

Dear Covenant United Church of Christ Family,

As introduced at our quarterly congregational meeting on July 19, 2025, **we invite you to participate in two upcoming meetings** to openly discuss:

- The Ministry Council's proposed amendment, and
- The Corporate Resolution to proceed with the demolition of unused portions of 1102 E. 154th Street, South Holland, IL 60473, in preparation for launching the food pantry.

These sessions will provide space for questions, feedback, and clarity prior to the vote at our next congregational meeting scheduled for October 18, 2025, at 12:30 p.m.

There are five attachments included in this handout for congregational consideration: 1.) Notice to the Membership Regarding the Ministry Council's Proposed Amendment, 2.) Proposed Amendment; 3.) Notice to the Membership Regarding the Request to Ratify the Board's Corporate Resolution to Demolish the Unused Portion of 1102 E. 154th Street, South Holland, IL 60473; 4.) Corporate Resolution; and 5.) Relevant Portion of our Current Bylaws. This information as well as the full bylaws are available on our website: <https://covucc.org/>.

#### **Discussion Dates:**

■ **In-Person Meeting: Saturday, September 27, 2025 at 1:00 p.m.**

📍 1130 E. 154th Street, South Holland, IL 60473 in the sanctuary

■ **Virtual Meeting: Saturday, October 4, 2025 at 1:00 p.m.**

🖥️ <https://us02web.zoom.us/j/83549683605?pwd=ZlVfk7iat6o1AMLCr3g4sREuaQFXEU.1>

Meeting ID: 835 4968 3605; Passcode: 477929

**Your input and engagement are vital as we move forward together. We look forward to hearing from you at one of these upcoming discussions.**

#### **Next Step:**

At the upcoming congregational meeting on October 18, 2025, the proposed amendment will be presented for congregational approval, and the resolution will be presented for congregational ratification. If you have any questions, please contact Cathe Evans Williams, Church Business Administrator and General Counsel, at [cevanswilliams@covucc.org](mailto:cevanswilliams@covucc.org).

## **NOTICE TO MEMBERSHIP**

### **Proposed Amendment to Current Bylaws Regarding Ministry Council: As Introduced During Second Quarter Meeting on July 19, 2025**

#### **Overview**

We are proposing an important amendment to the Bylaws concerning the Ministry Council. While the current Bylaws describe the Ministry Council as a regulatory and oversight body, in practice, it has functioned differently. Over time, it has become clear that its true value lies in leadership development, ministry collaboration, training, and strategic support—not regulatory oversight.

To reflect this evolution and bring our governing documents into alignment with how the Ministry Council currently operates and serves the church, we are recommending a formal change to the Bylaws. The proposed amendment redefines the Ministry Council’s purpose as a collaborative leadership body focused on equipping ministry leaders, fostering communication, and providing spiritual and strategic support in alignment with the church’s mission, vision, and values.

We now ask for your participation in the next step: a congregational vote to approve this amendment, as required by our Bylaws.

We invite the congregation to review this proposed amendment and submit any questions in advance of the next quarterly meeting on October 18, 2025, by contacting Cathe Evans Williams, Church Business Administrator and General Counsel at [cevanswilliams@covucc.org](mailto:cevanswilliams@covucc.org). You may also attend one or both discussion dates. The following includes the current Ministry Council provision, the proposed provision, the comparison, and the motion that will be made on October 18, 2025 during the third quarter meeting.

**“Let all things be done decently and in order.” — 1 Corinthians 14:40 (KJV)**

Thank you for your continued support, trust, and commitment to the mission and future of our church.

## **Current Ministry Council Provision**

### **SECTION 11. MINISTRY COUNCIL**

The Ministry Council shall be composed of the Chair and Vice-Chair from every Ministry and Church Organization, Delegates to the Illinois Conference and Chicago Metropolitan Association (CMA), and two active members elected-at-large from the congregation with one additional member-at-large appointed by the Senior Pastor. Congregational delegates to the Ministry Council must participate in the Annual Leadership Training for the Ministry Council.

The Senior Pastor, Associate Pastor/Ministers and Board Chairs are ex-officio members of the Ministry Council and shall be entitled to vote except where there is a conflict of interest, but shall not hold elective office on the Council.

