

**Constitution of**  
**Bay Shore Community Congregational Church**  
**United Church of Christ**  
**Long Beach, California**

Adopted by the Congregation June 9, 2002  
Amended by the Congregation May 6, 2007, November 14, 2010,  
November 17, 2013, June 1, 2014, March 19, 2017, June 11, 2017

***Article I – Name***

The name of this church shall be **Bay Shore Community Congregational Church** (United Church of Christ), Long Beach, California. The church was incorporated as **Bay Shore Congregational Church** by the State of California on June 24, 1925.

***Article II – Bond of Union***

Our Bond of Union in this church is a common loyalty to Jesus Christ.

We believe that the Lord's whole requirement is to do justly, to love kindness, and to walk humbly with God.

We cherish for each person the fullest liberty in the interpretation of truth, and we gladly grant others the freedom we claim for ourselves.

We promise, as members of this church, to walk together as Christians, seeking to live according to the spirit and teachings of Jesus, as revealed in the Holy Scriptures.

In the quest of truth and in the Spirit of Jesus, we unite for the worship of God and the service of humanity.

***Article III – Policy and Fellowship***

The final authority of this church is vested in its members who exercise the right of control in all its affairs.

While our congregation maintains its autonomy within the United Church of Christ, it accepts the obligations of mutual fellowship of the Churches of the United Church of Christ, and pledges itself to share their common aims and work.

## *Article IV – Membership*

### **Section 1**

**Qualifications:** Membership in this church shall be open to all persons of the Christian Faith and are admitted to membership according to the section below.

### **Section 2**

**Process:** To become a member of this church an individual shall:

- A. Meet with the Pastor/s to express their interest in becoming a member.
- B. Affirm the Bond of Union.
- C. Confess their Christian Faith.
- D. Confirm their baptism or become baptized as a part of becoming a member.
- E. An individual may also be accepted into membership:
  1. After having completed a course of confirmation instruction; or
  2. After presentation of a satisfactory Letter of Transfer from another church.

### **Section 3**

**Associate Membership:** Associate membership shall be granted to all candidates who have fulfilled the prerequisites of regular membership in a home church or another ecclesiastical body, but who do not want to formally transfer from that church to this church, but want to be considered a member of this church (e.g. while they are temporarily living or working in the community). Associate members shall enjoy all the rights, privileges and responsibilities of regular members, except that associate memberships are not transferable to another church.

### **Section 4**

**Responsibilities of Members:** Members are expected to:

- A. Follow the teachings of Jesus to the best of their ability and understanding.
- B. Actively embrace and demonstrate acceptance of the Bond of Union.
- C. Regularly attend the services of worship to the extent possible, in order that they may grow in knowledge and wisdom.
- D. Provide financial support and participate in volunteer service to the church to the extent possible.
- E. Involve themselves in the spiritual welfare of the church and encourage others in the Christian way of life.

### **Section 5**

**Rights of Members:** All members may participate in all the activities and facets of the church and vote as delineated in this Constitution.

## Section 6

### **Duration and Termination of Membership:**

- A. Membership is maintained by reasonable attendance and support of the work of the church to the extent possible for the individual or unless termination is requested by the individual.
- B. At the end of each calendar year the Pastor/s with the assistance of the Parish Outreach Commission, will inform the Board of Stewards (“Board”) of members who have terminated their membership or have been inactive in the past two years. The Board may arrange for inactive individuals to be contacted to determine their interest in remaining a member of this church. If current contact information is unavailable, the individual’s name will be removed from the member roster.

## *Article V – Officers*

### Section 1

**Officers:** The officers of the church shall be the Pastors, Moderator, Moderator-Elect, Immediate Past Moderator, Registrar, Treasurer, Assistant Treasurer, and such other officers as the congregation may deem necessary.

### Section 2

**Elections:** The Moderator, Moderator-Elect, Registrar, Treasurer, and Assistant Treasurer shall be elected by a majority vote of the congregation at the Annual Meeting of the church. All elected officers shall serve a one (1) year term beginning January 1 with term limits specified in this Constitution.

