

THE BYLAWS OF COLUMBIA UNITED CHURCH OF CHRIST

Columbia, Missouri

2020 Congregational Approval date to be added here

Article I – Our Fundamental Statements

Section 1. Mission Statement

Columbia United Church of Christ celebrates God’s boundless love by:

- Welcoming all God’s people;
- Nurturing faith and spiritual growth;
- Challenging and inspiring everyone with vibrant worship;
- Building a supportive church family;
- Transforming both the congregation and community through service and outreach.

Section 2. Strategic Plan

Columbia United Church of Christ shall keep current a Strategic Plan stipulating ways that the Mission Statement is to be implemented over a three to five-year period. The Vision Team (see Bylaws, Article V, Section 4) shall be responsible for regular review of the Mission Statement and Strategic Plan.

Section 3. Open and Affirming/Inclusion Covenant

Columbia United Church of Christ is an Open and Affirming Congregation of the United Church of Christ, expressed in the following Open and Affirming/Inclusion Covenant adopted January 27, 2019:

Columbia United Church of Christ celebrates God’s boundless and unconditional love by intentionally welcoming and affirming all God’s children.

- No matter who you are or where you are on life’s journey;
- No matter where you are on your faith journey;
- No matter your sexual orientation, gender expression or identity;
- No matter your race, culture, ethnicity, nationality or politics;
- No matter your age, ability, health, relationship status or family structure;
- No matter your social, economic, educational, legal or life circumstances;
- You are welcome here!

Called by Jesus to be an Open and Affirming, inclusive faith community, Columbia United Church of Christ commits to welcoming everyone into the full life of our congregation. Our paths and voices may differ, but we journey in faith together.

Article II – Members

Section 1. Rights and Responsibilities

Individual members collectively comprise the congregation and are the lifeblood of Columbia United Church of Christ. Members:

- a. are those who, in accordance with the Constitution, regularly attend worship, participate in the sacrament of Holy Communion, and support the life and work of the church by offering their time, talents, and treasure;
- b. may serve on Ministry Teams or Committees, may be elected as officers and Council members, and shall be counted in the official membership data reported to the United Church of Christ;

- c. who are unable to meet the above expectations by reason of illness, infirmity, or military service shall remain members of Columbia United Church of Christ.

Section 2. Receiving Members by Pastoral Approval

Persons shall be received as members of Columbia United Church of Christ with the approval of the Pastor. The Pastor may grant membership when the Pastor believes the person has demonstrated one or more of the following:

- a. one's readiness for adult baptism;
- b. completion of confirmation instruction and the confirmand's readiness to be received into the membership of Columbia United Church of Christ;
- c. the re-affirmation of one's faith by a person who is baptized;
- d. presentation of a letter of transfer from another Christian church of which one is a member.

Section 3. Liturgical Reception of New Members

The Pastor shall receive persons into the membership of Columbia United Church of Christ during Sunday morning worship using a liturgy reflective of the polity of the United Church of Christ. In extreme cases, this requirement may be waived by the pastor.

Section 4. Membership Transfer or Termination

Any member may request a letter of transfer for the purpose of becoming a member of another congregation, or may request termination of their membership. Such requests shall be granted by the Pastor who shall report such requests to the Church Council and the Membership and Care Ministry Team.

Section 5. Dual Membership

Individuals who wish to be a member of Columbia United Church of Christ but do not wish to relinquish membership in another congregation (often for historic or familial reasons) may be granted membership by the Pastor if that person pledges to regularly attend worship, participate in the sacrament of Holy Communion, and support the life and work of the church by offering their time talents, and treasures.

Section 6. Inactive Members

Periodically, the Council, the Membership and Care Ministry Team and/or the Pastor shall contact members who are inactive to encourage their participation in the life of Columbia United Church of Christ or encourage them to affiliate with a church where they shall be active. Inactive members shall also be asked if they desire to remain members of Columbia United Church of Christ. If no response is received, the Church Council may terminate their membership.

Section 7: Relocation of Members

Members who move to a new community may continue to be members at Columbia United Church of Christ. These members shall be granted the same privileges and assume the same responsibilities as other members.

Section 8. Periodic Membership Roll Review

The Church Council, in consultation with the Membership and Care Ministry Team, should regularly review the membership rolls to identify persons who have moved from the area or who are no longer fulfilling the Constitutional expectations of members.

