

CONSTITUTION

Congregational United Church of Christ, Greensboro, NC

Approved at Congregational Meeting January 28, 2018

ARTICLE I. NAME, PURPOSE, POLITY

Section 1. The name of this church shall be Congregational United Church of Christ. It is located in Greensboro, North Carolina, at 400 West Radiance Drive.

Section 2. The purpose of this church shall be to witness to the Gospel of Jesus Christ by:

- a) maintaining regular services of worship,
- b) celebrating the Sacraments,
- c) providing religious instruction,
- d) nurturing Christian community and unity within this church and the Church Universal,
- e) rendering loving service toward all persons,
- f) striving for righteousness, justice, peace and freedom.

Section 3. While it controls its own affairs, this church recognizes itself as a part of the Western North Carolina Association, the Southern Conference, and the General Synod of the United Church of Christ, which invest each congregation with the right and duty of mutual advice and counsel, and of cooperation with denominational agencies for the promotion of mutual interests. It further recognizes itself as a part of the wider community of Christian churches in appropriate ecumenical endeavors.

ARTICLE II. FAITH and MISSION

Section 1. This church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of community. Each member shall have the undisputed right to follow the Word of God according to his or her own conscience under the enlightenment of the Holy Spirit.

Section 2. The following Statement of Faith of the United Church of Christ is an expression of the spirit in which this church interprets the Word of God:

*We believe in you, O God, Eternal Spirit, God of our
Savior Jesus Christ and our God, and to your deeds we testify:*

*You call the worlds into being,
create persons in your own image,
and set before each one the ways of life and death.*

You seek in holy love to save all people from aimlessness and sin.

*You judge people and nations by your righteous will
declared through prophets and apostles.*

1 *In Jesus Christ, the man of Nazareth, our crucified and risen Savior,*
 2 *you have come to us and shared our common lot,*
 3 *conquering sin and death and reconciling the world to yourself.*

4
 5 *You bestow upon us your Holy Spirit,*
 6 *creating and renewing the church of Jesus Christ,*
 7 *binding in covenant faithful people of all ages, tongues and races.*

8
 9 *You call us into your church*
 10 *to accept the cost of joy and discipleship,*
 11 *to be your servants in the service of others,*
 12 *to proclaim the gospel to all the world*
 13 *and resist the powers of evil,*
 14 *to share in Christ's baptism and eat at his table,*
 15 *to join him in his passion and victory.*

16
 17 *You promise to all who trust you*
 18 *forgiveness of sins and fullness of grace,*
 19 *courage in the struggle for justice and peace,*
 20 *your presence in trial and rejoicing,*
 21 *and eternal life in your realm which has no end.*

22
 23 *Blessing and honor, glory and power be unto you. Amen.*

24
 25 Source: *United Church of Christ Statement of Faith in the Form of a Doxology.* Approved by the Executive Council in 1981 for use
 26 in connection with the twenty-fifth anniversary of the United Church of Christ.

27
 28
 29 **Section 3.** The following Mission Statement and Covenant is an expression of how this church strives to
 30 manifest its faith:

31
 32 *As people of Congregational United Church of Christ, we seek to witness to the*
 33 *Gospel of Jesus Christ through the power of the Holy Spirit, accepting God's call*
 34 *to be a true community of love, compassion, and nurture.*

35
 36 *To fulfill this mission, we covenant together:*

- 37
 38 • *To unite in worship: praising God, confessing our sins, accepting God's*
 39 *forgiveness, proclaiming and hearing the Word, sharing in the*
 40 *Sacraments, and departing to serve God in the world with gladness.*
 41
 42 • *To search for God's truth through active participation in lifelong*
 43 *Christian Education, encouraging all in an open search for a growing*
 44 *and meaningful faith, honoring our responsibility to assist our children*
 45 *and youth in forming their values through Christ's teachings.*
 46
 47 • *To be present with one another in times of trial and rejoicing,*
 48 *celebrating our diversity and our unity, always relying on God's grace.*

