

**ARTICLES OF ASSOCIATION AND BY-LAWS  
OF THE GROSSE POINTE CONGREGATIONAL CHURCH**

**ARTICLES OF ASSOCIATION**

We, the undersigned, desiring to become incorporated under the provisions of Act No. 327, PA 1931, do hereby make, execute and adopt the following Articles of Association, to-wit:

FIRST: The name assumed by this corporation and by which it shall be known in law, is THE GROSSE POINTE CONGREGATIONAL CHURCH.

SECOND: The location of said Church shall be in Grosse Pointe Farms, County of Wayne and State of Michigan; Post Office Address, 240 Chalfonte, Grosse Pointe Farms, Michigan 48236.

THIRD: The time for which said corporation shall be created is in perpetuity.

FOURTH: The purpose for which this Church is organized is to worship and labor together as a church according to the faith and usage of the churches commonly called Congregational Christian.

FIFTH: At all meetings of said Church subsequent to the first, the right to vote upon questions involving the acquirement and disposition of property and the expenditure of money shall be confined to those persons of legal age (18 years) who are members of the Church so incorporated.

## **BY-LAWS**

As Amended March 25, 2018

### Article I. Name

The name of this Church shall be The Grosse Pointe Congregational Church.

### Article II. Structure

The Church is composed of its members, whose organization includes officers, committees, boards, and other groupings as determined by agreement of the members.

### Article III. Covenantal Relationships

The covenant by which this Church exists as a distinct body and which every member accepts is as follows: “We are banded together as a Christian Church to worship God, to proclaim the gospel of Christ, to develop in people a consciousness of their relations and duties to God and each other, and to inspire them with love for truth, passion for righteousness and enthusiasm for service. This community of faith is an open and affirming congregation which seeks to welcome all persons, including those of all races, ethnicities, ages, sexual orientations, gender identities and expressions, family structures, faith backgrounds, abilities and economic circumstances. To this end, we pledge our loyalty to Christ and covenant with each other to strive to express His spirit in our individual and corporate lives; to live together as Christians and to submit ourselves to the government of this Church, working, giving, praying for its increase, its purity, its peace and seeking in every way to make it a power for the building up of the Kingdom of God.” Our collective vision is RISE: Reach out, Inspire others, Serve all, and Embrace diversity.

### Article IV. Polity

(The form of government of a religious organization)

The government of this Church is vested in its members, who are in good standing subject to the restrictions of voting rights to persons of legal age (18 years) where so specified by law or in these By-Laws. It is subject to the control of no ecclesiastical body, but it recognizes and sustains the

obligation of mutual counsel and cooperation as commonly expressed by Congregational Christian churches through the fellowship of the Local Association, the State Conference and the General Synod of the United Church of Christ.

### Article V. Membership

A. Qualifications: Persons become members by (a) baptism and either confirmation or profession of faith in Jesus Christ as Lord and Savior; (b) reaffirmation or re-profession of faith; or (c) letter of transfer or certification from other Christian churches.

B. Reception: The reception of new members shall ordinarily be upon a day when the Lord's Supper is administered.

C. Duties: The duties of Church membership include (1) giving time to active sympathy with the vision of the Church; (2) giving treasure through regular support of its parish and benevolent interests; (3) giving talents by service in its organized work.

D. Rights: The right to vote upon questions involving the acquirement and disposition of property and the expenditure of money, and the calling and dismissing of a pastor shall be confined to those persons of legal age (18 years) who are members of the Church so incorporated. All members of the Church shall have the right to vote upon all other matters coming before the membership.

E. Termination: Membership may be terminated in three ways: (1) by letter (2) by withdrawal (3) by retirement.

1. Letters of transfer shall be granted by the Church Clerk.

2. Any member who desires to withdraw his or her name from the Church rolls shall have such permission granted by the Church Clerk.

3. A member may be removed from the regular membership list and placed on a separate "inactive membership" list if there is (1) no evidence that such person has participated in the affairs and activities of the Church for more than a year or (2) such person either cannot be located after reasonable effort or fails to respond to inquiries as to whether or not he or

she desires to continue as a member of the Church. Any person placed on the “inactive membership” list may be placed back on the regular membership list upon requesting a return to active status. While on the “inactive membership” list, such person shall not be entitled to the regular rights of membership.

