

Revised, February, 2010 at Annual Congregational Meeting,  
February 5, 2010

## **Constitution and By-Laws of The Congregational Church of Belmont, California**

### **CONSTITUTION**

#### **ARTICLE I - Name and Organization**

##### **NAME**

The name of this church is and shall be THE CONGREGATIONAL CHURCH OF BELMONT United Church of Christ

##### **ORGANIZATION**

This church is a religious corporation, incorporated under the laws of the State of California on January 12, 1955.

#### **ARTICLE II - Object**

The object of this church shall be to bind together followers of Jesus Christ for the purpose of sharing in the worship of God and in making God's will dominant in people's lives, individually and collectively, especially as that will is set forth in the life, teaching, death, and resurrection of Jesus Christ.

#### **ARTICLE III - Government**

The government and property ownership of this church are vested in its members who control its affairs according to their understanding of the Word of God. This church is subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of the State of California, to the laws of the State of California and its political subdivisions, to this Constitution and to any by-laws adopted hereunder. This church is not accountable to any other ecclesiastical body. It accepts the privileges and responsibilities of the free fellowship of the United Church of Christ, the Northern California Nevada Conference and the Golden Gate Association of the United Church of Christ. The official year shall begin on January first. All officers shall assume their duties upon election and continue in office until the successors are elected.

#### **ARTICLE IV - Faith**

This church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.

We believe in the freedom and responsibility of the individual soul and the right of private judgment. We join with the Fellowship of the United Church of Christ in the Statement of

1 Faith adopted by the General Synod of the United Church of Christ, not as a test, but as  
2 an expression of the spirit in which the church interprets the Word of God.

3  
4 **STATEMENT OF FAITH**

5  
6 We believe in God, the Eternal Spirit, who is made known to us in Jesus, our  
7 brother, and to whose deeds we testify: God calls the worlds into being, creates  
8 humankind in the Divine image and sets before us the ways of life and death.

9  
10 God seeks in holy love to save all people from aimlessness and sin.

11  
12 God judges all nations and all humanity by that will of righteousness declared through  
13 prophets and apostles.

14  
15 In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us  
16 and shared our common lot, conquering sin and death and reconciling the whole  
17 creation to its creator.

18  
19 God bestows upon us the Holy Spirit, creating and renewing the Church of Jesus Christ,  
20 binding in covenant faithful people of all ages, tongues, and races.

21  
22 God calls us into the Church to accept the cost and joy of discipleship, to be servants in  
23 the service of the whole human family, to proclaim the Gospel to all the world and resist  
24 the powers of evil, to share in Christ's baptism and eat at his table, to join him in his  
25 passion and victory.

26  
27 God promises to all who trust in the Gospel forgiveness of sins and fullness of grace,  
28 courage in the struggle for justice and peace, presence of the Holy Spirit in trial and  
29 rejoicing, and eternal life in that kingdom which has no end.

30  
31 Blessing and honor, glory and power be unto God. Amen

32  
33 **ARTICLE V - Covenant**

34  
35 The Covenant by which the church exists as a distinct body, and which every  
36 member accepts, is as follows:

37 I make this covenant with God and the members of this church.

38 I am here to seek God's truth and guidance for my life.

39 I will support this church with my time, my resources, and myself.

40 As God has shown love to me through Jesus, I will share this love with others.

41  
42 **ARTICLE VI - Mission Statement**

43  
44 As members of the Congregational Church of Belmont, United Church of Christ,  
45 we accept each other's diversity and remain open to one another's spiritual  
46 interpretations as we strive to:

- 47 - Worship together seeking spiritual growth, inspiration and inner peace;
- 48 - Develop a close relationship with God;
- 49 - Experience the joys and risks of allowing God to work within each of us;
- 50 - Be aware, with humility and love, of the individual struggles and joys
- 51 within our collective lives;

- 1 - Minister faithfully and effectively to one another as an extended
  - 2 family within the local community;
  - 3 - Do justice in the world God loves;
  - 4 - Practice inclusiveness and openness to provide a sense of worthiness
  - 5 and acceptance of all people;
  - 6 - Enable each of us to live a meaningful life.
- 7 We undertake this mission with the help of Jesus Christ.

8

9 **ARTICLE VII - Membership**

10

11 **QUALIFICATIONS**

12

13 Any person who gives evidence of desiring to live a Christian life and who is in harmony

14 with the spirit and methods of this church may be received into membership on

15 recommendation of the minister or the Board of Deacons (or Church Council) and

16 confession or reaffirmation of faith or on the submission of a Letter of Transfer from

17 another church.

