

**COMMUNITY UNITED CHURCH OF CHRIST**  
**300 North Main Street**  
**Morton, Illinois 61550**  
**Adopted November 18, 2001;**  
**Amended April 30, 2006, and December 10, 2006**

**CONSTITUTION**

**SECTION I – PREAMBLE**

We the members of Community United Church of Christ, in order to provide a clear direction for the organization of our congregation and to provide for effective leadership thereof, do declare this document to be our Constitution and Bylaws, with a prayer for divine grace and guidance. In adopting this Constitution and Bylaws, we are grateful that from our Congregational origins in 1832 to our years as the Federated Church (from 1912), Community Church (from 1925) and Community United Church of Christ (from 1968), we have been a vital force in the spiritual and civic life of our community.

**SECTION II – OUR FAITH**

Our congregation seeks truth from the Holy Spirit in all the traditions of the Christian faith, and we therefore seek fellowship with, and admit to membership, all baptized Christians of whatever tradition. We affirm the revelation of God in our Lord Jesus Christ through the Holy Spirit to all believers. Because it contains foundational expressions of this revelation, we regard the Bible as God's supreme literary means of guiding the Church. Though we affirm the fundamental validity of all creeds that have sought to verbalize this revelation, we acknowledge that, as Jesus Christ alone is the authority for the Church, no historical creed can do more than point to him. Chief among the creeds we shall use in worship are the Apostles' Creed and the United Church of Christ Statement of Faith.

**SECTION III – OUR ORDER**

While we are a self-governing body, our recognition that the Spirit of Christ fosters neither competition nor isolation but cooperation causes us to seek out larger Christian fellowships.

**SECTION IV – ORGANIZATION**

We govern ourselves representatively through congregationally elected AT-LARGE OFFICERS and congregationally elected OFFICIAL BOARDS, both acting through the CHURCH COUNCIL; or directly by vote of the members of the congregation as indicated in the Bylaws. The Church Council shall consist of: 1) the At-Large Officers, who are the President, the Vice-President, the Official Clerk, the Treasurer and the Youth Representative; 2) a representative chosen by each Official Board; and 3) the Ordained Staff. The Official Boards and the Standing Committees shall be those detailed in the Bylaws. Other persons may be chosen to assist by the Church Council, the Official Boards or the Standing Committees.

## **SECTION V – SACRAMENTS AND RITES**

We observe the Sacraments of Holy Baptism and Holy Communion, and the Rites of Infant Dedication, Confirmation, Christian Marriage and Christian Burial.

- A) We accept several forms of administering the Sacraments, i.e., in Holy Baptism sprinkling or immersion; in Holy Communion altar, pew and private communion.
- B) Except in unusual circumstances, the Sacraments and Rites shall be celebrated in the presence of the worshipping congregation.

## **SECTION VI – AFFILIATION**

This congregation shall be a member of the Western Association of the Illinois Conference of the United Church of Christ.

## **SECTION VII – NAME**

The name of the congregation shall be ***Community United Church of Christ.***

## **BYLAWS**

### **SECTION I – THE ORDAINED STAFF**

- A) The Ordained Staff shall have charge of the spiritual welfare of the congregation.
- B) The Ordained Staff shall be ordained by, or hold standing or privilege of call in, an Association of the United Church of Christ.
- C) The Ordained Staff shall be responsible for performance of such duties as shall be set forth in their respective job descriptions.
- D) The Ordained Staff shall be called to or dismissed from ministry by a two-thirds-majority vote of the members of the congregation present and voting, as set forth herein.
- E) The Ordained Staff shall be members of Community United Church of Christ.

### **SECTION II – COMPOSITION OF THE CHURCH COUNCIL**

- A) The CHURCH COUNCIL, whose duties and powers are set forth in Section IV below, shall consist of the following:
  - 1) THE AT-LARGE OFFICERS
    - a) The PRESIDENT, who shall be elected from the congregation at large at the spring congregational meeting in odd calendar years, and who shall serve for a term of two (2) years. The President shall not serve two (2) consecutive terms.
    - b) The VICE-PRESIDENT, who shall be elected from the congregation at large at the spring congregational meeting in odd calendar years, and who shall