4. Any member who has been on the inactive membership list for a period of two (2) consecutive years, and who cannot be located, or fails to respond to reasonable efforts to confirm his or her status, may have his or her membership retired by a vote of the Board of Stewards and be removed from the Church rolls. Any person so removed must follow the normal membership procedures to be reinstated.

5. At least once each year, or when requested by the Minister or the Moderator or the Pastoral Relations Committee, the Church Clerk shall bring the Church membership rolls up to date, eliminating the names of members who have died, transferred their membership to other churches or requested that their names be dropped from the Church membership rolls and placing the names of persons whose membership status cannot be determined on an “inactive membership” list. The Board of Stewards shall review the list of names and vote whether to retire the person’s membership and remove them from the Church rolls.

#### Article VI. The Ministry

The term “Minister,” when used in these By-Laws, shall refer to a permanent, full-time, ordained clergy member. The designation “Ministerial Staff” shall refer to all other ordained personnel, such as an Interim Minister, a Pastoral Care Minister or an Associate Minister. All Ministers shall be called or dismissed by a majority vote of those persons being of legal age (18 years) who are members of the Church so incorporated at a meeting called for that purpose in accordance with these By-Laws. If the call is for an indefinite period, the Ministerial relations may be dissolved by either the Minister or the Church upon giving three (3) months’ written notice.

Each Minister shall have in his or her charge the spiritual welfare of the Church. To this end, the Minister shall preach the Gospel, administer the sacraments, have under his or her care all services of public worship, be active in pastoral services to the members of this parish and administer the activities of the Church in cooperation with the various Boards and

Committees appointed by the Church. The Ministers shall coordinate their activities and those of the Ministerial Staff. All Ministers shall be ex-officio members of all Boards and Standing Committees except the Pastoral Relations Committee.

The Ministerial Staff shall be selected by the Board of Stewards or a committee selected by the Board of Stewards, with the advice of existing Ministers. Termination of the contract and/or office of such Ministerial Staff members shall be by the same process.

### Article VII. Governance

The Board of Stewards shall be the governing body of the Church and shall consist of the Moderator, Vice Moderator, Past Moderator, Steward of Finance, Steward of Buildings and Grounds, Steward of Worship and Music, Steward of Outreach, Steward of Christian Education, Steward of Membership and Communication and Steward of Fellowship. While the position of each Steward is described in the singular tense, the title may be held concurrently by more than one (1) person (job-share) or the term may be served sequentially by several persons. The position has one (1) vote on the Board of Stewards. Thus, irrespective of the number of persons who job-share and concurrently hold the title, the position may cast only one (1) vote. The decision, at the outset of any given meeting and before any business is conducted, when multiple persons who share a title attend, as to who is the voting member for the meeting is made (a) by the Co-Stewards themselves and announced to the Board; (b) if the Co-Stewards in attendance cannot decide, by the Moderator or designee who chairs the meeting.

The Board of Stewards shall confer on the general work of the Church, promote harmony and coordination among the various committees, act for the Church in the absence of a Congregational meeting, recommend to the Church such aims and methods as may increase its usefulness and shall be bound by decisions of the Church as voted in a legally constituted meeting of its members.

A. Members of the Board of Stewards will be elected by the congregation at its Annual Meeting in March to shadow the outgoing Steward during April to June.

B. With the exception of the persons in the four (4) year Moderator track, Board of Steward terms are two (2) years. A member is eligible for one additional two (2) year term. Members are barred from holding another Board of Steward position for one (1) year after the completion of two (2) consecutive terms.

C. The Board of Stewards shall normally meet once a month or as needed; a quorum will consist of 50% of its members or member delegates.

D. The Board of Stewards shall regularly report on its work to the Congregation, and at a minimum quarterly.

E. Members of the Board of Stewards shall have the sole signing authority to enter in contracts of the Church with vendors and other entities as limited and defined below:

1. Contracts for a single year or less and for less than \$1,500 may be approved and signed by the Steward charged responsible for the activity or asset.

2. Contracts for \$1,500 or more, or multi-year contracts, must be signed by both the Steward of Finance and the Moderator.

F. All Standing Committees shall be appointed by the appropriate Steward and be affirmed by the entire Board of Stewards. Unless stated otherwise in these By-Laws, Standing Committee positions are for two (2) years and are renewable for a second and third two (2) year term. Thereafter, members are barred from holding the same position for one year after the completion of their term. Committees do not have a required number of members, although it has been custom for committees to consist of at least three (3) persons.