18

19 **RECEPTION**

20

21 Applicants for membership shall be received into fellowship upon public acceptance of

22 the church's covenant with the response of the congregation. They shall be received at a

23 communion service or at such other times as the minister may deem practicable. Any

24 who are unable to attend in public may be received in absentia by representatives of the

25 Board of Deacons (or Church Council) acting on behalf of the church.

26

27 **CLASSIFICATIONS**

28

29 An Active Member is one who attends the worship of the church, partakes of its

30 fellowship, upholds its government, shares its support, and is eligible to vote at all

31 congregational meetings.

32

33 An Inactive Member is one who has been transferred to an inactive list by the action of

34 the Board of Deacons (or Church Council) as provided hereinafter, and is able to

35 express opinions at any congregational meeting, but may not vote.

36

37 An Associate Member is one who is residing in the community who for good and valid

38 reasons desires to retain membership in another church but who otherwise qualifies as

39 an active member. He or she may be received into this church as an Associate Member

40 with the rights and privileges of an active member so long as they reside in the

41 community. An Associate Member is able to express opinions at any congregational

42 meeting, but may not vote.

43

44 **TERMINATION AND CHANGES IN STATUS**

45

46 A. A letter of transfer on behalf of a member shall be sent to another specifically named

47 Christian church only upon the request of that church or by request of that member. The

48 Board of Deacons (or Church Council), or minister acting for the church, will authorize

49 the issuance of the letter. Membership shall cease upon date of mailing of letter of

50 transfer.

51

1 B. If, because of change of faith or for other reasons not involving unchristian conduct, a  
2 member in regular standing requests in writing to be released from our covenant  
3 obligation, the church shall patiently endeavor to secure the member's continuance in its  
4 fellowship; failing in such effort, the Board of Deacons (or Church Council) or minister  
5 may grant the request and terminate such membership.  
6

7 C. Members who for a period of one year, in spite of repeated contacts, have not  
8 attended the church nor contributed to its support may, by vote of the Board of Deacons,  
9 be transferred to an inactive list. From the date of such transfers, these persons shall  
10 cease to be reported on the active membership rolls.  
11

12 D. Persons on the inactive list may be restored to active membership by the Board of  
13 Deacons (or Church Council).  
14

15 E. Any person whose status has been changed as provided above shall be notified by  
16 the Clerk if possible.  
17

## 18

### 19 **ARTICLE VIII - Officers**

## 20

21 The officers of this church shall be the Pastor(s), Moderator, Vice-Moderator, Clerk,  
22 Treasurer, Chair of Trustee.  
23

### 24

### 25 **ARTICLE IX - Church Council**

## 26

#### 27 Section 1. Purpose

## 28

29 The Church Council shall be an executive body which shall act on behalf of the church  
30 membership. Specific duties shall be set forth in the by-laws.  
31

#### 32

#### 33 Section 2. Membership

## 34

35 The Church Council shall consist of: Moderator, Vice-Moderator, Minister(s), Clerk, ,  
36 chair or a designated alternate from each board and three delegates at large. Delegates  
37 at large shall each be elected for a term of three years at the annual meeting.  
38

### 39 **ARTICLE X - Boards**

## 40

41 The church shall have the following boards:

42 Deacons  
43 Trustees  
44 Christian Education  
45 Outreach Ministries  
46 Communications  
47

48 The duties and responsibilities of each board are outlined in ARTICLE III of the bylaws.  
49

### 50 **ARTICLE XI - Committees**

## 51

1 Section 1. Standing Committees

2  
3 The standing committees of this church and the Board to which they report shall  
4 be:

- 5 A. Budget (Trustees)
- 6 B. Stewardship (Council )
- 7 C. Gifts and Memorials (Trustees and Council )
- 8 D. Building and Grounds (Trustees)
- 9 E. Pastoral Relations (No Reporting Requirements)
- 10 F. Nominating (Council)
- 11 G. Policies and Procedures (Council)
- 12 -H. Altar Guild (Deacons)
- 13 I. \_Music (Deacons)
- 14 J. Lay Callers (Deacons)
- 15 K Building Use (Trustees)

16  
17 Section 2. Other Committees

18  
19 Any other committees as may from time to time be deemed necessary may be  
20 created by the Church Council or at any regular meeting of the church.

