congregational meeting.
- 7. The Church Council shall receive and review the proposed amendments and/or revisions from the Constitutional Review Committee. Amendments and/or revisions recommended by the Council shall be presented to the congregation for action at a regular or special congregational meeting.
- 8. Special meetings of the Church Council may be called by the president or pastor or at the request of three members of the Church Council.
- 9. The pastor shall not be a voting member of the Church Council.
- 10. The Financial Assistants shall be appointed by the Church Council.
- 11. The Church Council shall appoint the delegates to the Northeast Association and to the Wisconsin Conference of the United Church of Christ annual meetings.
- 12. The Church Council shall appoint all Standing Committees as detailed in Article XII.
- 13. No paid employee shall be a voting member of the Church Council.

ARTICLE X DUTIES OF THE OFFICERS

The President:

- 1. Shall preside at all meetings of the congregation and Church Council.
- 2. Shall, together with the treasurer, be empowered to sign all contracts, loans, and deeds in the name of the congregation.

- 3. Shall be a member of the Constitutional review committee or designate a Council member.
- 4. Shall appoint three members to the Nominating Committee.

The Vice President:

- 1. Shall perform the duties of the president in his/her absence.
- 2. Shall serve on the Personnel Committee for all church employees except the pastor and shall be the liaison between employees and the Church Council.
- 3. Shall advise and recommend to the Council regarding equipment and furnishings for the pastor's study and the secretary's office.
- 4. Shall be a member of the Nominating Committee and Safe Church Advisory Committee.

The Secretary:

- 1. Shall keep a record of all transactions of the meetings of the congregation and the Church Council;
- 2. Shall attend to all necessary correspondence;
- 3. Shall maintain the official roll of members; and
- 4. Shall deliver to his/her successor in office all books, papers, etc., in his/her possession belonging to the congregation.

The Treasurer:

- 1. Shall see that all money of the church is deposited in such depository as the Church Council shall direct;
- 2. Shall have custody of all securities, accounts, titles and intangible property of the church;
- 3. Shall pay all budged bills of the church and unbudgeted bills on certification by the Church Council;
- 4. Shall keep an accurate account of all receipts and disbursements;
- 5. An insurance contract shall be in place which guarantees payment in the event of financial loss through action of the treasurer.
- 6. The treasurer may with the approval of the Church Council contract with a trust company, bank, the Wisconsin Conference or a corporation of the General Synod of the United Church of Christ to invest endowment legacies, trust funds, and securities, and shall keep an account of all such funds.

7. Shall provide detailed statements at least annually to each contributor.

The Assistant Treasurer/s:

- 1. Shall perform all of the duties of the treasurer at the request of the treasurer.
- 2. An insurance contract shall be in place which guarantees payment in the event of financial loss through action of an assistant treasurer.
- 3. Shall assume the office of treasurer to complete the remaining term of office if the treasurer should become incapacitated or resign.

Financial Assistant/s:

- 1. An insurance contract shall be in place which guarantees payment in the event of financial loss through action of a financial assistant.
- 2. Shall receive all monies and keep an account of the same.
- 3. Shall deposit or otherwise secure all monies as directed by the Treasurer.

ARTICLE XI CHURCH STRUCTURE

- 1. The life of the congregation shall be facilitated by lay responsibility in seven special church ministries: Worship, Christian Education (for all ages), Property and Maintenance, Stewardship and Finance, Lay Life and Leadership, Membership and Evangelism, and Christian Outreach.
- 2. Each ministry shall consist of four members elected by the congregation at the annual congregational meeting for a term of two years, two to be elected each year. A ministry member may serve additional terms. Each ministry shall meet to elect one of its members to be chairperson, who shall represent the ministry on the Church Council by the January meeting. If the chairperson cannot attend a Council meeting, the ministry shall appoint a substitute representative.
- 3. Each ministry may appoint additional members for the purpose of administering the responsibilities of the ministry, and such

- members shall have voice and vote at all meetings within the committee except for the selection of the ministry chairperson.
- 4. Each ministry shall be responsible for the administration of the church program and policy in its area. At its initial meeting, each ministry shall be charged with reviewing its purpose and the scope of its responsibilities. These shall be contained in a written statement which shall be submitted to the Church Council for approval. Any changes shall be submitted through the ministry chairperson for approval by the Church Council. These statements plus authority granted by the Church Council shall be the guideline for the ministry, and statements defining all ministries shall be kept on file.