The Ministry Council reviews and approves activities of all Church organizations and establishes program priorities with the exception of the Board of Directors and the three permanent Boards: Trustees, Deacons, and Department of Christian Education, and the three Standing Committees: Finance Oversight, Safety and Security, and Pastoral Relations.

The Ministry Council shall have the responsibility of approving the formation of new church ministries; the expansion or major modification of program activities; the evaluation of the success of church ministries in achieving their approved goals; the canceling of activities, and the reorganization and revitalization of ministries which are found to be inactive with the mission of the Church, and to seek ways to extend and expand the ministry and services of the Church to the membership and to the broader church community.

Through consultation and coordination with the Administrative Office of the Church, the Ministry Council shall be responsible for the coordination, scheduling and reconciliation of conflicts which relate to the Church calendar.

The Council shall meet at least six times a year, shall elect its own officers except where otherwise indicated, and shall certify ad-hoc committees as programs and needs warrant.

## **Proposed Ministry Council Provision**

### **Section 11 Ministry Council**

#### **Section 11.1: Purpose**

A key purpose of the Ministry Council is to provide a forum for leadership development, equipping ministry leaders with the skills, resources, and spiritual guidance necessary for effective ministry. The Ministry Council shall serve as a leadership body that facilitates collaboration among ministry leaders, provides strategic guidance, and ensures alignment with the mission, vision, and values of the church. The Ministry Council shall function as a forum for communication, support, and accountability between cluster directors and ministry leaders.

#### **Section 11.2: Membership**

The Ministry Council shall be composed of:

1. Senior Pastor
2. Director of Ministry Programs & Events
3. All Ministry Leaders

4. All Core Team Associate Ministers
5. Additional appointed members as deemed necessary by the Senior Pastor

### **Section 11.3: Responsibilities**

The Ministry Council shall:

1. Meet at least quarterly to discuss church initiatives, ministry updates, and strategic planning.
2. Provide a platform for ministry leaders to share concerns, successes, and challenges.
3. Offer actionable feedback to improve the effectiveness of church events and ministries.
4. Encourage collaboration and avoid duplication of efforts among ministries.
5. Support and equip ministry leaders with resources, training, and guidance.

### **Section 11.4: Meetings**

1. The Ministry Council shall meet at least once per quarter, with additional meetings scheduled as needed at the discretion of the Director of Ministry Programs & Events.
2. At the beginning of each calendar year, the Director of Ministry Programs & Events shall establish and distribute the meeting schedule to all Ministry Council members.
3. The Director of Ministry Programs & Events shall preside over all Ministry Council meetings.
4. The Senior Pastor shall appoint a secretary to record minutes for each meeting. The recorded minutes shall be distributed to all Council members.

### **Section 11.5: Reporting and Decision Making**

1. The Ministry Council shall provide a forum, to make recommendations to church leadership regarding ministry improvements and initiatives.
2. The Council members shall share key discussions, recommendations, and updates with their ministries.
3. Recommendations requiring church-wide implementation shall be approved by the Senior Pastor, except for those involving structural changes, governance policies, significant financial commitments, major ministry initiatives, or doctrinal alignment, which require approval from the Board of Directors before execution.

### **Section 11.6: Amendments**

Any amendments to this provision must be approved by vote of the congregation, in accordance with the amendment procedures outlined in these Bylaws.

---

### **Comparison**

If the proposed new Ministry Council provision is approved, the Ministry Council will be significantly transformed from a regulatory and oversight body into one focused on leadership development, collaboration, training, and strategic support. Decision-making authority will shift to the Senior Pastor and Board of Directors, and the Director of Ministry Programs & Events will assume a central role in leadership and meeting facilitation. The number of required meetings will be reduced, and council membership will be streamlined to include only ministry leaders and key support roles, reflecting a new emphasis on empowerment and strategic alignment rather than direct governance.

### **October 18, 2025, Motion for Congregational Vote**

The congregation adopt the proposed amendment to the Bylaws regarding the Ministry Council, which replaces the current regulatory and oversight role with a renewed emphasis on leadership development, training, collaboration, and strategic support, as presented.