21  
22 **ARTICLE XII - Auxiliary Organizations**

23  
24 The church regards as integral parts of itself all organizations formed for the purpose of  
25 carrying on the work of the church. All auxiliary organizations shall be approved by the  
26 Church Council and function under its general oversight. They shall make a yearly report  
27 to the church in writing at the Annual Meeting and at such other times as the church may  
28 request. All such organizations functioning at the time of this adoption of the Article  
29 shall be deemed approved.

30  
31  
32 **ARTICLE XIII - Services, Meetings, Election and Regulations**

33  
34 Section 1. Services of Worship

35  
36 A. Services of worship shall be held at given hours each Sunday except when  
37 temporarily suspended by vote of the church.

38  
39 B. The church recognizes the sacraments of the Lord's Supper and Baptism. Baptisms  
40 shall be administered at such time as the minister or, in the minister's absence, the  
41 Board of Deacons may provide.

42  
43 C. The minister may officiate at all weddings and other religious services at the  
44 discretion of the minister except in unusual circumstances. In the absence of the minister  
45 approval will be given by the Board of Deacons or Church Council.

46  
47 Section 2. Annual Meeting

48  
49 There shall be an annual meeting of the church held in January on a date determined by  
50 the Church Council. Yearly reports shall be presented by all officers, boards,  
51 committees, and auxiliaries at the annual meeting with recommendations for the ensuing

1 year. Officers, boards, or chairs, and committee members shall be elected for the  
2 ensuing year or terms of office as provided for in the by-laws. Election and other votes  
3 shall be by voice vote or, upon request of any member present, by secret ballot. A  
4 simple majority shall elect or determine a question except as otherwise provided by this  
5 Constitution or the by-laws.

### 6 7 Section 3. Special Meetings

8  
9 Special meetings of the church may be called by the minister, moderator, or any one of  
10 the boards or by the clerk on the written request of five members. Notice for such  
11 meetings shall be given at least one week in advance of the date of the meeting by  
12 announcement from the pulpit. Notice must also be given by posting in the church and  
13 by mail as soon as practicable thereafter. The nature of the business to be transacted  
14 shall be stated in the notice; no business other than that stated in said notice shall be  
15 acted upon.

### 16 17 Section 4. Quorum

18  
19 Twenty -five voting members or 10% of the membership, whichever is greater, shall  
20 constitute a quorum at all meetings of the church.

### 21 22 Section 5. Decorum

23  
24 All meetings of the church shall be conducted under the rules of parliamentary  
25 procedure in common use.

## 26 27 **ARTICLE XIV - Amendments**

28  
29 The Constitution may be amended by a two-thirds (2/3) vote of the members present  
30 and voting at the Annual Meeting of the church. Amendments shall be mailed to the  
31 members of the church at least two weeks before said meeting.

## 32 33 34 35 36 **BY-LAWS**

### 37 38 **ARTICLE I - Duties of Officers**

#### 39 40 Section 1. Pastorate

41  
42 A. The Pastorate, or Ministerial Office, of the Congregational Church of Belmont may be  
43 filled by an individual minister, co-pastors, a senior minister and associate (or assistant)  
44 or any combination of licensed or ordained clergy that the congregation may approve.  
45 Licensed lay ministers may also be called. \*\*

46  
47 Any minister called must have standing in the United Church of Christ.  
48 The minister or ministers shall be called for an indefinite period of time and, upon  
49 acceptance of the call, shall become members of the church. The Golden Gate

1 Association shall be invited to sit as an ecclesiastical council for the purpose of  
2 installation in accordance with established usages. The terms of the call shall  
3 be specified in the call letter. Such terms will include compensation and related terms of  
4 employment. (rev.1/23/98)

5  
6 B. The Pastorate shall be responsible for the spiritual welfare of the church with the  
7 assistance of the Board of Deacons, seek to enlist men and women as followers of  
8 Christ; preach the Gospel; administer the sacraments; visit the sick and sorrowing; be  
9 available to those who seek counsel; have responsibility for all services of public  
10 worship; and administer the activities of the church in cooperation with the various  
11 boards and committees. The ministers shall be ex-officio members of all boards and  
12 committees.

13  
14 C. All functions which are within the general mission of the church but which are not  
15 specifically provided herein shall, at the discretion of the pastor(s), be carried out  
16 personally or by mutual consent.

17  
18 D. The relationship between a member of the Pastorate and the church may be  
19 terminated on sixty days notice by resignation or by majority vote of the church at a duly  
20 called meeting. The sixty days notice may be reduced by mutual consent.

21  
22 E. Pastors serving this congregation may continue their professional practice only as  
23 long as they maintain Ministerial Standing within the Northern California Conference of  
24 the United Church of Christ.