Article III: Clergy

Section 1: Calling the Pastor

Columbia United Church of Christ shall hold in highest regard the office of Pastor. Columbia United Church of Christ shall call and support clergy of the United Church of Christ who have solid academic credentials, including seminary graduation, and who have standing as an ordained minister in the United Church of Christ, or an ordained minister from another denomination who has been granted Privilege of Call, Dual Standing, or Ordained Ministerial Partnership Standing by an Association of the United Church of Christ.

Section 2: Calling Additional Clergy

Columbia United Church of Christ, as the need and opportunity present, may call additional clergy to serve in clearly identified and specific ministries with the Pastor. Such additional clergy shall have received academic training consistent with the specific ministries for which they have been called. Such additional clergy shall have standing as an ordained or licensed minister in the United Church of Christ or in another denomination in Full Communion Agreement, Mutual Recognition of Ministries, or Orderly Exchange of ministries agreements with the United Church of Christ. These clergy shall minister with the direction and supervision of the Pastor.

Section 3: Clergy Support and Oversight

A Clergy Personnel Committee shall be appointed to provide support and oversight for the ordained pastors as provided for in Article IV, Section 5.

Section 4: Vacancy of the Office of Pastor

The office of Pastor may become vacant in any one of three ways:

- a. the pastor may retire or resign to seek ministry in another setting;
- b. the pastor may become ill, disabled, or otherwise incapacitated;
- c. The pastor may be removed from the office by action of the congregation.

Section 5: Retiring Pastor Recognition

When the pastor retires, the Church Council shall recognize that retirement and provide for appropriate recognition of the pastor's ministry in Columbia United Church of Christ. The Pastor shall give at least 90 days' notice of retirement unless a shorter term has been agreed to by the Church Council. The Church Council shall arrange for a formal service of leave-taking with the congregation. The Clergy Personnel Committee shall plan such other ceremonies and/or events as it deems appropriate to the situation. Such recognition may include a financial gift in recognition of faithful service.

Section 6: Pastoral Resignation

When a pastor wishes to resign to seek other opportunities for ministry or other occupation, the pastor shall give at least 90 days' notice to the Church Council. The Church Council may in its sole discretion offer a shorter notice to accommodate the desire of the resigning pastor. When the pastor resigns, the Church Council shall receive such resignation and arrange for a formal service of leave-taking with the congregation. The Clergy Personnel Committee shall plan such other ceremonies and/or events as it deems appropriate to the situation. Such recognition may include a financial gift in recognition of faithful service.

Section 7: Pastoral Disability

If the pastor of Columbia United Church of Christ is determined to be disabled (by the current provider of the Life and Disability Income Benefit Plan Pension Boards of the United Church of Christ) Columbia United Church of Christ shall pay the pastor's Life and Disability Income Benefit Plan premium and health/dental insurance premium for the duration of the disability up to six months. In case of the death of a pastor, the congregation shall continue full salary and benefits for the pastor's surviving spouse and/or dependent children for six months.

Section 8: Pastoral/Congregational Conflict

When members of the congregation believe that the pastor is failing to adequately perform the duties of pastor, the following procedure shall be used:

- a. The member or members shall speak directly with the Pastor to clarify and resolve the issues.
- b. If the member or members cannot reach an amicable resolution in direct conversation with the pastor, the member or members may ask for a meeting with the Clergy Personnel Committee. The Clergy Personnel Committee may:
 1. encourage the member(s) and the pastor to try again to resolve the issues or;
 2. hold a meeting to hear the issues brought forth by the member(s).
- c. If the Clergy Personnel Committee determines that the issues brought forth by the member or members have merit, the Clergy Personnel Committee shall:
 1. discuss the issues with the pastor and seek an amicable resolution;
 2. report back to the member or members on the results of their discussion with the pastor.
- d. The Clergy Personnel Committee shall make a confidential report to the Church Council Executive Committee on their meeting(s) with the member or members and the Pastor. Such report and any minutes of that report shall be kept separate from the regular Council minutes and securely stored.
- e. If the member(s) find the results of the Clergy Personnel Committee discussion with the pastor to be satisfactory, they are encouraged to speak with the pastor and to assure the pastor that all is now well.
- f. If the member(s) believe that the intervention of the Clergy Personnel Committee did not resolve the issue(s), they may ask the Executive Committee of the Council to hear their reasons for believing the pastor is failing to adequately perform the duties of pastor.
- g. If the Executive Committee of the Church Council, on receipt of the report of the Clergy Personnel Committee, finds that there is sufficient dissatisfaction within the congregation that outside assistance is needed, the Executive Committee of the Council shall direct the Moderator to contact the Western Association Committee on Ministry and request the assistance of the Committee on Ministry in resolving the matter. At this time, the Executive Committee of the Church Council shall inform the rest of the Church Council on what has transpired to that point.
- h. The Church Council and the congregation shall follow the procedures of the Committee on Ministry and the Manual on Ministry of the United Church of Christ and shall cooperate with all requests of the Committee on Ministry as it follows its procedures.
- i. After the Committee on Ministry has completed its work, the Church Council shall convene in Executive Session to hear the recommendation(s) of the Committee on Ministry.

