

BYLAWS

2015 Revision



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ARTICLE 1 – NAME

The name of this church is College Avenue Congregational Church, United Church of Christ; of Modesto, California, founded in 1948.

ARTICLE 2 – PURPOSE

The purpose of this church is to bind together all followers of Jesus Christ in fellowship, concern and service; to share in the worship of God; to set forth the life, teachings, and examples of Jesus Christ; and to be obedient to the Spirit of God.

ARTICLE 3 – POLITY

This church is governed by its members who exercise the right of control in all its affairs. In all legal matters it shall act in harmony with the Articles of Incorporation as granted by the state of California. The church is a congregation of the United Church of Christ [UCC] and pledges itself to share in the common aims and work of that denomination. While this church is bound to no ecclesiastical authority, it accepts the responsibilities of comity and of cooperating with the national body of the United Church of Christ, the Northern California Nevada Conference [NCNC], the Mountain Valley Association [MVA], and the ecumenical movement in its local, national, and world-wide manifestations.

ARTICLE 4 – MISSION STATEMENT, COVENANT, AND STATEMENT OF FAITH

We affirm the following as expressions of the Spirit in which the church intends to live the gospel:

4.1 The Mission Statement Adopted in 1993:

MISSION STATEMENT

We are called to be a welcoming, nurturing community of faith, gathered to celebrate and share God's love. Empowered by the Spirit of God, we struggle to live the teachings of Jesus Christ in a broken world as we seek joy and justice for all creation.

4.2 The Covenant written by members of the congregation in 1950:

COVENANT

Witnessing in our day the longing of the world for peace, the striving of humanity for freedom, and the searching of people for a living faith, we acknowledge that all people are equally the children of God, and strive through the ministry of reconciliation to unite all creeds, classes, races, and nations into one fellowship. We recognize the supremacy of God and uphold the freedom of conscience for all seekers of truth. We renounce all that cheapens human personality and in all our actions we seek to be guided by the spirit of love. We believe that Jesus was obedient to the spirit of God, and taught that all people could likewise live in close relationship with God. We now join hands and hearts with the members of this church and the Church Universal in these our common beliefs and purposes.

4.3 The Statement of Faith adopted by the United Church of Christ in 1959:

STATEMENT OF FAITH

(adapted by Robert V. Moss)

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 world 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 nations and all humanity 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 5 – MEMBERSHIP

- 5.1 **Open and Affirming:** This church is Open and Affirming. It welcomes into its membership all followers of Jesus Christ who choose this congregation's ministry as their own and intend to actively participate in, and contribute to, the life of the congregation.
- 5.2 **Acceptance into Membership:** Persons may be accepted into membership by:
- 5.2.1 Baptism and profession of faith.
 - 5.2.2 presentation of a letter of transfer from another church.
 - 5.2.3 reaffirmation of faith.
 - 5.2.4 Confirmation.
- 5.3 **Minimum Requirements:** All members shall familiarize themselves with the Mission Statement, Covenant, Statement of Faith, Bylaws, Communication Guidelines and Safety Policy of this church in the context of a new members class; shall publicly affirm its Mission Statement, and shall be received into membership at a worship service.
- 5.4 **Membership Voting Privileges:** Voting membership in the congregation shall be classified as follows:
- 5.4.1 **Active** – persons who have formally joined the church, thereby choosing to share in the church's mission and to participate in the life and programs of the church. Active members also annually renew their commitment to participating actively in the life of the church by signing and submitting to the Membership & Connection Team Leader(s) the Annual Membership Renewal Form mailed to church members in August of each year. Forms are also available on the church's website and in the office.

Active members may vote at any congregational meeting. Active members will be identified by the Membership & Connection Team during an annual review process for the purpose of Conference membership data and voting privileges.

5.4.2 **Associate** – persons who are members of another church, but who share in the spirit of this church mission, and participate in the life and program of this church. Associate members may for sufficient reasons choose not to transfer their membership to this church. Associate members also annually renew their commitment to participate actively in the life of the church by signing and submitting the Active Membership Renewal Form mailed to members and associate members in August. Associate members have voting privileges on all topics except the Call of an installed Pastor, the termination of an installed Pastor, and matters pertaining to property (i.e. mortgage, sale, purchase of real property).

5.5 **Non-voting Membership Privileges:** Non-voting membership in the congregation is classified as follows:

5.5.1 **Inactive** – members who have not signed and submitted the Annual Membership Renewal Form indicating their commitment to participating actively in the life of the church. Active membership may be regained at any time by submitting the Annual Membership Renewal Form (with voting rights regained three months after official reinstatement) to the Membership & Connection Team Leader(s).

5.5.2 **Friends of the Church** – persons who wish to support the church's mission, to regard the church as their church home, or to participate in the activities of the church but do not desire to become or to remain an active member are welcome in all respects but shall have no vote.

5.6 **Membership Withdrawal or Removal:** Withdrawal and/or removal of membership may occur in the following ways:

5.6.1 Any member may request in writing to the Membership & Connection Team the withdrawal of their membership. Any member who has withdrawn from membership may regain membership by a request for reinstatement made in writing to the Membership & Connection Team.

5.6.2 Any member who for two consecutive years does not submit the Annual Membership Renewal Form indicating a desire to participate actively in the life of the church, will be removed from the membership rolls by the Church Council.