G. Ad Hoc committees shall be appointed by the appropriate Steward, have no minimum number of members, report to the appointing Steward, and acknowledged by the full Board of Stewards. Ad Hoc committees shall exist to accomplish a finite task, and then be disbanded. Ad Hoc committees are disbanded when the appointing Steward changes; however, the new Steward may re-create an Ad Hoc committee including appointment of the same members.

H. In the event of vacancies and if, after a diligent search and in extreme circumstances, an appropriate candidate for a committee vacancy cannot be found, the Board of Stewards can waive the term limitation provision.

I. Two (2) members of the same family are permitted to hold a position on the Board of Stewards provided only one family member is in one of the four year moderator positions.

### Article VIII.

#### Stewards and Committee Members - Terms and Duties

##### **Moderator:**

A. Term: The term of the Moderator shall be for two (2) years. At the completion of that two (2) year term the Moderator shall become the Past Moderator for a one (1) year term.

B. Duties: The Moderator shall preside at the Annual Meeting of the Church and at any special meetings called in accordance with these By-Laws. The Moderator shall be an ex officio member with vote of all committees. The Moderator shall be responsible for the By-Laws Committee, the Pastoral Relations Committee, the Church Clerk and the Recording Secretary.

1. **The By-Laws Committee** members shall be appointed by the Moderator on an Ad Hoc basis whenever a revision to the By-Laws or Articles of Association is necessary.

2. **The Pastoral Relations Committee** shall be a Standing Committee with three (3) members, each member serving a three (3) year term, with one (1) member replaced each year. The current Moderator shall be a member of this committee. The senior member of the committee shall be its Chair. A new committee member shall be nominated by the Past-Moderator after consultation with the Ministers(s) and the Board of Stewards. Members of this committee shall not be members of any Standing Committee or the Board of Stewards. Members of the Pastoral Relations Committee are barred from reappointment to the Pastoral Relations Committee for two (2) years after completion of their term.

This committee shall be responsible for working with the Minister(s) and ministerial staff. It shall help coordinate their activities and assist in development of professional goals and in the implementation of Congregational and Board of Stewards directions and goals. It will assist with resolving conflicts within the staff or between Ministerial personnel and members of the Congregation. The Pastoral Relations Committee shall continuously seek the input of the Congregation and shall meet at least quarterly with all Ministerial personnel, both jointly and separately. It shall also meet upon the request of a Ministerial staff member, the Board of Stewards, or a member of the Congregation.

3. **Church Clerk:** A Church Clerk shall be appointed for a two (2) year term and until a successor is appointed. There shall be no restriction of reappointment for successive terms. The Clerk shall keep a register of the members of the Church. That register shall contain the person's address and other contact information, the date and mode of their reception and/or removal from the church rolls. The Clerk shall also keep a list of baptisms, confirmations, marriages, deaths and other relevant events. The Clerk shall issue letters of transfer to other churches as requested, remove from the rolls the names of those who request to withdraw their membership and perform such other duties as pertain to the office of a clerk.

4. **Recording Secretary:** A Recording Secretary shall be appointed for a two (2) year term and until a successor is appointed. There shall be no restriction on a Recording Secretary being reappointed for successive terms. The Recording Secretary shall keep a faithful record of the proceedings of the Church and of the Board of Stewards. The Recording Secretary shall take minutes of congregational meetings and Board of Steward meetings, shall preserve on file all communications and written official reports, notify all persons elected to offices and committees, give legal notices of all meetings when such notices are necessary, prepare absentee ballots when necessary, conduct all correspondence that is not otherwise provided for and perform such other duties as are prescribed by law or as usually pertain to the office of secretary of a congregation.

**Vice-Moderator:**

A. Term: The term of the Vice-Moderator shall be for one (1) year. In the absence of the Moderator, the Vice-Moderator shall preside at the Annual Meeting of the Church, any special meetings called in accordance



with these By-Laws and at meetings of the Board of Stewards. At the completion of this one (1) year term, the Vice-Moderator shall become the Moderator.

B. Duties: The Vice Moderator's primary responsibility shall be to chair the Budget Committee and the Stewardship Campaign Committee.

1. **The Budget Committee** shall consist of the Steward of Finance, the Treasurer and one or more members of the standing Finance Committee; a member of the congregation at large may also be on the Budget Committee.