- j. The Church Council shall implement those recommendations that are within its power so to do.
- k. If one or more of the recommendations of the Committee on Ministry are not within the Church Council's authority, the Church Council shall call a Special Congregational Meeting to be held no less than 30 days and no more than 60 days from the date of the notification. The Special Congregational Meeting shall receive information from the Church Council on what recommendations have been made by the Committee on Ministry and what course of action the Council advises on those recommendations.
- l. If the Committee on Ministry has conducted a fitness review of the pastor and has terminated the standing of the pastor, this constitutes a violation of Article IX, Section 3 of the Constitution of Columbia United Church of Christ and the termination shall be effective immediately upon receipt by the Church Council of that action by the Committee on Ministry and no severance shall be available.
- m. If the recommendation of the Committee on Ministry is that Columbia United Church Of Christ vacate the office of the pastor, or if the Church Council decides that the findings of the Committee on Ministry warrant dismissal of the pastor, or if the Church Council decides that, despite the intervention of the Clergy Personnel Committee and the Committee on Ministry, irreconcilable differences persist between the pastor and a significant portion of the congregation, the Church Council shall call a special Congregational Meeting in accordance with Article III of these By-Laws to present to the congregation a vote to dismiss the pastor. The vote shall be by secret ballot and a two-thirds majority vote of the congregation present shall be necessary to vacate the office of Pastor.
- n. If a Congregational Meeting vacates the pastoral office, ninety days severance shall be paid, beginning with the end of the Congregational Meeting. The pastor and the Church Council may agree to a shorter or longer period as circumstances warrant.

Section 9: Interim Pastoral Leadership

When the Church Council declares the pastoral office vacant, the Church Council shall notify the Conference Minister of the Missouri Mid-South Conference. The Church Council shall cooperate with the staff of the Missouri Mid-South Conference to identify interim pastoral leadership for the congregation. The Church Council shall appoint an Interim Pastor and agree to Terms of Call with the interim or shall, at its discretion, bring an Interim Pastoral candidate before the congregation for approval.

Section 10. Appointing a Search Committee

When a pastoral vacancy occurs, the Church Council shall appoint a Search Committee. This Committee shall be comprised of no fewer than five and no more than nine members. The Search Committee shall reflect the diversity of the congregation. At its discretion, the Council may choose to wait to appoint a Search Committee for up to one year after the previous pastor has left. If the Council chooses this option, the Council may, at their discretion, appoint a committee to ascertain the needs and desires of the congregation and to prepare a Pastoral Search Profile. The Committee(s) shall choose its own officers. The Interim Pastor may not serve on the Pastoral Search Committee.

Section 11. Search Committee Consultation and Guidelines

The Search Committee shall consult with the Conference Minister of the Missouri Mid-South Conference (or their designee) and shall follow the guidelines set by the Conference for the conduct of a pastoral search.

Section 12. Calling the Pastor

When a candidate has been identified, the Search Committee shall work with the Church Council and with the pastoral candidate to develop a Call Agreement following the pastoral compensation guidelines of the Missouri Mid-South Conference including vacation and sabbatical time, Social Security reimbursement, Health/Dental and Vision Insurance, Pension Contributions and Maternity/Paternity leave. The Search Committee, Council, and pastoral candidate shall agree upon a job description. When the Call Agreement and job description have been mutually agreed upon, the Search Committee shall present their candidate to the congregation for approval. The Search Committee shall arrange for the candidate to lead worship and preach. The Search Committee shall arrange other opportunities prior to the worship service for the congregation to meet and interact with the candidate. Prior to voting on a pastoral candidate, the Church Council shall inform the congregation of the call agreement and position description that have been negotiated and agreed upon. The quorum at a Congregational Meeting called to elect a new pastor shall be 30% of the membership. The Congregational Meeting shall vote by secret ballot and a favorable vote of at least 85% of the members present shall issue a call to the candidate.