- 1 • *To live as witnesses to reconciliation with God through Christ, seeking*
- 2 *justice, healing and wholeness, reaching out in love to believers and*
- 3 *non-believers in response to Christ's prayer "that they may all be one."*
- 4
- 5 • *To be faithful stewards of our time and our resources, rejoicing in the*
- 6 *faithful endeavors of all.*
- 7
- 8 • *To deepen our understanding and support of the United Church of Christ*
- 9 *and ecumenical efforts within the wider church.*

10
11 *Blessing and honor, glory and power be unto God. Amen.*

12
13 Source: Written by our church around 1996

14
15
16 **ARTICLE III. MEMBERSHIP**

17
18 **Section 1.** Any person may be received into the membership of this church at any of its services:

- 19 a) on presentation of a satisfactory letter of transfer or statement from another Christian
- 20 church, or
- 21 b) on reaffirmation of faith, if letter or statement is not available, or
- 22 c) on confession of faith and baptism, or
- 23 d) by confirmation of baptismal vows.

24
25 **Section 2.** Members shall publicly affirm the Statement of Faith and Mission Statement and Covenant as

26 presented in Article II of this Constitution.

27
28 **Section 3.** Any person who desires to maintain membership in a home church and also affiliate with this

29 church may, after a conference with the Senior Minister and/or the Board of Deacons, be

30 received as an Associate Member. Such an Associate Member shall enjoy all the rights,

31 privileges and responsibilities of this church, with the accompanying obligation to adhere to its

32 policies and principles.

33
34 **Section 4.** Any member in good standing who desires a letter of transfer to another church is entitled to

35 receive it. Membership of persons to whom letters of transfer have been granted shall

36 terminate upon their acceptance into another church, or at the end of one year after the

37 granting of the letter.

38
39 **Section 5.** Any member whose location has long been unknown, or any member who has broken with the

40 community and purpose of this church, may, by vote of the Board of Deacons, be transferred to

41 an inactive list. Any person transferred to the inactive list may be restored to the active

42 membership roll upon request of that person.

43
44
45 **ARTICLE IV. MINISTRIES of the CHURCH**

46
47 **Section 1.** Services of worship shall be held at stated hours each Sunday and at other appropriate times

48 under the supervision of the Senior Minister.

1 **Section 2.** The Sacrament of the Lord's Supper normally shall be observed once each month, and on
 2 special occasions determined by the Board of Deacons in consultation with the Senior Minister.
 3 Invitations to the Lord's Supper shall be made to include all who profess love for Jesus Christ,
 4 without regard to denominational affiliation.

5
 6 **Section 3.** The Sacrament of Baptism of infants and adults shall be administered at regularly scheduled
 7 worship services or at special services designated for that purpose, normally by sprinkling.
 8 Arrangements shall be made for persons desiring baptism by immersion.

9
 10 **Section 4.** Other rites of the Church, such as marriage, confirmation, and death, shall be celebrated at
 11 appropriate times.

12
 13
 14 **ARTICLE V. GOVERNMENT and ADMINISTRATION**

15
 16 **Section 1.** The government of this church is of and by its membership, and the membership constitutes
 17 the governing body. Its administration is by its officers and boards, whose executive body is the
 18 Church Council. Membership and duties of the Church Council are described in Article I of the
 19 By-Laws.

20
 21 **Section 2.** The fiscal year of the church shall date from January 1 through December 31.

22
 23 **Section 3.** The Annual Meeting shall be held by February 15, at which time annual reports shall be
 24 received, and newly elected officers and, board chairpersons shall be formally installed.

25
 26 **Section 4.** There shall be a Fall Meeting at which time officers and board/committee members for the
 27 following year shall be elected and a proposed budget for the following year presented for
 28 discussion by the Church Council with appropriate recommendation.

29
 30 **Section 5.** Special meetings may be called by the Moderator, the Senior Minister, or the Clerk, and also
 31 shall be called (by the Clerk) upon written request of any board or any twenty-five (25) active
 32 members of the Church. The purpose of special meetings shall be stated in the official notice of
 33 the meeting, but other business may be transacted at such meetings if a quorum is present and
 34 two-thirds of the members present and voting agree to such deliberations.