The Budget Committee shall be an Ad Hoc Committee convened once a year for the express purpose of preparing a proposed Church budget for presentation to the Board of Stewards prior to approval by the Church members at a duly called meeting of the congregation.

2. **The Stewardship Campaign Committee** shall be an Ad Hoc Committee whose members shall be appointed by the Vice Moderator each year. It shall be the duty of this committee to encourage support of the Church through pledges of time, talent and treasure by members of the congregation.

### **Past Moderator:**

A. Term: The term of the Past Moderator shall be for one (1) year.

B. Duties: The Past Moderator shall be responsible for the Nominating Committee and the Historian and will serve as the chair of the Past Moderator Committee.

1. **The Nominating Committee** shall be an Ad Hoc Committee whose members shall be appointed by the immediate Past Moderator each year. The Nominating Committee shall confer with the Minister(s). The Nominating Committee shall make nominations for Board of Stewards members to be voted upon by the congregation at its Annual Meeting. Those members nominated to serve on the Board of Stewards must be at least eighteen (18) years old. The Nominating Committee shall submit to the Congregation a ballot listing all nominees at least two (2) weeks prior to the Annual Meeting. This ballot shall be the official ballot of

the Annual Meeting, provided that any member of the Church shall have the right to make nominations from the floor and any voter may write upon his or her ballot the name of any eligible person.

2. **The Church Historian(s)** shall be appointed by the Past Moderator for a two (2) year term and until a successor is appointed. There shall be no restriction on the Historian(s) being reappointed for successive terms. The Historian(s) shall maintain at the Church a record of the history, activities, and significant events in the life of the Church, and a book or file of photographs, clippings, and other materials of interest concerning the Church, and shall perform such other duties as usually pertain to the office of a historian of an organization.

3. **The Past Moderator Committee:** From time to time, the Past Moderator, or on the request of the Minister(s), Moderator or Board of Stewards, may convene a meeting of other Past Moderators who are the living memory of the governance of The Grosse Pointe Congregational Church.

**Steward of Finance:**

A. Term: The term of the Steward of Finance is two (2) years.

B. Duties: The Steward of Finance, as directed by the Board of Stewards, shall be responsible for the Finance Committee, Church Financial Secretary, Assistant Financial Secretary, the Collection Committee, the Church Treasurer and the Assistant Treasurer. Because of the confidential nature of their work, the terms of the Collection Committee, Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary shall be renewable indefinitely, subject to the approval of the Board of Stewards each year.

The Steward of Finance, after recommendation to the Board of Stewards, may employ personnel deemed necessary to achieve certain outcomes; each hire shall be affirmed by the Board of Stewards. The terms of employment shall be at the discretion of the Steward of Finance, who shall have oversight supervision of such personnel in the performance of their duties. The Minister shall have day-to-day supervision of the staff. The Minister is authorized to immediately suspend with pay and benefits and to order removed from church property any supervised employee. Such action

shall be reviewed for further decision and action by the Board of Stewards within three (3) calendar days. The termination of employment of a member of the staff shall be determined by the Board of Stewards.

1. **The Finance Committee** shall be established to support the work of the Steward of Finance with a variety of duties as directed by the Steward of Finance or the Board of Stewards, including reviewing any changes or improvements to the financial systems of the Church.

The Committee shall have oversight of the various financial assets of the Church and the financial systems in support thereof. Examples include, but are not limited to, the endowment, general operating, scholarship and bank accounts. All policies shall be affirmed by the Board of Stewards.

The Committee shall appoint, on an ad hoc basis, an Audit Committee that shall examine the accounts of the Treasurer and the Financial Secretary, prepare a report for presentation to the congregation at the Annual Meeting and perform such other duties and make such other reports as the Steward of Finance may, from time to time, require. The Committee shall meet as needed with an independent outside auditor hired on the recommendation of the Audit Committee to the Steward of Finance, subject to approval by the Board of Stewards. The independent outside auditor shall report, in writing, to the Board of Stewards.

The Finance Committee shall be a Standing Committee consisting of eight (8) members to include the Steward of Finance, the Moderator (ex-officio with vote) and up to six (6) members of the church. The Steward of Finance shall be the chair of the committee. All appointed members shall have a term of three (3) years and may be reappointed for one additional term. All members have voting privileges. The Board of Stewards shall appoint the members to the Finance committee as vacancies occur. The Steward of Buildings and Grounds may attend ex-officio.