Section 13. Calling Additional Ministerial Leadership

If the congregation votes to call an additional full or part-time ordained or authorized minister to the church staff, The Church Council shall appoint a Search Committee to fill the position and the same process shall be followed as described in Sections 10-12 above. The Pastor shall serve on any Search Committee formed to call an associate or specialized pastor. For associate or specialized positions whose duties do not include regular preaching or worship leadership, the Search Committee shall recommend an alternate method for introducing the candidate to the congregation. Such recommendation shall be approved by the Church Council before it is implemented.

Section 14. Pastoral Call Follow-up

When the congregation has approved the call of a pastor, the Moderator shall send the Call Agreement to the Missouri Mid-South Conference and the Western Association Committee on Ministry. The Moderator shall also request that a Service of Installation be arranged by the Association in cooperation with Columbia United Church of Christ.

Section 15. Called Pastoral Tenure

Unless otherwise specified, the length of call of pastors of Columbia United Church is open-ended.

Article IV – The Church Council, Ministry Teams, Committees, Teams and Task Forces

Section 1. The Church Council

The Church Council shall be comprised of the following:

- a. the five officers of the Congregation:
 1. Moderator;
 2. Vice-Moderator;
 3. Secretary;
 4. Treasurer;
 5. Recording Treasurer.
- b. the Chair of the following Ministry Teams:
 1. Buildings and Grounds;
 2. Fellowship and Hospitality;
 3. Finance and Stewardship;
 4. Inclusion and Affirmation;
 5. Little Ones Day Out;
 6. Membership and Care;
 7. Nurture and Education;
 8. Outreach and Advocacy;
 9. Worship and Music.
- c. the Pastor(s), ex-officio with voice but without vote.

Section 2. Meetings and Duties of the Church Council

The Church Council, as the executive body of Columbia United Church of Christ, shall meet at least monthly on a date and time determined by its members. Meetings ordinarily shall be face-to-face and shall be held in the church building.

- a. provision for meeting by electronic media:
 1. the Moderator, believing that urgency or circumstances prohibit a face to face meeting, may use telephone or e-mail to determine that a quorum of the Council agrees to hold an electronic meeting at an agreed upon time;
 2. the Moderator shall inform the Council of the subject matter to be discussed;
 3. e-mail, chat, or fax cannot constitute a meeting;
 4. when meeting by electronic media, such media (Skype, GoToMeeting, Zoom, etc.) “must provide for conditions of opportunity for simultaneous aural communication equivalent to those of meetings held in one room.” (Robert’s Rules of Order Newly Revised 11th Edition copyright 2011);
 5. if the electronic meeting is to be held at a time when the Council usually meets face-to-face, the regular agenda shall be followed;
 6. if the electronic meeting is other than the regularly scheduled Council Meeting, the Council shall address only the issues stated in the call to meeting;
 7. the Moderator shall insure that electronic meetings adhere to the same rules of procedure as face-to-face meetings;
 8. the Secretary shall keep minutes of electronic meetings and said minutes must be presented at the next face-to-face meeting of the Council. Such minutes must be publicly posted as are minutes of face-to-face meetings.

