

47 laws of love. Membership will be conferred upon evidence of Baptism and
48 recommendation of the Membership and Mentoring Action Team.

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50 B. Upon personal request or recommendation of the Membership and Mentoring Action
51 Team for cause, a member's name may be removed by vote of the congregation at a duly
52 called church meeting.
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54 **ARTICLE V - OFFICERS AND BOARDS**

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56 In accordance with New York State non-profit law, the officers of the church shall consist of a
57 moderator, treasurer, and clerk. They are accountable to the Council. Officers and board leads
58 shall be members of the congregation and, to the best of their ability, be committed and dedicated
59 to the responsibilities of their position as listed in the church bylaws and in the church policy
60 manual, as well as to attendance at meetings, church activities, and worship services. All officers
61 and board leads shall be elected by majority vote of the membership at the annual congregational
62 meeting.
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- 64 A. The Council is the primary body of this church. It shall maintain general oversight of all
65 the activities of the church, always keeping the mission of the church in mind when
66 making decisions. The Council shall plan prayerfully for the church's future, provide a
67 forum for communication among the various ministry boards and teams, and stress
68 thoughtful deliberation of church policy.
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70 B. Ministry boards and action teams manage and conduct the work of the church in
71 accordance with their mission statements.
72
73 C. Selection of persons to serve in the various offices, boards, and teams of the church shall
74 reflect the diversity of the church's membership.
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76 D. Terms of officers and board leads shall commence on January 1 of the year following
77 their election. The interval between the election of officers and board leads and their
78 assumption of office shall be for the purpose of training.
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80 E. All meetings of the Council and the various boards and teams are open for anyone to
81 attend, by prior arrangement and coordination with their leaders, except as noted in the
82 church bylaws. Meeting dates, times, and locations shall be announced through the
83 various communication streams of the church and recorded on the office calendar.
84 Council and boards shall ordinarily meet on a monthly basis. The Council reserves the
85 right to move into executive session when non-Council members are present.
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87 F. Any elected officer or ministry board lead may be removed by a majority vote of the
88 congregation at a meeting called by the moderator for that purpose by request of the
89 Personnel Action Team. A volunteer may be removed by a majority vote of the Personnel
90 Action Team alone.
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92 **ARTICLE VI - SERVICES AND MEETINGS**

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94 Public services of worship shall be held each Sunday, except when temporarily suspended in an
95 emergency, and at any other time as determined by the Worship and Sacraments Ministry Board.
96 That board shall also determine when the Sacrament of Holy Communion shall be observed. The
97 Sacrament of Baptism shall be administered at such times as the minister designates.
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- 99 A. Annual Meeting An annual meeting shall be held on the first Sunday in November to
100 elect officers and board leads and to transact business, including approval of the annual
101 budget. A proposed budget will be available to the congregation for review one month
102 prior to the annual meeting.
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104 B. Special Meetings The moderator in consultation with the Council may call special
105 meetings for business. Board leads, standing action team coordinators, and members of
106 the congregation may ask the moderator to call a special meeting after presenting the
107 reason for the request before Council. The purpose of any meeting shall be stated in the
108 call, allowing two Sundays' notice with publication in the weekly written
109 announcements.
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111 C. Regular Services as Business Meetings In case of necessity the regular Sunday meeting
112 of the church may be considered the time to transact business except in cases of corporate
113 action that requires legal notice or business specifically assigned to other meetings. The
114 purpose of any meeting shall be stated in the call, allowing two Sundays' notice with
115 publication in the weekly written announcements.
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117 D. The quorum for all congregational meetings shall be 10% of the membership roll at the
118 time of the meeting.
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120 E. Congregational meetings shall conform to the process outlined in the most current edition
121 of *Robert's Rules of Order*.
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123 **ARTICLE VII - AMENDMENTS**

124 This constitution and bylaws may be amended by a two-thirds vote of a quorum of the members
125 present at any congregational meeting or at a special meeting called for this purpose. The proposed
126 amendments require 30 days advance notice and public reading of notice with publication
127 according to the most current edition of *Robert's Rules of Order*.
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133 **BYLAWS**

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135 **ARTICLE I - MINISTER AND OFFICERS**

136 The minister's and officers' duties and responsibilities are outlined in these bylaws; full
137 descriptions are in the minister's letter of call and the policy manual of the church.

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139 A. Minister

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1. The minister shall be charged with leading the church in its mission.

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2. The minister shall preach the gospel, administer the sacraments, have responsibility for all services of public worship, give pastoral guidance, and ensure that the sick and homebound are cared for.

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3. The minister shall become a member of the church and of the local United Church of Christ association of which the church is a member and will represent the church at denominational functions, including association and conference meetings, and General Synod.

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4. The minister shall act as the head of staff for all church employees and be a part of the review process of the personnel team.

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5. The minister shall participate on the Minister/Parish Action Team.

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6. The minister shall serve as a non-voting *ex officio* member of Council and offer counsel as a non-voting *ex officio* member of all ministry boards and action teams.

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7. The ministerial relationship may be dissolved either by the minister or by the congregation at a congregational meeting called for that purpose. Either the minister or the congregation must give written notification of such intention three months in advance. The three-month provision may be waived by mutual consent. In the case of loss of ministerial standing on the part of the minister, relations shall cease at once, in accordance with the procedures established in the Constitution and Bylaws of the United Church of Christ.

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8. All terms and conditions of persons in called positions shall be included in the Letter of Call according to guidelines of the New York Conference of the United Church of Christ.

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164 B. Moderator

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1. The moderator is the presiding officer of the Council.

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2. The moderator convenes and presides over all official meetings of the congregation.

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3. The moderator appropriately publicizes all congregational meetings in accordance with Article VI of the church constitution.

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4. The moderator, in consultation with the minister, sets an agenda for all Council and congregational meetings. An agenda for the annual meeting will be published one week prior to the meeting and will include a slate of nominees for positions to be voted on at the meeting;

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5. The moderator reports her/his/their activities monthly to the Council, maintaining confidentiality when necessary.

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6. The moderator accepts resignations of Council members.

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7. The moderator notifies persons elected to boards and offices.

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8. The moderator serves as lead for Personnel Ministry and represents its associated action teams on Council. Each team's policy fully describes its membership and functions.

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- 179 These teams will include,
180 a) a minister/parish team to support and maintain communication and an open and
181 healthy relationship between the ordained staff and members of the congregation, and
182 to conduct annual reviews with all ordained staff;
183 b) a nominating team to present nominees for any open positions of officers and/or board
184 leads at the annual meeting or when a vacancy arises;
185 c) a personnel team to create and administer personnel practice and policy relating to all
186 non-ordained church staff, whether paid employees or volunteers, including
187 interviewing and hiring, annual reviews, and salary recommendations.
- 188 9. The moderator serves an initial one-year term and, upon re-nomination and with approval
189 of the congregation at the annual meeting, may serve additional terms up to a maximum
190 of five years. Following the final term, the outgoing moderator will serve as adviser to
191 the incoming moderator for a period of one year, during which time the outgoing
192 moderator will not hold a position on Council.
193

194 D. Clerk

- 195 1. The clerk serves as secretary and voting member of Council and at congregational
196 meetings.
197 2. The clerk keeps the corporate seal and maintains all Council and congregational meeting
198 minutes, which will be made available in the church office in coordination with the
199 administrative assistant.
200 3. The clerk maintains the church policy manual in the church office in coordination with
201 the administrative assistant.
202 4. The clerk maintains membership records, including reception and termination of
203 membership, Baptisms, and marriages.
204 5. The clerk keeps a record of church history.
205 6. The clerk serves a three-year term and may serve successive terms.
206

207 E. Treasurer

- 208 1. The treasurer maintains the accounts of all funds, receipts and disbursements of the
209 church; and keeps necessary records.
210 2. The treasurer is a voting member of Council and provides financial reports to Council,
211 the Finance Ministry Board, and any ministry board or action team that requests reports.
212 3. The treasurer and Financial Ministry Board Lead prepare and present at the annual
213 meeting a report of the financial condition of the church.
214 4. Working with the Finance Ministry Board, the treasurer prepares a budget.
215 5. The treasurer, in consultation with the Finance Ministry Board, may enlist an assistant
216 treasurer and/or a financial secretary to assist in the work of the treasurer. Job
217 descriptions with the duties and responsibilities of each position are in the policy manual.
218 6. The treasurer serves a three-year term and may serve successive terms.
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220 **ARTICLE II - COUNCIL AND MINISTRY BOARDS**

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222 A. COUNCIL

223 The Council consists of minister, non-voting *ex officio*, and nine voting members: moderator,
224 clerk, treasurer, and leads, or their designated representatives, of the Worship and Sacraments

225 Ministry Board, the Congregational Nurture Ministry Board, the Missions Ministry Board, the
226 Faith Formation Ministry Board, the Building and Grounds Ministry Board, and the Finance
227 Ministry Board.
228

- 229 1. Keeping the mission of the church before it, the Council shall plan prayerfully for the
230 church's future and provide a forum for communication among the various ministry
231 boards and action teams.
- 232 2. The Council shall listen to, discuss, and support the work of the minister, staff, ministry
233 boards, and action teams.
- 234 3. The Council shall periodically review, approve, and, as needed, write policy.
- 235 4. The Council shall work with ministry boards to evaluate their mission statements and
236 annual goals.
- 237 5. The Council shall resolve any case of financial conflict of interest, as well as any disputes
238 within or among boards and/or action teams.
- 239 6. The Council may enlist temporary action teams to serve special purposes on behalf of the
240 Council.
- 241 7. When necessary the Council shall propose a slate of candidates for a Minister Search
242 Action Team for the approval of the congregation. Once formed, the Minister Search
243 Action Team shall report directly to the congregation. Using the "Search and Call"
244 process of the UCC and with the counsel of the associate conference minister, the Search
245 Action Team will identify a qualified minister in good standing to present to the
246 congregation for approval at a duly called meeting.
- 247 8. In times of ministerial transition, Council may choose to appoint an Interim Minister
248 Search Action Team.
- 249 9. The quorum for all Council meetings is a simple majority of the Council membership.
- 250 10. Council decisions are approved by a simple majority of the Council membership.

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252 B. MINISTRY BOARDS

253 1. Structure And Responsibilities

254 Ministry boards and their affiliated action teams carry out the work of this faith community.
255 A ministry board shall consist of the board lead and affiliated standing and temporary
256 action team coordinators. Ministry boards are identified for the following areas: Worship
257 and Sacraments, Congregational Nurture, Missions, Faith Formation, Finance, and
258 Building and Grounds. The boards' duties and responsibilities are outlined in these bylaws;
259 full descriptions are in the policy manual of the church.
260

- 261 a. All ministry boards operate to advance the mission of the church. Each shall have a
262 mission statement appropriate to its area of responsibility and will align its policies
263 with that mission.
264
- 265 b. Ministry boards shall determine their associated action teams and the number of
266 members necessary to carry out the tasks of each board.
 - 267 1) Standing action teams perform the ongoing tasks of the ministry boards.
 - 268 2) A ministry board may enlist temporary action teams to serve special purposes on
269 behalf of the board.

- 270 3) Standing and temporary action team coordinators shall communicate with the
271 ministry board lead on a regular basis.
272
273 c. Participation on all action teams, standing or temporary, is open to active members
274 and non-members.
275 d. All ministry boards and action teams shall keep minutes at their meetings. These are
276 forwarded to the church office for filing.
277 e. The quorum for all ministry board meetings is a simple majority of the board
278 membership.
279 f. Ministry board decisions are approved by a simple majority of the board membership.
280

281 2. Ministry Board Members

282 Leads for the Ministry Boards of Worship and Sacraments, Congregational Nurture,
283 Finance, Faith Formation, Building and Grounds, and Missions are identified by the
284 Nominating Action Team, working with the moderator and minister, non-voting *ex officio*,
285 and are approved by congregational vote at the annual meeting of the church.
286

- 287 a. Ministry board leads may work with the Nominating Action Team to identify
288 standing action team coordinators for their respective boards.
289 b. The standing action team coordinators may work with their board leads to enlist
290 additional volunteer members for their teams and organize and schedule meetings
291 with those volunteers.
292 c. Leads of ministry boards will report their boards' activities at monthly Council
293 meetings.
294 d. Ministry boards and standing action teams shall annually review their goals for the
295 year, to be presented by the ministry board lead at the March Council meeting.
296 e. Board leads and team coordinators will prepare funding requests to be included in the
297 budget and present them to the Finance Ministry Board by September 15.
298 f. Board leads and coordinators will review all policy as pertains to the work of their
299 boards and/or action teams and apprise Council of changes.
300 g. Leads and coordinators shall review their mission statements and evaluate the
301 alignment of their boards' and action teams' work with the mission of the church.
302 h. Board leads shall prepare a written annual report to be filed in the church office by
303 January 15.
304

305 3. Worship And Sacraments Ministry Board

306 The board lead and standing action team coordinators work with the minister and music
307 director in planning all aspects of the worship service. The board lead and standing action
308 team coordinators, with assistance from the Nominating Team, enlist volunteers to assist
309 with worship tasks. A full list of duties and responsibilities is in the policy manual.
310

- 311 a. The board lead
312 1) serves on Council;
313 2) serves a one-year term and, upon re-nomination, may serve additional one-year
314 terms in succession with congregational approval at the annual meeting;

- 315 3) works with the Nominating Action Team to recruit standing action team
316 coordinators;
317 4) schedules meetings with standing action team coordinators, and
318 5) manages pulpit supply in the absence of the minister(s).
319

320 b. Standing action team coordinators are members of the ministry board and attend
321 planning meetings. Each coordinator will be responsible for at least one of the areas
322 deemed necessary to carry out the mission and policies of the board and will work with
323 the board lead to recruit volunteers to serve in those areas. These may include
324 1) serving Communion;
325 2) acting as ushers and greeters;
326 3) reading liturgy during worship services, and
327 4) other worship roles as determined by the board.
328

329 4. Congregational Nurture Ministry Board

330 Working with the minister and the Christian education coordinator, this board engages the
331 congregation in caring, prayer, fellowship, and community. The board lead and standing
332 action team coordinators, with assistance from the Nominating Team, will enlist
333 volunteers to assist with the responsibilities for this board's programs. A full list of duties
334 and responsibilities is in the policy manual.
335

336 a. The board lead

- 337 1) serves on Council;
338 2) serves a one-year term and serves a one-year term and, upon re-nomination, may
339 serve additional one-year terms in succession with congregational approval at the
340 annual meeting;
341 3) works with the Nominating Action Team to recruit standing action team
342 coordinators, and
343 4) works with the minister to schedule meetings with board members and staff.
344

345 b. Standing action team coordinators are members of the ministry board and attend
346 planning meetings. Each coordinator will be responsible for at least one of the areas
347 deemed necessary to carry out the mission and policies of the board and will work with
348 the board lead to recruit volunteers to serve in those areas. These may include,

- 349 1) supporting the mission of a caring ministry;
350 2) encouraging church membership and assisting the clerk in maintaining
351 membership records;
352 3) coordinating temporary action teams for special gatherings and events.
353

354 5. Missions Ministry Board

355 This board, comprised of the board lead and standing action team coordinators, focuses on
356 the church's broader outreach ministry in the world around us, including national and
357 international missions programs of the United Church of Christ, our church's local food
358 ministry, local ecumenical programs and mission-oriented organizations. The board lead
359 and standing action team coordinators, with assistance from the Nominating Team, will
360 seek volunteers to assist with the responsibilities for this board's programs. A full list of

361 duties and responsibilities is in the policy manual.
362

363 a. The board lead

- 364 1) serves on Council;
- 365 2) serves a one-year term and, upon re-nomination, may serve additional one-year
366 terms in succession with congregational approval at the annual meeting;
- 367 3) works with the Nominating Action Team to recruit standing action team
368 coordinators, and
- 369 4) schedules board meetings with standing action team coordinators.
370

371 b. Standing action team coordinators are members of the ministry board and attend
372 planning meetings. Each coordinator will be responsible for at least one of the- areas
373 deemed necessary to carry out the mission and policies of the board and will work with
374 the board lead to recruit volunteers to serve in those areas. These may include,

- 375 1) supporting food insecurity and disaster relief;
- 376 2) promoting justice action, including Open and Affirming;
- 377 3) encouraging wider church activities, including denominational collections, UCC
378 gatherings, and ecumenical outreach.
379

380 6. Finance Ministry Board

381 The purpose of the Finance Ministry Board is to plan, direct, and coordinate the financial
382 activities of the church. The board lead and standing action team coordinators, with
383 assistance from the Nominating Team, seek volunteers to assist with the responsibilities
384 for this board's programs. The Finance Ministry Board works with the treasurer in all areas
385 of its responsibility. A full list of duties and responsibilities is in the policy manual.
386

387 a. The board Lead

- 388 1) serves on Council;
- 389 2) serves a one-year term and, upon re-nomination, may serve additional one-year
390 terms in succession with congregational approval at the annual meeting;
- 391 3) works with the treasurer to prepare and present at the annual meeting a report of
392 the financial condition of the church;
- 393 4) schedules meetings with board members, treasurer, and staff;
- 394 5) convenes the Auditing Action Team, and
- 395 6) works with the Nominating Action Team to recruit standing action team
396 coordinators.
397

398 b. Standing action team coordinators are members of the ministry board and attend
399 planning meetings. Each coordinator will be responsible for at least one of the areas
400 deemed necessary to carry out the mission and policies of the board and will work with
401 the board lead to recruit volunteers to serve in those areas. These may include,

- 402 1) managing Investment Funds;
- 403 2) conducting an Annual Pledge Campaign;
- 404 3) counting and recording donations to the church on a weekly basis, and
- 405 4) auditing the church's financial practices.
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7. Faith Formation Ministry Board

Working with the minister and Christian education director, this board engages the congregation actively in faith formation and development, manages programs for children and youth education, and contributes to adult education programs. The board lead, with assistance from the Nominating Team, will seek volunteers to assist with the responsibilities for this board's programs. A full list of duties and responsibilities is in the policy manual.

a. The board Lead

- 1) serves on Council;
- 2) serves a one-year term and, upon re-nomination, may serve additional one-year terms in succession with congregational approval at the annual meeting;
- 3) works with the Christian Education Director to select and apply new Christian education curricula and programs;
- 4) schedules meetings with board members, the Christian Education Director, and minister, as needed;
- 5) works with the nominating standing action team to recruit new members as needed to support the mission of the board.

b. Standing action team coordinators are members of the ministry board and attend planning meetings. Coordinators will enlist volunteers to serve the work of the board. Coordinators may be responsible for at least one of the areas deemed necessary to carry out the mission and policies of the board and will work with the board lead to recruit volunteers to serve in those areas. These may include,

- 1) Sunday school, youth group(s), and confirmation, and
- 2) adult education programs

8. Buildings and Grounds Ministry Board

This board's focus is on all aspects of the properties of the church, including repairs and maintenance, renovations or expansions. The Building and Grounds Ministry Board works with the Finance Ministry Board and treasurer in all areas of its responsibility. The board lead and standing action team coordinators, with assistance from the Nominating Team, will seek volunteers to assist with the responsibilities for this board's programs. A full list of duties and responsibilities is in the policy manual.

a. The board Lead

- 1) serves on Council;
- 2) serves a one-year term and, upon re-nomination, may serve additional one-year terms in succession with congregational approval at the annual meeting;
- 3) works with the Finance Ministry Board and the treasurer to prepare an annual budget;
- 4) schedules meetings with board members, treasurer, and staff as needed;
- 5) works with the Nominating Action Team to recruit standing action team coordinators.

450 b. Standing action teams coordinators are members of the ministry board and attend
451 planning meetings. Each coordinator may be responsible for at least one of the
452 following areas deemed necessary to carry out the mission and policies of the board
453 and will work with the board lead to recruit volunteers to serve in the areas. These
454 may include,
455 1) supporting work on the grounds associated with all buildings owned by the
456 church, including parking lots;
457 2) supporting work on all buildings owned by the church;
458 3) coordinating special projects associated with the church buildings and
459 grounds, including fundraising events.