## NOTICE TO MEMBERSHIP

### Proposal for Partial Demolition of 1102 E. 154<sup>th</sup> Street, South Holland, IL 60473

Introduced at the July 19, 2025, Quarterly Congregational Meeting and to be Voted on at the October 18, 2025 at 12:30 p.m., Quarterly Congregational Meeting

## Overview

As part of our ongoing effort to steward the resources God has entrusted to us, the Board of Directors has approved a proposal to **demolish the unused portion of 1102 E. 154<sup>th</sup> Street, South Holland, IL 60473**. This area has been vacant for some time and no longer serves the needs of our ministries or operations. Two pipes burst on the premises, causing the water to be turned off and rendering the Food Pantry inoperable in that location. In addition, the building lost its insurability and will not be insured until all necessary repairs have been completed.

In accordance with Article VII Section 7 of our current CUCC bylaws, **congregational ratification is required before moving forward with** decisions involving the sale, purchase, lease, or transfer of real estate—or significant actions such as demolition—require either prior approval or subsequent ratification by the congregation.

## Why Demolition Is Being Considered

- **Unused Space:** The affected portion of the building is not in use for worship, education, or ministry.
- **Financial Stewardship:** Eliminating this space will reduce costs associated with utilities, insurance, maintenance, and repairs.
- **Safety Concerns:** Unused areas pose potential safety and liability risks.
- **Long-Term Planning:** Removing this portion of the building will create space for future ministry expansion or other improvements.

## Process and Next Steps

- On June 21, 2025, the Board of Directors reviewed and approved the demolition proposal. We are currently obtaining competitive bids from consultants to help define the highest and best use of West, develop a plan to demolish its unused portions, and select licensed demolition contractors. These steps are essential to re-launching the food pantry in West as soon as possible. To move forward, the building must be insured and operational.
- We invite the congregation to **review this summary and submit any questions in advance of the next quarterly meeting**, by contacting Cathe Evans Williams, Church Business Administrator and General Counsel; [cevanswilliams@covucc.org](mailto:cevanswilliams@covucc.org). You may also attend one or both discussion dates.
- At the upcoming congregational meeting on October 18, 2025, the resolution will be presented for ratification. We ask that members come prepared to vote so we can proceed with the next phase.
- Upon ratification, church leadership will move **forward with securing contractors and completing the demolition**.

### October 18, 2025, Proposed Resolution for Ratification:

That the congregation ratify the Board of Directors' June 21, 2025, approval of the demolition proposal for the unused portions of 1102 E. 154<sup>th</sup> Street, South Holland, IL 60473, and authorize church leadership to proceed with securing contractors and completing the demolition.

**COVENANT UNITED CHURCH OF CHRIST  
BOARD OF DIRECTORS RESOLUTION**

**Date: June 21, 2025**

**RESOLUTION TO APPROVE THE PROPOSED PARTIAL DEMOLITION 1102 E.  
154<sup>TH</sup> STREET, SOUTH HOLLAND, IL 60473**

**WHEREAS**, the Board of Directors of Covenant United Church of Christ (the "Church") met on this 21st day of June 2025, to consider a proposal concerning the partial demolition of 1102 E. 154TH STREET, SOUTH HOLLAND, IL 60473, the section of the facility that is not in active use as indicated in the attached Exhibit A;

**WHEREAS**, the Board has reviewed the internal memorandum submitted by church leadership outlining the rationale, potential benefits, and next steps regarding the proposed demolition;

**WHEREAS**, the Board recognizes the need to be faithful stewards of the resources entrusted to the Church, and believes that eliminating the underutilized portion of the building will reduce unnecessary expenditures, mitigate potential safety risks, and support the long-term mission and ministry goals of the Church;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors hereby approves the course of action to explore and pursue the partial demolition of the unused section of the church building;

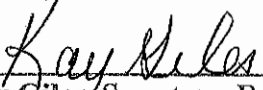
**BE IT FURTHER RESOLVED**, that church leadership is authorized and directed to obtain written proposals from at least two to three qualified demolition contractors for the scope of work, cost, and timeline associated with the proposed demolition;

**BE IT FURTHER RESOLVED**, that upon receiving competitive proposals, church leadership shall present a recommendation and supporting information to the congregation at the July 19, 2025 quarterly congregational meeting, in accordance with the Church's bylaws, for the purpose of obtaining ratification of the proposed demolition;

**BE IT FINALLY RESOLVED**, that upon receiving congregational ratification, the Senior Pastor and/or designated officers of the Board are authorized to take all necessary steps, including entering into contracts, to implement the approved demolition plan in a timely and cost-effective manner.

