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UNITED CHURCH OF CHRIST, GREENAWALDS

CONSTITUTION AND BYLAWS

Draft

Adopted by the Ministry Council on
May 18, 2010

To be voted on by the Congregation in November of 2010

**PENN NORTHEAST CONFERENCE
UNITED CHURCH OF CHRIST**

39 God is Still Speaking . . .
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PREAMBLE

The United Church of Christ acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, we recognize two sacraments: Baptism and the Lord's Supper or Holy Communion. We also recognize the following as rites of the church: Confirmation, Ordination, Marriage and Burial. Liturgy used in the rites of the church should follow forms acceptable in the United Church of Christ. The Book of Worship for the United Church of Christ is an appropriate guide.

ARTICLE I. Name

The name of this congregation is The United Church of Christ, Greenawalds.

ARTICLE II. Purpose

The avowed purpose of this congregation is to worship God, preach the gospel of Jesus Christ; celebrate the sacraments; practice Christian fellowship both within this congregation and within the whole Church of Jesus Christ; render loving service toward humanity; and to strive for righteousness, justice and peace.

ARTICLE III. Mission Statement

The mission of our congregation is to be a community that sustains continuous change and transformation as we grow in the likeness of Christ and the image of God. *

We will endeavor to do this in the following ways:

- Through worship, education, study and fellowship, we will empower and send Christian people to serve God in the community.
- Continue to push ourselves to be open to people of all backgrounds, cultures and ethnicities. Exhibit care, love, understanding and hospitality to everyone.
- Establish ourselves as a known presence in the community.

It is our intent to ensure that all of our ministries, programs and life together have a clear connection to these statements.

*The Mission Statement in the Covenant (Article II) is based on a statement about the purpose of the church by Anthony B. Robinson and Robert W. Wall, Called To Be Church: The Book of Acts For a New Day. Wm. B. Eerdmans Publishing, 2006 p. 80-81.

ARTICLE IV. Relation to the United Church Of Christ

This congregation will be a part of the United Church of Christ and will sustain that

106 relationship to the United Church of Christ described in those portions of the Constitution
107 and Bylaws of the United Church of Christ relating to local congregations. Within the
108 United Church of Christ, the various expressions of the church relate to each other in a
109 covenantal manner. Each expression of the church has responsibilities and rights in
110 relation to the others, to the end that the whole church will seek God's will and be faithful
111 to God's mission. Decisions are made in consultation and collaboration among the various
112 parts of the structure. As members of the Body of Christ, each expression of the church is
113 called to honor and respect the work and ministry of each other part. Each expression of
114 the church listens, hears, and carefully considers the advice, counsel, and requests of
115 others. In this covenant, the various expressions of the United Church of Christ seek to
116 walk together in all God's ways.

117
118 The congregation will contribute regularly toward the support of the Penn Northeast
119 Conference and General Synod of the United Church of Christ.

120
121 A delegate, an alternate delegate, and a Youth Representative, if appropriate, from this
122 congregation will be selected each year by the congregation to attend the Annual meeting
123 of the Penn Northeast Conference. The traveling expenses as well as the registration fees
124 of the Pastor and delegates will be paid by the congregation.

125
126 **ARTICLE V. The Congregation - Government and Polity**

127 The government of this congregation is vested in its voting members who exercise the right
128 of control in all its affairs; subject, however, to Laws of the State of Pennsylvania relating to
129 corporations not for profit or ecclesiastical corporations. The governing body consists of all
130 (voting members) of this congregation. All responsibility for the life, work and mission of
131 the church ultimately rests in the hands of the congregation en toto. Responsibility for
132 specific and particular areas of endeavor may be delegated by the congregation to The
133 Ministry Council, The Spiritual Council, duly elected and/or appointed officers and Ministry
134 Teams as hereinafter set forth. Unless specifically delegated, jurisdiction in any given
135 matter will remain in the hands of the congregation.