An exception will be made for members who leave the area to attend college. If they do not submit Annual Membership Renewal Forms during their absence, they will be considered inactive members until they complete their studies after which time they will be invited to renew their active membership by submitting an Annual Membership Renewal Form. If they do not wish to renew their membership, they will be removed from the membership rolls.

Membership may be regained at any time by submitting an Annual Membership Renewal Form (with voting rights regained three months after official reinstatement) to the Membership & Connection Team Leader(s).

5.6.3 Any member who willfully fails to act in accordance with policies of this church and its accepted moral standards may be removed from membership by the Church Council. The church should do all it can to seek reconciliation before voting for member removal.

ARTICLE 6 – THE PASTOR(S)

6.1 **Pastoral Responsibilities:** Pastoral responsibilities include:

6.1.1 Developing a sense of Christian community, encouraging individual and group growth, and fostering a closer relationship with God.

6.1.2 Developing with the congregation an understanding of what it means to be a Christian in today's society and encouraging the congregation to work toward realizing our Mission in the world.

- 6.1.3 Developing and conducting, with the appropriate Ministry Teams and Committees, public services of worship including Baptism, Communion and preaching the gospel.
- 6.1.4 Developing and conducting the ministries of the church, with the assistance of the church officers, Council, and Ministry Teams and Committees.
- 6.1.5 Serving as voting member of Church Council and Executive Committee, and as advisory member of Ministry Teams and Committees.
- 6.1.6 Working with staff as outlined in the functioning Personnel Policy.

6.2 **Selection:**

- 6.2.1 **Process:** When a Pastor is to be called for the church, a Pastoral Search Committee will be nominated by the Moderator in consultation with the Executive Committee and elected by the Church Council.
- 6.2.2 **The Pastoral Search Committee:**
 - 6.2.2.1 conducts a systematic search process to identify and evaluate potential candidates.
 - 6.2.2.2 works with the assistance of the staff of the Northern California Nevada Conference, United Church of Christ.
 - 6.2.2.3 recommends the prospective Pastor to the Executive Committee and then to the Church Council.
 - 6.2.2.4 introduces the candidate to the church in a variety of settings leading to a formal introduction by the Church Council at a congregational meeting.

6.3 **Conditions of Employment:**

- 6.3.1 Pastor(s) must be ordained, licensed, or eligible to seek ordination or licensure by the United Church of Christ or another Protestant denomination. They will seek and maintain standing in the Northern California Nevada Conference of the United Church of Christ.
- 6.3.2 A Pastoral Call requires an 85% vote of approval by the voting members present. Vote will be taken by written ballot.
- 6.3.3 Pastors will be called for an indefinite period of time.
- 6.3.4 Upon selection, a written Call will be made jointly by the Executive, Pastoral Search and Human Resources committees, setting forth the terms of the Call, including the compensation package, benefits, vacation, weekly days off, conference attendance, study leave and other leaves of absence. Copies of this Call will be supplied to the Pastor, Moderator, College Avenue Congregational Church and the Conference Office.
- 6.3.5 The Call shall be reviewed yearly between the Pastor and the Pastor/Parish Relations Committee [PRC].

6.4 **Termination of Call:** The Call of the Pastor may be terminated by resignation or dismissal.

- 6.4.1 The Pastor may resign by submitting a letter of resignation to the Church Council. The effective date of resignation will be in accordance with the Pastor's Call.
- 6.4.2 The procedures for termination for the service and call of a Pastor will be in accordance with the Constitution and Bylaws of the UCC. The Executive Committee will contact the Conference to seek support and guidance with these procedures.
- 6.4.3 The Pastor may be dismissed by a majority vote at a Congregational Meeting duly called for that purpose.
- 6.4.4 In case of a loss of Pastoral standing, the Pastor's Call will immediately be revoked.

- 6.5 **Allegations of Misconduct:** The Executive Committee may place the Pastor on a paid leave of absence, without prejudice, in the event of any allegation of inappropriate conduct.
- 6.5.1 The Executive Committee will contact the Conference to seek its support and guidance in investigating such conduct.
- 6.5.2 Following this investigation, the Executive Committee will take the appropriate action by restoring the Pastor to ministry or seeking termination.
- 6.6 **Severance Package:** The Executive Committee has full responsibility for the identification of need and definition of any severance package offered to an exiting Pastor. Severance packages in all cases must be approved by the Church Council.

ARTICLE 7 – OFFICERS

- 7.1 **Selection of Officers:** Officers of the church are elected at the Congregational Annual Budget Meeting (in January) of the congregation by a simple majority of the voting members present. Officers must be active members of the church.
- 7.1.1 The **Moderator** will be confirmed for a one-year term, normally after having served as Moderator-Elect.
- 7.1.2 The **Moderator-Elect** will be elected for a term of one year.
- 7.1.3 The **Clerk** will be elected for a term of two years.
- 7.1.4 The **Treasurer** will be elected for a term of two years.
- 7.1.5 The **Financial Secretary** will be elected for a term of two years.
- 7.1.6 The Clerk, Treasurer, and Financial Secretary may serve only two successive terms.
- 7.1.7 The duties of any officer may be shared by two persons.
- 7.2 **Duties of Church Officers:**
- 7.2.1 **The Moderator** is:
- 7.2.1.1 a member of the Church Council and serves as its chairperson.
- 7.2.1.2 a member of the Executive Committee and the Board of Directors of the corporation, and serves as their chairperson.
- 7.2.1.3 to call and preside at all business meetings of the congregation.
- 7.2.1.4 to have general supervision of the Ministry activities along with the Pastor(s).
- 7.2.1.5 to attend, as a voting delegate, the Annual Meeting of the United Church of Christ and meetings of the Mountain-Valley Association.
- 7.2.1.6 to have signatory authority to conduct the business of the church.
- 7.2.2 **The Moderator-Elect** is:
- 7.2.2.1 a member of the Church Council.
- 7.2.2.2 a member of the Executive Committee and the Board of Directors of the corporation.
- 7.2.2.3 the parliamentarian at all Executive Committee, Church Council and congregational meetings.
- 7.2.2.4 to assume the duties of the Moderator if the Moderator is unable to serve.