- serve for a term of two (2) years. The Vice-President shall not serve two (2) consecutive terms.
- c) The OFFICIAL CLERK, who shall be elected from the congregation at large at the spring congregational meeting in even calendar years, and who shall serve for a term of two (2) years. The Clerk shall serve no more than two (2) consecutive terms.
  - d) The TREASURER, who shall be elected from the congregation at large at the spring congregational meeting in even calendar years, and who shall serve for a term of two (2) years. The Treasurer shall serve no more than two (2) consecutive terms.
  - e) The YOUTH REPRESENTATIVE, who shall be nominated by the Senior High Youth Fellowship and elected from the congregation at large at the spring congregational meeting annually to serve on the Council for a term of one (1) year, beginning on the next June 1 and ending on May 31 of the following year. The Youth Representative shall serve no more than two (2) consecutive terms.
- 2) A REPRESENTATIVE from each OFFICIAL BOARD listed in Section VI below. Each Board shall elect its Representative each January, to serve for a term of one (1) year. Board Representatives may serve a maximum of three (3) consecutive terms on the Council.
  - 3) The Ordained Staff, who shall be ex-officio members of the Council with voice but not vote.
- B) In case of vacancy for any reason in one or more At-Large Offices, the Council shall appoint a NOMINATING COMMITTEE whose composition the Council shall determine, to present at least one candidate for each office (except the Youth Representative candidate, who shall be nominated by the Senior High Youth Fellowship) to a congregational meeting for election. The provisions of Section IV, N(2)-(4), below shall apply. However, upon vacancy in the Presidency, the Vice-President shall become President pro tempore until such congregational election is held. If said President pro tempore is a candidate for the Presidency, and therefore a vacancy in the Vice-Presidency will arise should he or she be elected President, then this Section II (B) shall be construed as permitting the Nominating Committee to present candidates for both the Presidency and the Vice-Presidency for election at the same congregational meeting. In case of a vacancy for any reason in a Board Representative position on the Council, the relevant Board shall fill the vacancy from within its remaining members. A person selected to fill a vacancy in an At-Large Office or a Board Representative position shall be chosen with the intention that he or she serves out the remainder of the term of office to which he or she is so selected. Time served in completing such an unexpired term shall not be counted in applying term limitations specified in Section II, A(1) and (2), above.

### **SECTION III – THE AT-LARGE OFFICERS**

- A) The PRESIDENT shall:
- 1) Preside over all meetings of the Council as well as all regular and special meetings of the congregation;

- 2) Consult with the Ordained Staff in coordinating the Boards and their programs, plan the agenda of the Council and congregational meetings and administer special concerns as they arise;
- 3) Vote on all secret ballots but on open ballots only in case of tie.

B) The VICE-PRESIDENT shall:

- 1) Become, in the temporary absence of the President, President pro tempore;
- 2) Become, upon vacancy in the Presidency, President pro tempore under the terms set forth in Section II (B) above;
- 3) Act as Parliamentarian at Council and congregational meetings, except when presiding or absent; then the Council or members of the congregation shall appoint a Parliamentarian for that meeting;
- 4) Assist the President and the Ordained Staff in coordinating the general Church program;
- 5) Chair the LONG RANGE PLANNING COMMITTEE.

C) The OFFICIAL CLERK shall:

- 1) Record or have recorded and shall permanently file all minutes of the meetings of the Council or the congregation;
- 2) Present the minutes of the preceding meeting at all official meetings and, when necessary, shape such minutes to consensus for permanent filing;
- 3) Keep all records as requested by the Ordained Staff and, with the President, handle official communications for the congregation;
- 4) Give written notice of all congregational meetings;
- 5) Cosign official documents along with the President as appropriate.

D) The TREASURER shall:

- 1) Coordinate the finances of the congregation and make monthly statements to the Council;
- 2) Prepare, with the assistance of the Finance Board, a financial report for the previous year, which shall be distributed to the congregation at least seven days before the spring congregational meeting;
- 3) Prepare, with the assistance of the Finance Board and the approval of the Church Council, a budget for the forthcoming year, which shall be distributed to the congregation at least seven days before the fall congregational meeting;
- 4) Cause to be prepared a report of individual contributions to each member on a semiannual basis;
- 5) Advise the CONTINUING GIFTS FUND COMMITTEE in the creation, maintenance and monitoring of financial records for the Continuing Gifts Fund.

E) The YOUTH REPRESENTATIVE shall:

- 1) Attend all meetings of the Church Council as scheduled;
- 2) Represent the interests of the youth of the congregation in matters before the Council.

F) All At-Large Officers except the Youth Representative shall be installed at the regular Sunday Worship following their election, at which time they shall assume their offices.

- G) No At-Large Officer shall serve on an Official Board.