136
137 The congregation may in its corporate name sue or be sued; acquire by purchase, gift,
138 devise, bequest, or otherwise; own, hold, invest, reinvest or dispose of real and personal
139 property for such work as the congregation may undertake; and may purchase, own,
140 receive, hold, manage, care for, and transfer, rent, lease, mortgage or otherwise
141 encumber, sell, assign, transfer and convey such property for the general purpose of the
142 congregation. It may receive and hold in trust both real and personal property and invest
143 and reinvest the same and make any contracts for promoting the objectives and purposes
144 of the congregation.

145
146 Upon dissolution of the congregation, its assets and all interests, including any devise,
147 bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made
148 before or after such dissolution, must be transferred to the Penn Northeast Conference of
149 the United Church of Christ.

150

151 The official year of the congregation will be from January 1st to December 31st. The
152 Finance Team will prepare an annual budget and present it to the Ministry Council for
153 adoption or revision before it is presented to the congregation. This proposed budget must
154 be made available to the congregation at least one week before the congregational
155 meeting at which it is offered for adoption.

156 To effectively carry out and administrate the work of the congregation in orderly fashion,
157 the congregation from time to time will elect persons to serve on the Spiritual and Ministry
158 Councils. Nominations to fill positions on the Ministry or the Spiritual Councils may be
159 made by members of either Council or members of the Congregation to the appropriate
160 Council or during a congregational meeting up until Nominations are closed at the January
161 Congregational meeting.

162
163 Spiritual Council members will be elected for a three-year term by a majority vote cast at
164 the January congregational meeting. Those elected to serve on the Ministry Council will be
165 elected for a two-year term by a majority vote cast at the January congregational meeting,
166 except the Treasurer will be elected to a four-year term and the Financial Secretary will be
167 elected to a three-year term.

168
169 Members elected to serve on the Spiritual Council must be members of United Church of
170 Christ, Greenawalds for at least six months prior to being elected. A member of the
171 congregation who is elected to the Spiritual Council for the first time will be publicly
172 ordained as an Elder of the Church. New and reelected Elders will be installed following
173 the January 31st Congregational Meeting. The Spiritual Council assists and supports the
174 pastor in the spiritual affairs of the congregation; watches faithfully over the spiritual
175 interests of the congregation, aids in visiting the sick, and ministers according to the
176 abilities of the Elders.

177
178 Members elected to serve on the Ministry Council must be members of United Church of
179 Christ, Greenawalds for at least six months prior to being elected. Those elected will be
180 consecrated and installed in their respective offices following the January 31st
181 Congregational Meeting.

182
183 A Youth Representative is a member of the church who is elected by the congregation and
184 consecrated to the office. The Youth Representative will act as liaison to the Ministry
185 Council. The Youth Representative will be elected for a one-year term. To be eligible the
186 candidate for Youth Representative must be a voting member of the congregation between
187 the ages of 15 and 20.

188

189 **ARTICLE VI. Membership**

190 No matter where an individual is on life's journey, he or she is welcome to become a
191 member of the church. An individual may become a member by baptism and one of the
192 following: confirmation, profession of faith in Jesus Christ as Lord and Savior, reaffirmation
193 of faith, or letter of transfer or certification from another Christian church. Classes are
194 offered for prospective new members and are valuable for acclimating to the church
195 community. Prospective new members may also choose to have a sponsor, who is a

196 member of the congregation who will help the new member learn about the church
197 community and its activities and programs.

198
199 Once an individual has joined the church through the aforementioned ways, he or she is
200 considered a voting member of the congregation. As a voting member an individual has
201 the opportunity to voice their thoughts, vote on matters before the church and to serve in
202 an office of the church.

203
204 With membership into the Christian church come the joys and costs of discipleship. As a
205 member, an individual is asked to take an active role in the life of the congregation.
206 Stewardship is a vital element of the Christian faith journey, and members are expected
207 and encouraged to support the church through worship, volunteering of their time and
208 energy, participation in the mission and ministries of the congregation and monetary
209 offerings. A member is encouraged to prayerfully consider monetary offerings to the church
210 and its benevolent activities according to his or her means.

211
212 Membership in the church ends in several ways. If a member requests a letter of transfer to
213 another Christian community, the letter will be provided and the membership in this
214 congregation will end. Membership may also end upon notice of termination from a
215 member for any reason. The church membership roster is reviewed periodically by the
216 Spiritual Council. If a member has not participated in the life of the congregation for a
217 considered length of time, the congregation will make attempts to contact the member.
218 After reasonable attempts to contact the member are met with no response, the Spiritual
219 council may remove a name from the membership. Following the death of a member, his or
220 her name is then removed from the church roster.

221
222 **ARTICLE VII. Meetings Of The Congregation**
223 Before every congregational meeting, the Recording Secretary of the Ministry Council will
224 ascertain that the list of voting members is current and available as a reference at the
225 meeting.

226
227 A parliamentarian will be appointed by the moderator of the meeting to preside at that
228 congregational meeting.

229
230 Notice of the time and place of meetings will be made orally from the pulpit during all
231 services of worship on two (2) Sundays prior to such meetings and will also be published.

232
233 The annual budget and all of the reports in the annual report will be based on the official
234 year of the congregation January 1 . December 31.

235
236 A quorum for meetings of the congregation, unless otherwise stated, must consist of 45 of
237 the voting members of the congregation. In the event a quorum is not present at any duly
238 called meeting of the congregation, the meeting will be rescheduled for the following
239 Sunday and a quorum will be the number of voting members present at the meeting.
240 New Business may be introduced for discussion at any regularly called congregational

241 meeting. Unless the new business is an emergency, it will not be voted on until a future
242 congregational meeting.

243

244 The purpose of the November meeting will be to consider and vote on:

- 245 1. The proposed annual budget for the following year.
- 246 2. Appointment of auditors.
- 247 3. Other pertinent business.

248

249 The purpose of the January meeting will be to consider and vote on:

- 250 1. The Annual Reports of the congregation's Councils, officers, Ministry Teams,
251 organizations, the auditors and Pastor.
- 252 2. Election of Elders and persons to the Ministry Council.
- 253 3. Election of delegate and alternate to the Annual Meeting of the Penn
254 Northeast Conference, U.C.C.
- 255 4. Election of delegate to the Lehigh County Conference of Churches.
- 256 5. Election of a delegate to the UCC Greenawalds Nursery School Board.
- 257 6. Other pertinent business.

258

259 Special congregational meetings may be called by the Ministry Council or by petition to the
260 Ministry Council signed by not less than five percent (5%) of the voting members. Within
261 three (3) weeks from receipt of such petition, the meeting will be held. Notice of the time,
262 place and purpose of special meeting will be made orally from the pulpit during all services
263 of worship on two (2) Sundays prior to such meetings and will be published. Only such
264 business as has been mentioned in the oral or written notice for the special meeting will be
265 transacted at the meetings.

266

267 **ARTICLE VIII. The Ministry Council**

268 The purpose of the Ministry Council is to act on behalf of the congregation between
269 Congregational Meetings to assure the fulfillment of God's word through the coordination
270 of the ministries and missions of the United Church of Christ, Greenawalds. The Ministry
271 Council's duty is to be the chief stewards of the congregation by maintaining sound fiscal
272 policies and operations of the church; ensuring the church properties are properly
273 maintained; and recruiting employees as directed by the congregation.

274

275 In transacting the business of the congregation the Ministry Council will make fiscal
276 decisions and plans for the benevolence budget, staff compensation, church programming
277 and building operation and upkeep. When in agreement with the Pastor, the Ministry
278 Council may propose to the congregation the hiring of an assistant, associate or student
279 pastor or commissioned minister as defined in the motion before the congregation. The
280 Ministry Council will also be responsible to: maintain complete and accurate financial
281 records of all receipts and expenses, assure financial and other records are maintained
282 according to standard non-profit accounting and record-keeping practices, arrange an
283 annual fiscal audit, and maintain records of its proceedings. The Ministry Council will be
284 the custodian of all congregational records; it will report to the congregation at regular and
285 special meetings and will file reports as required and requested by the Penn Northeast

286 Conference. The Ministry Council will review and approve/disapprove all ordinary
287 expenses for payment by the Treasurer. With respect to unbudgeted expenses, the
288 Ministry Council may authorize payment of any extraordinary expense as long as it does
289 not exceed 1.5% of the annual operating budget. If the amount is greater than 1.5%, it
290 must be approved by the congregation.

291
292
293 The Ministry Council will normally meet at least once a month to transact necessary
294 business. All efforts will be made to give one week's advance notice for Ministry Council
295 meetings, but a special meeting may be called by the Moderator or 1/3rd of the Council's
296 members. All Council members will be notified of meetings. A majority of the Council will
297 constitute a quorum.

298
299 The Ministry Council consists of a Moderator; Vice-Moderator; Recording Secretary;
300 Financial Secretary; Treasurer; the Team Leaders of the Ministry Teams; a Youth
301 Representative; the delegate from the UCC Nursery School and representatives from the
302 Women's Guild, or other organizations as the Council or the organization request; and the
303 Pastor (s). The Council is authorized to appoint an assistant to any office if it will benefit
304 the work of the congregation. To the extent possible, the membership of the Ministry
305 Council will be balanced with regard to gender and age.

306
307 Should a member of the Ministry Council experience a life circumstance which severely
308 restricts his or her ability to participate in the work of the Council, he or she should
309 approach the Council to discuss a possible resignation from Council. The Council may
310 declare any Council position vacant and appoint a successor if absences exceed a period
311 of four months. In the event that a position of the Ministry Council is vacated, it will be
312 filled, for the remainder of the unexpired term, by appointment by the Ministry Council. In
313 this case, the Officer, Team Leader or Youth Representative may serve one additional full
314 term. Notice of any such replacement will be given to the congregation.

315
316 **Duties of Officers**
317 Moderator: It is the duty of the Moderator to: call and schedule meetings of the Ministry
318 Council, open and conduct Ministry Council meetings, assure the administration of all
319 resolutions, and to conduct all congregational meetings called by the Ministry Council. The
320 Moderator is eligible to sign checks, authorize withdrawals and/or transfers in the absence
321 and/or at the request of the Treasurer. The Moderator is an ex-officio member with voice
322 and vote of all Ministry Teams of the congregation and all organizations related to the
323 congregation.

324
325 Vice-Moderator . It is the duty of the Vice-Moderator to preside at all meetings in the
326 absence of the Moderator, or when the Moderator's administration is the topic of
327 discussion before the congregation. The Vice-Moderator is eligible to sign checks,
328 authorize withdrawals and/or transfers in the absence and/or at the request of the
329 Treasurer.

330

331 Recording Secretary: It is the duty of the Recording Secretary to keep a record of all
332 transactions at the meetings of the Council and at the meetings of the Congregation and to
333 sign the minutes of these meetings. The Recording Secretary will keep copies of all
334 correspondence of the Council and with the help of the Congregation's Parish Secretary
335 will ensure a complete record of baptisms, confirmations, receptions of new members,
336 transfers, marriages, deaths and any other changes in the membership roster as may
337 occur. The Recording Secretary is eligible to sign checks, authorize withdrawals and/or
338 transfers in the absence and/or at the request of the Treasurer.

339 Treasurer: It is the duty of the Treasurer to account for all monies for congregational
340 support, to make necessary payments by check with the oversight of the Ministry Council
341 as needed. The Ministry Council must approve bills for payment when there are insufficient
342 funds to pay all bills. The Treasurer is a member of the Finance Ministry Team. The
343 Treasurer is elected to a four-year term. When elected, the Treasurer must have been a
344 voting member of the congregation for at least two (2) years. The Treasurer will be
345 bonded, the fee to be paid by the church.

346
347 Financial Secretary: It is the duty of the Financial Secretary to receive funds for deposit,
348 oversee counting and documentation of the funds, to prepare deposits for all funds
349 received by the congregation, and to maintain an accurate, up-to-date record of each
350 members giving. At a minimum, the Financial Secretary will mail a statement of giving to
351 people who have made a contribution during the calendar year by January 31 of the
352 following year. Additional statements may be requested by the Ministry Council or donor.
353 The Financial Secretary may delegate another member or staff person (excluding the
354 Treasurer) to make bank deposits when he or she is unable to do so. When elected, the
355 Financial Secretary must have been a voting member of the congregation for at least six
356 months. The Financial Secretary will be bonded, with the fee paid by the church.

357
358 Ministry Teams
359 The Ministry Council may appoint Ministry Teams or Representatives as it deems
360 necessary for the accomplishment of its work. It is the duty of each Ministry Team leader to
361 call and lead the meeting of the Team. Each Team leader is responsible to submit a
362 budget request for the work of the Team by August 31 to the Finance Team. It is also the
363 responsibility of the Team leader to submit an Annual Report for the Team to the Parish
364 Secretary by January 15 so that an account of the Team's activities and actions may be
365 included in the report to the congregation at the congregation's January Annual Meeting.
366 Ministry Teams may spend budget monies to carry out their work. All unbudgeted
367 expenditures must first be presented to and approved by the Council.

368
369 The Standing Ministry Teams of the Ministry Council include: Christian Formation,
370 Employee Relations, Evangelism, Finance, Fellowship, Mission, Music and Worship,
371 Nominations, Pastoral Relations, Property, and Stewardship.

372
373 Ministry Team descriptions and responsibilities:
374 Christian Formation
375 Christian Formation is a life-long process. Through educational programs, retreats,

376 fellowship events and Mission opportunities, we are all on a journey of being formed into
377 the likeness of Christ the image of God. The Team will have oversight (with input from the
378 Spiritual Council as needed) of our educational programs for all ages with the goal of
379 focusing on what it means to be a disciple of Jesus in all of one's life. Our task is to make
380 disciples. The Team is responsible for ensuring that our congregation offers appropriate
381 youth ministries which reflect the current needs of the congregation. Individuals or groups
382 who wish to offer retreats and other Christian Formation opportunities must work with the
383 Team to plan and publicize these events. When feasible the Mission Team will work with
384 the Christian Formation Team to offer Mission opportunities to our congregation and
385 community.

386 Employee Relations

387
388 The Employee Relations Team is comprised of the Vice-Moderator of the Council and five
389 members at-large. Team members will have a two year term and are appointed by the
390 Ministry Council. The Team exists to provide a forum at which employees, except the
391 pastor, are able to discuss problems, questions, concerns, and grievances regarding their
392 position. The Team is normally responsible for conducting at bi-annual performance
393 evaluations with all the employees it oversees. Salary recommendations are provided by
394 the Employee Relations Team to the Finance Team.

395 396 Evangelism

397 With the words of Jesus echoing in our ears to go and make disciples of all nations, the
398 primary focus of the Evangelism Team is to promote sharing the gospel of Christ with our
399 community and world. The Team is responsible for inviting our wider community to share in
400 the joy of Christ, the ministry and programs of our congregation and to welcome . with
401 extravagant hospitality . all people to our church.

402 403 Finance

404 The Finance Team will monitor all investments of the congregation with an eye toward
405 protecting and improving investment performance. The Team will share any
406 recommendations regarding investments to the Ministry Council. The Finance Team is
407 responsible for developing an annual budget which is presented first to the Ministry
408 Council for its consideration and acceptance, and secondly to the congregation for
409 approval at its November Annual Meeting. During the year, the Team will review income
410 and expenditures to insure as best we are able that we are following the spending plan.
411 The Finance Team will arrange for an annual financial audit of the records maintained by
412 the Treasurer and Financial Secretary, and will provide comprehensive financial data for
413 the Annual Report to the congregation. The Team will also ensure that the church's
414 insurance needs are up-to-date.

415 416 Fellowship

417 Fellowship is an integral part of the church community. Socialization, fun and recreation
418 are a natural and vital aspect of a community of Christians. The Fellowship Team is
419 responsible for regularly planning activities that involve members and friends engaged in
420 fellowship. The Fellowship Team will oversee the organization of those social activities in

421 the life of the congregation such as dinners, luncheons, breakfasts, workshops, picnics,
422 and seasonal activities.