- 7.2.2.5 to provide all incoming Church Council members with a copy of the Bylaws, Child, Youth and Adult Safety Policy, communication guidelines, and discuss their Council responsibilities with them.
 - 7.2.2.6 to attend, as a voting delegate, the Annual Meeting of the United Church of Christ and meetings of the Mountain-Valley Association.
 - 7.2.2.7 an ex-officio member of the Human Resources Committee
 - 7.2.2.8 to maintain a close working relationship with the Moderator, sharing responsibilities as agreed.
 - 7.2.2.9 to coordinate the review and update of the Bylaws when necessary.
 - 7.2.2.10 to have signatory authority to conduct the business of the church.
- 7.2.3 **The Clerk** is:
- 7.2.3.1 a member of the Church Council and serve as its secretary, publishing minutes of its meetings for distribution in advance of the next meeting.
 - 7.2.3.2 secretary for all Congregational meetings and Executive Committee meetings and a member of the Executive Committee.
 - 7.2.3.3 to prepare the official call for Congregational Meetings at least 10 days prior to meetings.
 - 7.2.3.4 to post a copy of the minutes of each meeting of the Church Council and congregational meetings on a church bulletin board.
 - 7.2.3.5 to report at Congregational Annual Budget Meeting the church membership roll as provided by the Membership & Calling Team.
 - 7.2.3.6 the custodian of all minutes of the Executive Committee, Church Council, and congregational meetings during his/her term.
 - 7.2.3.7 an ex-officio (voice without a vote) member of the Membership and Calling Team.
- 7.2.4 **The Treasurer** is:
- 7.2.4.1 a member of the Church Council.
 - 7.2.4.2 a member of the Executive committee and the Board of Directors of the corporation, serving as treasurer of the latter.
 - 7.2.4.3 authorized to be responsible for the church's bank accounts.
 - 7.2.4.4 responsible for providing direction and guidance to the paid accounting staff.
 - 7.2.4.5 responsible for financial reporting to the Executive Committee, Church Council and congregation.
 - 7.2.4.6 to prepare and distribute budget forms to the Team Leaders, with submission deadlines clearly identified.
 - 7.2.4.7 to have signatory authority to conduct the business of the church.
- 7.2.5 **The Financial Secretary** is
- 7.2.5.1 a member of the Church Council
 - 7.2.5.2 a member of the Executive committee and the Board of Directors of the corporation.
 - 7.2.5.3 responsible for recording contributions made in the weekly offering.
 - 7.2.5.4 to function as chair of the Finance Committee.

ARTICLE 8 – THE CHURCH COUNCIL

8.1 Membership.

- 8.1.1 Composition: The Church Council is composed of the following:
- 8.1.1.1 Pastor(s).
 - 8.1.1.2 Moderator.
 - 8.1.1.3 Moderator Elect.
 - 8.1.1.4 Treasurer.
 - 8.1.1.5 Clerk.
 - 8.1.1.6 Financial Secretary.
 - 8.1.1.7 Team Leader of each Ministry Team.
 - 8.1.1.8 Representative of the Youth Group, who will also attend as a voting delegate, the Annual Meeting of the United Church of Christ and meetings of the Mountain-Valley Association.
 - 8.1.1.9 Pastor/Parish Relations Committee Chair.
 - 8.1.1.10 Human Resources Committee Chair.
 - 8.1.1.11 Buildings & Grounds Committee Chair.
 - 8.1.1.12 Member-at-large to be elected by the congregation at the first congregational meeting of the calendar year to serve a one year term.
- 8.1.2 Resignations: Any Officer, Team Leader, or Member-at-large may resign by written notice to the Moderator.
- 8.1.3 Vacancies: Vacancies in the Church Council membership will be filled on the recommendation of the Nominating Committee as reviewed by the Executive Committee and confirmed by the Church Council. The Pastor/Parish Relations Committee Chair is replaced by the Executive Committee in consultation with the Pastor.

8.2 Duties. The Church Council will:

- 8.2.1 be the governing body of the church, setting policies and transacting business;
- 8.2.2 strategize and guide the future direction with the Ministry Teams, who will be responsible for developing and implementing program goals.
- 8.2.3 support and nurture the programs of the church which reflect the goals of the Ministry Teams and the congregation at large.
- 8.2.4 receive periodic updates and evaluations from the Ministry Teams and Committees (see article 11) on their activities.
- 8.2.5 modify the appendices as needed to keep the ministries of the church relevant to the continued health of the congregation.
- 8.2.6 appoint or recognize new ad hoc Ministry Teams and Committees as needed.
- 8.2.7 receive and act on reports from the Executive Committee and Treasurer.
- 8.2.8 review the preliminary budget prepared by the Executive Committee, make needed changes, and submit the proposed budget in writing to the congregation at least 10 days prior to the Congregational Annual Budget Meeting.
- 8.2.9 introduce and recommend the Pastoral Search Committee's candidate for a Called Pastor to the

congregation at a congregational meeting.