35
 36 **Section 6.** Notice of each meeting shall be mailed to the membership and announced at a Sunday worship
 37 service at least two weeks prior to the meeting.

38
 39 **Section 7.** Every active member shall be entitled to vote in all elections and on all questions. A majority
 40 vote of those present and voting shall decide all questions, except the election or termination of
 41 a Senior Minister or Associate Minister, or the amending of the Constitution and By-Laws, in
 42 which case a two-thirds vote of those present and voting shall be required.

43
 44 **Section 8.** Voting shall be by show of hands in all matters except the election or termination of a Senior
 45 Minister or Associate Minister, which shall be determined by secret ballot of those present and
 46 voting. If any member desires other matters to be determined by secret ballot, a majority of
 47 those present and voting must so agree upon a properly made and seconded motion.
 48

1 **Section 9.** Fifty (50) active members shall constitute a quorum for all congregational meetings.
 2
 3

4 **ARTICLE VI. PROPERTY**
 5

6 **Section 1.** The church shall acquire, own and maintain such property, both real and personal, as the
 7 membership deems necessary to accomplish the purposes set forth in this Constitution. Should
 8 the church be dissolved, its assets and all property and interests of which it shall then be
 9 possessed, including any devise, bequest, gift, or grant contained in any will or other
 10 instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to
 11 the Southern Conference of the United Church of Christ.
 12
 13

14 **BY-LAWS**

15 Approved at Congregational Meeting January 28, 2018
 16

17 **ARTICLE I. THE CHURCH COUNCIL**
 18

19 **Section 1.** The Church Council shall be composed of the Senior Minister, Associate Minister, Moderator,
 20 Clerk, Treasurer, Financial Secretary; chairpersons of the Board of Deacons, Board of
 21 Management, Board of Christian Connections and Board of Christian Service; President of the
 22 Women's Fellowship; and three members-at-large who shall not hold any other elected position
 23 in the church, except Life Deacon. Only active members of the Church shall be eligible to be
 24 members of the Council.
 25

26 **Section 2.** Consistent with the Constitution and By-Laws, the Council shall have responsibility for all staff,
 27 activities and policies of the Church, working with appropriate officers, boards, committees and
 28 staff. It shall normally meet once each month, and members of the church who are not on the
 29 Council may attend with voice but no vote.
 30
 31

32 **ARTICLE II. OFFICERS, STAFF**
 33

34 **SENIOR MINISTER (Officer, Staff)**
 35

36 **Section 1.** The Senior Minister shall be called for an indefinite period of time by a two-thirds vote of the
 37 church membership present and voting at a meeting called for this specific purpose. In order to
 38 terminate this relationship, three months' notice shall be given by either party, but the waiting
 39 period may be waived by mutual consent. In case of loss of Association ministerial standing on
 40 the part of the Senior Minister, the church may sever the relationship immediately. The church
 41 may, at any time, by a two-thirds vote of the church membership present and voting, at a
 42 meeting called for this specific purpose, terminate the relationship.
 43

44 **Section 2.** The Senior Minister shall be responsible for the spiritual welfare of the church, seeking to enlist
 45 persons as followers of Christ, preaching the Gospel, and administering the Sacraments and
 46 Rites.
 47

1 **Section 3.** Additionally, the Senior Minister's responsibilities include:

- 2 a) general oversight and administration of the church program. All staff members shall
3 report to the Senior Minister, and the Senior Minister is responsible to the Church
4 Council and the church membership,
5 b) all worship services, with primary emphasis on the preaching ministry, as well as
6 weddings and funerals,
7 c) confirmation classes and special studies of the Bible and theology,
8 d) regular visitation of the sick, bereaved, shut-ins, new, old and prospective members,
9 and discretionary counseling of members and others as requested,
10 e) serve as advisor to all church groups, boards and committees, and
11 f) serve as a representative of the church in the community and the wider world, and
12 keeping herself/himself and the church informed on major denominational, ecumenical,
13 and other religious affairs (local, regional, national and global).

14
15 **Section 4.** The Senior Minister shall be a member of all Boards and Committees, as *ex officio*.