- b. A quorum of the Council shall be 8 members.
- c. The Council shall:
 - 1. coordinate the policies and programs of the Committees and Ministry Teams, including plans to implement and develop the Strategic Plan;
 - 2. ensure a Mission Statement is reviewed and revised at least every 5 years as the Constitution mandates;
 - 3. employ lay personnel and approve compensation;
 - 4. recommend an annual budget to the congregation;
 - 5. be responsible for all financial transactions of the church, monitor the overall finances of the congregation, and regularly inform the congregation regarding the church's finances;
 - 6. approve contracts for goods and services;
 - 7. approve unbudgeted disbursements of any amount for which specified or designated funds are available;
 - 8. request approval from the Congregation for unbudgeted disbursements over \$5000 for which no funds are specified or designated, except if major emergency repairs need to be made;
 - 9. request approval from the Congregation to borrow money in any amount;
 - 10. maintain a Designated Funds Policy Manual and be responsible for both marketing those funds and making disbursements from them in cooperation with the appropriate ministry teams, following the guidelines set forth in the aforementioned Designated Funds Policy Manual;
 - 11. appoint a Nominating Committee (see Bylaws, Article IV, Section 6) at least ninety days prior to the Annual Meeting of the Congregation;
 - 12. review the Church membership rolls and contact inactive members in cooperation with the Membership and Care Ministry Team;
 - 13. maintain the Policies and Procedures Manual and review it at least biannually;
 - 14. appoint ad hoc committees or task forces to deal with particular matters not assigned to a Committee or Ministry Team;
 - 15. appoint delegates to meetings of the Missouri Mid-South Conference of the United Church of Christ and the Western Association in the Missouri Mid-South Conference.

Section 3. Ministry Teams

Columbia United Church of Christ shall carry out its ministry, activities, and programs through Ministry Teams.

- a. the Church Council shall develop and approve both the general responsibilities of the Ministry Teams and the specific responsibilities of each Ministry Team.
- b. each Ministry Team shall review its responsibilities annually and submit requests for revisions to the Church Council for consideration and approval.
- c. the Congregation in Annual Meeting shall elect the Chair of each Ministry Team.
- d. all chairs shall represent their respective Ministry Team on the Church Council.
- e. terms of office for Ministry Team Chairs shall begin on June 1 and conclude May 31.
- f. members of the congregation are encouraged to become involved with Ministry Teams and there shall be no limit on the number of members who can participate on a Ministry Team unless specified by the Church Council.

- g. the Vice-Moderator shall work with the Ministry Team Chairs to identify and encourage members to participate in the various ministries being undertaken.
- h. the pastor(s) shall be ex-officio with voice but without vote on all Ministry Teams.
- i. Ministry Teams may organize working groups or task forces to focus on various aspects of their ministry.
- j. all Ministry Teams shall be responsible for requesting funds to support their ministries through the annual budget process of the congregation.

Section 4. The Vision Team

The Vision Team is tasked to dream big, to be bold in calling Columbia United Church of Christ to live into its Faith and Mission Statements and into its Strategic Plan. It shall be comprised of the Vice Moderator, who shall chair the team, the pastor(s), and one representative chosen by each of the ministry teams, and the youth. It shall meet at least twice each year at the call of its chair.

The Vision Team shall:

- a. review, implement, and propose updates to the congregation's Mission Statement and Strategic Plan;
- b. assign responsibility for aspects of the Strategic Plan to the Ministry Teams;
- c. receive reports from the Ministry Teams on their efforts to implement those proposals of the Strategic Plan assigned to them and hear from the Ministry Teams assessments of the effectiveness of what was attempted;
- d. propose to the Church Council any modifications to the congregation's Mission Statement and Strategic Plan;
- e. recommend to the Church Council a plan for the Congregational Planning and Assessment Meeting stipulated in the Constitution.

Section 5. The Clergy Personnel Committee

The Clergy Personnel Committee shall provide support for the authorized ministers of Columbia United Church of Christ. Terms of office on this committee shall begin on June 1 and conclude May 31. After completing a term on the committee, any person may not serve on the committee until three years have elapsed. The Church Council shall fill vacancies on the committee within 30 days. The Clergy Personnel Committee shall:

- a. consist of three persons who shall serve staggered three-year terms one of whom shall be nominated by the Nominating Committee annually and elected at the Annual Meeting of the Congregation (the Congregation may alternatively elect a nominee from the floor);
- b. annually choose its own chair;
- c. annually review and keep current a position description for each ordained pastor serving Columbia United Church of Christ and submit these to the Church Council for approval;
- d. establish, in cooperation with the pastor(s), annual goals and agreed upon strategies for accomplishing those goals. The chair shall give a report of these goals to the Church Council;
- e. conduct an annual review of the pastor(s) based on both the job description and the goals for year;
- f. meet at least four times each year with each pastor (and/or at the committee's discretion, all authorized ministry staff together) to:

- a. hear concerns of the pastor(s);
- b. provide the pastor(s) feedback about their ministry with Columbia United Church of Christ;
- c. devise ways to address any concerns about the ministry and performance of the pastor(s);
- d. reflect upon progress toward the annual goals.