## 25 26 Section 2. Director of Religious Education

27  
28 The church may, at its discretion, call a Director of Religious Education upon the  
29 recommendation of the Board of Christian Education and subject to the approval of the  
30 congregation. Duties shall be coordinated with the Pastorate in consultation with the  
31 Board of Christian Education. The director shall be an ex-officio member of the Church  
32 Council and of the Board of Christian Education.

## 33 34 Section 3. Moderator

35  
36 A Moderator shall be elected annually from the lay membership of the church; shall  
37 preside over all congregational meetings; and shall be chair of the Church Council. In  
38 the absence of the Moderator and Vice-Moderator, a member of the pastorate shall call  
39 meetings of the congregation and Church Council to order and preside until a Moderator  
40 pro-tem shall be chosen; provided, however, that when a special congregational meeting  
41 shall concern the ministerial office, the chair of the Board of Deacons, shall preside. In  
42 the event that the Moderator is unable to perform the duties of the Moderator, the Vice-  
43 Moderator will assume the position of the Moderator. The immediate past-Moderator will  
44 assume the position of the Vice-Moderator until replaced by a special election of the  
45 congregation or until the next Annual Meeting when the new Moderator and Vice-  
46 Moderator are elected. The Church Council will determine if and when a special election  
47 will be held.

48  
49 After the Annual Meeting, the Moderator may convene all boards, and  
50 committees and may read to each board and committee the sections of the Constitution  
51 and by-laws pertaining to its respective duties and responsibilities. Where necessary, the

1 Moderator may preside until the board or committee chair is elected and, in the absence  
2 of a permanent minister, shall sit as an ex-officio member of all boards and committees.

3  
4 The Council will select a Parliamentarian, a Historian, and an Auditor to make sure the  
5 operations of the church are managed correctly and preserved as needed.

6  
7 After serving two consecutive terms, the Moderator shall be ineligible for re-election for  
8 one year.

#### 9 10 Section 4. Vice-Moderator

11  
12 A Vice-Moderator shall be elected annually from the lay membership of the church. In  
13 the Moderator's absence, the Vice-Moderator shall act in the capacities of the  
14 Moderator. The Vice-Moderator shall establish and monitor a committee to maintain the  
15 document containing the Policies and Procedures of the church. The Vice- Moderator  
16 shall serve as Chair of the Nominating Committee.

17  
18 After serving two consecutive terms, the Vice-Moderator shall be ineligible for re-election  
19 for one year.

#### 20 21 Section 5. Clerk

22  
23 The Clerk shall be elected from the lay membership of the church for a term of two  
24 years. The Clerk shall keep or cause to be kept a careful record of the proceedings of  
25 the church and of the Church Council and a register of the members of the church with  
26 date and mode of their reception and removal; shall issue or cause to be issued letters  
27 of transfer when authorized by the Board of Deacons; shall preserve or cause to be  
28 preserved on file all communications, documents, and written official reports; shall give  
29 notice of all meetings and conduct such correspondence as pertains to the office and  
30 shall receive all resignations from elected personnel of the church and report the same  
31 to the Church Council. (rev.1/23/98)

#### 32 33 Section 6. Treasurer

34  
35 The Treasurer shall be elected annually from the lay membership of the church. The  
36 Treasurer shall maintain the books of accounts and all financial records of the church as  
37 directed by the Board of Trustees; shall make monthly financial reports to the Board of  
38 Trustees; shall disburse said funds at the direction of the Board of Trustees or the  
39 congregation, as appropriate; shall make an annual written report to the congregation of  
40 receipts and expenditures properly audited by the auditor; and shall be an ex-officio  
41 member of the Board of Trustees, but may not hold an office thereon.

42  
43 The Treasurer will have the assistance of the Church Secretary and assistance (as  
44 assigned by the Trustees and Church Council), to manage some of the daily tasks of  
45 the Treasurer's job.

#### 46 47 Section 7. Financial Secretary

48  
49 The Financial Secretary shall be elected from the lay membership of the church for a  
50 term of two years. The Financial Secretary shall receive the pledge cards from the  
51 Stewardship Committee; shall issue offering envelopes and set up an account for each

1 pledge in a manner as directed by the Board of Trustee; shall receive a weekly written  
2 accounting from the Board of Trustees's qualified counters of pledges and offerings  
3 whose donors can be identified; and shall record all such moneys and issue quarterly  
4 statements to all persons pledging and annual statements to all other identifiable donors.  
5 All records of the Financial Secretary are to remain confidential.