#### **SECTION IV – DUTIES AND POWERS OF THE COUNCIL**

- A) The Church Council shall have the power to act for and to coordinate the affairs of the congregation, except as limited elsewhere in the Bylaws or by specific direction of the members of the congregation.
- B) The Council shall act as the Trustees of the legal incorporation of the congregation, and shall hold in trust the properties of the congregation.
- C) The Council shall have the authority to lease all Church property except the Church building located at 300 North Main Street, Morton, Illinois 61550.
- D) The Council shall provide for the raising of funds for the operation of the congregation's programs and shall manage the financial affairs of the congregation, except as limited elsewhere in the Bylaws or by specific direction of the members of the congregation.
  - 1) The Council shall authorize the Treasurer in the payment of funds under the Council's control.
  - 2) The Council shall provide for the proper auditing of the financial records each calendar year.
  - 3) The Council shall review and act upon recommendations and requests brought before it by the Continuing Gifts Fund Committee in keeping with the philosophy of the Continuing Gifts Fund and directives governing the use of its principal and income specified in Section VIII below.
- E) The Council shall be the employer of record for all paid staff.
- F) The Council shall administer the calling, resignation or dismissal of the Ordained Staff and shall supervise the performance of the Ordained Staff.
  - 1) The Ordained Staff shall be called for an indefinite period. In order for either the Council or a Minister to terminate the relationship, ninety (90) days' notice shall be given, unless by mutual consent.
  - 2) Any Council action to either call or dismiss a member of the Ordained Staff must be submitted to a congregational vote at a meeting called not less than seven (7) days in advance for that sole purpose. A two-thirds-majority vote of the members of the congregation present and voting shall be required to call or dismiss an Ordained Staff member.
- G) In case of vacancy in the Ordained Staff, the Council shall arrange for interim ministerial support at its discretion.
- H) In case of vacancy in the Ordained Staff, the Council shall appoint one or more SEARCH AND CALL COMMITTEES for the purpose of calling one or more new Ordained Staff members.
  - 1) A Search and Call Committee shall consult and work with the appropriate officer of the Illinois Conference of the United Church of Christ.

- 2) A Search and Call Committee shall submit only one candidate at a time for an Ordained Staff position. Such candidate shall first be submitted to the Council for approval before presentation of the candidate to the members of the congregation for a vote to call.
  - 3) Membership on the Search and Call Committee should reasonably reflect the age, gender and length of membership makeup of the congregation.
- I) Regular meetings of the Council shall be called by the Council and held at least monthly. Special Council meetings may be called by the Council or the President. In his or her temporary absence, or in case of vacancy in the Presidency, the Vice-President may call a special meeting. In the temporary absence of the President and the Vice-President, or in case of vacancy in both offices, the Official Clerk or any four (4) members of the Council may call a special meeting. In the temporary absence of the President and the Vice-President, or in case of vacancy in both offices, members of the Council present and voting shall appoint a President pro tempore for the meeting. For a temporary absence, or a vacancy in any other At-Large Officer position, the same authority may be used to appoint a member of the congregation to act in that position for the meeting. One-half of the Council's members shall constitute a quorum. Robert's Rules of Order, Revised, shall govern all Council meetings, unless otherwise provided in these Bylaws.
  - J) Matters on which the Council votes shall be decided by a simple-majority vote of the members present and voting.
  - K) The Council or the President may call special meetings with any or all Boards or congregational committees.
  - L) The Council may appoint such persons, or create such committees, as it may deem necessary to fulfill particular tasks. Such persons or committees shall serve as directed by the Council.
  - M) The Council shall conduct periodic evaluations regarding pastoral leadership, staff functioning and the comprehensive program of the congregation.
  - N) Upon impending congregational elections for Board positions, the Council shall appoint a Nominating Committee to present at least one candidate for each position to a congregational meeting for election.
    - 1) The Nominating Committee shall consist of one Council member, who shall not be the President, and four (4) members from the congregation at large.
    - 2) The Nominating Committee shall secure the prior consent of all nominees.
    - 3) The report of the Nominating Committee shall be presented no later than the designated congregational meeting. Other nominations may be made from the floor at the meeting. Those nominated from the floor must also consent to their nomination.
    - 4) In case of a contest for any elective position, the election shall be resolved by secret ballot. A separate ballot is required for each contested office before the voting to fill non-contested offices.
  - O) Upon impending regular congregational elections for At-Large Offices, the Council shall appoint a Nominating Committee whose composition the Council shall determine, to present at least one candidate for each office (except the Youth

Representative candidate, who shall be nominated by the Senior High Youth Fellowship) to a congregational meeting for election. The provisions of Section IV, N(2)-(4), above shall apply.