Section 6. The Nominating Committee

The Church Council at least ninety days prior to the Annual Congregational Meeting shall appoint the Vice Moderator to chair a Nominating Committee. The Committee shall be composed of five members, (at least two men, and two women; and at least one member under 30 years of age) to present a slate of candidates for election at the Annual Meeting. The Nominating Committee shall:

- a. take into account the diversity of the congregation in developing a slate of nominees;
- b. nominate one person for each vacant position.

Article V – Duties of the Officers

Section 1. The Moderator

- a. shall preside at all duly called meetings of the Church Council and of the Congregation;
- b. shall call and preside over meetings of the Executive Committee;
- c. may call special meetings of the Church Council;
- d. shall be an ex-officio member of all Ministry Teams;
- e. is authorized to sign contracts, agreements, etc. that have been approved by the Council and/or Congregation.

Section 2. The Vice-Moderator

- a. shall fulfill all the duties of the Moderator if the Moderator is unable to fulfill those duties;
- b. shall chair the Vision Team that shall be responsible for continued development and implementation of the Congregation’s Strategic Plan;
- c. shall report to the Council about Vision Team meetings;
- d. shall work with the Ministry Teams to identify persons to work with each team;
- e. shall chair the Nominating Committee.

Section 3. The Secretary

- a. shall keep minutes of meetings of the Church Council and Congregation and be responsible for posting these in a publicly accessible space within the church facilities within two weeks of the meeting;
- b. shall correspond on behalf of the Council at the Council or Moderator’s direction.

Section 4. The Treasurer

- a. shall be responsible for the financial records of Columbia United Church of Christ and shall ensure that all properly approved bills are paid in timely manner;
- b. shall present a monthly financial report to the Church Council and the Finance and Stewardship Ministry Team;
- c. shall present a financial report for the prior year at the Annual Congregational Meeting;
- d. shall present a financial report at any specially called meetings of the Council or Congregation at the direction of the Moderator;

- e. shall serve as an ex-officio member of the Finance and Stewardship Ministry Team.

Section 5. The Recording Treasurer

- a. shall record receipt of all gifts, pledges, and offerings given to Columbia United Church of Christ;
- b. shall provide the members who request it offering envelopes or electronic means for contributing to the church;
- c. shall provide to members who have contributed to the church in ways that can be recorded a record of their annual giving that complies with the rules of the U.S. Internal Revenue Service, no later than February 1;
- d. shall serve as an ex-officio member of the Finance and Stewardship Ministry Team.

Section 6. The Executive Committee

The officers shall be the Executive Committee of the Church Council and have the following responsibilities:

- a. shall serve as the Personnel Committee for lay employees of Columbia United Church of Christ;
- b. shall review all proposed contracts in excess of \$5,000 before such contracts are submitted to the Church Council or Congregation for approval.
- c. shall attach a recommendation for approval, amendment, or rejection of the contracts they review.

Article VI – Election of Officers, Committees and Ministry Teams

Section 1. Nominating and Voting on Church Council Candidates

- a. Based on the recommendations of the Nominating Committee, The Church Council shall present a slate of nominations to the Congregation at least two weeks prior to the Annual Meeting of the Congregation;
- b. At the Annual Congregational Meeting, nominations may be made from the floor for all positions;
- c. The Congregation shall vote by secret ballot to determine the outcome of contested nominations

Section 2. Terms of Office

- a. Terms of office for all elected positions shall begin on June 1 and conclude May 31.
- b. The Moderator shall be elected to a two-year term. At the conclusion of their two-year term, the Moderator shall not be eligible to serve on the Church Council for two years.
- c. The Vice Moderator shall be elected to a two-year term. At the completion of the two-year term, the Nominating Committee may nominate the Vice Moderator or any other Member to succeed the Moderator for a two-year term. At the conclusion of a two-year term, if the Vice-Moderator does not become Moderator, the Vice-Moderator shall not be eligible to serve on the Church Council for two years.
- d. The other Officers of the congregation shall be elected to a two-year term and shall be eligible for re-election for one additional two-year term. After leaving office, these Officers shall not be eligible to serve on the Church Council for two years.
- e. The Ministry Team Chairs shall be elected to two-year terms and shall be eligible for re-election for one additional two-year term. After leaving office, the Chairs shall be not eligible to serve on the Church Council for two years.