6  
7 Section 8. Auditor

8  
9 The Auditor shall be appointed by the Board of Trustees or Church Council. The Auditor  
10 shall audit the accounts of the church and present a report to the Annual meeting. With  
11 the approval of the Board of Trustees and Church Council, the Auditor may contract for  
12 an independent audit.

13  
14 Section 9. Parliamentarian

15  
16 The Parliamentarian shall be selected annually from the lay membership of the  
17 church either by nomination or by the Church council. The Parliamentarian may attend  
18 Council and shall attend congregational meetings and interpret the Constitution and  
19 Bylaws as may be required, and shall be chair of any Constitution or Bylaw committee  
20 appointed by the Church Council.

21  
22 Section 10. Corporate Officers

23  
24 The legally elected Moderator of the church shall be the President of the Corporation;  
25 the legally elected chair of the Board of Trustees, shall be Vice-President of the  
26 Corporation. The legally elected Clerk of the church shall be Secretary of the  
27 Corporation; and the legally elected Treasurer of the church shall be Treasurer of the  
28 Corporation.

29  
30  
31 **ARTICLE II - Church Council**

32  
33 Section 1. General Duties

34  
35 The Church Council shall be an executive body which shall act on behalf of the church  
36 membership and implement the directives and programs of the church decreed by the  
37 congregational meetings and the by-laws.

38  
39 \*\*See Addendum A: Church Council Organization Chart (on page 17)

40  
41 It shall be the function of the Church Council to visualize the entire task of the church, to  
42 advise the pastor or pastors and officers on the general direction of the church's  
43 activities, and to cooperate with them in the formulation of a well-rounded program. The  
44 Council shall submit to the Annual Meeting a comprehensive program involving the chief  
45 objectives of the church for the new year.

46  
47 Section 2. Specific Duties

48  
49 It shall appoint a Pastoral Search Committee of nine church members when a vacancy  
50 in the pastorate occurs. The Committee shall work in cooperation with the Conference  
51 Minister in selection of the new minister.(rev.1/23/98)

1  
2 It shall review the minutes of all congregational meetings and implement the directives of  
3 the church through the proper boards and /or committees.  
4

5 It shall appoint voting delegates to the Golden Gate Association of the United Church of  
6 Christ and the Northern California Nevada Conference of the United Church of Christ by  
7 its second meeting.  
8

9 It shall review the progress of the boards and committees of the church and make  
10 decisions as are necessary to expedite their work.  
11

12 It shall fill vacancies on boards, committees, and elect officers for un-expired terms upon  
13 recommendation of the Nominating Committee.  
14

15 It shall review the by-laws of the church every four years and offer proposed changes to  
16 the congregation.  
17

18 It shall hold not less than eight meetings during the year. Special meetings may be  
19 called by the chair or on request of any five members.  
20

21 It shall maintain a list of the Policies and Procedures adopted by the congregation.  
22

23 It shall affirm all decisions to fill any permanent staff position (full or part time) that is not  
24 subject to a call.  
25

### 26 27 Section 3. Nominating Committee 28

29 The Nominating Committee shall consist of five persons, one member selected from  
30 each of the four boards, and The Vice Moderator, who shall serve as its chair. It shall  
31 prepare a list of nominations for officers, boards, and committee members for the  
32 ensuing year. Nominations shall be presented to the Church Council at the December  
33 Council meeting and posted two weeks in advance of the Annual Meeting. Additional  
34 nominations may be made from the floor of the Annual Meeting. During the rest of the  
35 year it shall submit to the Church Council nominations to fill vacancies in boards and  
36 committees.  
37

### 38 Section 4. Pastoral Relations Committee 39

40 The Pastoral Relations Committee shall be chosen by the Moderator and Minister(s) and  
41 be confirmed by the Church Council at the first Council meeting following the Annual  
42 Meeting of the church. The Committee shall consist of six members of the church and  
43 the Moderator. Members shall serve for a three year term, so arranged that one-third of  
44 the Committee shall be selected each year. It shall meet at least quarterly to counsel  
45 with minister(s) on a confidential basis on matters pertaining to the ministry. During  
46 periods of interim minister leadership, the Interim Minister Search Committee shall serve  
47 as the Pastoral Relations Committee. (rev.1/23/98)  
48

### 49 50 Section 5. Policies and Procedures 51

1 The church shall maintain a Policies and Procedures Book or digital file that keeps a  
2 record of the church's operating procedures and current policies in effect. The Church  
3 Council will assign this responsibility. Policies may be established or modified by  
4 Council, a Board or Congregational action, and said action should be updated in the  
5 main file.