- P) Upon impending congregational elections for Long Range Planning Committee members, the Council shall appoint a Nominating Committee whose composition the Council shall determine (and whose members may, but need not, be identical to those selected in accordance with Section II (B) or IV (O) above), to present at least one candidate for each LRPC position to a congregational meeting for election. The provisions of Section IV, N(2)-(4), above shall apply.
- Q) Upon impending congregational elections for Continuing Gifts Fund Committee members, the Council shall appoint a Nominating Committee whose composition the Council shall determine (and whose members may, but need not, be identical to those selected in accordance with Section II (B), IV (O) or IV (P) above), to present at least one candidate for each available Continuing Gifts Fund Committee position to a congregational meeting for election. The provisions of Section IV, (N)(2)-(4), above shall apply.
- R) The Council shall appoint such DELEGATES and ALTERNATE DELEGATES in consultation with the Denominational Affairs Board as are necessary to represent our congregation before the United Church of Christ and interdenominational bodies to which we belong. Such delegates shall represent our congregation in matters of policy and voting, in accordance with the delegates' conscience. Such delegates shall report to the Council, the Denominational Affairs Board and the congregation on the meetings and activities attended.
- S) The Council shall have the power to address personal or disciplinary issues relating to the staff in an Executive Session of the Council.

#### **SECTION V – POWERS RESERVED BY THE CONGREGATION**

- A) Only the members of the congregation, by a two-thirds majority of those present and voting, may call or dismiss Ordained Staff.
- B) Only the members of the congregation, by a simple-majority vote of the members present and voting (except as provided in Section XIII below), may buy, transfer, sell, convey, mortgage or otherwise encumber Church real property.
- C) Only the members of the congregation, by a two-thirds-majority vote of the members present and voting, may approve spending any portion of the Continuing Gifts Fund principal and only in the most dire of circumstances. It is intended that the Continuing Gifts Fund principal remain intact in perpetuity and only the income generated from that principal be made available for distribution.

#### **SECTION VI – DUTIES AND POWERS OF THE OFFICIAL BOARDS**

- A) CHRISTIAN EDUCATION BOARD

- 1) The Christian Education Board shall provide for Christian education for the congregation, including Church School for children, youth and adults and Vacation Bible School.
- 2) The Board shall assist the Ordained Staff in planning and promoting confirmation instruction.
- 3) The Board shall manage the library resources of the congregation, including both printed and audio-visual materials. The Board may appoint a Church Librarian to facilitate the performance of this duty. The Librarian shall serve as directed by the Board.
- 4) The Board may appoint a Superintendent of Christian Education. The Superintendent shall serve as directed by the Board.

B) DENOMINATIONAL AFFAIRS BOARD

- 1) The Denominational Affairs Board shall maintain active and constructive communication with the Western Association and the Illinois Conference of the United Church of Christ.
- 2) The Board shall keep the Council and congregation informed of proposals, plans and actions communicated from the larger United Church of Christ bodies and recommend to the Council positions, responses and proposals to be transmitted to the same United Church of Christ bodies.
- 3) The Board shall recommend to the Council delegates, alternate delegates and other participants as may be required to represent our congregation to the larger United Church of Christ bodies.
- 4) The Board shall nurture understanding of and outreach to the United Church of Christ.

C) EXTENSION BOARD

- 1) The Extension Board shall encourage and provide fellowship opportunities for all ages beyond the normal Sunday morning activities of the Church.
- 2) The Board shall maintain awareness of Church and programs through a variety of communication vehicles to the community, with an emphasis on membership growth.
- 3) The Board shall maintain a continuing public-relations effort and advise the Ordained Staff and Council on all Church publicity matters as needed.
- 4) The Board shall provide for a program of new-member orientation as may be appropriate.

D) FELLOWSHIP BOARD

- 1) The Fellowship Board shall be responsible for developing fellowship opportunities within the congregation and with other groups in the community.
- 2) The Board shall administer all fellowship activities within the congregation, including Sunday Coffee Fellowship time.

E) FINANCE BOARD

- 1) The Finance Board, in conjunction with the Council, shall be responsible for the raising of funds for the support of the congregation and for managing the dispersal of those funds necessary for the operation of the Church and its programs.