2. **The Church Financial Secretary and Assistant Financial Secretary** shall be appointed by the Steward of Finance, after recommendation to the Board of Stewards, for one (1) year terms, subject to reappointment, to be affirmed by the Board of Stewards.

The Financial Secretary shall appoint a Collection Committee for a one (1) year term, subject to reappointment, to be affirmed by the Board of Stewards. The Collection Committee shall be responsible for providing weekly reports of offerings and special collections to the Financial Secretary and of deposits made into the Church depository, designated by the Board of Stewards.

The Financial Secretary shall record and be responsible for the maintenance of accurate accounts of each pledge and non-pledged contribution and the preparation and submission of statements at regular intervals to each pledging and non-pledging unit. Data shall be coordinated through the Church financial software programs with printed reports to the Treasurer.

**The Assistant Financial Secretary** shall assist the Financial Secretary as needed.

3. **The Church Treasurer and Assistant Treasurer** shall be appointed by the Steward of Finance, after recommendation to the Board of Stewards, for one (1) year terms, subject to reappointment, to be affirmed by the Board of Stewards. The Treasurer shall report as directed to the Steward of Finance and to the members at the Annual Meeting of the Church.

The Church Treasurer shall receive a report from the Financial Secretary of all monies collected and/or transferred and shall confirm that all funds received are deposited into the Church's bank or separate investment accounts as designated by the Board of Stewards or the Steward of Finance. Transfers of separate investment account funds must be made pursuant to a request from the Treasurer and approval by the Board of Stewards.

**The Assistant Treasurer** shall assist the Treasurer as needed.

### **Steward of Buildings and Grounds:**

A. Term: The term of the Steward of Buildings and Grounds shall be two (2) years.

B. Duties: The Steward of Buildings and Grounds shall be responsible for the church grounds, church building, parsonage and the Columbarium Committee. The Steward of Buildings and Grounds may

appoint separate or combined committees to be responsible for the care, maintenance and use of the physical properties of the Church as the Steward deems necessary. The terms of those committee members shall be for two (2) years. The Steward of Buildings and Grounds, after recommendation to the Board of Stewards, may employ such custodial or grounds staff as deemed necessary to perform the functions of such positions. Each hire shall be affirmed by the Board of Stewards. The terms of employment shall be at the discretion of the Steward of Buildings and Grounds, who shall have oversight supervision of the custodial or grounds staff in the performance of their duties. The Minister shall have day-to-day supervision of the custodial or grounds staff. The Minister is authorized to immediately suspend with pay and benefits and to order removed from church property any supervised employee. Such action shall be reviewed for further decision and action by the Board of Stewards within three (3) calendar days. The termination of employment of a member of the custodial or grounds staff shall be determined by the Board of Stewards.

1. **The Columbarium Committee** is a Standing Committee whose members shall be appointed by the Steward of Buildings and Grounds for four (4) year terms, with a new member appointed each year. Members of the Columbarium Committee are barred from reappointment to the Columbarium Committee for one (1) year after the completion of their term. The senior member of the committee shall be the Chair. The Columbarium Committee shall supervise the operation and maintenance of the church Garden Columbarium and Scattering Garden and administer its funds. The Steward of Buildings and Grounds shall be an ex-officio member of this committee. The committee shall report semi-annually to the Steward of Buildings and Grounds regarding its operation.

### **Steward of Worship and Music:**

A. Term: The term of the Steward of Worship and Music shall be two (2) years.

B. Duties: The Steward of Worship and Music shall be responsible for the Ushers Committee and the assignment of communion servers and scripture readers. In addition, the Steward of Worship and Music shall look after the spiritual interests of the congregation in concert with the minister. The Steward of Worship and Music shall be responsible for overseeing the

provision of the communion elements and flowers for the altar and other decorations of the sanctuary as needed.

1. **The Ushers Committee** is a Standing committee whose members shall be appointed by the Steward of Worship and Music for a two (2) year appointment, with unlimited reappointment. The Ushers Committee shall be responsible for appointing the ushers for Church services and other activities of the Church as needed. Ushers need not be members of the Church. Ushers shall seat those in attendance at various services and other activities of the Church and shall receive the offering at all regular Church services.

2. The Steward of Worship and Music shall work with the minister to arrange **Pulpit Supply** in the absence of the minister as needed. Pulpit Supply includes but is not limited to a member of the clergy, a member of the congregation or a Christian educator.