#### 6 7 Section 6. Stewardship Committee

8  
9 The Stewardship Committee shall consist of three members or more, two of whom shall  
10 be selected annually by the congregation, and one who shall be a member of the Board  
11 of Trustees or Church Council and shall serve as chair of the board. The Stewardship  
12 Committee shall promote a year-round program of stewardship education and shall  
13 conduct an annual program of financial solicitation. It shall secure pledges from new  
14 members who have joined the church since the previous financial canvass, analyze  
15 church receipts, and seek to keep all pledges current. The Stewardship Committee shall  
16 further be charged with conducting any special financial campaigns voted by the church.

### 17 18 **ARTICLE III - Duties of Boards and Committees**

#### 19 20 Section 1. General Duties

21  
22  
23 The Board Members shall be elected from the lay membership of the church for a term  
24 of three years. If a member shall miss two consecutive regular meetings for reasons  
25 other than health, travel, or business, the member's place on the board shall  
26 automatically be declared vacant and the vacancy reported to the Church Council.  
27 Terms of office of the Boards and council members at large shall be so arranged that  
28 one-third of the board shall be elected each year. After serving six consecutive years on  
29 any one board, a member shall be ineligible to serve on that board for a period of one  
30 year. Board members in excess of the numbers hereinafter provided may be elected by  
31 the Church Council from nominations made by the Nominating Committee for terms  
32 specified for it. All boards shall meet at their discretion but usually monthly. Special  
33 meetings may be called by the board chair. Ex-officio members shall not vote or be  
34 counted as a quorum.

35  
36 At its first meeting, each board shall organize by selecting its chair, secretary, and  
37 representative to the Nominating Committee. It shall also make assignment of board  
38 members to those areas of responsibility given to it.

39  
40 Each committee shall be directly responsible to that board under which the committee's  
41 duties are hereafter set forth. Each committee shall meet at its discretion and as directed  
42 by its respective board. Except as otherwise provided, committee members may be  
43 elected by the congregation at the Annual Meeting to serve one-year terms. A Majority of  
44 the members of the board or committee shall constitute a quorum. No business may be  
45 transacted without a quorum.

46  
47 A quorum of any duly called meeting of a board shall be 50% of the specified  
48 number of members. If less than 50% are in attendance, all matters of the  
49 board, with the exception of monetary matters, can be conducted. All monetary  
50 matters will be brought foreword to the Church Council for action.

1  
2 Section 2. Duties of Specific Boards  
3

4 **A. Board of Deacons**  
5

6 The Board of Deacons shall consist of at least seven members, one of which shall be  
7 elected chair, shall be concerned with the spiritual well-being of the church and shall  
8 inaugurate programs to implement this primary goal. The board shall cooperate with the  
9 minister in planning the worship services and shall provide ushers, greeters, and  
10 furnishings for worship services. The board shall prepare for and be represented at all  
11 services of the sacraments of the church. It shall have custody of the communion ware,  
12 baptismal font, flower urns, altar linens, and other altar furnishings. It shall provide for  
13 the temporary supply of the pulpit in the event of a pulpit vacancy or absence of the  
14 minister.  
15

16 The board shall seek to enlist followers of Jesus by greeting all persons as they enter  
17 the church for worship and visiting prospective members in cooperation with the  
18 minister. One member shall be appointed head greeter for the year. One member shall  
19 be appointed head usher for the year and will provide ushers for each worship service.  
20 The board, in cooperation with the minister, shall provide for a visitation program for  
21 prospective members. Members of the board are encouraged to attend Confirmation  
22 Class sessions when possible. The board shall discharge those duties concerning  
23 membership as set forth in Article VII of the Constitution.  
24  
25

26 Altar Guild  
27

28 The Altar Guild shall consist of one member to be selected by the board as chair and it is  
29 recommended that a minimum of four committee members be selected *from those*  
30 *interested members of the congregation*. The Altar Guild shall be in charge of floral  
31 arrangements and related equipment used in worship services; shall be in charge of  
32 decorations for weddings at the request of the Building Use Chair and may assess a  
33 regular fee approved by the Board of Trustees for this service; and, in consultation with  
34 the minister, Deacons, or Building Use Chair, shall appoint a wedding consultant to  
35 assist persons planning weddings and receptions in the church.  
36