- 2) The Board shall organize and direct the annual stewardship campaign and report its results to the congregation.
- 3) The Board shall encourage the giving of memorials and legacies to the congregation and administer the recording, acknowledging, and use of such memorial funds.
- 4) The Board in the performance of its duties may appoint Assistant Treasurers and a Financial Secretary to assist it in the collection and proper management of the congregation's funds. Such appointed persons shall serve as directed by the Finance Board and report to the Board as requested.
- 5) The Board shall appoint a Rental Committee to manage the rental properties of the Church.

#### F) MISSIONS BOARD

- 1) The Missions Board shall encourage the congregation in the giving of financial support and volunteer time in the service of local and worldwide missions.
- 2) The Board shall identify mission needs that deserve support and communicate those needs to the congregation.
- 3) The Board shall receive, administer, and disperse monies contributed to the Missions Fund. The Board may appoint a Missions Board Treasurer for the furtherance of this purpose, who shall serve as directed by the Board.

#### G) PROPERTY BOARD

- 1) The Property Board shall maintain the various buildings and grounds owned by the congregation in a clean and well-repaired condition. The Board shall seek to make maximum use of volunteers from the congregation for work projects whenever possible.
- 2) The Board shall recommend candidates for the Sexton position to the Council, and shall supervise the Sexton in the performance of assigned duties.
- 3) The Board shall seek approval from the Council for any repairs or renovations that have not been provided for in the annual budget.

#### H) WORSHIP BOARD

- 1) The Worship Board shall assist the Ordained Staff in the ordering of worship, including provision of the elements for the Sacraments of Baptism and Holy Communion, and organizing the Greeters and Ushers.
- 2) The Board shall recommend candidates for the position of Music Director to the Council and support the music program.
- 3) The Board shall provide for nursery staff.
- 4) The Board shall provide for seasonal decorations and administer the flower calendar.
- 5) The Board shall provide for special devotional literature and programs.

#### I) YOUTH MINISTRY BOARD

- 1) The Youth Ministry Board shall provide a comprehensive program for involving youth in the ministry of the Church.

- 2) The Board shall direct the formation of youth groups and assist the designated Ordained Staff member in the administration of the overall youth program.
- J) Each Board shall consist of five (5) members. Elections for Board members shall be held at the fall congregational meeting with terms of office of two (2) years. No more than three (3) members of a Board shall be elected in any year. Board members shall serve no more than two (2) consecutive terms on any Board, but may serve immediately thereafter on another Board.
- K) At the first fall congregational meeting following adoption of these Bylaws, the Nominating Committee appointed in accordance with Section IV (N) above shall, if necessary, make the following one-time exception to the Board-election procedures stated in Section VI (J) above, in order to comply with the stipulation that no more than three (3) members of a Board shall be elected in any year. Three (3) persons shall be nominated for two-year terms, and two (2) persons shall be nominated for one-year terms. Persons already serving on the Boards shall be offered the nominations if they so choose and also if they would not exceed the term limitations noted in Section VI (J) above. At the second fall congregational meeting following the adoption of these Bylaws, two (2) persons shall be nominated for two-year terms.
- L) In case of vacancy for any reason on a Board, the Board shall be responsible for filling the vacancy. If such vacancy is of a Board Representative position on the Council, the Board shall fill the vacancy from within its remaining members. A person selected to fill a vacancy shall be chosen with the intention that she or he serve out the remainder of the term of office to which he or she is so selected. Time served in completing such an unexpired term shall not be counted in applying term limitations specified in Sections II, (A)(2), and VI (J) above.
- M) Newly elected or re-elected Board members shall assume their duties at the joint January Board Meeting.
- N) Each of the Boards shall have the power to appoint such other persons, or create such committees, as may seem useful to the fulfilling of its tasks and the welfare of the congregation. Such persons or committees shall serve as directed by the relevant Board.
- O) Official actions of the Boards shall require the concurrence of at least three (3) members. Persons appointed, or members of committees formed, by a Board shall have voice but not vote in Board matters.
- P) By affirmative vote of at least three (3) members, each Board shall elect a Chair and a Council Board Representative, who may, but need not, be the same person.
- Q) The Chair of each Board shall keep an official record of the Board's activities and shall pass on such records to the succeeding Chair.
- R) Each Board shall report its actions and plans to the Council monthly.