### Section 3

#### **Pastoral Staff:**

- A. The Senior Pastor shall be called by the congregation whenever a vacancy occurs and shall serve under the direction of the Board.
- B. Other pastors may be called by the congregation and shall serve under the direction of the Senior Pastor and the Board.
- C. The Pastor/s shall:
  - 1. Hold office without limitation of time, and may be installed or recognized by ecclesiastical council when they and the church so desire.
  - 2. Serve as ex officio members of the Board, commissions and committees.
- D. The specific duties as duly recognized Pastors of the Gospel shall be those entrusted to them at the time of ordination and recognition by fellow pastors.
- E. Responsibilities of their positions shall be those stipulated in the Call Agreement, or as later renegotiated with the Board.
- F. The pastoral relationship may be dissolved:
  - 1. By the Pastor, by giving at least sixty (60) days’ written notice; or

2. By the congregation (at a Special Congregational Meeting), following recommendations of the Board. If adopted, sixty (60) days' notice shall be given to the Pastor; or
3. Upon other terms to which both the Board and the Pastor mutually agree.

#### **Section 4**

**Moderator:** The Moderator is the chief lay officer of the church. The Moderator shall:

- A. Preside over all meetings of the Board and all meetings of the congregation.
- B. Serve as an ex officio member of all commissions and committees, attending their meetings when possible.
- C. Meet regularly with the Pastor/ s.
- D. Require all necessary reports to the Board be in writing and filed with the Registrar.
- E. Serve no more than one (1) consecutive term of office.

#### **Section 5**

**Moderator-Elect:** The Moderator-Elect shall:

- A. Be a member of the Board.
- B. Serve as Moderator during the absence or inability of the Moderator to serve.
- C. Be an ex officio member of all commissions and committees, attending their meetings when possible.
- D. Meet regularly with the Pastor/s and Moderator.
- E. Serve no more than one (1) consecutive term of office.

#### **Section 6**

**Immediate Past Moderator:** The Immediate Past Moderator shall:

- A. Be a voting member of the Board for the year following his/her term as Moderator.
- B. Serve as chairperson of the Nominating Committee.

#### **Section 7**

**Registrar:** The Registrar shall:

- A. Keep accurate minutes of all Board and Congregational meetings of the church.
- B. Keep a Register of the members of the church (with dates of their reception and removal, record of baptisms, marriages and deaths) and make full report of such to the congregation at the Annual Meeting.
- C. Give regular and legal notice of all Board and Congregational meetings of the church.
- D. Maintain and file necessary documents required by law and ensure that the necessary reports from the Board, commissions and committees are on file in the church office.
- E. Sign all official documents of the church, and perform such other duties as the Board may direct.
- F. Be elected annually with no term limits.

The Registrar may, with the approval of the Board, delegate the performance of specified duties.

## Section 8

**Treasurer:** The Treasurer shall:

- A. Be a member of the Board and a voting member Business Affairs Commission.
- B. Maintain a liaison with the Moderator and the Chairperson of the Business Affairs Commission for all financial concerns or decisions that are apart from the routine responsibilities of the Treasurer. Issues that cannot be resolved through such liaison shall be referred to the Business Affairs Commission and/or Board for further discussion or action.
- C. Develop, maintain and/or amend a *Treasurer's Responsibilities and Procedural Manual*, approved by the Board, that specifies the responsibilities of the Treasurer and the standardized procedures to be followed to ensure consistency and that accepted accounting practices are met. The manual shall include, but is not limited to, the following:
  1. The confidential management of pledges and offerings to the church, including the preparation of giving statements to church members and regular contributors.
  2. The receipt of and acceptance of monetary gifts to the church.
  3. Management of receipts and disbursements, and bills payable from the General Fund.
  4. Management of bills payable from the Designated and Reserve Accounts.
  5. Regular review and reconciliation of bank statements.
  6. Management, disbursement, and accounting of payroll to the church staff. The actual performance of such duties may be delegated to a payroll agency. This shall include:
    - a. Deposit of monthly and quarterly federal and state payroll taxes.
    - b. Preparation of quarterly and annual payroll tax reports and submission of reports to the appropriate government agency.
    - c. Maintenance of W-4 and I-9 Forms signed by all employees whose earnings are subject to withholding.
    - d. Maintenance of all W-9 Forms for all independent contractors.
    - e. Preparation of annual W-2 statements for employees and filing these statements with the appropriate government agencies.
    - f. Preparation of annual 1099 Forms for independent contractors and filing of these statements with appropriate government agencies.
    - g. Maintenance of Workers' Compensation Insurance. Preparation and filing of any requested payroll and audit reports with insurance agency.
  7. Prepare a monthly Treasury Report and file a copy of said report with the Registrar at the regular meetings of the Board.
- D. Generate standard and customized reports as directed by the Business Affairs Commission or the Board and provide reports to the Registrar for filing. Such report generation may be accomplished through an accounting agency if approved by the Board.
- E. Ensure the accuracy and timeliness of all financial reports generated.