- f. The Congregation shall elect Officers and Ministry Teams according to the following schedule:
 1. the Moderator shall be elected each odd numbered year;
 2. the Vice-Moderator shall be elected each odd numbered year;
 3. the Secretary shall be elected each even numbered year;
 4. the Treasurer shall be elected each even numbered year;
 5. the Recording Treasurer shall be elected each odd numbered year;
 6. the Buildings and Grounds Chair shall be elected each even numbered year;
 7. the Fellowship and Hospitality Chair shall be elected each odd numbered year;
 8. the Finance and Stewardship Chair shall be elected each even numbered year;
 9. the Inclusion Chair shall be elected each odd numbered year;
 10. the Little Ones Day Out Chair shall be elected each even numbered year;
 11. the Membership and Care Chair shall be elected each odd numbered year;
 12. the Nurture and Education Chair shall be elected each even numbered year;
 13. the Outreach and Advocacy Chair shall be elected each odd numbered year;
 14. the Worship and Music Chair shall be elected each even numbered year;
 15. one member of the Clergy Personnel Committee shall be elected each year.

Section 3. Vacancies

- a. If the Moderator is unable to complete a full term, the Vice-Moderator shall become the Moderator and serve for the remainder of the term and may be nominated to serve a full term.
- b. The Council shall appoint a member of the church as Vice-Moderator for the remainder of the term when the elected Vice-Moderator has become Moderator.
- c. For all other elected positions, the Church Council shall appoint a replacement to serve the remainder of the vacated term. The person appointed may be nominated by the Nominating Committee to continue in the same position appointed to by the Council.

Article VII – Congregational Meetings

Section 1. Constitutionally Mandated Meetings

The Church Council shall announce the date and time for the three constitutionally mandated meetings:

- a. The Budget Meeting in the fall;
- b. The Annual Congregational Meeting in May or early June;
- c. The Planning and Assessment Meeting at a time determined by the Council.

Section 2. Giving Notice of Upcoming Meetings

The Church Council shall give notice of these meetings at least 30 days in advance and shall notify the membership by email, publish notice in the Communicator, and announce notice during worship services. Documents related to votes to be taken at these meetings must be available at worship services and in the church office two weeks before the meeting.

Section 3. Announcing Special Congregational Meetings

The Church Council shall announce special congregational meetings at least two weeks before the meeting is to occur. Announcement shall be made by email, in worship services, and by first class mail to all members. Mailed announcements shall be postmarked at least two weeks prior to the meeting date.

Section 4. Member Initiated Special Congregational Meetings

Members may petition the Council to call a special congregational meeting by submitting a petition which includes the signatures and printed names of 15% of the members of the church. The petition must indicate the specific matters of business to be considered, and only those specific matters can be dealt with should the petition be successful. Upon receipt of a petition requesting a special congregational meeting, the Council shall have one week to determine if the petition includes the required number of signatures. If the petition is valid, the Council shall issue a call to meeting within 30 days, for a meeting to take place within 60 days. Call of a special congregational meeting then follows the procedures outlined in Section 3 above.

Section 5. Quora for Special Congregational Meetings

Congregational meetings called for the following purposes shall require a quorum of 30% of the members instead of the 20% stipulated in the Constitution (Article VIII, Section 3):

- a. Meetings called to elect or terminate a pastor;
- b. Meetings called to approve capital improvements or repairs costing in excess of \$100,000;
- c. Meetings called to acquire additional real or personal property costing in excess of \$50,000;
- d. Meetings called to sell all or part of the church property;
- e. Meetings called to dissolve the corporation;
- f. Meetings called to amend or revise the Constitution.

Section 6. Minutes of Congregational Meetings

The Secretary shall keep minutes of all congregational meetings and shall make those available to the congregation by posting them in a public space (e.g., in the Gathering Area) or publishing them in the Communicator within 30 days of the meeting. Minutes shall be reviewed and approved at the next Annual Congregational meeting.

Article VIII – Amendments

These Bylaws may be amended at any regular or special Congregational Meeting called in accordance with the Bylaws. A 60% vote of the quorum present is necessary to adopt a proposed amendment, which shall become effective at the end of the meeting at which it was adopted.

Article IX Parliamentary Authority

Robert's Rules of Order Newly Revised 11th Edition (copyright 2011) shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws.