

Proposed Amendments to Bylaws

At the annual meeting in February 2021 the congregation adopted a new set of bylaws, even though there were objections to some sections. At that time the team that had been working on the bylaws committed to involve additional members of the congregation to develop amendments for congregational approval at the next annual meeting in January 2022. The proposed amendments are attached, along with the current bylaws that were adopted in February 2021.

We considered highlighting the proposed changes, but decided against that idea, because the amount of highlighting would have made the document more difficult to read. The major changes are in section II Membership on page 3. There are also many sections with minor editorial changes to simplify sentences and make the bylaws clearer and easier to read.

If you would like to have a printed copy of the current bylaws or the proposed amended bylaws, please contact the office. If you have questions about the proposed amendments please contact Sandy Bixler, Bill Buskirk, or Kathleen Wetzel.

Consistory has reviewed the proposed amendments and recommends the congregation adopt the proposed amended bylaws at the annual meeting on January 30, 2022.

PROPOSED AMENDMENTS to BYLAWS

shown in black font on pages 2- 12

EXISTING BYLAWS

shown in red font on pages 13 - 24

PROPOSED AMENDMENTS to BYLAWS

BYLAWS IMMANUEL UNITED CHURCH OF CHRIST

PREAMBLE

Immanuel United Church of Christ (the Church or Immanuel UCC), an open and affirming congregation of the United Church of Christ, is committed to include all who enter, embracing and celebrating differences of racial and cultural identity, faith background, thought and expression, marital standing, family structure, gender, sexual orientation, gender expression, mental and physical health and ability, and educational and economic background.

All are invited to join in the common life and mission of our community through participation and leadership in this congregation, and by fully sharing in the worship, rites, and sacraments of this Church. We are committed to making justice and inclusivity a reality in this congregation and in the world.

Immanuel UCC recognizes that God calls the whole church and every member to participate in and extend the ministry of Jesus Christ by witnessing to the Gospel in church and society. The Church seeks to uphold the ministry of its individual members by nurturing faith, calling forth gifts, and equipping members for Christian service.

Immanuel UCC recognizes that God calls certain individuals to forms of ministry in and on behalf of the Church for which ministerial authorization is required (a Call). The Call of an authorized minister to Immanuel UCC establishes a covenantal relationship among the authorized minister, Immanuel UCC, and the local association of the United Church of Christ, of which Immanuel UCC is a part (the Association).

Immanuel UCC will act in partnership with its Association as it seeks, calls, and installs pastoral and other leadership, and as it calls forth leadership from its own membership to lead in other settings of the United Church of Christ.

I. ORGANIZATIONAL STRUCTURE

Immanuel UCC is a membership organization. Immanuel UCC combines lay leadership over non-spiritual matters with ordained leadership over spiritual matters.

II. MEMBERSHIP

- A. Membership is open to any person who engages with the Church.
- B. Members are expected to participate in some or all of the following:
 - 1. Confirmable attendance (in person or virtually) at worship services and Communion.
 - 2. Participating in opportunities for service and discipleship, and witnessing and growing in faith.
 - 3. Financial support toward the expenses, maintenance, and missions of the Church.
 - 4. Giving individual time and talent.
 - 5. Providing a good example of Christian faith in daily life.
- C. Members Eligible to Vote
 - 1. Members over age 18, or under age 18 who have been confirmed at Immanuel UCC
and
 - 2. Confirmable attendance (in person or virtually) at worship services at Immanuel UCC at least four times during the previous calendar year
and
 - 3. Have made at least one recordable financial contribution to Immanuel UCC during the previous calendar year.
- D. Verification of Voting Eligibility
 - 1. The Governance Committee shall have responsibility for supervising the maintenance of accurate membership records.
 - 2. Each year, no later than two (2) weeks before the annual meeting, the Governance Committee shall provide the Consistory with a list of Members Eligible to Vote at the Annual Meeting and at any Special Meeting that may be held during that calendar year.
 - 3. Consistory may grant waivers or exceptions on a case-by-case basis, after consultation with the Pastor(s).
- E. Records Inspection Rights
 - 1. No member has a right to inspect Church operating records individually or on demand, except as required by law.

III. CONSISTORY

A. Consistory Size

1. Consistory shall consist of five (5) to nine (9) Members Eligible to Vote and each Pastor as an ex-officio, non-voting member.

B. Core Duties

1. Execute all contracts by direct action or by its duly authorized designee(s), after determining that there is congregational support for any major project.
2. Develop and/or maintain the Church's strategic plan.
3. Approve the Immanuel UCC budget for presentation at the Annual Meeting.
4. Oversee Immanuel UCC stewardship plan.
5. Review all Immanuel UCC financial accounts.
6. Authorize expenditures, including but not limited to total salary and benefits for each lay staff member and ordained position.
7. With input from the Pastor(s), provide for adequate training, supervision and evaluation of each lay staff member and ordained position.
8. Maintain custody of all congregational records, in collaboration with the IUCC office staff.
9. Give timely and transparent reporting to the congregation on Consistory actions.
10. Appoint delegates as needed to Association and Conference meetings.
11. Receive and act on reports of misconduct from the Personnel Committee.
12. Appoint, combine, and/or subdivide committees as needed.

C. Qualifications

1. Members who are committed Christian servants who seek long-term excellence for the Church.
2. Must be a Member Eligible to Vote for at least one (1) year;
3. Must have been active on at least one (1) standing committee or a participant in at least one (1) Consistory-recognized mission activity.

- D. Election of Consistory and Appointments to Fill Unexpired Terms
1. The congregation shall elect the 5 to 9 voting members of Consistory at the Annual Meeting of the congregation from Members Eligible to Vote duly nominated by the Nominating Committee at such meeting.
 2. In the case of unexpired terms, if the departure(s) reduces the number of voting Consistory members to less than five (5), the Consistory shall appoint an eligible Member Eligible to Vote to complete the term of the departed member(s).
 3. Anyone who is appointed to serve less than half of the regular term is then eligible to be elected for two (2) additional consecutive terms afterwards.
- E. Term of Office - Three-year terms with a maximum total of two (2) consecutive terms. Reelection possible after one (1) year off Consistory. No spouse, parent, or child of a Consistory member may be elected to Consistory while such member is serving or until one calendar year has passed since the Consistory member ceased to serve as a Consistory member.
- F. Meetings
1. Consistory shall hold an organizational meeting within thirty (30) days after the Annual Meeting of the congregation to elect officers and conduct such other business as shall come before it.
 2. Consistory shall hold regular meetings on at least a quarterly basis.
 3. Quorum - A majority of the elected members of Consistory. Ex-officio members do not count toward a quorum.
- G. Officers
1. At its organizational meeting, Consistory shall elect from its Members Eligible to Vote the following officers: President, Vice President, Treasurer and Secretary. Officers are elected for one-year terms, but may be reelected to serve consecutive terms.
 2. Duties of Officers - President
 - a. In conjunction with the Pastor, the President shall establish each Consistory meeting agenda and cause timely notice of each Consistory meeting to be given.
 - b. The President's duties shall include oversight of the Church's strategic plan and the coordination of Consistory and committee action in furtherance of that plan.
 - i. Sign all Church contracts not otherwise explicitly delegated for signature.

- ii. Set each meeting agenda after consulting with Consistory members, committee chairs, and the Pastor(s).
- iii. Assign responsibility for new programs and activities to committees and individuals.
- iv. Oversee the work of Consistory and committees.
- v. Meet regularly with the Pastor(s).
- vi. Invites committee chairpersons and others as desired to Consistory meetings as appropriate.

3. Vice President.

- a. Preside at all meetings when the President is not present.
- b. Exercise duties of the President when the President is unable, or when delegated by the President.

4. Treasurer

- a. Oversight of signature authority on all Church deposit accounts duly authorized by Consistory.
- b. Oversight of accounting functions affecting all receipts and disbursements of Church accounts.
- c. Supervise investment process for all investment funds and endowment funds, as directed by the Finance Committee.
- d. Review budget at least quarterly at Consistory meetings.
- e. Present budget at annual congregational meeting.

5. Secretary

- a. Duties – Manage all official, non-routine correspondence for the Church; keep minutes of all Consistory meetings; assure each standing committee submits minutes in advance of Consistory meeting.
- b. Attend and record minutes of all Consistory and congregational meetings.
- c. All minutes will be maintained in the Immanuel UCC electronic records and backed up for preservation.

- d. Maintain such other document files regarding Immanuel UCC affairs as the Secretary shall determine from time to time.
- H. Delegates to the local Association and Pennsylvania Southeast Conference (the Conference):
1. Delegates will be appointed by Consistory for spring and fall meetings,
 2. Following the meetings Delegates will provide a report to Consistory and the congregation.

IV. COMMITTEES

Common responsibilities of standing committees include: regular reporting to Consistory; establishing sub-committees to carry out duties, where desirable; keeping sub-committees accountable; and communicating sub-committees' needs to Consistory.

Terms of Office - Annual terms, with no limit on successive terms.

Mandatory Committee Officers - Chair and Committee Secretary

Consistory shall maintain the following standing committees:

- A. Finance
 1. Purpose - Manage investments; supervise informal and formal audits of Church finances as needed; review financial statements at least quarterly; develop budget for Consistory review and approval.
 2. Number of Members - The Treasurer, the IUCC staff financial person, one Consistory member and up to five (5) additional Members Eligible to Vote.
 3. Frequency of Meetings - at least quarterly
- B. Stewardship
 1. Purpose - Consistent with the current strategic plan, supervise all financial development activities of the Church, using sub-committees as deemed appropriate.
 2. Number of Members - One Consistory member and up to five additional Members Eligible to Vote.
 3. Frequency of Meetings - at least quarterly.
- C. Personnel

1. Purpose - To assist Consistory and Pastor(s) in developing and implementing performance evaluations (including evaluations of the Pastor(s)); develop performance evaluation process; hire/promote/discharge lay staff; receive initial complaints regarding violations of the Immanuel UCC Safe Church Policy (Safe Church Policy); ~~to~~ review and recommend employment terms for all staff except ordained Pastors; receive all reports of congregant, staff or Pastor misconduct or conflict.
2. Establish a sub-committee to review the Safe Church Policy and educate the congregation about that policy. Upon receipt of a reported violation of the Safe Church Policy, conduct such initial investigation as is necessary to identify the facts and issues for Consistory to consider when deciding upon further action. The Personnel Committee shall refer any allegation it deems supported by credible evidence to Consistory, which shall promptly determine whether the allegation constitutes a violation of the Safe Church Policy.
3. Annually review position descriptions of all lay staff and clergy, in collaboration with the person in each position, and update/revise the position description as needed.
4. Number of Members - one Consistory member and up to five (5) additional Members Eligible to Vote.
5. Frequency of meetings - at least quarterly
6. Ministry conflict/discipline
 - a. If the Personnel Committee determines there is a relationship of concern that has arisen between pastors or a pastor and a person in their ministry (such as: misbehavior, misconduct, boundary violations, harassment, sexual abuse, unethical behaviors) it shall refer the matter to Consistory. Consistory shall either mediate the matter or, after discernment, refer it to the Committee on Ministry within the local Association.
 - b. Consistory shall not be required to follow any recommendations from the Council on Ministry or the Conference.

7. Member Discipline
 - a. The Personnel Committee shall receive and consider all allegations of Church member misconduct (such as: misbehavior, boundary violations, harassment, or sexual abuse).
- D. Facilities
1. Purpose: To maintain and manage building property and resources with regular inspections of building and grounds, and to report promptly to the Consistory President or Consistory Vice President if the current budget is not sufficient to correct the deficiencies; plan for repairs and obtain outside recommendations and quotes for repairs as needed.
 2. Number of Members - One Consistory member and up to five (5) additional Members Eligible to Vote.
 3. Frequency of meetings at least quarterly
- E. Governance
1. Purpose - Review and evaluate membership rolls of the congregation to determine each year which members have met the requirements to be Members Eligible to Vote; encourage engaged and effective Consistory leadership, monitor Consistory term limits, succession, attendance and committee work; review By-Laws every three (3) years.
 2. Number of Members - The President and two additional Consistory members.
 3. Frequency of Meetings - Prior to each Annual Meeting
 4. Establish a sub-committee to identify and nominate candidates for election at Annual Meeting for Consistory membership and at organizational meeting for Consistory officers. This Nominating Sub-committee shall consist of the Vice President, two additional Consistory members, and up to five (5) Members Eligible to Vote. The Nominating Sub-committee shall meet at least once no less than forty-five days before the Annual Meeting of the congregation.
- F. Outreach/Mission
1. Purpose - Facilitate, coordinate, and oversee local community social welfare activities, such as Family Promise, Soup Kitchen, mission teams, etc.
 2. Number of Members - Pastor and up to five (5) Members Eligible to Vote.
 3. Frequency of Meetings - at least quarterly

G. Church Ministries

1. Purpose – Oversight and staffing of in-church lay ministries such as: adult education; faith formation; youth Christian education; small group formation; and music ministry (all levels).
2. Number of Members – Pastor and up to five (5) additional members of the congregation.
3. Frequency of Meetings – at least quarterly.

H. Preschool Oversight Committee

1. Purpose: Oversee the operational and strategic objectives of Immanuel Preschool of Shillington, specifically:
 - a. Promote a safe and equitable environment for employees, students, and the community
 - b. Set and approve raises annually
 - c. Determine appropriate scholarship amounts and scholarship parameters
 - d. Collaborate with the Preschool Director
 - e. Oversee the annual budgeting process
 - f. Serve as an escalation point as needed for problems, issues, and concerns that arise regarding the Preschool
2. Number of Members: Preschool Director, and six additional members who will have established terms of three years and may serve six consecutive years in total.
3. Frequency of meetings: Quarterly

V. MEETINGS OF THE CONGREGATION

A. Annual Meeting

1. Timing – Within first sixty (60) days of new calendar year.
2. Notice – To be sent by the Consistory Secretary at least fourteen (14) days in advance of Annual Meeting to all Members as of December 31 of each calendar year. Include the minutes of the prior year's Annual Meeting with the notification.
3. Agenda
At a minimum the agenda shall include Call to Order; approval of minutes of prior meeting; receipt of nominations for Consistory membership; election of

Consistory members; presentation of the budget for the upcoming year; consideration of new business-old business; adjourn

4. Quorum Personal attendance of 20% of Members Eligible to Vote.
 5. Voting Majority of Members Eligible to Vote in attendance.
- B. Special Meeting: May be called at any time by Consistory or a signed petition of 10% of Members Eligible to Vote. Quorum is 20% of Members Eligible to Vote.
- C. Method of Voting: Voting can be done in person or by electronic means. Proxy voting is not permitted.

VI. FISCAL YEAR

- A. The Congregation's fiscal year shall be the calendar year.

VII. PASTOR

- A. A Pastor Search begins when Consistory organizes a Search Committee
1. Purpose: To work in covenant relationship with the Association and Conference in the search and calling of a new Pastor. Conduct a survey of the congregation to help the Search Committee prepare a profile document that describes the position description and desired characteristics of the new Pastor.
 2. Number of Members: Five (5) to nine (9) members who represent the full diversity of the congregation, (e.g. age, longevity of membership, marital status, sexual orientation, etc.) who care deeply about the ministries of the Church.
 3. Issuance of Call - Requires a special meeting of the congregation. Quorum is 25% of Members Eligible to Vote. The candidate evaluates the percentage of favorable votes when deciding whether to accept the Church's Call.
 4. Withdrawal of Call- Requires a special meeting of congregation and a congregational vote. Quorum is 25% of Members Eligible to Vote. A simple majority vote shall be sufficient to terminate the Call.
- B. Pastoral Duties
1. As specified in the position description and Call Agreement for each pastor.

VIII. AMENDMENT OF BYLAWS

- A. The Governance Committee shall review these Bylaws at least once every three (3) years and make any recommendations for changes to Consistory.
- B. The Bylaws can be amended at an Annual or Special Meeting of the Congregation, based on recommendations from the Governance Committee, as approved by Consistory.
- C. Two-thirds vote of Members Eligible to Vote attending the meeting is required to adopt a bylaws amendment.

Adopted by Congregational Vote February 21, 2021

Amended by Congregational Vote

EXISTING BYLAWS (adopted February 21, 2021)

BYLAWS REVISION SUB-COMMITTEE IMMANUEL UNITED CHURCH OF CHRIST - CONSISTORY OUTLINE OF REVISED BYLAWS

PREAMBLE

1. **Purpose/Vision:** To follow Jesus so that our relationships might become authentic, our love more inclusive, and our giving and serving deepened and strengthened. In Jesus Christ we can experience what God would have us become, do, and believe about what matters most in life.
2. **Mission:** Continue our journey, a journey toward wholeness, a journey to embrace neighbor and stranger; a journey that includes love, care, respect, and consideration for the earth and all its inhabitants.
3. **Covenant Relationships:** Within the United Church of Christ, various expressions of the church, the United Church of Christ, General Synod, Penn Southeastern Conference, and the local Association, relate in a covenantal manner. Each has responsibilities and rights relative to each other with actions by, or decisions from within the whole church, made in consultation and collaboration. Each member is called to honor and respect the work and ministry of each other part and to the end that the church will seek God's will and be faithful to God's mission.
4. **We Believe:** that God was in Jesus Christ in such a unique way that the more we look and listen to Jesus, the more we see and experience God as well as God's intentions for the world. God creates community to worship, serve, heal, learn, celebrate, laugh, and experience joy.

We seek to live as a congregation of extravagant welcome. We are believers, people who yearn, question, engage and seek. We seek to be guided by God's very Spirit, breathing passion, joy, and purpose throughout our lives.

5. **Membership:** The congregation of Immanuel United Church of Christ affirms responsibility of each generation to be guided by scripture and our faith tradition to rely on the presence and power of the Holy Spirit to make the faith of Jesus Christ real in our time and place.

We therefore affirm that:

Immanuel United Church of Christ, an open and affirming congregation of the United Church of Christ, is committed to include all who enter, embracing and celebrating differences of racial and cultural identity, faith background, thought and expression, marital standing, family structure, gender, sexual orientation, mental and physical health and ability, and educational and economic background.

All are invited to join in the common life and mission of our community through participation and leadership in this congregation, and by fully sharing in the worship, rites, and sacraments of this church. We are committed to making justice and inclusivity a reality in this congregation and in the world.

6. **The Ministry:** Immanuel United Church of Christ recognizes that God calls the whole church and every member to participate in and extend the ministry of Jesus Christ by witnessing to the Gospel in church and society. The church seeks to uphold the ministry of its individual members by nurturing faith, calling forth gifts, and equipping members for Christian service.
 - a. Immanuel UCC recognizes that God calls certain individuals to forms of ministry in and on behalf of the church for which ministerial authorization is required. The Call of an authorized minister to Immanuel United Church of Christ establishes a covenantal relationship among the authorized minister, Immanuel United Church of Christ, and the local Association of the United Church of Christ, of which Immanuel UCC is a part.

Immanuel UCC will act in partnership with its Association as it seeks calls and installs pastoral and other leadership, and as it calls forth leadership from its own membership to lead in other settings of the United Church of Christ.

I. ORGANIZATIONAL STRUCTURE

- B. Membership Organization
- C. Organization combines lay leadership over non-spiritual matters with ordained leadership over spiritual matters.

II. MEMBERSHIP – open to any person who engages with the Church

- A. Four categories of members: Voting Member; Associate; Youth, Confirmed Youth.
 1. Voting Member – Any person over age 18, or Confirmed Youth in the first full calendar year after the calendar year in which he or she was confirmed, who attends worship service at least four times per calendar year **and** makes at least one recordable financial contribution to IUCC per calendar year.
 2. Associate – Any person over age 18 who does not meet the requirements of a Voting Member.

3. Youth – A person under age 18.
 4. Confirmed Youth – A person under age 18 who has been confirmed at IUCC.
 5. Consistory may grant waivers/exceptions to these qualifications on a case by case basis, after consultation with the minister, and assign membership classification as it deems appropriate.
- B. Membership Qualification/Exceptions – Governance Committee shall have initial responsibility for supervising the maintenance of accurate membership records and dealing with individual cases of membership status. The Governance Committee shall provide the Consistory no later than two (2) weeks before the Annual Meeting with list of Voting Members entitled to vote at the Annual Meeting.
- C. Membership Privileges and Responsibilities
1. Only Voting Members may vote on business properly before the Congregation at an Annual Meeting or Special Meeting pursuant to these bylaws.
 2. Any Voting Member, Associate, Youth, or Confirmed Youth is entitled to be heard at any meeting of the Congregation.
 3. Any member may attend a regular meeting of Consistory, but is not entitled to be heard at that meeting. Consistory may limit the number of members attending such regular meeting as space permits.
 4. Duties of a Voting Member, Associate, Youth, or Confirmed Youth: to take an active part in life and mission of the Congregation. These duties include:
 - a. Regular attendance at Divine Worship and Communion at the Lord's Table.
 - b. Careful attention to the spiritual nurturing of family members.
 - c. Participation in opportunities for service, discipleship and witness and growth in faith.
 - d. Generous financial support toward the expenses, maintenance and benevolence of the Church.
 - e. Spirit of Christian fellowship toward everyone in the IUCC family.
 - f. Providing a good example of Christian faith in daily life.
- D. Voluntary Change in Membership Status: Evaluated and reported to Consistory quarterly by staff. After reviewing each quarterly report, Consistory shall take such action, if any, as it deems appropriate to notify any member whose status appears to

be changing. Staff shall provide Governance Committee with calendar year report by January 15 of each year.

- E. Involuntary Change in Membership Status: A member shall lose his or her status as a member hereunder upon death or incapacity. Consistory may expel any member for misconduct as determined in accordance with section IV, F.6 of these bylaws.
- F. Records Inspection Rights: No member has a right individually to inspect Church operating records on demand, except as required by law. The Congregation can specify by majority vote at a duly organized Special Meeting called for that purpose which of such records may be inspected.

III. CONSISTORY

- A. Principal Duty: the Administration of all non-spiritual matters involving the Congregation.
- B. Consistory Size
 - 2. Consistory shall consist of five (5) to nine (9) voting members and each Pastor as an ex officio, non-voting member.
- C. Core Duties
 - 13. Execute all contracts by direct action or its duly authorized designee(s).
 - 14. Develop and/or maintain the Church's strategic plan.
 - 15. Approve the IUCC budget for presentation at the Annual Meeting.
 - 16. Oversee IUCC stewardship plan.
 - 17. Review all IUCC financial accounts.
 - 18. Authorize expenditures, including but not limited to total salary and benefits for each lay staff member and ordained position.
 - 19. With input from the Minister, provide for adequate training, supervision and evaluation of lay staff member and ordained position.
 - 20. Maintain custody of all Congregational records.
 - 21. Give timely and transparent reporting to the Congregation on Consistory actions.

22. Appoint delegates as needed to Association and Conference meetings.
 23. Receive and act on reports of misconduct from the Personnel Committee.
 24. Appoint, combine, and/or subdivide committees as needed.
- D. Qualifications – Seek members who are committed Christian servants who seek long-term excellence for the Church. Must be a Voting Member for at least one (1) year; been active on at least one (1) standing committee or a participant in at least one (1) Consistory-recognized mission activity.
- E. Election of Consistory and Appointments to Fill Unexpired Terms
4. The Congregation shall elect the 5 to 9 voting members of Consistory at the Annual Meeting of the Congregation from Voting Members duly nominated by the Nominating Committee at such meeting.
 5. In the case of unexpired terms, if the departure(s) reduces the number of voting Consistory members to less than five (5), the Consistory shall appoint an eligible Voting Member to complete the term of the departed member(s).
 6. Anyone who is appointed to serve less than half of the regular term is then eligible to be elected for two (2) additional consecutive terms afterwards.
- F. Term of Office – Three Year Terms /Maximum total of Two (2) Consecutive Terms. Reelection possible after one (1) year off Consistory. No Spouse, Parent, or descendant of a Consistory member may be elected to Consistory while such member is serving or until one calendar year has passed since the Consistory member ceased to serve as a Consistory member.
- G. Meetings
4. Consistory shall hold an Organizational Meeting within thirty (30) days after the Annual Meeting of the Congregation to elect officers and conduct such other business as shall come before it.
 5. Consistory shall hold regular meetings on at least a quarterly basis.
 6. Quorum shall be a majority of then serving Consistory members.
- H. Officers
6. At its Organizational Meeting, Consistory shall elect from its voting members the following officers: President, Vice President, Treasurer and Secretary.
 - a. Term of Office – One (1) Year

- b. Succession – Consistory shall select its officers annually at its Organizational Meeting. Terms do not need to be staggered.

7. Duties of Officers - President

- c. In conjunction with the Pastor, the President shall establish each Consistory meeting agenda and cause timely notice of each Consistory meeting to be given.
- d. As Chief Executive Officer of the non-spiritual matters of the Church, the President's Executive Duties shall include oversight of the Church's strategic plan and the coordination of Consistory and Committee action in furtherance of that plan.
 - iii. Sign all Church contracts not otherwise explicitly delegated for signature.
 - iv. Set each meeting agenda after consulting with Consistory members, committee chairs, and the Minister.
 - iii. Assigns responsibility for new programs and activities to committees and individuals.
 - iv. Oversees the work of Consistory and committees.
 - v. Meets regularly with the Minister.
 - vi. Invites committee chairpersons and others as desired to Consistory meetings as appropriate.

8. Vice President.

- c. Preside at all meetings when the President is not present.
- d. Exercise Executive Duties when the President is unable, or when delegated by the President.

9. Treasurer

- f. Oversight of signature and authority over all Church deposit accounts duly authorized by Consistory.
- g. Oversight of accounting functions affecting all receipts, disbursement of the Church accounts.
- h. Supervise investment process for all investment funds and Endowment Funds, as directed by the Finance committee.
- i. Review present budget at least quarterly at consistory meetings.
- j. Present budget at annual congregational meeting.

10. Secretary

- e. Duties – Manage all official, non-routine correspondence for the Church; keep minutes of all Consistory meetings; assure each standing committee submits minutes in advance of Consistory meeting.
- f. Attend and record minutes of all consistory and congregational meetings.
- g. All minutes will be maintained in the IUCC electronic records as PDF and backed up.
- h. Maintain such other document files regarding IUCC affairs as the Secretary shall determine from time to time.

I. The Association and Conference:

- 1. Delegates will be appointed by Consistory for spring and fall meetings,
- 2. Following the meetings Delegates will provide a report to Consistory and the congregation.

IV. COMMITTEES – Consistory shall maintain the following Standing Committees.

F. Common Responsibilities: Regular reporting to Consistory – establish subcommittees to carry out duties, where desirable -- keep sub-committees accountable – communicate sub-committees’ needs to Consistory.

G. Terms of Office – Annual terms, with no limit on successive terms.

H. Mandatory Committee Officers – Chair and Committee Secretary

I. Finance

4. Purpose – Manage investments, supervise informal and formal audits of church finances as needed; review financial statements as least quarterly; develop budget for Consistory review and approval.
5. Number of Members – The Treasurer, the Director of Finance, one Consistory member and up to five (5) additional Voting Members of the Congregation.
6. Frequency of Meetings – at least quarterly

J. Stewardship

4. Purpose – Consistent with the current strategic plan, supervise all financial development activities of the Church, using sub-committees as deemed appropriate.
5. Number of Members – One Consistory member and up to five additional Voting Members of the Congregation.
6. Frequency of Meetings – at least quarterly

K. Personnel

8. Purpose – To assist Consistory and Pastors in developing and implementing job evaluations (including evaluations of the Pastor); develop job evaluation process; provide human relations functions for lay staff and Pastor; hire/promote/discharge lay staff hires; receive initial complaints regarding violations of safe church policy; to review and recommend employment terms for all staff and unordained ministerial staff; receive all reports of congregant, staff or Pastor misconduct or conflict.
9. Establish a sub-committee to develop the IUCC Safe Church Policy and educate the congregation about that policy. Upon receipt of a reported violation of the IUCC Safe Church Policy, conduct such initial investigation as is necessary to identify the facts and issues for Consistory to consider when deciding upon further action. The Personnel Committee shall refer any allegation it deems supported by credible evidence to Consistory, which shall promptly determine whether the allegation constitutes a violation of the Safe Church Policy
10. Number of Members – one Consistory member and up to five (5) additional Voting Members of the Congregation.
11. Frequency of Meeting – at least quarterly

12. Ministry Conflict/Discipline

- a. If the Personnel Committee determines there is a relationship of concern that has arisen between ministers or minister and a person in their ministry (such as: misbehavior, misconduct, boundary violations, harassment, sexual abuse, unethical behaviors) it shall refer the matter to Consistory. Consistory shall either mediate the matter or, after discernment, refer it to the Committee on Ministry within the local Association.

13. Member Discipline

- b. The Personnel Committee shall receive and consider all allegations of Church member misconduct (such as: misbehavior, boundary violations, harassment, or sexual abuse).

L. Facilities

4. Purpose: To maintain and manage building property and resources with regular inspections of building and grounds and reporting deficiencies. Plan for repairs and obtain outside recommendations and quotes for repairs as needed. Provides reports to consistory.
5. Number of Members - One Consistory Officer and up to five (5) additional Voting Members of the Congregation.
6. Frequency of Meetings at least quarterly

M. Governance

5. Purpose - Maintain and update membership rolls of Congregation; encourage engaged and effective Consistory leadership, monitor Consistory term limits, succession, attendance and committee work;
6. Number of Members - The President and two Consistory members.
7. Frequency of Meetings - at least quarterly.
8. Establish a sub-committee to identify and nominate candidates for election at Annual Meeting for Consistory membership and at Organizational Meeting for Consistory officers. This Nominating Sub-committee shall consist of the Vice President, two Consistory members, and up to five (5) Voting Members of the Congregation, and shall meet at least once forty-five days before the Annual Meeting of the Congregation.

I. Outreach/Mission

4. Purpose – Facilitate /coordinate/oversee local community social welfare activities (Family Promise/Soup Kitchen, mission teams, and survivor related donations).
5. Number of Members – Pastor and up to five (5) Voting Members of the Congregation
6. Frequency of Meetings – at least quarterly

J. Church Ministries

4. Purpose – Oversight and staffing of in-church lay ministries such as: adult education; faith formation; youth Christian education and small group formation; music ministry (all levels).
5. Number of Members – Pastor and up to five (5) additional members of the Congregation
6. Frequency of Meetings – at least quarterly

K. Preschool

1. Purpose – Provide oversight and guidance to the preschool operations, specifically:
 - a. Promote a safe and equitable environment for employees, students, and the community
 - b. Assist with defining and implementing policy
 - c. Assist with financial decision-making as it relates to staff pay, annual budget, and scholarships
 - d. Serve as an escalation group as needed for problems, issues, and concerns that arise regarding the preschool
2. Number of Members - A committee made up of at least 7 individuals exists to assist with operational oversight of the Preschool.
 - a. The Preschool Director, at her/his discretion, may be part of the committee.
 - b. An IUCC Consistory Delegate may be part of the committee.
 - c. The IUCC Pastor, at her/his discretion, may be part of the committee.
 - d. All other members of the committee will have established terms of 2-3 years and may elect to serve up to 6 years consecutively in total.
3. Frequency of Meetings – at least three times annually.

V. MEETINGS OF THE CONGREGATION

D. Annual Meeting

6. Timing – Within first sixty (60) days of new year.
 7. Notice – To be sent by the Consistory Secretary to all Voting Members, Associates, Confirmed Youth, and Youth of record on December 31 of each calendar year at least fourteen (14) days in advance of Annual Meeting.
 8. Agenda
 - a. At a minimum the agenda shall include Call to Order/approval of Minutes of prior meeting/receipt of nominations for Consistory membership/election of Consistory members/consideration of new business-old business/adjourn
 9. Quorum Personal attendance of 20% of Voting Members
 10. Voting Majority of Voting Members in attendance.
- E. Special Meeting: May be called at any time by Consistory or a signed petition of 10% of Voting Members. Need 20% of Voting Members attending for a quorum.

VI. FISCAL YEAR

- B. The Congregation's fiscal year shall be the calendar year.

VII. MINISTER

- C. A Pastor Search begins when Consistory organizes Search Committee
1. Purpose: To work in covenant relationship with the local Association of the United Church of Christ in the search and calling of a new Pastor.
 2. Number of Members: Five (5) to nine (9) members who represent the full diversity of the congregation, (e.g. age, longevity of membership, marital status, sexual orientation, etc.) who care deeply about the ministries of the church.
 3. Issuance of Call – Requires special meeting of Congregation. Consistory to review members' survey results and establish the church's minister positional description for submission to Conference. Voting by Voting Members only.

7. Quorum is 25% of Voting Members. The candidate evaluates the % of favorable votes when deciding whether to accept the church's call.
- D. Minister Duties
1. To be established for each minister in conjunction with Consistory.
- E. Relationship of Senior/ Associate Pastors/ Authorized Ministers
[Deferred until Church seeks to call a second Pastor or authorized minister.]

VIII. AMENDMENT OF BYLAWS

- D. Must be done at Annual or Special Meeting of the Congregation, based on recommendations from a Bylaws Committee, as approved by Consistory.
- E. Two-thirds vote of Voting Members attending meeting in person required
- F. The Governance Committee shall review these Bylaws at least once every five (5) years and make such recommendations for changes to Consistory.

Adopted by Congregational Vote February 21, 2021