- F. Analyze the financial data and provide regular status reports for the Business Affairs Commission and Board; recommend expenses that may be targets for reduction.
- G. Have signature authority on all bank accounts. Be empowered to open and close bank accounts, and to transfer funds between all bank accounts as needed.
- H. With the acknowledgement and approval of the Board, delegate specific responsibilities of the Treasurer to an accounting service, bookkeeper or payroll agency.
- I. Be elected annually, but with no specific term limits.

**Section 9**

**Assistant Treasurer:** The Assistant Treasurer shall:

- A. Be a voting member of the Business Affairs Commission; and shall:
- B. Have signature authority to disburse funds, and assume the responsibility of the Treasurer, in accordance with Section 8 above, in the Treasurer's absence.
- C. Be familiar with the accounting system and procedures of the church office.
- D. Be elected annually, but with no specific term limits.

**Section 10**

**Vacancies:** Vacancies occurring between elections in any of the elected offices may be filled by the Board or by a vote of the congregation.

**Section 11**

**One person to hold only one office:** No person may hold more than one of the offices specified in articles V or VII at a time; however, they may serve on an ad hoc or standing committee while serving as an officer or commission member.

***Article VI – Board of Stewards***

**Section 1**

The Board of Stewards, as the governing Board of the church, shall:

- A. Give guidance and set policy for the church’s commissions, committees, and groups.
- B. Set dates, prepare the agenda and make all necessary arrangements for the Annual Meeting and Special Congregational Meetings of the church.
- C. Conduct closed sessions only on issues requiring strict confidentiality.
- D. Submit a proposed annual budget to the congregation for deliberation at the Annual Meeting and conduct a follow-up meeting subsequent to the Annual Meeting for approval of the proposed annual budget.
- E. Convene a Special Congregational Meeting to approve the employment of new pastor/s when such vacancies occur, after a search committee has recommended a candidate to the Board.

- F. Approve the employment of all lay employees and maintain a current record of all employment agreements, policies and employee benefits approved.
- G. Receive gifts and bequests on behalf of the church, except that prior approval of the congregation shall be obtained for receiving conditional bequests. For unconditional bequests, see Endowment Fund, Article VII, Section 13.
- H. Oversee church expenditures, except that prior approval of the congregation shall be obtained for every:
  - 1. Conveyance, sale, or mortgage of real property.
  - 2. Expenditure in excess of \$15,000 for any one item in any one fiscal year, unless it be otherwise set forth in an adopted budget, or when required to protect church property in event of a catastrophe or general disaster.
- I. Meet as often as necessary to share information and manage the affairs of the church, but not less than nine months per year. The Board may utilize teleconferencing or other electronic communication media to share information or make decisions when an issue is time sensitive and it is not practical to convene a meeting or delay a decision to the next regularly scheduled meeting. Any decisions made via such media shall be ratified at the next regular Board meeting.

Ten members of the Board shall constitute a quorum.

**Section 2**

- A. The Board, all of whom shall be members of the church, shall consist of:
  - 1. Moderator
  - 2. Moderator-Elect
  - 3. Immediate Past Moderator
  - 4. Registrar
  - 5. Treasurer
  - 6. Chairperson of each commission
  - 7. One other designated member for each of the commissions
- B. Pastors shall serve as ex-officio members.
- C. Any church member may attend a Board meeting, except for closed sessions. However, non-Board members may not vote.
- D. The Registrar shall serve as Secretary for the Board.

***Article VII – Commissions and Committees***

The Board shall perform its duties through commissions and committees. It is the responsibility of the commissions to implement the policies and to carry out the actions approved by the Board. Each commission is granted supervisory authority over all activities in its assigned area of responsibility, and shall review and recommend policy changes in their respective area as required. Each newly constituted commission shall have as its first act of business the election of a chairperson and selection of another commission member to represent the commission at the Board.

## Section 1

**Worship Commission:** This commission shall consist of twelve (12) members\*, half of whom are elected each year to a two-year term; and shall:

- A. Collaborate with and provide feedback to the Pastors and the Director of Music in designing worship experiences that enhance the spiritual growth of members and visitors of the church. In the absence of a professional Director of Music, responsibility for all music ministry shall be vested in this commission.
- B. Assist the Pastors, the Board, and the Director of Music in identifying and selecting candidates for the positions of Director of Music and Organist when vacancies occur.
- C. Assure the filling of the pulpit in the absence of the Senior Pastor, or at the request of the Senior Pastor; ensure that worship services and sacraments are regularly provided.
- D. Prepare elements of worship commonly used during regular worship services, communion and baptism and place them in the sanctuary prior to the worship service. Inventory and ensure supplies are ordered as needed.
- E. Assist the pastoral staff in serving communion.
- F. Change sanctuary décor per the liturgical seasons and ensure that banners, paraments, candles, etc., are carefully stored and/or replaced as needed.
- G. Place flowers for worship services on the altar prior to the service and ensure that they are either taken by the donor or removed following the service.
- H. Designate a member of the church to assist the Pastors in the preparation and administration of baptisms.
- I. Designate one or more head ushers who shall schedule and train an adequate number of additional ushers to carry out the responsibility for collecting the offering and providing for the proper seating, comfort and welfare (e.g. offering hearing assistance devices, wheelchair accommodations, etc.) to all who attend worship services and meetings of the church.
- J. Provide hospitality and guidance to visiting clergy in the absence of the Pastor/s.
- K. Serve as custodian of memorial funds and approve their disbursement.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission members to assist the commission in carrying out its responsibilities.

## Section 2

**Business Affairs Commission:** This commission shall consist of eight (8) members, half of whom are elected each year to a two-year term. In addition to these members, the Treasurer and Assistant Treasurer are voting members of the commission. The commission shall:

- A. Maintain an ongoing program of stewardship education; plan and implement the stewardship program activities in collaboration with the Pastor/s.
- B. Assure that adequate financial records are maintained, financial procedures are followed in conformance with generally accepted business principles, and review or have reviewed and verified, all business records at least once each year.
- C. Have responsibility for the judicious use of funds budgeted for the operation, maintenance and upkeep of the Church buildings, property and grounds, except Sky Forest.



- D. Recommend to the Board the placement of an adequate insurance program for property, liability, group health for applicable employees and workers' compensation.
- E. Formulate an annual budget with plans for implementation, to be submitted by the Board to the congregation; assure the funds are expended only in accordance with the approved budget; and endeavor at all times to keep adequate support for the approved budget.
- F. Appoint individuals to count the offering collected during worship services and handle the offering in accordance with the *Business Affairs Procedure Manual*. Such individuals shall be members of the church, but are not required to be members of the commission.
- G. Oversee all church contracts not otherwise assigned for oversight by another commission or committee.
- H. Conduct closed sessions on issues requiring strict confidentiality.

### Section 3

**Christian Education Commission:** This commission shall consist of six (6) members\*, half of whom shall be elected each year to a two-year term; and shall:

- A. Collaborate with the Pastor/s and church staff in overseeing Christian education activities including, but not limited to, Nursery Care, Sunday School, Music Ministries for Children and Youth, Youth Ministries, Young Adult Ministries, Vacation Bible School and Adult Education. Confirmation classes shall be vested in the Pastor/s.
- B. Recruit and train Sunday school teachers and helpers. This includes conducting background checks on all volunteers who work with children and youth.
- C. Review and select Sunday school curriculum.
- D. Maintain liaison with the Board on the activities and requirements of the Director of Christian Education and Director of Youth Ministries, if such positions are staffed.
- E. In coordination with church staff, oversee the Nursery program including, but not limited to, maintaining liaison with paid Nursery staff and providing nursery volunteers, activities, curriculum and supplies.

The Pastor/s shall interview and recommend to the Board candidates for all paid Nursery staff. The Associate Pastor (if such position is staffed) shall be the immediate supervisor of the paid Nursery staff.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission members to assist the commission in carrying out its responsibilities.

### Section 4

**Parish Outreach Commission:** This commission shall consist of twelve (12) members\*, half of whom are elected each year to a two-year term; and shall:

- A. Cooperate with the Pastor/s in a program for seeking out and following through with prospective church members.
- B. In consultation with the Pastor/s, determine appropriate materials for visitors to the church. These include information in the pew backs, on the bulletin boards and on the information board.
- C. Provide for ministering to home-bound members and the sick.

- D. Assure that new members are readily assimilated by the church.
- E. Encourage contact with absent members and ensure that the church rolls are kept active in compliance with terms as set forth in Article IV, Section 6, paragraph B.
- F. Maintain liaison with groups responsible for such functions as Fellowship Hour following worship.
- G. Cooperate with the various groups of the church to assure the intermingling of ages and interests.
- H. Develop a responsible concern for one another among all members of the church.
- I. Involve the church membership in outreach to the community.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission members to assist the commission in carrying out its responsibilities.

## Section 5

**Worldwide and Homeland Missions Commission:** This commission shall consist of ten (10) members\*, half of whom are elected each year to a two-year term; and shall:

- A. Determine and assure that denominational and interdenominational financial obligations of the church are fulfilled.
- B. Promote the state, national and worldwide work of the church through programs of mission education and world service.
- C. Develop, recommend and support a social action program.
- D. Maintain liaison with and report to the Board on all mission and benevolent activities selected and supported by the church.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission \* members to assist the commission in carrying out its responsibilities.

## Section 6

**Sky Forest Commission:** This commission shall consist of six (6) members, half of whom are elected each year to a two-year term; and shall:

- A. Establish and direct a program for the utilization and financial stability of the Sky Forest Retreat.
- B. Maintain liaison with the Pastor/s and other church groups wishing to use the Sky Forest Retreat.
- C. Oversee the routine maintenance and repairs to the Sky Forest facilities and grounds and ensure that potential risks (e.g. snow, fire, flooding, etc.) to the property and grounds are mitigated to the extent possible.
- D. Ensure that the condition of interior furnishings/appliances are maintained, repaired, and/or replaced as needed.
- E. Ensure the cleanliness of the facility is maintained and that cleaning supplies and equipment are readily available.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission members to assist the commission in carrying out its responsibilities.

## Section 7

**Buildings and Grounds Commission:** This commission shall consist of eight (8) \* members, half of whom are elected each year to a two-year term; and shall:

- A. Oversee the routine and scheduled maintenance of and repairs to the church's buildings and grounds located in Long Beach, California.
- B. Identify and prioritize potential major new construction and remodeling projects for all real property assets of the church, including and without limitation, the sanctuary, administration building, Fellowship Hall, Christian Education wing, and Youth Center building. \*\*
- C. Recommend to the Board approval of major new construction and remodeling projects.\*\*
- D. In conjunction with the appropriate commissions or individuals of the church, oversee and/or directly supervise all major new construction and remodeling projects approved by the Board. \*\*

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the commission may request non-commission members to assist the commission in carrying out its responsibilities.

\*\*Responsibilities do not include the Sky Forrest property owned by the church.

## Section 8

**Community Connection and Growth:** This commission shall consist of eight (8) members\*, half of whom are elected each year to a two-year term; and shall:

- A. Develop and create an annual marketing plan to attract new attendees and members.
- B. Create a membership information campaign to encourage Bay Shore participants to become members.
- C. Provide consistent logos and branded materials for church signage and documents on all platforms.
- D. Support the church in promoting our message to the community.
- E. Develop and implement marketing materials as requested by other commissions. Such expenses incurred shall be normally absorbed by the budget of the requesting commission unless other arrangements are agreed upon.
- F. Provide for management and updating of church website and social media.
- G. Design and place any media ads/public relations articles for church events and holidays.

\*Non-church members may be appointed to this commission, but the Chair and Vice-Chair (or other member representing the commission at the Board) shall be members of the church. The commission should be comprised of a majority of church members. Additionally, the

commission may request non-commission members to assist the commission in carrying out its responsibilities.

## Section 9

**Meetings/Reports:** The above-named commissions shall meet as often as necessary to share information and manage the responsibilities of the commission, but not less than twice within every three-month period. Commission meetings are “open” meetings, but only commission members may vote.

The chairperson and the second representative of each commission are Board members and shall attend Board meetings to apprise the Board of significant activities and/or needs and to participate in discussions and decisions affecting the church.

A written presentation of commission activities shall be prepared for the Annual Meeting of the congregation.

## Section 10

**Number of Terms:** Members of the commissions are eligible to serve two consecutive 2-year terms and shall be eligible for re-election to the same commission after the lapse of one year.

## Section 11

**Ex Officio Members:** Ex officio members may meet with the commissions, but shall not have the right to vote. They may submit to the commissions all items desired to be reported to the Board and the congregation.

## Section 12

**Ad Hoc Committees:** The Board, and commissions subject to the approval of the Board, are authorized to establish ad hoc committees when deemed necessary to carry out assigned projects. Such committees shall be dissolved after the project is completed. Non-members who are supporters and active participants in the work of the church may serve on these committees.

## Section 13

**Standing Committees:** Standing committees are permanent committees to manage specific responsibilities or activities that need addressing on an ongoing basis. Standing committees shall report to the Board on a periodic basis or upon request of the Board. The Board may create additional standing committees as needed.

A. **Nominating Committee:** The Nominating Committee shall consist of seven (7) members as follows:

1. Immediate Past Moderator who shall be the Chairperson of the committee.
2. Six (6) additional most recent past moderators.

Committee members shall be elected to a one-year term at the Annual Meeting.

The Nominating Committee shall, at least two (2) weeks prior to the Annual Meeting, publish in an official publication of the church a full and complete slate of nominees to fill all offices and commissions for the terms specified in this Constitution and shall present the same to the congregation at the Annual Meeting. Nominations may be made from the floor for each elective office.

**B. Endowment Fund Committee:** The committee shall consist of five (5) members of the church selected and approved by the Board and confirmed by the congregation for a three-year term. The members' terms shall be staggered so that two or three new members are elected every three years. No member shall serve more than two consecutive three-year terms, or a total of six years, without taking a one year lapse of service to become re-eligible. The committee shall elect a chairperson from among themselves.

The committee may request other members of the congregation to serve as advisory members and, at the expense of Endowment Fund Income, may provide for professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.

The committee shall:

1. Receive all undesignated gifts and bequests and serve as Custodian of the Endowment Fund.
2. Provide educational opportunities to church members on planned giving opportunities.
3. Administer the continued growth of the Endowment Fund, providing for safety of capital and generation of income. Except where otherwise authorized in the terms of the gift, all principal amounts shall be retained and only the income may be expended.
4. Attend Board meetings when requested by the Board and provide a current accounting of the Endowment Fund. Provide an annual report to the congregation at the Annual Meeting.
5. Make recommendations to the Board for the expenditure of Endowment Fund Income.

**C. Pastoral Relations Committee:** The committee shall consist of five to seven (5-7) members selected by the Pastor/s and approved by the Board. Committee members shall serve a three-year term and may not serve more than two consecutive terms without taking a one-year lapse of service to become re-eligible. The members' terms shall be staggered so that two to four new members (i.e. half of the committee) are selected every three years. They shall elect a chairperson from among themselves.

The Board shall approve a separate Pastoral Relations Committee for each pastor.

Committee members shall meet with the Pastor/s on a periodic basis either separately or together, not less than twice yearly, to receive input from them and to offer feedback.

**D. Personnel Committee:** The committee shall consist of five (5) members of the church selected and approved by the Board and confirmed by the congregation. Committee members shall serve for a maximum of one 4-year term. No member shall serve more than one 4-year term without taking a one-year lapse of service to become re-eligible. The members' terms shall be staggered so that two or three new members are selected every two years to a 4-year term. They shall elect a chairperson from among themselves.

The committee shall:

1. Be charged with maintenance of church employees' confidential information. On that basis, the Personnel Committee shall report solely to the Board semi-annually.
2. Formulate job descriptions and evaluation procedures for all church employees.
3. Update the Employee Handbook as needed, for submission to the Board for approval.
4. Formulate a method of evaluating the Pastor/s and conduct such evaluations every two years.
5. Consult with appropriate parties in mediation of personnel issues.

E. **Columbarium Committee:** The committee shall consist of five (5) members of the church selected and approved by the Board and confirmed by the congregation to a three-year term. No member shall serve more than two consecutive three-year terms, or a total of six years, without taking a one-year lapse of service to become re-eligible. The members' terms shall be staggered so that two or three new members are selected every three years. The committee shall elect a chairperson from among themselves.

The committee shall:

1. Consider approval of submitted applications to house the cremated remains of those church members and others associated with the church and/or to have their names added to the Memorial Plaque wall.
2. Administer the rules and regulations, conditions and restrictions as adopted by the committee and set forth in its charter.
3. Report to the Board semi-annually on the status of the Columbarium.

F. **Fundraising Committee:** The committee shall consist of six (6) members\* of the church selected and approved by the Board and confirmed by the congregation to a three-year term. No member shall serve more than two consecutive terms, or a total of six years, without taking a one-year lapse of service to be re-eligible. The members' terms shall be staggered so that three new members are selected every three years. The committee shall elect a chairperson from among themselves.

The committee shall plan and implement fundraising event/s to:

1. Assist the church in meeting its financial goals and obligations approved in the annual budget, if not covered by other revenue sources.
2. Fund projects, programs, and unanticipated needs not included in the church budget.

In collaboration with the Board, the committee shall:

1. Submit a budget request to the Board to cover the anticipated costs of planning and executing fundraising event/s. Such funding will be offset with proceeds from the fundraising event/s.
2. Establish revenue goals from fundraising events to be included in the church's annual budget.
3. Identify and prioritize the projects, programs and special needs for which the fundraising event is being held.
4. Secure dates on the church calendar for fundraising events.

The committee may solicit as many non-committee volunteers as necessary to promote and execute the event/s.

The committee shall provide periodic status reports to the Board providing full financial accounting of revenue and expenses.

Based on the financial condition of the church, this committee may be placed in an inactive status by the Board if all church financial obligations are met through offerings, gifts, and/or other revenue sources.

\*Non-church members may be appointed to this committee, but the Chair and Vice-Chair shall be members of the church.

#### **Section 14**

**Vacancies:** Vacancies occurring between elections in any of the commissions or committees may be filled by the Board or by a vote of the congregation.

### ***ARTICLE VIII – CHURCH/FISCAL YEAR; CONGREGATIONAL MEETINGS***

#### **Section 1**

**Church/Fiscal Year:** Both the church year and the fiscal year of the church shall be the calendar year, beginning January 1 and ending December 31.

#### **Section 2**

**Annual Meeting:** The Annual Meeting of the church shall be held in the Fall of each year, on a date to be fixed by the Board, for the purpose of:

- A. Receiving annual reports;
- B. Reviewing the plans for the coming year;
- C. Presenting a draft budget for the coming year; and
- D. Electing the following:
  1. Moderator, Moderator-Elect, Registrar, Treasurer, and Assistant Treasurer
  2. Commission members
  3. Members of the Endowment/Memorial Fund Committee
  4. Members of the Nominating Committee
  5. Members of the Personnel Committee
- E. Transacting all necessary business that may properly be brought before it.

Notice of the Annual Meeting shall be given not less than two (2) weeks in advance; this notice shall be communicated in an official publication of the church.

#### **Section 3**

**Installation of Officers/Commencement of Term:** The installation of officers and newly-elected commission/committee members shall be conducted after the Annual Meeting, at a regular service of worship, the date to be fixed by the Board. The term of elected officers and members of commissions and committees shall commence on January 1.

#### **Section 4**

**Special Congregational Meetings:** Special meetings of the congregation may be called for specific purposes upon request of the Board; such purposes to be given in a notice not less than two (2) weeks in advance. This notice shall be communicated in an official publication of the church. Only the business for which the meeting was called may be transacted at that time.

#### **Section 5**

**Quorum:** Sixty (60) members shall constitute a quorum for transacting business at any Congregational Meeting of the church.

### ***ARTICLE IX -- PRACTICE***

In all matters of practice not provided for in this Constitution, this church shall be governed by parliamentary procedure as outlined in *Robert's Rules of Order*.

### ***ARTICLE X -- AMENDMENTS***

This Constitution may be amended by a two-thirds (2/3) vote of the members present and voting at any Annual Meeting or at any Special Congregational Meeting, provided notice of the proposed amendment has been given at least two (2) weeks prior to any such meeting.