3. **Baptism, Marriage and Funeral** concerns of the Church shall be addressed by ad hoc committees appointed by the Steward of Worship and Music as needed.

C. The Steward of Worship and Music shall have overall general, but not exclusive, supervision over the musical programming of the Church and shall work closely with the **music staff** of the Church.

1. The terms of employment of the music staff shall be at the discretion of the Steward of Worship and Music who shall have oversight supervision of the organist and the choir director(s). The Minister shall have day-to-day supervision of the organist and choir director. The Minister is authorized to immediately suspend with pay and benefits and to order removed from Church property any supervised employee. Such action shall be reviewed for further decision and action by the Board of Stewards within three (3) calendar days. The termination of employment of a member of the music staff shall be determined by the Board of Stewards.

2. Choir Director(s) and/or Organist: Should a choir director or organist need to be hired, an Ad Hoc Music Committee shall be appointed by the Steward of Worship and Music. The Music Committee shall employ, after recommendation to the Board of Stewards, an organist and/or choir director(s). Each hire shall be affirmed by the Board of Stewards.

3. The Steward of Worship and Music shall oversee the maintenance of the church organ, pianos, bells and carillon and shall arrange for the periodic tuning and necessary repair of the Church instruments as needed.

**Steward of Outreach:**

A. Term: The term of the Steward of Outreach shall be two (2) years.

B. Duties: The Steward of Outreach shall be responsible for the Outreach Committee, for overseeing all the outreach programs and missionary plans of the Church, including youth programs, special offerings, memorial funds and scholarships. The Steward of Outreach shall expand our outreach further into the local community, as well as on a national and international level.

The Steward of Outreach shall identify all the outreach efforts of the Church, prepare a budget and request payments from the Church Treasurer as necessary and compile the monetary, in-kind, time and talent donations of the Church for the Church's annual report.

1. **The Outreach Committee** shall be a Standing Committee whose members shall be appointed by the Steward of Outreach for a two (2) year term, subject to reappointment to a maximum of three (3) consecutive terms. The Outreach Committee shall seek, in particular, to instill the ideals of Christian stewardship, especially time and talent contributions. It may address social action. The Outreach Committee shall supervise, correlate and assist in promoting the missionary plans of the Church. It shall cooperate with the Christian Education Committee in missionary education programs. It shall present any projects or objects for special offering, subject to approval of the Board of Stewards. It shall promote the systematic giving of and the distribution of benevolence funds. It shall be responsible for the distribution of scholarship funds to the Church's graduating high school seniors.

Members of the Church are invited to participate and have a vote on the discretionary outreach funding.

Ad hoc committees will be formed, as needed, to help with disbursement of memorial funds and scholarship monies.

## **Steward of Christian Education:**

A. Term: The term of the Steward of Christian Education shall be two (2) years.

B. Duties: The Steward of Christian Education shall be responsible for the Sunday school educators for youth and adults. The Steward of Christian Education, together with the Steward of Membership and Communication, shall encourage and facilitate cooperation in missionary education programs. The Steward of Christian Education, together with the minister and the Director of Youth Ministries, shall recruit, approve and remove Church school teachers; and, working with the minister and Director of Youth Ministries be responsible for adult education, Sunday school, teen education, the confirmation class and the Church youth group. Final staff appointments and removals shall be subject to the approval of the Board of Stewards.

1. The Steward of Christian Education shall keep before the congregation the needs and purposes of Christian education, and shall see that stewardship, social action and missionary education are given balanced consideration in each age group and are integrated into the total educational program of the Church.

2. The Steward of Christian Education, after recommendation to the Board of Stewards, may employ a Director of Youth Ministries. Each hire shall be affirmed by the Board of Stewards. The terms of employment shall be at the discretion of the Steward of Christian Education, who shall have oversight supervision of the Director of Youth Ministries in the performance of his or her duties. The Minister shall have day-to-day supervision of the Director of Youth Ministries. The Minister is authorized to immediately suspend with pay and benefits and to order removed from church property any supervised employee. Such action will be reviewed for further decision and action by the Board of Stewards within three (3) calendar days. The termination of employment of the Director of Youth Ministries shall be determined by the Board of Stewards.

(a) A Youth Director shall assist the ministerial staff and the Youth Ministries Committee to recruit, approve and remove Church school teachers. This role shall be responsible for adult education, Sunday



school, teen education, the confirmation class (working with the minister) and the Church youth group. Final staff appointments and removals shall be subject to the approval of the Board of Stewards.