**CERTIFICATION**

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the resolution duly adopted by the Board of Directors of Covenant United Church of Christ at a meeting held on June 21, 2025, at which a quorum was present.

  
\_\_\_\_\_  
Kay Giles, Secretary, Board of Directors

## **SECTION 11. MINISTRY COUNCIL**

The Ministry Council shall be composed of the Chair and Vice-Chair from every Ministry and Church Organization, , Delegates to the Illinois Conference and Chicago Metropolitan Association (CMA), and two active members elected-at-large from the congregation with one additional member-at-large appointed by the Senior Pastor. Congregational delegates to the Ministry Council must participate in the Annual Leadership Training for the Ministry Council.

The Senior Pastor, Associate Pastor/Ministers and Board Chairs are ex-officio members of the Ministry Council and shall be entitled to vote except where there is a conflict of interest, but shall not hold elective office on the Council.

The Ministry Council reviews and approves activities of all Church organizations and establishes program priorities with the exception of the Board of Directors and the three permanent Boards: Trustees, Deacons, and Department of Christian Education, and the three Standing Committees: Finance Oversight, Safety and Security, and Pastoral Relations.

The Ministry Council shall have the responsibility of approving the formation of new church ministries; the expansion or major modification of program activities; the evaluation of the success of church ministries in achieving their approved goals; the canceling of activities, and the reorganization and revitalization of ministries which are found to be inactive with the mission of the Church, and to seek ways to extend and expand the ministry and services of the Church to the membership and to the broader church community.

Through consultation and coordination with the Administrative Office of the Church, the Ministry Council shall be responsible for the coordination, scheduling and reconciliation of conflicts which relate to the Church calendar.

The Council shall meet at least six times a year, shall elect its own officers except where otherwise indicated, and shall certify ad-hoc committees as programs and needs warrant.

## **SECTION 12. FINANCE OVERSIGHT COMMITTEE**

There shall be a Finance Oversight Committee consisting of the Chief Financial Officer and no more than five members appointed by the Senior Pastor. The Chief Financial Officer shall be an ex-officio non voting member. The appointed members shall be chosen for a term of three years. The terms of at least one-third (1/3) of the members shall expire each year with the exception of the Chief Financial Officer. Members of the Finance Oversight Committee shall tithe and be active members of the church.

The Senior Pastor shall convene the Finance Oversight Committee and be an ex-officio member. It shall be the duty of this committee to review the proposed annual budget in conjunction with the CFO for the ensuing calendar year. The budget shall be reviewed by the Board of Directors and subsequently presented to the congregation for approval at the Annual Meeting.

Upon written notification to the Board of Directors, following adoption by the congregation, adjustments within budget categories may be requested by the Board of Directors. Adjustments among categories may be approved by the Board of Directors to meet the actual programmatic needs of the Church. Such changes, when and as required, shall be reflected in the monthly financial reports.

## **SECTION 2. BONDING**

The Church shall, at its own expense, bond all members of the Board of Directors, church clergy, church officers, elected officers, and church employees.

## **SECTION 3. ANNUAL AUDITS**

The Board of Directors shall engage independent certified auditor(s) to conduct an annual audit of all accounts of the Church and subsidiary corporations and shall charge the cost of such audits to said corporations.

# **ARTICLE IX**

## **SERVICES, MEETINGS, AND DISSOLUTION OF THE CONGREGATION**

### **SECTION 1. WORSHIP**

1. Worship service(s) shall be held each Sunday at the hour designated by the Senior Pastor and the Board of Deacons.
2. The sacraments of the Lord's Supper and Baptism, and the dedication/infant baptism shall be administered at such time as the Senior Pastor and the Board of Deacons may appoint.
3. Other services for worship, inspiration, prayer and study may be held as determined by the Senior Pastor, and/or the Board of Christian Education and Pastoral Services.

