

BY-LAWS

Article I - OFFICES AND TERMS OF OFFICE

Section 1. OFFICERS of this congregation shall be members of the church, and shall include:

- A. A President who shall be elected for a two (2) year term and assume office at the annual meeting by a majority of those members present and voting.
- B. A Vice President who shall be elected from within the Consistory for a one (1) year term and is eligible for a second one (1) year term.
- C. A Clerk and a Treasurer each to be elected for a term of one year at the annual meeting by a majority of those members present and voting.

Section 2. PRESIDENT

The duties of the President shall include presiding at all meetings of the congregation and the consistory and other duties as contained elsewhere herein. In the absence of the President, the Vice President shall preside, or in his/her absence the congregation or the consistory may elect a Moderator for a given meeting.

Section 3. VICE PRESIDENT

The duties of the Vice President shall presiding at any congregational or consistory meetings in the President's absence. The Vice President serving in the second year of a President's term shall prayerfully discuss with the Consistory being nominated and serving a two (2) year term as President.

Section 4. CLERK

The Clerk shall be a member of the consistory serving as secretary of the consistory, reporting to the annual meeting, keeping the minutes of pertinent church meetings, and such other duties as may be assigned.

Section 5. TREASURER

The Treasurer shall oversee the accounts of the church and assist in the receipt and disbursements of its funds under the direction of the consistory or upon resolution of the consistory for such amounts which are considered repetitive and ordinary. The Treasurer shall file a report, certified by the church auditor, which shall be presented at the annual meeting. The Treasurer shall be a member of the Finance Ministry. The Treasurer shall oversee the work and duties of the secretary in relationship to the financial responsibilities assigned to him/her.

Article II - CONSISTORY AND MINISTRIES

Section 1. CONSISTORY

- A. The consistory shall be considered the Directors and Trustees of the corporation. Consistory shall include (a) the President, the Vice President, the Clerk, and the Treasurer, (b) one representative from each ministry, and (c) five at-large representatives from the congregation.
- B. In the second year of each President's term, the Consistory shall engage in a process of

46 prayerful discernment. The Consistory shall review the current ministry of the whole
47 church with particular attention to the opportunities and challenges for ministry in the
48 coming two years. Through conversation, the Consistory will identify the skills and
49 strengths needed for the next President. The current Vice President will prayerfully
50 consider if s/he has the God-given skills and strengths identified by the Consistory.
51 Working closely with Nominating Committee, the President, Vice President and
52 Consistory will nominate a President to the annual meeting.

- 53 C. The representatives shall be elected from the ministries each year.
- 54 D. The at-large members of the consistory shall be elected for two year terms each year at the
55 annual meeting.
- 56 E. Members of the consistory (excluding officers) may serve for no more than two successive
57 terms exclusive of any partial term for which they have been appointed to fill a vacancy.
- 58 F. The consistory shall oversee the work of the Pastor(s) and the total interest of the church.

60 Section 2. THE MINISTRIES

- 61 A. Each ministry shall consist of no less than six members. One third of the members of each of the
62 ministries shall be elected in each year at the annual meeting for a two year term.
- 63 B. Members of the ministries may serve for no more than three successive terms exclusive of any
64 partial term for which they have been appointed to fill a vacancy.
- 65 C. The ministries are subject to the consistory and to whom the consistory may delegate
66 responsibilities. Ministries may include members appointed by the consistory who are not
67 consistory members.
- 68 D. The ministries may include:
 - 69 1. The Outreach Ministry concentrates its concern on matters pertaining to local
70 mission, wider United Church of Christ mission, hands-on service, social action
71 and program development.
 - 72 2. The Finance Ministry concentrates its concern in the supervision of matters pertaining
73 to stewardship, memorials, budget development and control, property care and
74 control, accounts and disbursements.
 - 75 3. The Education Ministry concentrates its concern with matters pertaining to the
76 educational program of the church. The Director of Education or other salaried
77 employees may be members of this ministry ex-officio without vote.
 - 78 4. The Membership Ministry concentrates its concerns on matters of membership,
79 assimilation and retention, care for members, and annual review of membership
80 rolls.