8.2.10 confirm the hiring of staff persons other than the Pastor(s).

8.3 **Limitations:**

8.3.1 Any decision of the Church Council is subject to review at a Congregational Meeting (see Article 13).

8.3.2 The Church Council may not approve expenditures of more than \$1000 beyond any budgeted amount without written notification to the congregation at least 10 days prior to the Church Council meeting at which such action is to be taken. The \$1000 limit may be exceeded in emergency circumstances where the security or operation of the church is in jeopardy.

8.4 **Meetings:**

8.4.1 The Church Council will hold at least 10 meetings a year at approximately monthly intervals.

8.4.2 Special meetings may be called by the Clerk at the request of the Executive Committee or any Ministry elected representative for area related subjects.

8.4.3 All Church Council meetings are open to the congregation unless a majority vote calls for a closed session where only voting members will be present for discussion of confidential matters.

8.5 **Quorum:**

8.5.1 Each Council member in attendance at any given meeting will have one vote.

8.5.2 One-half of the members of the Church Council, of which at least two will be members of the Executive Committee, shall constitute a quorum.

8.5.3 A Ministry Team Leader who is unable to attend a meeting of the Church Council will name another member of their Team to represent them. Such a proxy shall have the power to vote.

ARTICLE 9 – THE EXECUTIVE COMMITTEE OF THE CHURCH COUNCIL

9.1 **Membership.** The Executive Committee will be composed of the following:

9.1.1 The Moderator, who will be chairperson of the Executive Committee.

9.1.2 The Moderator-Elect.

9.1.3 The Clerk, who will be secretary of the Executive Committee.

9.1.4 The Treasurer.

9.1.5 The Financial Secretary.

9.1.6 The Pastor(s).

9.2. **Duties.** The Executive Committee will:

9.2.1 prepare agendas for Church Council Meetings and Congregational Meetings.

9.2.2 ensure that the expenditure of funds is in accordance with the adopted budget of the church and will reallocate funds as needed.

9.2.3 stay informed of the efforts of all Teams, committees, and programs of the church.

9.2.4 administer use of church facilities:

9.2.5 approve regular use of church buildings by ongoing church programs.

9.2.6 establish, with the Church Council approval of, and keep current a detailed policy and fee schedule for, use

of church buildings.

- 9.2.7 grant or deny permission for the use of church buildings in accordance with such established policy.
- 9.2.8 schedule use so as to avoid conflicts with on-going church programs.
- 9.2.9 draft the preliminary budget, reflecting the program needs and fiscal limits of the congregation.
- 9.2.10 coordinate the annual budgeting process during the months of November through January by:
 - 9.2.10.1 conducting a meeting and/or provide information to the Team Leaders related to their responsibility in the budgeting process.
 - 9.2.10.2 coordinating the presentation and discussion of the proposed budget at the Congregational Annual Budget Meeting.
 - 9.2.10.3 acting on behalf of the Church Council in situations when it is not possible to call a Church Council meeting.
 - 9.2.10.4 submitting a report of its interim actions to each meeting of the Church Council.
 - 9.2.10.5 consulting with the Nominating Committee in its selection of new members of the Human Resources, Pastor/Parish Relations being responsible for obtaining Interim Pastor(s) when necessary.
 - 9.2.10.6 coordinating an audit of the church's financial records annually.
 - 9.2.10.7 appointing substitute delegates to attend the Annual Meeting of the United Church of Christ and meetings of the Mountain Valley Association for the Moderator, Moderator-Elect or Youth Group representative in the event they are unable to attend.

9.3 **Meetings.** The Executive Committee will:

- 9.3.1 Meet monthly in an open session and at such other times as the need arises.
- 9.3.2 Convene themselves as the Board of Directors of the Corporation when necessary (see Article 10, Section 2).
- 9.3.3 Conduct a closed session upon the request of a single member of the Executive Committee.
- 9.3.4 Conduct business only when a quorum is present. A quorum consists of three members of the Executive Committee.

ARTICLE 10 – THE BOARD OF DIRECTORS

10.1 **Membership.** The Executive Committee (see Article 9, Section 1) will constitute the Board of Directors of the corporation on those occasions when such a corporate structure is legally required.

- 10.1.1 The Moderator will be chairperson of the Board of Directors.
- 10.1.2 The Treasurer will be treasurer of the Board of Directors.
- 10.1.3 The Clerk will be secretary of the Board of Directors.

10.2 **Duties.** The Board of Directors will:

- 10.2.1 be the legal agents of the congregation, charged to fulfill and execute the functions, duties, and powers defined in the articles of incorporation.
- 10.2.2 convene the Annual Meeting of the congregation/corporation in consultation with the church council.
- 10.2.3 be custodian of all trust, endowment, and memorial funds.

- 10.2.4 provide for and keep current appropriate insurance to protect the congregation/corporation against loss and liability.
- 10.2.5 provide for audits of the financial records of the church, as necessary and appropriate or at the ending of employment of the bookkeeper.
- 10.3 **Limitations.** The Board of Directors will:
 - 10.3.1 have no power to buy, sell, mortgage, lease, or transfer real property or their titles without specific authority by vote of the congregation.
 - 10.3.2 make no capital investments of trust, endowment, or memorial funds without approval by the Church Council.
- 10.4 **Fiscal Year.** The fiscal year will be from January 1 through December 31.

ARTICLE 11 – COMMITTEES AND MINISTRY TEAMS

- 11.1 **Committee Definition.** By performing the ongoing functions of the church, committees support the church's mission.
- 11.2 **Election of Committee Members:**
 - 11.2.1 Human Resources and Nominating Committee members are nominated by the Nominating Committee and elected by the congregation at the Congregational Annual Budget Meeting.
 - 11.2.2 Pastor/Parish Relations appointed by the Nominating Committee in consultation with Executive Committee and the Pastor.
 - 11.2.3 Committee members are encouraged to serve for two years and may serve for up to six years.
 - 11.2.4 Committee members must be members or associate members of College Avenue Congregational Church.
 - 11.2.5 In the event of a vacancy, unless otherwise noted, the Nominating Committee will provide a replacement for the Committee Chair or member, to be confirmed by the Church Council.
- 11.3 **Committee Chairpersons:**
 - 11.3.1 are responsible for the successful functioning of the committee, scheduling, and setting agendas for committee meetings, and preparing reports of achievement towards established goals.
 - 11.3.2 submit budget requests annually on behalf of the committee.
 - 11.3.3 serve no more than two successive two-year terms.
 - 11.3.4 upon leaving office, meet with the incoming chairperson to assure continuity of program.
 - 11.3.5 keep records of committee membership.
- 11.4 **Standing Committees:**
 - 11.4.1 **The Nominating Committee** supports the Ministry of the church by ensuring all nominated positions within the Committees and Teams are filled.
 - 11.4.1.1 **Membership.** Membership consists of five (5) persons, including the chairperson, nominated by the Executive Committee and confirmed by the congregation at the Congregational Annual Budget Meeting. The Moderator-Elect is an ex-officio member.
 - 11.4.1.2 **Duties.** The Nominating Committee will:
 - 11.4.1.2.1 prepare a slate of officers in consultation with the Executive Committee and approved by Council;

- 11.4.1.2.2 Chairpersons and Committee members per the directions under each Committee description, Team Leaders (except for the Worship Team) and at least two members of each Team, and a member at large--for recommendation to the congregation for election at the Congregational Annual Budget Meeting;
- 11.4.1.2.3 attempt to balance such nominations so they reflect the diversity of the congregation;
- 11.4.1.2.4 publish the nominee list at least two weeks in advance of the Congregational Annual Budget Meeting;
- 11.4.1.2.5 recommend to the Church Council candidates to fill vacancies which occur during a term of office (In case of vacancy in the position of Moderator-Elect, the current Church Council members will be considered first to fill the vacancy);
- 11.4.1.2.6 conduct an annual recruiting fair to attract and encourage members of the congregation to participate in the fulfillment of the church's mission.
- 11.4.1.3 **Confidentiality**. The Nominating Committee will maintain confidentiality in all its proceedings.
- 11.4.2 **The Human Resource Committee** is responsible for all employment practices and procedures within the church as specified in the current version of the functioning Personnel Policy, as approved by the Church Council.
 - 11.4.2.1 **Membership**. There are at least five (5) persons on this committee, including the Chair, nominated by the Nominating Committee in consultation with the Executive Committee and confirmed by the Church Council. Members of the Executive Committee are not to serve on this committee. Members of this committee will serve no more than two consecutive two-year terms.
 - 11.4.2.2 **Duties**. This committee will:
 - 11.4.2.2.1 establish and keep current, with Church Council approval, a functioning Personnel Policy that describes terms and conditions of employment for all paid employees;
 - 11.4.2.2.2 perform annual evaluations of job performance for each paid employee;
 - 11.4.2.2.3 perform an annual review, with the Minister(s) and paid employees, of their contracts, job descriptions and schedules;
 - 11.4.2.2.4 be a liaison between the paid employees and the Church Council;
 - 11.4.2.2.5 meet on an emergency basis, as needed, to
 - 11.4.2.2.5.1 mediate problems with or between paid employees, in an atmosphere of reconciliation;
 - 11.4.2.2.5.2 attempt to resolve problems concerning staff performance, upon referral by persons or committees that have supervisory responsibility;
 - 11.4.2.2.6 be a grievance board for any paid employee;
 - 11.4.2.2.7 following consultation with each staff member, recommend any salary changes to the Church Council in advance of initial budget preparation.
 - 11.4.2.3 **The Human Resource Chair(s)** is responsible for:
 - 11.4.2.3.1 developing and maintaining job descriptions.

- 11.4.2.3.2 defining job position benefits.
- 11.4.2.3.3 identifying candidates for open job positions.
- 11.4.2.3.4 hiring employees.
- 11.4.2.3.5 disciplinary actions.
- 11.4.2.3.6 dismissal of employees.
- 11.4.2.3.7 employee annual performance reviews.
- 11.4.2.4 **Confidentiality.** The Human Resource Committee will maintain confidentiality in all its proceedings.
- 11.4.3 **The Pastor/Parish Relations Committee** [PRC] supports and maintains an open relationship between the Pastor(s) and members of the congregation. It helps the Pastor(s) and members of the church share ideas, hopes, dreams, and interpretations of mission. It monitors the quality of the relationship between the Pastor and the congregation. It lets the Pastor know what people in the church are thinking. It gives a framework for dealing with conflict creatively.
 - 11.4.3.1 **Membership:** There are five (5) committee members, including the Chair. All members of this committee will be nominated by the Nominating Committee in consultation with the Pastor and the Executive Committee. The selection is confirmed by the Church Council. Particular care will be given to selecting committee members who are broadly representative of the diversity of the congregation. In the event of an unexpected vacancy(s) on this committee, selection of new member(s) will follow the same process as described above for the annual process. No member of the Executive Committee may be on this committee.
 - 11.4.3.2 **Duties:** The Moderator and Pastor(s) will create a committee of church members respected and trusted by both the Congregation and Pastor(s). All are bound by confidentiality in communications and deliberations. The Pastor/Parish Relations Committee will:
 - 11.4.3.2.1 meet once a month to discuss the relationship between the congregation and the Pastor.
 - 11.4.3.2.2 seek to understand the Pastor's perspective, hopes and needs while demonstrating concern and support for the Pastor's family life, personal life, spiritual life, health, financial condition and general well being.
 - 11.4.3.2.3 develop and maintain effective tools that allow the congregation to provide feedback about their feelings and thoughts related to the broad range of Pastoral responsibilities.
 - 11.4.3.2.4 provide input to the Human Resources Committee at the time of any Pastor's (whether Interim or Permanent) regularly scheduled or ad hoc evaluation.
 - 11.4.3.2.5 remind the congregation regularly of the Committee's role and function.
 - 11.4.3.2.6 attempt to mediate conflicts, crises or misunderstandings between the congregation and/or individuals and the Pastor.
 - 11.4.3.2.7 in the event a conflict cannot be resolved through mediation, will advise the Executive Committee, who will in turn coordinate steps towards resolution. If needed, the Executive Committee will seek guidance from the Conference Minister.

11.5 Other Committees.

11.5.1 **The Buildings & Grounds Committee** is responsible for the maintenance of the church's physical properties and for the day-to-day care and upkeep of all the buildings and grounds.

11.5.1.1 **Membership:** This committee consists of at least three (3) members. The Chair(s) and two members of this committee are nominated by the Nominating Committee and elected at the Congregational Annual Budget Meeting:

11.5.1.2 **Duties:** This committee:

11.5.1.2.1 recommends additions, renovations, and refurbishing plans.

11.5.1.2.2 coordinates the execution of approved plans.

11.5.1.2.3 maintains an up-to-date inventory of all church property.

11.5.1.2.4 ensures custodial duties are staffed and carried out on a regular schedule.

11.5.1.2.5 ensures that supplies and equipment are kept equal to the need.

11.5.1.3 **The Committee Chair(s)** will:

11.5.1.3.1 maintain, prioritize, and gain approval from Church Council for the list of improvement areas for church property, utilizing the annual planning process.

11.5.1.3.2 recommend and coordinate approved additions, renovation and refurbishing plans.

11.5.1.3.3 ensure all church buildings and grounds are kept in good condition through repair and preventative maintenance as required.

11.5.1.3.4 conduct a semi-annual inspection of the buildings and grounds to determine potential areas of need. The inspections will occur just before the planning and budgeting activities so that new items can be accommodated.

11.5.1.3.5 maintain a schedule of the buildings and grounds activities that occur on a recurring basis. The intent of this schedule is to identify clearly the facility maintenance activities so that in the event of a position change or illness, necessary work is able to continue uninterrupted.

11.5.1.3.6 maintain a key contact list of those people and/or companies who provide Building & Grounds-related services on a regular basis.

11.5.2 **The Finance Committee.**

11.5.2.1 **Membership.** There are at least three members of this committee, including the Treasurer and the Financial Secretary, all officers nominated by Nominating Committee in consultation with the Executive Committee and approved by the Church Council. The third member is also nominated by the Nominating Committee in consultation with the Executive Committee and approved by the Church Council.

11.5.2.2 **Duties.** This committee:

11.5.2.2.1 receives, counts, and records financial contributions to the church;

11.5.2.2.2 assists the Executive Committee in regular auditing of the bookkeeper's records;

11.5.2.2.3 coordinates communications between the Bookkeeper and the Executive Committee;

11.5.2.2.4 assists the Executive Committee in long-term financial planning and in creation of the annual budget.

11.5.2.3 **The Financial Secretary** will:

11.5.2.3.1 maintain a record of the weekly offering, by instrument type (i.e. check, cash, etc.), of all monies collected.

11.5.2.3.2 always have an assistant present when money is counted, moved into, or taken from the church safe.

11.5.2.3.3 serve as Chair of the Finance Committee.

11.6 **Ministry Team Definition:** The mission of the church (see Article 2 and 4) will be carried out through a variety of Ministry Teams. These Teams are subject to change and development as the Spirit leads the congregation in new paths. The Spirit may also inspire the emergence of new Teams and the disbanding of old Teams. A listing of current Ministry and Mission Teams are listed in the Appendix.

11.7 **Election of Team Leaders.**

11.7.1 Team Leaders are nominated by the Nominating Committee and elected at the Congregational Annual Budget Meeting (see Article 13 Section 1).

11.7.2 Team Leaders serve for staggered two-year terms, not to exceed six years.

11.7.3 Team Leaders are members or associate members of the church.

11.7.4 If a Team Leader is unable to fulfill his or her term of office, unless otherwise noted, the Nominating Committee will nominate a replacement to be confirmed by the Church Council.

11.8 **Team Leaders** will:

11.8.1 convene and facilitate monthly Team meetings.

11.8.2 facilitate and/or perform the activities and responsibilities of their particular area of ministry on their own, in concert with or through delegation to Team members.

11.8.3 participate in the transfer of responsibilities from/to a new Leader (task list, budget, and pertinent information) as appropriate.

11.8.4 act as a Team representative to the Church Council. The Leader will attend Council meetings, relaying relevant Team information to the Council and relaying Council proceedings to the Team members.

11.8.5 carry out applicable parts of the existing plan as discussed and agreed with previous Leader.

11.8.6 set and prioritize new goals for the year.

11.8.7 refresh existing goals.

11.8.8 identify accomplishments toward goals.

11.8.9 celebrate the Team's accomplishments and help motivate the members of the ministry.

11.8.10 develop a budget and submit it to the Finance Committee and Stewardship Team in accordance with the schedule provided.

11.8.11 create and/or maintain a list of regular Team activities for the purpose of task continuity. If there are external people and/or groups that are involved in the execution of the Team's responsibilities (eg. plumbers, member churches, etc.). a list of contact names and phone numbers is also required to be kept up to date.

11.8.12 be open to new ideas and directions.

11.8.13 provide for the Executive Committee a written report for the Annual Report of the Team's activities during

the year.

11.9 **Selection of Team Members.**

- 11.9.1 Members and friends of the congregation are encouraged to offer their time, talents and ideas if they feel called to contribute to the focus of a Ministry Team.
- 11.9.2 In addition to the Team Leader nominated by the Nominating Committee, two members of all Teams are nominated by the Nominating Committee and elected at the Congregational Annual Budget Meeting.
- 11.9.3 Additional Team Members will be recruited by the Team Leaders at the Annual Recruitment Fair, or as needed, to fulfill the purpose of the Team.
- 11.9.4 Team Leaders will be provided by the Office with the names of people in the congregation who have indicated they have the passion, time, talents or skill to assist in their ministry. Team Leaders have the responsibility of contacting those people for service on the Team.
- 11.9.5 All Active members, Associate members, and Friends of the Church are encouraged to participate on Teams, and any one person may be a member of more than one Team.
- 11.9.6 Team members will serve no more than six years.

11.10 **Team Functions:**

- 11.10.1 Teams will carry out their ministries as whole Teams, sub-groups, individuals, or any combination of these.
- 11.10.2 It is the prerogative of the Team or Team Leader to determine how best to accomplish the goals of their ministry (In some cases, this might mean a Team member or sub-group might only participate in a particular event or program).

- 11.11 **Meetings:** Ad hoc and standing Teams will determine when and how often they need to meet to accomplish their purposes. All meetings are open to the congregation and members of special interest groups.

ARTICLE 12 — EMPLOYMENT PROCEDURES

- 12.1 **Pastoral Call.** For the Call, compensation, benefits, and termination of the Pastor(s), see Article 6 Sections 2, 3, and 4.
- 12.2 **Employment Terms.** For employment, termination, compensation, and benefits of all staff persons other than the Pastor(s), please refer to the functioning Personnel Policy.

ARTICLE 13 — CONGREGATIONAL MEETINGS

- 13.1 **Regular Congregational Meetings:** Two regular congregational meetings are held each year.
 - 13.1.1 The specific date, place, and agenda of each meeting are set by the Church Council.
 - 13.1.2 Typical meetings are:
 - 13.1.2.1 Budget Meeting to adopt the budget; to elect officers, Team Leaders, and standing Team(s); and to review year-end financial and Team reports.
 - 13.1.2.2 Annual Meeting for long-range planning and visioning.
 - 13.1.3 The agenda for each regular meeting will be sent to all Active and Associate members of the congregation at least ten days prior to the meeting, will be announced from the pulpit, and will be included in church publications.

- 13.2 **Special Congregational Meetings** may be called by the Clerk at the request of the Pastor(s), Church Council, or ten percent of the voting members.
- 13.2.1 If ten percent of the voting members have requested the meeting, they will:
- 13.2.1.1 Present their subject to the appropriate Committees and Ministry Teams and the Executive Committee to ensure the presentation is in accordance with the Bylaws, communication guidelines and covenant.
- 13.2.1.2 Coordinate the agenda of the meeting with the Moderator to identify roles and responsibilities and ensure conformity with *Robert's Rules of Order*.
- 13.3 **Voting:**
- 13.3.1 Twenty percent of all Active and Associate members constitute a quorum for the transaction of business.
- 13.3.2 Vote shall be by written ballot if determined during the presentation to the appropriate committees and Ministry Teams and the Executive Committee.
- 13.3.3 Motions shall be passed by a simple majority vote (50 percent plus one) of the voting members present with the exception of the pastoral call (see Article 6, Section 2) and the revision or repeal of the Bylaws (see Article 15).
- 13.3.4 Only Active and Associate members may vote at a Congregational Meeting. Inactive Members and Non-members may participate in the discussion but shall not vote.
- 13.4 **Meeting Conduct:** *Robert's Rules of Order* shall govern proceedings of Congregational Meetings, unless otherwise specified.

ARTICLE 14 – DISSOLUTION

In the event the members of the church shall vote for dissolution of the church, all real estate, properties, goods, monies and funds belonging to this church shall, after payment of any indebtedness, bills and claims, become the property of the Northern California Nevada Conference, United Church of Christ, subject only to such limitations as may be provided in any bequests or other gifts making up the invested reserves of the Church.

ARTICLE 15 — AMENDMENTS

Adoption, amendment, modification, revision or repeal of the Bylaws shall require a two-thirds majority of voting members present at a Congregational Meeting. Any proposed amendment or an appropriate summary shall be made available to all Active and Associate members of the congregation at least seven days prior to the date of the meeting.

APPENDIX A

— MINISTRY TEAMS —

- 1.1 **Membership & Connection Team**, in consultation with the Pastor, makes connections with new folks, prospective members and members with irregular attendance. The connections should include:
 - 1.1.1 follow-up activities as appropriate (first visit to church, questions, etc).
 - 1.1.2 creating innovative ways to encourage church participation.
 - 1.1.3 invite other church members or participate themselves in “Inquirer Gatherings” as mentors or providers of a lay person’s view of the church and its offerings.
 - 1.1.4 update the membership roll annually.
 - 1.1.5 maintain the process of identifying inactive members for the purposes of determining Conference fees and voting privileges, but especially for the purpose of encouraging their renewed participation in the life of the congregation.

- 2.1 **Outreach Team**, with the Pastor’s consultation shall create, promote and support justice ministries offered by our congregation.
 - 2.1.1 Promote opportunities for members to respond in positive ways to issues/instances of racism, homophobia, poverty, and environmental threat in our community.
 - 2.1.2 Lead congregation in continuing to welcome and offer safe haven and support to members of the LGBTQ community especially youth.
 - 2.1.3 Develop intergenerational service/volunteer opportunities in our community, nationwide, and abroad.
 - 2.1.4 Offer opportunities for members to grow in their “passion for compassion” and in awareness and understanding of global justice issues and the justice ministries of the UCC.
 - 2.1.5 Lead congregation in providing financial support for local and global justice ministries.

- 3.1 **Worship Team** facilitates the worship services of the church by:
 - 3.1.1 working with Pastor and other staff to bring together ad hoc groups of inspired people to design the worship services throughout the liturgical seasons of the church year.
 - 3.1.2 recruiting liturgists, ushers, greeters and sound technicians.
 - 3.1.3 retaining the services of Guest Ministers when required.
 - 3.1.4 maintaining supplies, planning and preparing Communion elements.

- 4.1 **Adult Ministry Team** assists the Pastor in providing the faith development program for people above high school age. The Team assists the Pastor in creating and maintaining a supportive educational and social environment in which adults learn and grow in the Christian faith. The specific duties and roles of Team members will be determined by the Pastor and Team, but in general the following tasks are involved:
 - 4.1.1 creating, coordinating and operating an adult faith development program.

- 4.1.2 choosing or developing age and theologically appropriate curriculum.
- 4.1.3 providing an adult Confirmation Class, as needed, in coordination with the Pastoral staff.
- 4.1.4 recruiting training, supporting and overseeing the professional and volunteer staff needed to fulfill Adult Ministry purposes.
- 4.1.5 maintaining the Church's Safety Policy in Adult Ministry programs.

5.1 **The Student Ministries Team** assists the Director of Student Ministries [DSM] in providing faith-development education programs for young people from Kindergarten through 12th grade (the DSM is the Team Leader when a DSM is on staff; otherwise, a Team Leader is elected by the process described in the Bylaws 11.7). The Team assists the DSM in creating and maintaining a supportive educational and social environment in which young people learn and grow in the way of Jesus. The specific duties and roles of Team members will be determined by the DSM and Team, but in general the following tasks are involved:

- 5.1.1 creating, coordinating and operating programs of faith-development for young people.
- 5.1.2 providing age-appropriate social and recreational activities.
- 5.1.3 choosing or developing age- and theologically-appropriate curriculum.
- 5.1.4 connecting the wider congregation to young people through intentional intergenerational events and activities.
- 5.1.5 recruiting training, supporting and overseeing the volunteer staff needed to fulfill Student Ministries purposes.
- 5.1.6 maintaining the Church's Safety Policy in Student Ministries programs.

6.1 **Stewardship Team** is responsible for encouraging financial, time and talent contributions to the church. The Team will:

- 6.1.1 Coordinate the annual pledge drive during the months of September through November by:
 - 6.1.1.1 bringing a diversity of messages to the congregation related to stewardship that appeal to the spiritual and economic mechanics of the congregation.
 - 6.1.1.2 making pledge forms available to members of the congregation.
- 6.1.2 Maintain the annual fund-raising calendar with input from the various individuals and Teams within the larger church community. The Stewardship Team Leader(s) ensure fund raising activities are:
 - 6.1.2.1 scheduled so they do not interfere with other church functions.
 - 6.1.2.2 appropriate and aligned with the mission of our church.
- 6.1.3 Distribute, collect, and collate time and talent surveys from new members and ensure active members' information is current. Provide information on specific skills/talents to Team coordinators as appropriate.