37 Music Committee  
38

39 The Music Committee shall consist of at least three members. The chair shall be  
40 selected by the Board of Deacons and the remainder shall be selected from those  
41 interested members of the congregation. The choir director and organist shall be ex-  
42 officio members of the committee. The committee shall assist the choir director in the  
43 securing of choir members, the choice of music, and the selection of soloists for special  
44 services. In the case of a vacancy in the position of choir director or organist, it shall  
45 recommend to the Board of Deacons, Board of Trustees and Church Council a qualified  
46 musician for either of said positions.  
47

48 Lay Callers Committee  
49

50 The Lay Callers Committee may consist of one member to be selected by the Board of  
51 Deacons as chair who shall seek volunteers to serve. The Committee shall assist the

1 pastor by calling on the homebound, those in the hospital, new prospective members,  
2 new members, or any other pastoral requests.

### 5 **B. Board of Trustees**

7 The Board of Trustees shall consist of at least five members, which includes the Building  
8 and Grounds Chair and four other elected members, one of whom will be selected Chair.  
9 The elected Treasurer will be an ex officio member of the Board of Trustees. The  
10 Trustees shall have the care and custody of the property of the church and have charge  
11 of its financial affairs. However, it shall have no power to buy, sell, mortgage, lease, or  
12 transfer real property or borrow money without specific authority from the congregation.  
13 Disbursements to pay budgeted items shall be made by the Treasurer according to a  
14 priority set by the board. It may approve expenditures for purposes not included within  
15 the adopted budget from all church accounts except those accounts designated as  
16 special-purpose accounts as described in this section to a limit of \$2500.00; such  
17 expenditures up to \$ 5,000.00 must be approved by the Church Council; such  
18 expenditures above \$ 5,000.00 must be approved by the congregation. No such  
19 expenditures for purposes not included within the adopted budget shall be made from  
20 funds designated for items of the adopted budget.

22 The Trustees will manage the Long-term rentals of the Church Building and negotiate  
23 the contracts for same, as well as supervision of the single or short-term rentals.

25 A minimum of two members of the congregation, trained and approved by the Board of  
26 Trustees shall count all moneys received each week by the church, recording amounts  
27 and donors on offering envelopes or by listing. Deposits shall be made in a night  
28 depository or as directed by the board. Offering envelopes and donor lists shall be  
29 handed to the Financial Secretary for recording in such manner as prescribed by the  
30 trustees.

32 The Board of Trustees, with the approval of the Church Council and the congregation,  
33 may designate certain special-purpose accounts held by the church to be administrative  
34 accounts. These accounts, which must further the goals of the church, will be managed  
35 by an administrator, to be appointed by the Board of Trustees and approved by the  
36 Church Council. Disbursements from these accounts will be directed by the  
37 administrator and will not require approval from the Board of Trustees, the Church  
38 Council or the congregation. Interest accrued by administrative accounts will be  
39 assigned to the general fund, and the administrator of each account will be required to  
40 provide the Board of Trustees with an annual audit of that account.

### 42 **Budget Committee**

44 The Board of Trustees shall appoint a Chair of the budget committee at its organizational  
45 meeting to prepare a proposed budget to the new financial year. The committee shall  
46 consist of one member from each board, one member at large, and the one member of  
47 Board of Trustees who shall serve as chair. The Treasurer shall be an ex-officio member  
48 of this committee.

50 The committee shall consider the financial needs of the church program and shall offer  
51 the proposed budget to the Trustees, who, after review, revision and approval of the

1 budget shall forward same to the Church Council for review, revision and approval .  
2 When approved by the Council of the church, the proposed budget will serve as the  
3 basis for the financial campaign. When the final results of the financial campaign are  
4 known, a revised budget (if necessary), shall be presented by the Trustees to the Annual  
5 Meeting to be voted upon as the working budget for the new year.

#### 6 7 Building and Grounds Committee

8  
9 The Building and Grounds Committee shall consist of several members who are  
10 selected annually. The chair of the committee shall be a member of the Board of  
11 Trustees One member shall be the chair of the Design Subcommittee (subject to the  
12 confirmation of the Board).. The committee shall make an annual survey of the condition  
13 of the church properties and make recommendations to the Board of Trustees for repairs  
14 and improvements. The committee shall be in charge of all building repairs and  
15 improvements and shall supervise the care, upkeep, and improvements of gardens and  
16 grounds. The committee shall have charge of all church furnishings and shall take an  
17 annual inventory.

18  
19 The committee shall be in charge of any new church construction and in the event of  
20 major construction the committee may be enlarged for the special project.

