

Community United Church of Christ
Raleigh, North Carolina

BY-LAWS

Article I. Elections

- Section 1. The Pastor(s) shall be called by a two-thirds vote of the membership present at a meeting of the congregation.
- Section 2. The Pastor(s) shall be called for an indefinite period. In order to terminate the relationship, three months' notice shall be given by either party, unless an earlier date is mutually agreed upon between the Pastor and the Deacons Ministry; the procedure shall be in accordance with the Constitution and By-Laws of the United Church of Christ. Termination shall be by recommendation of the Deacons Ministry with the approval of the Church Council and a majority vote of the governing body. Notice of such termination shall be sent to the Conference Executive and the Association.
- Section 3. Election of officers (other than the Pastor(s)), Ministry members, Committee members, and other positions shall be by a majority of the members voting at a meeting of the congregation.
- Section 4. The Chair of each Ministry shall be selected for a term of one year and shall sit on the Church Council. The Chair should be selected from among those who have served in the Ministry for more than one year. Each Ministry may self select a Chair, Vice Chair and Secretary.
- Section 5. Deacons shall serve three-year terms. The Treasurer, Assistant Treasurer and Council Clerk shall serve three-year terms. All other Ministry members shall serve two-year terms. A minimum of two people will be newly elected each year to each Ministry.
- Section 6. All members who participate in various Committees shall be elected for one year. They may be re-elected without limit.
- Section 7. Each Ministry may invite others from the congregation to aid in the carrying out of its functions.
- Section 8. All Council members and all Deacons Ministry members must be members of Community United Church of Christ.
- Section 9. The Nominating Committee will continue to help supply people to each of the Ministries as needed throughout the year.
- Section 10. Either the Church Council or a Ministry can create Task Forces when needs arise for specific purposes.

Article II. Ministries

- Section 1. Deacons Ministry: There shall be a minimum of nine and a maximum of twelve Deacons elected for terms of three years. Each year a new class of two to four Deacons will be elected as four others complete their term. Deacons shall work in teams to form the core of four ministry teams to handle these functions:
- (A) Arts in Worship
 - (B) Ushers
 - (C) Caring
 - (D) Sacraments and Chancel
- One Deacon shall be Chair of the Deacons Ministry, and shall also serve as a member of the Church Council. A second Deacon shall be Vice Chair and may succeed to the Chair position the following year.

Section 2. Property Ministry

There shall be a minimum of five members. A Chair will be selected annually to serve on the Church Council. A Vice Chair will also be selected and may succeed to the Chair position the following year. Members shall be responsible for these function:

- (A) Buildings
- (B) Grounds
- (C) Equipment
- (D) Furnishings
- (E) Insurance

Section 3. Social Justice Ministry There shall be a minimum of five members. A Chair will be select annually to serve on the Church Council. A Vice Chair will also be selected and may succeed to the Chair position the following year. Members shall be responsible for these functions:

- (A) Social Action
- (B) Multi-Cultural, Multi-Racial issues

Members are empowered to identify areas of special need in the community or social issues which need special attention, and to form task forces from the congregation to work on these needs and issues. They may subscribe to such publications as will keep members informed concerning the religious and ethical implications of current social issues.

With the concurrence of the Council, the Social Justice Ministry may appoint, where appropriate to do so, official representatives to serve on various boards, agencies, or organizations supported by the church through the Social Justice Ministry. Such appointees shall serve as representatives of the congregation and be confirmed by the congregation at its next meeting. These appointees shall report regularly to the Social Justice Ministry.

Section 4. Community Outreach Ministry There will be a minimum of five members. A Chair will be selected annually to serve on the Church Council. A Vice Chair will also be selected and may succeed to the Chair position the following year.. It shall be the calling of this Ministry:

- (A) To receive and investigate requests for special benevolent giving, acting upon them with recommendations to the church or by use of funds made available to the Ministry.
- (B) To recommend to the Stewardship Ministry benevolent projects for the annual budget.
- (C) To promote understanding of the Community Outreach Program through regular activities of the church and in special meeting which the Ministry may organize.
- (D) To select five Raleigh Inter-Church Housing Liaisons, including a pastor or a pastor's designate. It shall be the duties of this group to serve on the Board of Raleigh Inter-Church Housing, Inc. as representatives of the Community United Church of Christ and to recommend to the church any action to be taken to assist in the work of Raleigh Inter-Church Housing, Inc.

Section 5. Religious Education Ministry There shall be a minimum of five members. A Chair will be selected annually to serve on the Church Council. A Vice Chair will also be selected and may succeed to the Chair position the following year.. Members shall work to promote learning opportunities that benefit children, youth and adults. They will work in conjunction with any staff hired for coordinating educational programs.

Section 6. Welcoming, Fellowship & Growth Ministry There shall be a minimum of five members. A Chair will be selected annually to serve on the Church Council. A Vice Chair will also be selected and may succeed to the Chair position the following year.. It shall be the duties of the Ministry to:

- (A) Greet and welcome members and guests as they arrive for Sunday services and other special services.
- (B) Promote fellowship within the church by initiating fellowship after worship and on special occasions of celebration.
- (C) Help sponsor inquirers meetings for prospective members with the Pastor.
- (D) Help with publication of the Church newsletter.
- (E) Promote public relations between CUCC and the wider community in the Triangle area.
- (F) Identify ways to attract new members and promote activities that will help the church grow.

Section 7. Stewardship Ministry There shall be a minimum of five members comprised of the Chair, Vice Chair, Treasurer and Assistant Treasurer and one or more elected members. The Vice Chair may succeed to the Chair position the following year. They shall be responsible for:

- (A) Pledge Drive
- (B) Finances
- (C) Nominating

Article III. Committees

Section 1. General Committee responsibilities: Committees are responsible for maintaining adequate documentation of plans, action steps, and incomplete actions. They shall cooperate in communicating with their Ministry, the pastoral and secretarial staff, and the congregation. Committees are to advise and cooperate with others in the church on their work.

Section 2. Each Ministry may have one or more Committees to help perform the responsibilities of the Ministry.

Section 3. The Deacons Ministry shall have these Committees:

(A) Arts in Worship It shall be the duties of this Committee:

- (1) To plan, in conjunction with the pastor and the music staff, contributions of music, dance, or other arts to the worship services of the church in cooperation with the pastor(s).
- (2) To plan the Arts In Worship budget in cooperation with the Stewardship Ministry
- (3) To recommend the employment of persons who may be needed to render services in connection with the contributions of the arts. Such persons might include a choir director, organist, instrumentalist, soloist, or others.
- (4) To approve purchases pertaining to contributions of the arts to the worship of the church.
- (5) To care for the repair and maintenance of the musical instruments of the church.
- (6) To act upon requests for the use of the musical instruments of the church.

(B) Ushers: It shall be the duties of this Committee:

- (1) To direct members and visitors to available seats. During special programs and services, the Chief Usher shall secure additional ushers, if needed. Free and unrestricted seating shall be the policy of the church.
- (2) To take offering(s) and otherwise assist in serving the Pastor(s) and congregation.
- (3) To keep attendance records of the services.
- (4) To close the church building after services.

(C) Caring: It shall be the duty of this Committee to assist the Pastor in arranging for members of the church to minister to the sick and homebound.

(D) Sacraments and Chancel: It shall be the duty of this Committee to prepare for the sacraments and to prepare the chancel for worship services.

The responsibilities for the other activities of the Deacons Ministry will be handled by the Ministry as a whole.

Section 4. The Welcoming, Fellowship & Growth Ministry shall have this Committee:

(A) Communication and Public Relations. Members shall:

- (1) Promote communication of information concerning all church programs and activities to the members of the church and to the community.
- (2) Supervise the regular publication of the church newsletter.
- (3) Arrange for appropriate publicity about church activities in the public news media.

The responsibilities for the other activities of this Ministry will be handled by the Ministry as a whole.

Section 5. The Stewardship Ministry shall have this Committee:

(A) Nominating: Members shall prepare for the congregation nominations for all officers (other than the Pastor), Ministry members, Committee members, and other positions to be elected by the congregation. They shall also make recommendations to the Church Council concerning the filling of vacancies occurring during the year.

The responsibilities for the other activities of this Ministry will be handled by the Ministry as a whole.

Article IV. Church Council

Section 1. Membership:

(A) The Voting members of the Church Council shall be as follows:

- The Moderator
- The Moderator-Elect, and Immediate Past Moderator
- The Pastor(s)
- The Chair of the Deacons Ministry
- The Chair of the Property Ministry
- The Chair of the Social Justice Ministry
- The Chair of the Community Outreach Ministry
- The Chair of the Religious Education Ministry
- The Chair of the Welcoming, Fellowship & Growth Ministry
- The Chair of the Stewardship Ministry
- The Clerk
- The Treasurer
- The Assistant Treasurer

(B) The Chairs of Committees included within Ministries are not members of the Church Council. Their possible participation in the work of the Council shall be governed by the following considerations:

- (1) Chairs of Committees within Ministries are always invited but not regularly expected to participate in meetings of the Council.
- (2) Ministry Chairs may request that Chairs of specific Committees within their Ministry attend particular Council meeting at which the work of such Committee may be discussed. Committee Chairs should honor such requests.
- (3) If a Ministry Chair is vacant or if a Ministry Chair is unable to attend a given Council meeting, the Chair of a Committee within the Ministry should be designated by the Ministry Chair to represent the Ministry at that meeting of the council.
- (4) The immediate past moderator will represent all Fellowship Groups in the Church on matters considered by the Church Council.

Section 2. Members at Large: Annually, the Congregation shall elect a Church Council member at large to serve a three-year term. Normally, each such member at large shall hold positions in the following sequence: Moderator-Elect during the first year, Moderator and Chair of the Church Council during the second year, and Immediate Past Moderator during the third year. If the Moderator vacates that position before it expires, the Moderator-Elect succeed to the position of Moderator and Chair of the Church Council immediately. If the Moderator-Elect vacates that position before it expires, the Congregation may elect a new Moderator-Elect to serve the rest of the unexpired three-year term.

Section 3. At the first annual meeting each year, the Congregation shall elect two resident members to serve for a year as Librarian and as Historian.

Section 4. Personnel: The purpose of the Committee is to provide a consistent, focused approach to CUCC's role as an employer. As soon as new officers are installed at the beginning of each year, the Past Moderator will establish a Personnel Committee. It shall be composed of 3-5 people including him- or herself, at least one other person from the Council, and at least one Deacon. It shall be the duty of the Committee:

- (A) To establish and maintain current written job descriptions for all paid positions and written personnel policies and procedures, including procedures for hiring and performance evaluation.
- (B) To assist CUCC Ministries and the Council in personnel matters, and to assure that established procedures are followed; and
- (C) To assure that the implications for CUCC employees and for the related personnel procedures are considered in any proposals for CUCC action.

Section 5. Pastoral Relations: There shall be five members of this committee. Two resident members of the Church, who have served as Deacons of the Church, shall be selected by the Deacons. Two members will be selected by the Council. Each two of these four shall be named to two-year overlapping terms. The fifth member of the committee will be selected by the Pastor. This committee will work to assure effective dialogue among the Pastor, the

congregation, and the Deacons Ministry. It provides a framework in which conflict can be dealt with creatively, and in which creative and innovative thinking can be nurtured without conflict. This Committee reports to the Council.

Article V. Membership Records

Section 1. Definition of Membership:

- (A) Resident Active Membership: Any person who has joined the Church and who lives within a reasonable commuting distance of the Church, and who either attends the activities of the Church at any time during a two-year period or who has made financial or other contribution at any time during a two year period or whose situation shall be favorable reviewed by the Deacons Ministry, is a resident active member. Such persons are entitled to all rights and have all responsibilities of membership in the Church. Their names form the resident active membership roll.
- (B) Non-Resident Active Membership: Any member of the Church who makes financial contribution to the Church but whose residence is such a distance from the Church as to make attendance impractical shall be called a non-resident active member. Their names form the non-resident active membership roll.
- (C) Inactive Membership: Any member who does not qualify as an active member is an inactive member. Their names form the inactive membership roll.

Section 2: Number of Resident Active Members: Each year prior to the Second Annual Congregational Meeting, the Clerk in consultation with the Deacons Ministry, shall determine the number of persons in the current membership who shall constitute the resident active membership as described in Article V. Section 1 (A).

Section 3: Termination of Membership:

- (A) A resident active member who no longer qualifies as a resident active member as described in Article V. Section 1 (A), shall be contacted in a spirit of Christian love and reconciliation by the Deacons Ministry for an expression of his or her wishes regarding continuation of membership. Persons who request continuation of membership shall remain on the roll as members.
- (B) The membership of the Church shall be informed when any person joins, withdraws or transfers within the categories of membership.

Section 4: Transference between Categories:

- (A) Any person transferred to the inactive roll shall be restored to the active roll by his or her request in writing to the Deacons Ministry.
- (B) If a member's address has been unknown for period of a year, he or she shall automatically be transferred to the inactive roll.

Section 5. Charter Members: The roll of all Charter Members as defined in Article V., Section 1, of the Constitution shall be preserved by the Church Clerk and the Historian. Upon the death of any Charter Member, this date of death shall be listed by his or her name.

Article VI. Nature and Order of Business

Section 1. Fiscal Year: The fiscal year shall conform to the calendar year.

Section 2. First Annual Congregational Meeting: This meeting shall be held in January each year. The date and time shall be set by the Church Council and announced at least two weeks in advance. One purpose of the meeting shall be to hear the yearly reports of Officers, Church Council, Ministries and Committees, and other positions. The other purpose of the meeting is for the Stewardship Ministry to present the budget for the ensuing year for adoption. In preparation of the annual budget, the Finance Committee shall request the Council, Officers, and Ministries to submit their budget proposals to the Finance Committee after soliciting ideas from members of the congregation. The Finance Committee shall prepare a comprehensive budget for presentation to the annual meeting and shall report any budget requests from the Council, Officers, and Ministries that were not included in the budget proposal. The Congregation shall take a final vote on the slate of officers, ministry and committee members at the January meeting. Other business consistent with the Constitution and By-Laws may be transacted.

Section 3. Second Annual Congregational Meeting:

This meeting shall be held in the Spring each year. The date and time shall be set by the Church Council and announced at least two weeks in advance. Any business consistent with the Constitution and By-Laws may be transacted at this meeting.

Section 4. Third Annual Congregational Meeting: This meeting shall be held in the Fall of each year. The date and time shall be set by the Church Council and announced at least two weeks in advance. The purpose of the meeting is to discuss goals and objectives for the coming year and to kick off the pledge campaign. Other business consistent with the Constitution and By-Laws may be transacted at this meeting. A proposed budget and a proposed slate of officers, ministry and committee members shall be presented at the Fall congregational meeting.

Section 5. Special Meetings: Special meetings of the congregation may be called by the Pastor or by the Church Council. Written notice of such meeting shall be given at least one week in advance and only such business as shall be stated in the notice shall be transacted at the meeting. Upon written request of five members of the Church stating the purpose of the meeting, the Moderator of the Church Council shall call a special meeting within thirty days, unless a later date is requested.

Article VII. Amendments

These By-Laws may be amended or revised by a two-thirds vote of the members present at a meeting of the congregation provided a quorum is present and at least one week's written notice of the meeting shall have been given.

Article VIII. Rules of Order

Robert's Rules of Order in the version designated by the Moderator, shall be the parliamentary authority for all matters of procedure not covered by the Constitution and these By-Laws.