16
17 **Section 5.** The Senior Minister is considered an Officer of the Church.

18
19 **ASSOCIATE MINISTER (Staff)**

20
21 **Section 1.** The church may employ an Associate Minister, who shall be called for an indefinite period of
22 time by a two-thirds vote of the church membership present and voting at a meeting called for
23 this specific purpose. In order to terminate this relationship, three months' notice shall be given
24 by either party, but the waiting period may be waived by mutual consent. In case of loss of
25 Association ministerial standing on the part of the Associate Minister, the church may sever the
26 relationship immediately. The church may, at any time, by a two-thirds vote of the church
27 membership present and voting, at a meeting called for this specific purpose, terminate the
28 relationship.

29
30 **Section 2.** The primary duty of Associate Minister is to assist the Senior Minister.

31
32 **Section 3.** The Associate Minister will report directly to the Senior Minister and will provide staff support
33 to the various boards and committees. Specific duties shall be determined and outlined by the
34 Senior Minister and the Church Council.

35
36 **Section 4.** The Associate Minister shall be a member of all Boards and Committees, as *ex officio*.

37
38 **OFFICERS**

39
40 **MODERATOR (Officer)**

41
42 **Section 1.** A Moderator shall be elected annually and shall be the chief lay officer of the church with
43 responsibility to see that all boards and committees function as outlined in the Constitution and
44 By-Laws. The Moderator may not serve more than three consecutive years.

45 **Section 2.** The Moderator shall be responsible for:

- 46 a) presiding at all business meetings of the church,
47 b) chairing the Church Council,
48 c) calling business meetings of the Church and the Church Council, and

- 1 d) informing the church membership, staff, and officers of the Council's decisions and
 2 following up to see that these decisions are implemented. The Chair of the Board of
 3 Management shall preside in the absence of the Moderator.
 4

5 **CLERK (Officer)**
 6

7 **Section 1.** A Clerk shall be elected annually and shall be the official recorder of all meetings of the church
 8 and the Church Council.
 9

10 **Section 2.** The Clerk shall be responsible for:

- 11 a) keeping an up-to-date roll of the membership and working with the Board of Deacons
 12 in an annual survey of the roll,
 13 b) keeping a roll of all baptisms,
 14 c) properly notifying the membership of all congregational meetings, and the Church
 15 Council of its meetings, and
 16 d) producing minutes of congregational and Council meetings in a timely manner.
 17

18 **FINANCIAL SECRETARY (Officer)**
 19

20 **Section 1.** The Financial Secretary shall be elected annually and shall be a member of the Board of
 21 Management.
 22

23 **Section 2.** The Financial Secretary shall be responsible for:

- 24 a) coordinating counting teams as they count and deposit all funds received by the church.
 25 The Financial Secretary records these funds. An exception is made for those funds
 26 raised within a particular group for its own operation and projects (such groups may
 27 include but are not limited to church school classes, the choirs, Women's Fellowship,
 28 Men's Fellowship, and Youth Fellowship),
 29 b) distributing regular statements to participating members and other contributors,
 30 c) preparing and distributing envelopes for contributions prior to the beginning of the
 31 fiscal year, and
 32 d) receiving and recording the annual pledge cards in a confidential manner and passing
 33 on to the Board of Management's stewardship campaign committee only that
 34 information necessary to perform its duties.
 35

36 **Section 3.** In the absence of a Financial Secretary, the responsibilities and tasks of this officer shall be
 37 carried out in a manner determined by the Board of Management. If this occurs, the Board of
 38 Management may designate a person to represent these interests on the Church Council.
 39

40 **TREASURER (Officer)**
 41

42 **Section 1.** A Treasurer shall be elected annually and shall be a member of the Board of Management. In
 43 making disbursements for the church, the Treasurer shall verify that bills or payment vouchers
 44 are within the budget or approved as exceptions by the chairperson of the Board of
 45 Management or the Church Council.
 46
 47

- 1 **Section 2.** The Treasurer shall be responsible on a weekly basis for:
 2 a) receiving reports from the Financial Secretary, posting figures to proper accounts, and
 3 b) crediting deposits in the check book, and picking up approved bills or payment
 4 vouchers from the church and leaving checks from previous pick-up for mailing to
 5 creditors.
 6