### **SECTION 2. ANNUAL MEETING**

The Annual Meeting of the Church shall be held in January to hear the yearly reports of officers, boards, and organizations, to adopt a budget, to transact other business and to adopt plans for the New Year. The call for the meeting must be published two weeks prior to the meeting.

### **SECTION 3. QUARTERLY MEETINGS**

Quarterly meetings of the Church shall be held in April, July, and October, or at the time to be announced by the Senior Pastor at which meeting reports regarding finance, business and activities of the Church shall be presented by the various officers of committees.

### **SECTION 4. SPECIAL MEETINGS**

Special Meetings may be called by the Senior Pastor or the Board of Directors. Notice of Special Meetings will be read at the Sunday worship service on the Sunday prior to the day of the Special Meeting.



## **SECTION 5. QUORUM**

A quorum at any meeting of the Church shall consist of fifty persons of the current membership (to include youth 13 years and older).

## **SECTION 6. VOTING**

Elections will be by show of hands or ballots (or at the discretion of the Senior Pastor), except where otherwise stated in the bylaws. With a quorum being in attendance, a majority vote of the members present at any meeting will decide all questions. Amendment of the bylaws shall require a two-thirds (2/3) vote., Amendment of the Articles of Incorporation or the termination of the Senior Pastor shall requires a three-fourth (3/4) vote.

## **SECTION 7. THE OFFICIAL YEAR**

The official or fiscal year of the Church will be the calendar year from January 1 through December 31. All officers will assume duties the day following the Annual Meeting, except members who are elected to fill vacancies occurring during the year who will assume duties on the day following election, selection or appointment. Officers will serve through the day of the annual meeting unless they have resigned or been removed from office.

## **SECTION 8. DISSOLUTION OF THE CONGREGATION**

If membership is less than 25 members, a special meeting will be called to determine the future life of the Church. If it is deemed that the future life of this Church is not possible, the body will vote and upon 2/3 majority vote to dissolve the congregation will deed all properties and assets to Illinois Conference of the United Church of Christ 14 days following the final worship service.

## **ARTICLE X**

### **RULES OF ORDER**

Robert Rules of Order, in the latest edition, will be the informing instrument of order for all matters of procedure not specifically covered by the bylaws or the standing rules. The Senior Pastor of the Church will chair the business meetings (Article VI, Section 5). In the absence of the Senior Pastor, the Vice-President of the Board of Directors designated by the Senior Pastor or the Vice-President selected by his/her colleagues shall chair the Church business meeting.

## **ARTICLE XI**

### **AMENDMENTS**

#### **SECTION 1. STANDING RULES**

Standing rules may be amended, deleted or added at any regular or special meeting of the Board of Directors by majority vote without prior notice. Such changes will be distributed to chairs of organizations, Church employees and published in the Sunday Bulletin. Standing rules will be codified every third year or more often as necessary upon instruction of the Board.

#### **SECTION 2. BYLAWS**

A quorum being present, the Board of Directors, upon a one-fourth vote at any regular or special meeting may recommend that proposed amendment(s) to the Bylaws be submitted to the congregation for adoption at a quarterly, annual or special meeting.

A quorum being present, the bylaws may be amended upon a one-fourth vote at any quarterly, annual or special meeting of the congregation called for that purpose where such proposed amendments were distributed and made available to the membership at least two weeks prior to such a meeting.

The Bylaws shall be reviewed and revised as necessary every third year concurrently with the Standing Rules.

#### **SECTION 3. ARTICLES OF INCORPORATION**

A quorum being present, the Board of Directors, upon a three-fourth vote at a special meeting called for that purpose may recommend to the congregation adoption of amendments of the Articles of Incorporation.

With a quorum being present, the congregation, upon a three-fourths vote through secret written ballot at a special meeting called for that purpose, may adopt amendments to the Articles of Incorporation given that such proposed amendment(s) were mailed to the members at least four weeks prior to such date and that these amendments are not in violation of Municipal ordinance, State statutes or Federal law.