(b) When an active youth group meets, or when a Youth Director position is created (hired or volunteer), a Youth Ministries Committee shall be created.

(1) **The Youth Ministries Committee** shall be a Standing Committee whose members shall be appointed by the Steward of Christian Education for a two (2) year term, subject to reappointment to a maximum of three (3) consecutive terms. A representative of the youth group shall be included on the Youth Ministries Committee, with voting rights. The Youth Ministries Committee, together with the Steward of Christian Education, shall determine the educational policies, plans and programs for the Church, including the curriculum of the educational program recommendations for equipment used in this ministry. The committee shall assist the Ministerial staff.

#### **Steward of Membership and Communication:**

A. Term: The term of the Steward of Membership and Communication shall be two (2) years.

B. Duties: The Steward of Membership and Communication shall be responsible for the Calling and Caring Committee, Communications Committee and the Church Delegates Committee. Together with the Steward of Youth Ministries, the Steward of Membership and Communication shall encourage and facilitate cooperation in Christian missionary programs.

1. **Calling and Caring Committee** is a Standing Committee whose members shall be appointed by the Steward of Membership and Communication for a two (2) year term, subject to reappointment to a maximum of three (3) consecutive terms. The Calling and Caring Committee members shall keep track of those members of the congregation who are shut-ins or in nursing homes or hospitals for the purpose of sharing Christian love and fellowship with them. The Committee shall be responsible for encouraging new members and welcoming them into the life of the church.

The Committee shall consult with the Steward of Membership and Communication and the Minister on a regular basis.

2. **Communications Committee** is a Standing Committee whose members shall be appointed by the Steward of Membership and Communication for a two (2) year term, subject to reappointment to a maximum of three (3) consecutive terms. The Communications Committee shall be responsible for external church communications such as newspaper advertising and articles, brochures, the web site and the phone tree system. This committee shall work in cooperation with the New Members Committee to reach out to the community and encourage membership.

3. **Church Delegates Committee** shall be a Standing Committee whose members shall be appointed by the Steward of Membership and Communication for two (2) year terms, subject to a maximum of three (3) consecutive terms. There shall be up to six (6) delegates, appointed in twos to staggered terms. The delegates shall attend all regular and special meetings of the state and local conferences. They shall represent the Church at all installations and recognitions and any such other services to which this Church is invited or should be represented. The Delegates Committee shall present a written report of all such meetings to the Board of Stewards. In the event that any member of this committee cannot attend any such conference or services, the Chair of the committee shall notify the Minister, who may appoint a pro-tem substitute.

### **Steward of Fellowship**

A. Term: The term of the Steward of Fellowship shall be two (2) years.

B. Duties:

1. The Steward of Fellowship shall oversee the activities of the congregation that occur outside the sanctuary, including but not limited to, coffee hour, monthly final feasts, the showcase, the bulletin boards, the decoration of the church for holidays as necessary and seasonal events such as the Christmas Family Workshop.

2. The Steward of Fellowship shall oversee and facilitate as needed the various ministries of the Church, including but not limited to the

Deaf Communities Ministry, the Arts Ministry, the First and the Free Food Feast Ministry, the Women's Fellowship and other special interests of the Church.

#### Article IX. Vacancies

In the absence of any provisions herein to the contrary, any vacancies occurring in Church offices, Boards or Standing committees during the year may be filled by the Board of Stewards upon nomination by the Nominating Committee, which persons shall hold office until the next regular Annual Meeting and their successors are elected. At such Annual Meeting, such vacancy(ies) shall be filled in the usual manner for the remaining portion of the unexpired term(s). For the purpose of determining eligibility for re-election, an individual elected to complete the remaining portion of an unexpired term shall not be deemed to have such position for one (1) full term.

#### Article X. Worship and Meetings

The Church shall meet for worship, education and business as follows:

##### A. Worship:

1. Worship, services of worship, inspiration, prayer and study shall be held as determined by the Minister and the Board of Stewards, except when temporarily suspended by vote of the Church.

2. Sacraments. The Church shall celebrate the Lord's Supper at least quarterly, ordinarily on the first Sunday of each month, except that the date of the Easter Communion may be left to the decision of the Minister and the Steward of Worship.