- 7 **Section 3.** The Treasurer also shall be responsible for:
 8 a) preparing a monthly report for the Board of Management and the Church Council on
 9 income and expenses, and
 10 b) preparing monthly payroll checks and records, and quarterly payroll tax returns.
 11

12 **HISTORIAN (Appointed)**

- 13
 14 **Section 1.** The Church Council may appoint an Historian, whose duties shall be established by the Board of
 15 Management in consultation with the Senior Minister and approved by the Church Council.
 16

17 **STAFF**

18
 19 **DIRECTOR OF MUSIC (Staff)**

- 20
 21 **Section 1.** The church may employ a Director of Music who shall be responsible for directing the music
 22 programs of the church. Specific duties of the Director of Music shall be established by the
 23 Board of Management in consultation with the Senior Minister and approved by the Church
 24 Council.
 25

26 **SECRETARY (Staff)**

- 27
 28 **Section 1.** The church may employ a Secretary who shall be office receptionist, secretary to the Senior
 29 Minister, and perform general church secretarial work. Specific duties of the Secretary shall be
 30 established by the Board of Management in consultation with the Senior Minister and approved
 31 by the Church Council.
 32

33 **BUILDING SUPERINTENDENT (Staff)**

- 34
 35 **Section 1.** The church may employ a Building Superintendent who shall be responsible for the general
 36 upkeep of the physical property of the church. Specific duties of the Building Superintendent
 37 shall be established by the Board of Management in consultation with the Senior Minister and
 38 approved by the Church Council.
 39

40 **OTHER OFFICERS, STAFF**

- 41
 42 **Section 1.** The church may elect or employ such other officers or staff as it may deem needed or
 43 appropriate. Recommendations for either shall be directed to the Board of Management.
 44
 45

1 **Section 2.** Before other officers are elected or other staff employed, the Board of Management shall write
 2 a detailed job description in consultation with the Senior Minister and forward a
 3 recommendation to the Church Council, which shall consider the matter and then present it to
 4 the church membership for final action at a regular business meeting or a meeting called for
 5 that specific purpose.
 6

7 **POLICY MANUAL**
 8

9 **Section 1.** An up-to-date Policy Manual for the church shall be maintained by the Board of Management.
 10

11 **Section 2.** The Policy Manual shall include:

- 12 a) job descriptions of all officers and staff,
- 13 b) personnel regulations and policies,
- 14 c) resolutions of establishment and administration of all church-related Special Funds,
- 15 d) policies for the use of the church and its properties,
- 16 e) whatever other policies the Board of Management or Church Council may deem
 17 appropriate,
- 18 f) a copy of this Constitution and By-Laws, and
- 19 g) a listing of all actions passed by the Council or Congregation.
 20

21 **Section 3.** A copy of the Policy Manual shall be kept in a designated place in the church office and
 22 available for any member to examine.
 23
 24

25 **ARTICLE III. BOARDS, COMMITTEES**
 26

27 **BOARD OF DEACONS**
 28

29 **Section 1.** There shall be a Board of Deacons consisting of fifteen (15) members, five (5) being elected
 30 each year to serve three-year terms. Persons may be designated Life Deacons in recognition of
 31 long and faithful service to the Church, and they may participate in activities of the board as
 32 fully as they desire. The Senior Minister, in consultation with the chair of the Board of Deacons,
 33 shall designate Life Deacons.
 34

35 **Section 2.** The Board of Deacons shall be responsible for matters of the Church relating to:

- 36 a) spiritual life,
- 37 b) worship and music,
- 38 c) evangelism and membership growth, and
- 39 d) fellowship and hospitality.
 40
 41

1 **Section 3.** In carrying out its responsibilities, the Board of Deacons, in conjunction with staff, shall:

- 2 a) minister to the spiritual interests of the Church and community in cooperation with the
- 3 ordained staff, and be spiritual advisors to the Senior Minister,
- 4 b) assist in the administration of Holy Communion and be responsible for the chancel
- 5 furnishings,
- 6 c) provide for the temporary supply of the pulpit,
- 7 d) plan and direct programs for evangelism and growth of church membership,
- 8 e) advise and assist the Director of Music and Senior Minister in developing the music
- 9 program of the church, including the appropriateness of music to be used,
- 10 f) be responsible for the provision and maintenance of musical instruments, supplies and
- 11 materials,
- 12 g) appoint and schedule ushers for regular and special services of the church, and
- 13 h) in cooperation with the Board of Christian Connections, plan, co-ordinate and supervise
- 14 church activities designed to promote fellowship among members and friends of the
- 15 church.

16
17 **BOARD OF MANAGEMENT**

18
19 **Section 1.** There shall be a Board of Management consisting of eleven (11) members, three (3) being
20 elected each year to three-year terms, with the Financial Secretary and Treasurer serving *ex-*
21 *officio*.

22 **Section 2.** The Board of Management shall be responsible for matters of the Church relating to
23 finance, property, and personnel (except the Senior Minister)

24
25 **Section 3.** In carrying out its responsibilities, the Board of Management shall:

- 26 a) have custody of the Church property; but it shall not have the power to buy, sell,
- 27 mortgage, lease or transfer real property unless such action is specifically authorized by
- 28 vote of two-thirds of the members of the church membership present and voting at a
- 29 meeting called for this specific purpose, with two weeks' notice. A certificate signed by
- 30 the Moderator and Clerk, stating that any such proposed action has received the
- 31 affirmative vote of not less than two-thirds of the membership present and voting and
- 32 that a quorum was present at such a meeting, shall be conclusive evidence of such
- 33 facts. The Board of Management, upon receipt of such a certificate, shall have the
- 34 power to delegate to its chairperson and secretary authority to execute, acknowledge,
- 35 and deliver, on behalf of and in the name of the church, any and all deeds, mortgages,
- 36 and other instruments and papers necessary to carry out and effect such approved
- 37 action properly,
- 38 b) recommend policies governing the use of the Church building, grounds and/or property
- 39 for purposes outside the general program of the Church,
- 40 c) make an annual report of the conditions of the Church property,
- 41 d) be responsible for the maintenance of the Church property,
- 42 e) maintain adequate and appropriate insurance on the church property,
- 43 f) recommend, after consultation with appropriate Boards and the Senior Minister, the
- 44 selection, termination, job descriptions and starting compensation for all church staff
- 45 except the Senior Minister and the Associate Minister,
- 46

- g) evaluate and review at least annually, through the Senior Minister, the performance of all staff except the Senior Minister and Associate Minister, and based upon these annual evaluations and reviews, recommend adjustments in compensation; and, as needed, recommend modifications in job descriptions of the staff (except Senior Minister),
- h) plan and oversee an annual stewardship campaign in support of the budget and programs of the church,
- i) hear and consider grievances and problems involving staff, except the Senior Minister; grievances and problems that cannot be resolved to the satisfaction of all parties involved shall be taken to the Church Council,
- j) oversee the receiving, investing and disbursing of all church funds not otherwise provided for herein,
- k) arrange bonding protection for all persons handling church money, including special funds,
- l) prepare a proposed annual operating budget, based upon recommendations from other Boards and the Council, for presentation to the Council,
- m) consult with and advise other Boards, the Council, officers and staff on the financial appropriateness, implications and feasibility of proposed projects, and
- n) maintain a church Policy Manual as outlined in Article II.

BOARD OF CHRISTIAN CONNECTIONS

Section 1. There shall be a Board of Christian Connections consisting of nine (9) members, three (3) being elected each year to serve three-year terms.

Section 2. The Board of Christian Connections shall be responsible for matters of the Church relating to

- a) the overall mission of education within the congregation and the Christian community at large, and
- b) general fellowship and hospitality in the church.

Section 3. In carrying out its responsibilities, the Board of Christian Connections shall:

- a) advise and assist the staff in the development of the Christian Connections program of the church,
- b) plan and direct the Church School program, including the selection of Church School officers and teachers,
- c) plan, co-ordinate and supervise church activities designed to promote fellowship among members and friends of the church, in cooperation with the Deacons, and
- d) plan and direct evangelism and membership growth, with the Board of Deacons.

BOARD OF CHRISTIAN SERVICE

Section 1. There shall be a Board of Christian Service consisting of nine (9) members, three (3) members, being elected each year to serve three-year terms.

Section 2. The Board of Christian Service shall be responsible for matters of the Church relating to:

- a) social action,
- b) home and world missions in general, and
- c) mission outreach, including activities at the denominational and ecumenical level.

1 **Section 3.** In carrying out its responsibilities, the Board of Christian Service shall:

- 2 a) promote awareness of social problems and needs within the community and the wider
- 3 world, and their implications for the Church,
- 4 b) identify opportunities for service within the community and the wider world,
- 5 c) keep the Church abreast of denominational and ecumenical activities relating to its
- 6 responsibilities, and
- 7 d) recommend programs and projects to carry out its mandate, including
- 8 recommendations for funding the programs and other needs identified.

9
10 **AT-LARGE COUNCIL MEMBERS**

11
12 **Section 1.** There shall be three (3) At-Large members of the Church Council, one (1) being elected each
13 year to serve a three-year term. At-Large members shall be nominated from the floor and
14 elected at the congregational Annual Meeting.

15
16 **Section 2.** The At-Large members of the Council shall be responsible for matters of the church relating to:
17 a) the nominating and auditing functions, and
18 b) such other activities as may be designated by the Council.

19
20 **Section 3.** In carrying out their responsibilities, the At-Large members of the Council shall:
21 a) nominate candidates for all church offices, boards, and elected trustees of special
22 funds, except Council Members At-Large, having determined in advance the willingness
23 of the candidates to serve. The Senior Minister and Associate Minister shall participate
24 in this process, as *ex officio*,

- 25 b) nominate candidates for election by the Church Council, to fill vacancies, that occur
- 26 between annual elections in positions for which they are responsible,
- 27 c) nominate a representative ministerial Search Committee of no fewer than seven
- 28 members should a vacancy occur in the position of Senior Minister or Associate
- 29 Minister. Members of such a Search Committee shall be elected by the church
- 30 membership at a meeting called for this specific purpose with at least two weeks'
- 31 notice, and
- 32 d) be responsible for initiating the annual auditing of the records of the Treasurer, and,
- 33 upon request, the financial records of any other church group. The annual audit shall be
- 34 completed within six months after the end of the fiscal year. Also, there shall be an
- 35 audit whenever there is a change in the office of Treasurer, or at any other time that
- 36 the Church Council or Church Membership shall require one.

37
38 **PASTORAL RELATIONS COMMITTEE (Senior Minister)**

39
40 **Section 1** There shall be a Senior Minister Pastoral Relations Committee consisting of the Moderator,
41 chair of the Board of Deacons; and, for one three-year term, the chair of the Search Committee
42 that recommended the new Senior Minister; thereafter, the third member shall be designated
43 by the Senior Minister. The Pastoral Relations Committee shall report to the Church Council.
44
45

1 **Section 2.** The Pastoral Relations Committee shall be responsible for:

- 2 a) advising and counseling the Senior Minister in the performance of her/his duties,
- 3 b) serving as spiritual advisors to the Senior Minister,
- 4 c) evaluating the Senior Minister annually,
- 5 d) recommending compensation adjustments for the Senior Minister to the Finance
- 6 Committee of the Board of Management, and
- 7 e) receiving input from the members on the performance of the Senior Minister.

8
9 **Section 3** Meetings shall be convened by the Moderator at his/her discretion or upon request of other
10 committee members or the Senior Minister.

11 **PASTORAL RELATIONS COMMITTEE (Associate Minister)**

12
13
14 **Section 1.** There shall be a Associate Minister Pastoral Relations Committee consisting of the chair of the
15 Board of Christian Connections, the senior at large member of the Church Council, and a third
16 member to be designated by the Associate Minister. The Pastoral Relations Committee shall
17 report to the Church Council.

18
19 **Section 2.** The Pastoral Relations Committee shall be responsible for:

- 20 a) advising and counseling the Associate Minister in the performance of her/his duties,
- 21 b) serving as spiritual advisors to the Associate Minister,
- 22 c) evaluating the Associate Minister annually,
- 23 d) recommending compensation adjustments for the Associate Minister to the Finance
- 24 Committee of the Board of Management, and
- 25 e) receiving input from the members on the performance of the Associate Minister.

26
27 **Section 3.** Meetings shall be convened by the chair of the Board of Christian Connections at his/her
28 discretion or upon request of other members or the Associate Minister.

29 **SPECIAL FUNDS TRUSTEES**

30
31
32 **Section 1.** When deemed appropriate by the Church Council and the church membership, special funds
33 may be established. When a special fund is established, the Board of Management shall be
34 responsible for the preparation of a detailed statement of purpose, in consultation with the
35 Senior Minister and appropriate other parties. This statement of purpose shall include provision
36 for the selection of Trustees of the fund and their specific responsibilities. The statement of
37 purpose shall be submitted to the Church Council and the church membership for action.

38 **OTHER BOARDS, COMMITTEES**

39
40
41 **Section 1.** Other boards and committees may be elected or appointed as deemed necessary and
42 appropriate. Recommendations for either shall be directed to the Board of Management, which
43 shall write a detailed statement of purpose, in consultation with the Senior Minister, and
44 forward its recommendation to the Church Council. The Council shall then consider the matter
45 and present it to the church membership for final action at a meeting called for that specific
46 purpose with at least two weeks advance notice.

1 **ARTICLE IV. ELECTIONS AND ORGANIZATION**

2
3 **Section 1.** Chairpersons of the four Boards (Deacons, Management, Christian Connections, Christian
4 Service) shall be elected annually, along with church Officers, and shall not count against the
5 number of board members called for in Article III.

6
7 **Section 2.** Officers of the church, board chairpersons, board and committee members, and other officials
8 called for in these By-Laws shall be elected from the active membership at the Fall business
9 meeting and begin service January 1 of the following year.

10
11 **Section 3.** Membership on a board, except service as chairperson, shall be limited to three consecutive
12 years. No person shall chair a board for more than three consecutive years. A person elected to
13 fill an unexpired term shall be eligible for a full term at the completion of the unexpired term.

14
15 **Section 4.** No person shall be an officer of the Church and a member of a board (including chairperson of a
16 board), at the same time. No person shall serve as a member of more than one board at the
17 same time.

18
19 **Section 5.** Each of the four boards shall be free to organize itself in the most efficient manner to carry out
20 its responsibilities in view of the circumstances of the moment. Each board shall be expected to
21 co-opt people from the congregation to assist in the performance of its duties, and such co-
22 opted service with one board shall not prevent a person from working similarly with another
23 board.

24
25 **Section 6.** Upon adoption of the church's annual budget, no board or committee shall exceed its line-item
26 allocations without specific approval of the Board of Management and/or Church Council.

27
28
29 **ARTICLE V. DELEGATES, RULES, AMENDMENTS**

30
31 **Section 1.** Delegates from the church to Western Association, Southern Conference and other
32 denominational meetings shall be appointed by the Church Council.

33
34 **Section 2.** Roberts Rules of Order, the most recent edition, shall be the parliamentary authority for all
35 matters of procedure not specifically covered by this Constitution and By-Laws. A
36 parliamentarian shall be appointed by the Moderator at every congregational meeting.

37
38 **Section 3.** The Constitution and By-Laws shall be reviewed at least every ten years by a special committee
39 appointed by the moderator. Either may be amended by a two-thirds vote of church
40 membership present and voting at any business meeting of the church, provided that a quorum
41 is present and that the notice of such action has been given at least two weeks preceding the
42 meeting. Proposed changes shall be made available in advance to any member requesting
43 them. When amendments to the Constitution and By-Laws are duly approved by the
44 congregation, it shall be the responsibility of the Church Clerk to see that they are immediately
45 applied to the master copy of the Constitution and By-Laws.

46
47
48 **END**