82 Article III - COMMITTEES

84 Section 1. NOMINATING COMMITTEE

85 The Nominating Committee shall consist of seven members with one representative from
86 each ministry (4) and three members who shall be elected at each annual meeting. This
87 committee shall prepare a list of nominations for all elected offices for the next annual meeting.
88 It shall appoint persons to fill vacancies occurring during the church year on an interim basis
89 with such appointments to be ratified at the following congregational meeting. The committee is
90 accountable to and shall report on a regular basis to the consistory.

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92 Section 2. SHARED MINISTRY COMMITTEE

93 There shall be a Shared Ministry Committee consisting of five members, who shall serve for
94 two year terms, with members elected each year at the annual meeting. Members may serve for
95 no more than two successive terms exclusive of any partial term for which they have been
96 appointed to fill a vacancy. This committee shall consult with or advise the Pastor(s), the
97 consistory, members of the congregation, representatives of the Southwest Association, or others
98 in any manner to which the committee shall deem appropriate to promote effective relationships
99 on matters involving the work of the Pastor(s). The committee is accountable to and shall report
100 on a regular basis to the consistory.

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102 Section 3. PERSONNEL COMMITTEE

103 The Personnel Committee shall consist of four members who shall serve for two-year terms,
104 with two members elected each year at the annual meeting. Members may serve for no more than
105 three successive terms exclusive of any partial term for which they have been appointed to fill a
106 vacancy. The duties shall consist of hiring or terminating any church employee with the
107 exclusion of the Pastor and Associate or Assistant Pastor(s), evaluation of the performance of all
108 employees within two months after date of hire, and yearly thereafter; recommendation of
109 compensation packages, including benefits, for all employees, and development and maintenance
110 of job descriptions for all positions. The committee is accountable to and shall report to the
111 consistory as needed.

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113 Section 4. WORSHIP COMMITTEE

114 The Worship Committee shall consist of four members, who shall serve for two year
115 terms, with members elected each year at the annual meeting. Members may serve for no more
116 than three successive terms exclusive of any partial term for which they have been appointed to
117 fill a vacancy. This committee shall work closely with the Pastor and musicians to plan regular
118 Sunday morning worship services and special worship services. The choir director(s), organist
119 and Pastor(s) shall serve as ex-officio on this committee. The committee is accountable to and
120 shall report to the consistory as needed. The Head Usher is considered a full member of this
121 ministry.

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123 Section 5. OTHER MINISTRIES AND COMMITTEES

124 The congregation or consistory may appoint any additional ministries or committees and any
125 ministry or committee may appoint a subcommittee for any purpose not inconsistent with these
126 articles.

127 Where committees exist they are responsible to the consistory through the ministry which
128 delegated responsibilities to them. Ministries may delegate specific portions of their
129 responsibilities to particular committees.

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132 Article IV - ORGANIZATIONS

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134 All organizations related to this church are regarded as integral parts of the church and under its
135 general supervision, and shall make a report to the annual congregational meeting.

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139 Article V - ELIGIBILITY, TERMS AND VACANCIES
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141 Unless otherwise specifically provided in this constitution, any member in this church is
142 eligible for election to any board or office of this church but may hold only one such position at
143 any one time. The chairperson of the Nominating Committee shall not serve successive terms.
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145 Article VI - RULES OF PROCEDURE
146 FOR CONSISTORY, MINISTRIES AND COMMITTEES
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149 Section 1. VOTING

150 All action shall be taken by majority vote of members present. A quorum of the
151 consistory and each ministry and committee shall consist of one-third of its voting
152 members.
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154 Section 2. MEETINGS

155 The consistory and ministries shall establish regular meetings at which any authorized
156 action may be taken.

157 Special meetings may be called by the President, the Chairperson, or any three
158 members, but only upon at least 48 hours notice and only action specifically defined in
159 the notice may be taken.
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161 Section 3. OTHER RULES

162 The consistory and each ministry and committee may establish any other procedures
163 not inconsistent with this constitution.
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169 Above revisions approved at a special congregational meeting held November 4, 2001.

170 Above revisions approved by Consistory August 9, 2011
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