## **SECTION VII – LONG RANGE PLANNING COMMITTEE**

- A) The Long Range Planning Committee shall seek to be informed of and to stimulate interest in the long range needs of the congregation, in program, in staff and in property matters. This committee shall serve in an advisory capacity to the Council and the various Boards, and shall report to the Council as may be deemed necessary or at least semiannually.
- B) The Committee shall meet as needed or at least once each quarter.
- C) The Committee shall be chaired by the Vice-President, who shall have voice but not vote in the matters before the Committee.
- D) The Committee shall consist of five (5) members, not including the Chair. Elections for Committee members shall be held at the spring congregational meeting with terms of office of three (3) years. No more than two (2) members of the Committee shall be elected in any year. Committee members shall serve no more than two (2) consecutive terms.
- E) At the first spring congregational meeting following adoption of these Bylaws, the Nominating Committee appointed in accordance with Section IV (P) above shall institute the following election procedures in order to comply with the stipulation stated in Section VII (D) above that no more than two (2) members of the Committee shall be elected in any year. Two (2) persons shall be nominated for three-year terms, two (2) persons shall be nominated for two-year terms, and one (1) person shall be nominated for a one-year term. Persons already serving on the Committee shall be offered the nominations if they so choose. At each spring congregational meeting thereafter, the expired terms shall be filled for three (3) years each.
- F) Committee members shall assume their duties immediately upon their election.
- G) In case of vacancy for any reason on the Committee (excepting vacancy in the Vice-Presidency, which shall be filled under the terms set forth in Section II (B) above), the Committee shall be responsible for filling the vacancy. A person selected to fill a vacancy shall be chosen with the intention that he or she serve out the remainder of the term of office to which she or he is so selected. Time served in completing such an unexpired term shall not be counted in applying term limitations specified in Section VII (D) above.

## **SECTION VIII – CONTINUING GIFTS FUND COMMITTEE**

- A) The Continuing Gifts Fund Committee shall retain custodial and advisory responsibility for the Continuing Gifts Fund. This responsibility shall include:
  - 1) Making recommendations to the Council for investing Fund assets so as to maximize income while minimizing risk for loss of principal and striving to achieve an annual rate of return exceeding inflation, as measured by the Consumer Price Index;
  - 2) Promoting the Fund and actively seeking additional gifts to increase the Fund principal;
  - 3) Developing and maintaining an accurate accounting of the Fund, its subcategory funds, its investments and its income. Fund accounting shall be accomplished in consultation with the Treasurer, as provided in Section III, (D)(5), above, and according to generally accepted accounting principles. Fund accounts shall be made a part of and audited with the Church's financial records, in compliance with Section IV, (D)(2), above.

- B) The Committee shall be responsible for accounting, promoting and recommending distribution of Fund income. This responsibility shall include:
- 1) Developing, maintaining and administering such policies and procedures as are deemed necessary and appropriate for receiving, reviewing and recommending requests for distribution of Fund income.
  - 2) Developing and maintaining an accurate accounting of Fund income and distributing to the congregation, within thirty (30) days of the closing of the previous year's books, a report detailing Fund income generated during that previous year which will be available for current-year requests. This report shall detail income which may be spent only in specified areas (in the case of income from designated subcategory funds) and income with no specified area for use (in the case of income from nondesignated subcategory funds).
  - 3) Serving as an advocate for and safeguarding the Fund philosophy: that the Fund principal be preserved, as provided in Section V (C) above, and that Fund income shall be distributed so as to enhance or expand the ministries of the Church and not be used for day-to-day operations or to supplement the Church's routine operating budget (except if income is to be used for a new program whose ongoing expenses would otherwise be part of the routine operating budget, and then for no longer than one (1) year from the date of Council approval of the request).
  - 4) Reconciling Fund income and distributions at the closing of the books for each fiscal year and incorporating into the Fund principal any Fund income that was not spent, or pledged to an approved request, in years prior to the year for which the books are being closed. Fund income incorporated into the Fund principal shall be allocated proportionately to subcategory funds according to their respective percentages of the Fund total.
- C) The Committee shall report its findings and recommendations to the Council at least semiannually. This responsibility shall include:
- 1) Presenting to the Council for action, as provided in Section IV, (D)(3), above, recommendations to hold, sell, exchange, lend, transfer, convert, invest, reinvest or otherwise manage Fund assets.
  - 2) Presenting to the Council for action, as provided in Section IV, (D)(3), above, all current-year requests for distribution of Fund income. In addition, the Committee will specify its recommendation(s) for approval (in whole or in part) or denial and the rationale supporting its recommendation(s).
- D) The Committee shall consist of three (3) members. Elections for Committee members shall be held at the spring congregational meeting with terms of office of three (3) years. No more than one (1) member of the Committee shall be elected in any year. Committee members shall serve no more than two (2) consecutive terms.
- E) The Committee's leadership shall be determined by consensus of the Committee.
- F) The Committee shall meet at least quarterly.
- G) In case of vacancy for any reason on the Committee, the Committee shall be responsible for filling the vacancy. A person selected to fill a vacancy shall be chosen with the intention that he or she serve out the remainder of the term of office

to which she or he is so selected. Time served in completing such an unexpired term shall not be counted in applying term limitations specified in Section VIII (D) above.