3. Baptism. The baptism of adults and the baptism or dedication of children shall be administered at such times as the Minister or, in his or her absence, the Board of Stewards may appoint.

## B. Meetings:

1. Annual Meeting. The Annual Meeting shall be held the first quarter of the year, immediately following the Church worship service. At this meeting the annual reports of the various Boards, Standing Committees and organizations shall be presented, such officers and members of the Boards and Standing Committees as required by these By-Laws shall be elected and such other business transacted as may be specified in the call or authorized by these By-laws. All reports made at the Annual Meeting shall be in writing and for the preceding year, from the first day of January through the thirty-first day of December. The business and official affairs of the Church shall be conducted upon a calendar year basis commencing the first day of January.

Notice of meetings of said corporation, specifying the time, place and object thereof, shall be read from the pulpit on the two (2) successive Sundays preceding such meeting on which services shall be held and published in the Church publication that is mailed to the members, if there is one in existence, at least once between the date of the notice of such meeting and the time such meeting is scheduled to be held; provided, however, that in case it is proposed to amend the Articles of Association, the proposed amendment, together with a notice of the meeting called for its consideration, shall be read from the pulpit on three (3) successive Sundays, immediately preceding such meeting on which services shall be held and published as indicated above, and the proposed amendment shall not itself be amended in any material point, in the meeting so called for its consideration; and provided, further, that if there should be no public services at which the notice herein required may be given, said notice may be posted on the Church door or published in the town, city or county newspaper whose circulation among the members is the greatest, for three (3) weeks preceding such meeting specifying the time and place and object thereof.

2. Special Meetings. Special meetings shall be called in the manner specified above for the calling of an Annual Meeting upon request of the Minister or the Board of Stewards or on the written application of any forty (40) qualified voting members of the Church. Where the meeting is called by petition, the Moderator shall give proper notice, prepare the agenda, and preside at the meeting.

3. At any meeting of the Church, members eligible to vote may do so in person, if present, or by written absentee ballot.

4. Written absentee ballots shall be available from the Church office. All members of the Church may request a ballot: (1) in person, (2) by telephone for mail delivery to the address listed in the current records of the Church, or (3) by telephone to be collected by a named person who will come to the Church office. Ballots must be submitted to the Church office at any time before the meeting begins, or presented to the Moderator or to the Steward who chairs the meeting before the meeting, where the live vote is conducted, is adjourned. The live votes and the absentee ballots may be counted by two persons from any combination of the following groups: (1) the Church Clerk; (2) the Moderator, the Vice-Moderator, the Past Moderator; or (3) a currently installed member of the Board of Stewards.

5. Meetings of the Church, or any official Board, Standing Committee, or Special Committee thereof shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

#### C. Quorum:

Forty (40) qualified voting members shall constitute a quorum at any meeting of the Church.

Fifty percent (50%) of its members or member delegates shall constitute a quorum at any meeting of the Board of Stewards, Standing Committee or Special Committee of the Church.

### Article XI. Pastoral Search Committee

A. When the post of Minister, as defined in these By-Laws, is vacant, the Board of Stewards shall appoint a Search Committee to consist of ten (10) adult members and in addition thereto, two (2) members recommended by the youth groups of the Church. The Moderator shall appoint a Chairperson Pro Tem from among the members of such Committee who are members of the Church.

The appointment of this committee shall be announced at the Board of Stewards meeting closest to the date the vacancy occurs and the Congregation advised.

B. At its first regularly called meeting, which shall be no more than thirty (30) days after appointment, this committee shall select its own Chairperson, Vice Chairperson, Recording Secretary and Corresponding Secretary from among the members of such committee who are members of the Church.

#### Article XII. Amendments

A. The Articles of Association may be amended by two-thirds (2/3) vote of those persons of legal age (18 years) who are members of the Church so incorporated, voting at any Annual Meeting of the Church or at a special meeting called for that purpose, the proper notice having been given as required by these By-Laws.

B. The By-Laws may be amended by a majority vote of those persons of legal age (18 years) who are members of the Church so incorporated, voting at any Annual Meeting of the Church, or at a special meeting called for that purpose, the proper notice having been given as required in these By-Laws.

C. In case it is proposed to change the By-Laws, the proposed amendments shall be available in writing in the Church office at least two (2) Sundays prior to any such annual or special meeting, but the proposed amendments may be altered by a majority vote of the members present prior to a final vote on the adoption of the change.