21  
22 The committee shall see that a custodian or services are employed in consultation with  
23 the Board of Trustees and the Church Council. It shall outline the duties of the custodian  
24 or services and provide the necessary equipment for the discharge of these duties.

25  
26 The committee shall prepare and maintain rules and regulations for the use of the  
27 church building and grounds, subject to the approval of the Board of Trustees and  
28 Church Council. . It shall have charge of the distribution of all keys for the church  
29 building.

#### 30 31 Building Use Chair

32  
33 The Building Use Chair shall be in charge of the Church One-time or Short Term  
34 Rentals, in cooperation with the minister and the Board of Trustees. With the approval  
35 of the Board of Trustees, said chair will set the fees and develop the forms used in such  
36 rental Activities. . It shall schedule non-church activities in consultation with the  
37 minister.

#### 38 39 Design Subcommittee

40  
41 The Decorating Subcommittee shall consist of several members, who are selected by  
42 the congregation, and the chair will be a member of the Building and Grounds  
43 Committee. It shall review and recommend plans that affect the appearance of the  
44 interior and exterior of the building and be consulted when any planned modifications will  
45 affect the building's appearance.

#### 46 47 Gifts and Memorials Committee

48  
49 One member of the Board of Trustees or Church Council shall be named chair of this  
50 committee, one member appointed by the Board of Deacons from its membership, one  
51 member from the Outreach Ministries Board, and one member appointed by the Board

1 of Christian Education, each for one year. No member shall serve more than three  
2 consecutive years. The committee shall accept or reject all gifts, in money or kind,  
3 proffered to the church with the exception of the yearly financial pledges. It shall devise  
4 an on-going program of gifts and memorials, urge members and friends to remember the  
5 church in wills and bequests, and make recommendations for the use of such Church C.

#### 6 **Board of Christian Education**

7  
8 The Board of Christian Education shall consist of at least three members, one of whom  
9 shall be selected chair. In co-operation with the pastorate, it shall be charged with the  
10 formulation of well-defined objectives and policies of Christian education and shall direct  
11 the educational functions of the church. Its responsibilities shall include, but not be  
12 limited to, the church school, recruitment, appointment, training, and removal of  
13 teachers, youth fellowships and other youth organizations as may come under the  
14 supervision of the church, and adult education. It shall supervise the expenditure of  
15 funds budgeted for Christian education, oversee the activities of the Director of Religious  
16 Education, if one is called, and the Church School Superintendent, if one is elected, and  
17 report annually to the congregation.

#### 18 19 Church School Superintendent

20  
21 A Church School Superintendent may be selected annually at the annual meeting. The  
22 term of office shall be for one year beginning on the following July 1. The Church School  
23 Superintendent shall be the administrative officer of the Church School, functioning  
24 under the Board of Christian Education. The Board may appoint such assistant  
25 superintendents as are required to fulfill the functions of this office. The newly selected  
26 Superintendent shall work with the current  
27 Superintendent (if any) during the interim period. The Church School Superintendent  
28 shall be an ex-officio member of the Board of Christian Education.

#### 29 30 31 32 **D. Board of Outreach Ministries.**

33  
34 The board shall consist of at least three members, one of whom shall be elected chair.  
35 The board shall study, publicize and promote programs of action in areas of social  
36 concern including, but not limited to, social problems, health and welfare, human  
37 relations, and non-partisan political matters. It shall be acquainted with the missionary  
38 program of the United Church of Christ, both national and foreign, and promote those  
39 causes within the church by informing the membership and urging participation by such  
40 means as it devises. It shall seek to raise the church's goal for "giving to others" to be  
41 an amount equal to one-third of the church's current expense budget, shall approve  
42 requests for special offerings within the church, and report annually to the congregation.

#### 43 44 **E. Board of Communications**

45  
46 The Communications Board shall consist of an elected chair and some interested  
47 members of the congregation. The Board will be in charge of all communications for the  
48 church, including the Church Web-site and the Church Calendar, as well as the monthly  
49 Messenger and advertising. The Chair will be a member of the Church Council.

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**ARTICLE IV Auxiliary Organizations**

All Auxiliary Organizations shall be approved by the Church Council and shall be under its general overview.

**ARTICLE V Amendments**

These by-laws may be amended by a two-thirds (2/3) vote of the members present and voting at any Annual Meeting or at a special Meeting called for that purpose. Amendments to these by-laws shall not diminish the terms of any persons previously elected to boards and committees.

\*\*One Attachment:  
Attachment A Church Council Organizing Chart on Page 17

Revised, February, 2010, revisions approved at Annual Meeting, February 5, 2010.