- H) At the first spring congregational meeting following adoption of this Section VIII and associated changes to the Bylaws, the Nominating Committee appointed in accordance with Section IV (Q) above shall institute the following election procedures in order to comply with the stipulation stated in Section VIII (D) above that no more than one (1) member of the Committee shall be elected in any year. At least three (3) candidates shall be nominated: at least one (1) shall be nominated for a three-year term, at least one (1) shall be nominated for a two-year term and at least one (1) shall be nominated for a one-year term. At each spring congregational meeting thereafter, the expired term shall be filled for a three-year term.
- I) Prior to election of the Committee as stipulated in Section VIII (H) above, the Council shall appoint at least three (3) persons to serve as an Interim Committee. The Interim Committee shall abide by the directives set forth in this Section VIII. Time served on the Interim Committee shall not be counted in applying term limitations specified in Section VIII (D) above.
- J) Committee members shall assume their duties immediately upon their election or, in the case of the Interim Committee, their appointment.

#### **SECTION IX – PASTOR/CONGREGATION RELATIONS COMMITTEE (PCRC)**

- A) The PASTOR/CONGREGATION RELATIONS COMMITTEE (PCRC) shall promote healthy relations between the Ordained Staff and the congregation by serving as an advisory and support group for the Ordained Staff. As an advisory group, the Committee shall share ideas, expectations and concerns of the congregation with the Ordained Staff. As support for the Ordained Staff, the Committee interprets roles and needs of the Ordained Staff to the congregation. To accomplish this mission, the Committee shall:
  - 1) Provide opportunities for communication between the Ordained Staff and the congregation;
  - 2) Be available to discuss with the Ordained Staff any issues relating to Boards or committees, to the administration of the Church, to the pastoral care of the congregation or to salary or budgetary items related to the Ordained Staff;
  - 3) Help and encourage the Ordained Staff in determining continuing-education and enrichment activities;
  - 4) Support spouses and children of the Ordained Staff in their relationship with the congregation and community;
  - 5) Provide a forum for dealing with conflicts arising between Ordained Staff members or between Ordained Staff members and members of the congregation;
  - 6) Maintain confidentiality in all interactions as determined by consensus of the Committee, the Ordained Staff and, when appropriate, members of the congregation.
- B) The Committee shall consist of five (5) members. Appointments shall be made each May with terms of office of two (2) years. No more than three (3) members of the

Committee shall be appointed in any year. Committee members shall not simultaneously be members of the Council and shall serve no more than two (2) consecutive terms.

- C) The Committee members shall be determined in the following manner: in a confidential setting, the Council President and Vice-President and the Ordained Staff shall by consensus choose persons to fill open positions on the Committee. Those chosen shall then be asked if they would be willing to serve. If anyone chosen declines the invitation, another person shall be chosen through the same procedure of consensus. Committee members shall assume their duties immediately upon their appointment.
- D) Upon assuming membership on the Committee, all persons shall receive orientation for their responsibilities from previous or current members of the Committee and, when deemed necessary, from Association or Conference resources and personnel.
- E) The Committee's leadership and record keeping shall be determined by consensus of the Committee.
- F) The Committee shall meet at least quarterly with the Ordained Staff.
- G) The Committee may meet in the absence of one or more members of the Ordained Staff, provided the Committee first informs all members of the Ordained Staff of the meeting.
- H) Any member, or group of members, of the congregation having a concern involving one or more of the Ordained Staff may request a meeting with the Committee with or without the Ordained Staff present. In the latter case, all members of the Ordained Staff shall be informed before the meeting date, and after the meeting the Committee shall encourage communication between the individual or group and the relevant member(s) of the Ordained Staff. If the concern cannot be resolved, the Committee may seek counsel from Association or Conference resources and personnel.
- I) If all Ordained Staff positions are vacant when appointments to the Committee are to be made, the Council shall appoint members of the congregation to fill open positions on the Committee. If the Council Presidency or Vice-Presidency is vacant for any reason when appointments to the Committee are to be made, the Council shall select one of its own members to act in the President or Vice-President's place in the consensual appointment process with the Ordained Staff.
- J) In case of vacancy for any reason on the Committee, another member of the congregation shall be selected to fulfill the remainder of that term according to the procedure outlined in Section IX (C) (or if necessary (I)) above. A person selected to fill a vacancy shall be chosen with the intention that he or she serve out the remainder of the term of office to which she or he is so selected. Time served in completing such an unexpired term shall not be counted in applying term limitations specified in Section IX (B) above.
- K) The provisions of this Section IX shall apply also during interim ministry.

- L) In the first May following adoption of this Section IX, a one-time exception shall be made to the appointment procedures stated in Section IX (B) above in order to comply with the stipulation that no more than three (3) members of the Committee shall be appointed in any year: The Council President and Vice-President and the Ordained Staff shall appoint three (3) persons for two-year terms and two (2) persons for one-year terms. Members of the Pastoral Relations Committee (PRC) at that time who are not Council members shall be eligible for appointment to the PCRC. Time served on the PRC by such members shall not be counted in applying term limitations specified in Section IX (B) above.

#### **SECTION X – MEMBERSHIP**

- A) The following are among the marks of faithful membership in Community United Church of Christ:
- 1) Genuine commitment to growth in Christian faith and life.
  - 2) Regular participation in worship, the center of the congregation's life.
  - 3) Participation in congregational meetings and in other decision-making opportunities.
  - 4) Support of the Church through gifts, skills and active devotion.
  - 5) Commitment to building relationships with others in the congregation through conversation, small groups, retreats or similar events.
- B) New members are received during a regular service of worship. The congregation welcomes all persons to membership who wish to come by baptism, confirmation, reaffirmation of faith or letter of transfer.
- C) Formal membership in the congregation shall be a prerequisite for voting on matters before the congregation or for serving as a Council member or Chair of a Board. Membership is not a prerequisite, but is encouraged, for other service on a Board or for teaching. In those cases in which membership is not required for service on a committee, it is nonetheless encouraged.

#### **SECTION XI – CONGREGATIONAL MEETINGS**

- A) All congregational meetings shall be called by the Council.
- B) Regular congregational meetings shall be held in the spring and the fall, with the Council selecting the specific dates.
- C) A special congregational meeting shall consider only the items specified in the written notice of the meeting.
- D) The Official Clerk shall give written notice of a regular congregational meeting to the membership not less than fourteen (14) days prior to the date of the meeting. Written notice of not less than seven (7) days shall be given for all special meetings called pursuant to these Bylaws.
- E) Robert's Rules of Order, Revised, shall govern all proceedings, unless otherwise provided in these Bylaws.

- F) The quorum for all congregational meetings shall be ten percent (10%) of the resident membership, as of the date of the meeting.
- G) In the temporary absence of the President and the Vice-President, or in case of vacancy in both offices, the members of the congregation present and voting shall appoint a President pro tempore for the meeting. For a temporary absence, or a vacancy, in any other At-Large-Officer position, the same authority may be used to appoint a member of the congregation to act in that position for the meeting.
- H) Unless otherwise provided in these Bylaws, all matters on which the members of the congregation vote shall be decided by a simple majority of the members present and voting.
- I) Except as provided in Section IV (N)(4) above, all elections at congregational meetings shall be by secret ballot, hand vote or voice vote, as shall be determined by the members of the congregation.

#### **SECTION XII – FISCAL YEAR**

The fiscal and budget year of the congregation shall be from January 1 through December 31.

#### **SECTION XIII – DISSOLUTION**

The congregation may dissolve upon a two-thirds (2/3) affirmative vote of the members present and voting at a congregational meeting called for that purpose. Upon such dissolution its assets and all property and interest of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be disposed of at the discretion of the congregation by a two-thirds (2/3) affirmative vote of the members present and voting. Such disposition shall not be to the membership, but to one or more tax-exempt, religious or charitable organizations as defined by the Internal Revenue Code.

#### **SECTION XIV – AMENDMENTS**

Written notice of any proposed amendments to the Constitution or the Bylaws must be given to the members of the congregation not less than fourteen (14) days prior to the meeting at which they are to be considered.

- A) Amendments to the Constitution shall require a two-thirds majority of the members present and voting to be adopted.
- B) Amendments to the Bylaws shall require a simple majority of the members present and voting to be adopted.