ARTICLE XII COMMITTEES (Standing and Ad Hoc Committees)

- 1. Nominating Committee: The committee shall consist of the Vice President of the Church Council and three other church members. The committee will be appointed annually by the President of the Church Council. This committee shall nominate Church Council officers and members of the seven special ministries. The report of the nominating committee shall be published at least two weeks prior to the date of the annual congregational meeting. Nominees will be elected at the annual congregational meeting. Nominations may also be proposed from the floor at the meeting with the consent of the nominee. The nominees for Ad Hoc committees will be submitted to the Church Council for approval and appointment.
- 2. Constitutional Review Committee: This committee shall be comprised of three members: the President of the Church Council or his/her Church Council designee and two church members who shall be appointed annually by the Church Council. The committee shall review the Constitution and By Laws to assure compliance by the Council and Governing Body and to suggest changes to reflect current practices or to address specific concerns in the governing process. The Church Council may suggest amendments and/or revisions to be considered by the Constitutional Review Committee. The committee shall report to

- the Church Council one month prior to the Annual congregational meeting.
- 3. Pastoral Support Committee: This committee shall be comprised of church members. Each member shall serve for three years, one being appointed each year. The committee shall meet at least four times per year to discuss with the pastor areas of special concern, to serve as a liaison between the pastor and the church membership and to serve as a means of resolving conflicts in a proper and timely manner and to be a confidential community with whom the pastor can share some of his/her parish burdens and concerns. The committee shall provide support to the pastor during periods of transition and conflict. The committee shall be appointed by the Church Council and shall report once a year to the Church Council or whenever the Council or Committee deems it appropriate. This committee shall annually review the pastor's performance and report its findings to the Council. This committee shall annually review the pastor's compensation and initiate changes to be proposed for the next annual budget.
- 4. Memorial Committee: This committee shall consist of three members appointed by the Church Council. Each member shall serve three years, one being appointed each year. This committee shall administer the Memorial Funds with the approval of the Church Council.
- 5. <u>Trust Fund Committee:</u> This committee shall exist as defined by the Pilgrim United Church of Christ Trust Fund Document and Pilgrim United Church of Christ Maintenance and Capital Improvements Trust Fund.
- 6. <u>Financial Auditing Committee:</u> This committee shall consist of a Stewardship and Finance Ministry member and two other people appointed annually by the Church Council. The Treasurer shall attend the Auditing Committee meetings. The committee shall review the general fund and all other funds of the church and present its report at the annual congregational meeting.
- 7. <u>Safe Church Advisory Committee:</u> The Safe Church Advisory Committee will be comprised of the Vice President and three members including at least one female and one male, appointed by the Church Council. Each member shall serve for three years,

- one being appointed each year. The ministry shall be responsible for providing policy relevant to an abuse free environment for everyone—children, youth, adults, visitors and employees who participate in our programs and use our facilities. We want our congregation to be a safe haven, free of all forms of abuse, harassment, exploitation, and intimidation.
- 8. Personnel Committee: The Vice President will serve on this committee with a recommended two additional members. This committee is responsible for the following: (1) establishing employee (excluding the pastor) pay grades, job classifications, and making recommendations and decisions on employee benefits (2) developing policies and procedures that help employees understand expectations for their time at work (3) making recommendations for staff training (4) reviewing job applications and recommending job candidates for interviews. Oversee paperwork needed for employment (5) overseeing employee performances and answering employees' questions when needed (6) developing reward and recognition for employees.
- 9. Ad Hoc Committees: Ad Hoc committees may be created by the Church Council. Ad Hoc committee members shall be appointed by the Church Council.

ARTICLE XIII FINANCES

- 1) <u>General Fund:</u> The General Fund consists of all items used to transact the operating budget.
- 2) Additional Funds:
 - 1. Memorial Fund: The Memorial Fund shall exist as a dependent of Pilgrim United Church of Christ Memorial Fund policy with Church Council approval.
 - 2. Trust Fund: The Trust Fund and Maintenance and Capital Improvements Trust Fund shall exist as dependents of Pilgrim United Church of Christ and shall operate according to the Pilgrim United Church of Christ Trust Fund document and Pilgrim United Church of Christ Maintenance and Capital Improvements Trust Fund.
 - 3. Ad Hoc Funds: Ad Hoc Funds may be created and administered by the Church Council.

- 4. Capital/Building Fund: The Capital/Building Fund shall exist as a dependent of Pilgrim United Church of Christ. It shall operate according to the Pilgrim United Church of Christ Capital/Building Fund policy with Church Council approval.
- 3) <u>Apportionment:</u> The church will make every effort to meet the apportionment quota recommended by the Wisconsin Conference of the Unit Church of Christ.
- 4) <u>Legacies</u>: All legacies not specifically appropriated by the donor to some other purpose shall be distributed by the Church Council to the general fund, the Pilgrim United Church of Christ Trust Fund, Pilgrim United Church of Christ Maintenance and Capital Improvements Trust Fund, or the Memorial Fund. Special funds may be established by the Church Council for memorials, "conditional gifts," and endowments.

ARTICLE XIV AMENDMENTS

These By-laws may be altered or amended by a two-thirds (2/3) vote at any regular or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been sent two weeks before the meeting.