423

424 Mission

425 Mission is the work of the Church of Jesus Christ in today's world. The Mission Team is
426 responsible for educating and involving the congregation in the mission activities of the
427 church. The Mission Team will seek to provide experiences to allow each member to
428 identify and be active in his or her own personal ministry and outreach. The Mission Team
429 will also offer educational opportunities on Mission in our local, regional or worldwide
430 community and will research organizations and projects in order to make recommendations
431 on possible recipients of benevolence dollars to the Ministry Council as needed.

432 Music & Worship

433 Working with the Spiritual Council, the Pastor and the Director of Music Ministries, the
434 Music and Worship Team is responsible for making sure the Sanctuary is ready for
435 worship at all services of worship. In association with the Spiritual Council, the Music and
436 Worship Team will assist the Pastor in determining the forms of worship to be used. The
437 Music and Worship Team will assist the Director of Music Ministries in planning for an
438 appropriate number of musical groups for our congregation's enrichment and growth; and
439 ensuring that a diverse range of music is explored in our worship life together. This Team
440 has the responsibility for making sure that supplies needed for worship services are
441 available as needed.

442

443 Nominations

444 The Nominating Team is responsible for nominating and presenting qualified members to
445 serve on the Ministry Council; the Spiritual Council and various Teams of the
446 Congregation. In addition to the above named groups, the Team is also responsible to
447 present a Youth Representative and at-large members of the congregation to serve on the
448 Pastoral Relations and Employee Relations Ministry Teams as required by the Constitution
449 and Bylaws; to nominate a delegate and alternate delegates to the Annual Meeting of the
450 Penn Northeast Conference and any other organization the congregation wishes to be
451 represented to. The Team will make sure all nominees know what the responsibilities are
452 for the various positions to which they are nominated.

453

454 Pastoral Relations

455 The Pastoral Relations Team exists to assist all pastors, including associate, assistant, or
456 student, in their journey as Pastor. The Team will assist the pastor in his/her growth and
457 development in ministry and in interpreting his or her functions and responsibilities as
458 outlined in the job description for the Pastor. The Team is responsible for conducting a bi-
459 annual evaluation to measure the pastor's effectiveness and to determine areas of strength
460 and growth. The Team makes annual recommendation for compensation adjustments to
461 the Finance Team keeping in mind the terms of the Pastor's call and the Penn Northeast
462 guidelines for Authorized Ministers. The Team also acts as a liaison between the
463 Pastor(s), the Ministry Council and the congregation as necessary.

464

465 The Team reports to the Ministry Council but functions independently of it. The Pastoral

466 Relations Team consists of the Team Leader, the Pastoral staff and a minimum of three (3)
467 at-large members, each having equal voice and vote. The Team leader will serve as long
468 as his or her term lasts on the Council. At-large members may serve a maximum of four
469 years before taking one year off. .

470
471 Meetings will normally be held in each quarter of each calendar year at a minimum.
472 Special meetings may be called at the request of the Pastor, the Team Leader, or two of
473 the three at-large members.

474
475 **Property**
476 The Property Team is responsible for maintaining, repairing, and improving all church
477 property. The Team is also responsible to secure bids on projects and contracted work and
478 equipment that relate to property expenses and to present such bids to the Ministry
479 Council. The Team may, at the direction of the Council, negotiate all contracts for work
480 relating to the maintenance or improvement of the property. The Team will advise the
481 Ministry Council about capital improvements necessary to maintain working conditions of
482 the church building and grounds. The Team will schedule building improvements as
483 required or suggested, subject to the approval of Ministry Council. The Team will aid the
484 Employee Relations Team in securing a candidate for Custodian as needed. The Team will
485 arrange for taking of a biannual inventory of church property, including furnishings and
486 updating the latest inventory list on a timely basis for property additions in excess of
487 \$250.00 that occur between inventories.

488
489 **Stewardship**
490 The Stewardship Team will foster and promote the relationship between discipleship and
491 giving; giving of our financial resources, giving of our time and giving of our energy and our
492 talents. The Team's goal is to encourage, support and challenge people to grow in their
493 understanding that all of our giving, indeed all of our living, is in response to the generous
494 and loving God who Created us. The Team will have specific responsibility for planning
495 and implementing an annual financial campaign for the support of the congregation and
496 the benefit of the giver.

497
498 **ARTICLE IX. The Spiritual Council**
499 The Spiritual Council consists of the Pastor or Pastors and Elders elected to serve. The
500 Council will normally meet at least six times a year, but as often as needed. A majority of
501 the members will constitute a quorum. The Pastor (Senior Pastor if more than one) of the
502 congregation will be the Council Leader. If there is not a Pastor, one of the Elders may be
503 chosen as temporary Council Leader. A secretary may be elected to keep records of all
504 proceedings and dispatch all communications in the affairs of the Spiritual Council.

505
506 The Council is responsible for the oversight of Spiritual life of the congregation. Its work
507 may include working with various Ministry Teams to ensure all of our life together has the
508 goal of equipping disciples for their lives and giving witness to the risen Christ to the
509 community. The Council will work closely with the Pastor in our Confirmation program. The
510 Council will also work closely with the Pastor to welcome new members into the

511 congregation.

512
513 The Council will review baptismal policies, communion practices, membership
514 expectations, wedding guidelines, or any other policies as appropriate on a regular basis.

515
516
517 The Council will review the membership roll at least annually and will contact those
518 members who have neither attended nor made a financial contribution within the past year.
519 The purpose of this contact will be to inquire about the person's situation, to see if there
520 are any difficulties between the person and the church that need to be resolved and to
521 offer possible assistance so that the person may become a regular participant in the life of
522 the congregation again. Members will also be offered the opportunity to have their names
523 removed from the church rolls in this communication. The goal with all communications
524 between the Spiritual Council and members of the congregation will be the restoration into
525 a vital relationship to the Church of Christ, and to this congregation in particular.

526
527 The Council does have the right to remove members from the rolls of the Congregation in
528 extraordinary circumstances when the behavior of the person is so disruptive to the life of
529 the community or the congregation that the church would be damaged by the members
530 continued membership. In the event a person is to be removed in this manner, all efforts
531 will be made to contact the member in person. The Council may also remove a member if
532 the Council has no address for the member for a minimum of one year.

533
534 When a member moves far enough from the area to make church attendance here
535 impractical, the Council will encourage that member to join a Christian congregation in the
536 new community within one (1) year following their move.

537
538 **ARTICLE X. The Pastor**
539 Upon the resignation of a pastor, the moderator or his/her designee will notify the Penn
540 Northeast Conference.

541
542 Supply Pastors will be secured and an interim pastor will be selected by a short-term ad
543 hoc Supply Pastor/Interim Selection Task Force comprised of two representatives each
544 from both the Ministry and Spiritual Councils, who are not on the Pastoral Search Team
545 (defined below). This Task Force should be named as soon as possible after the
546 announcement of a pastoral vacancy is made. The Supply Pastor/Interim Selection
547 Committee will work with PNEC to advertise the interim opening and meet with interested
548 applicants. The committee will present a candidate to the combined Ministry and Spiritual
549 Councils for approval. The PNEC guidelines for Interim pastors will be followed regarding
550 compensation.

551
552 The Ministry Council will form a Pastoral Search Team which will begin its work as soon as
553 practicable following the departure of the pastor. The Search Team will be comprised of:
554 two members from both the Ministry and Spiritual Councils, and five members-at-large.
555 The Team will work with the guidance of the PNEC and the national UCC to advertise the

556 opening and seek candidates. When the Search Team determines a candidate(s)
557 deserve(s) further consideration, the Team will arrange for a neutral pulpit at which a
558 majority of the Team will be present. The Team will be responsible for bringing forth one
559 candidate for consideration by the Spiritual and Ministry Councils. If the candidate meets
560 with approval from both councils, and the candidate is agreeable to the terms of a pastoral
561 call as outlined by the Councils and Pastoral Search Team, a trial sermon will be
562 scheduled with the congregation.

563
564 Within no more than one week following the trial sermon a congregation meeting will be
565 held to take a written Yes or No vote to call the candidate as pastor. A twenty-five percent
566 quorum (25%) of the voting members will be sought for this vote. The Recording Secretary
567 will assure the voting members eligible to vote in this matter. A majority of Yes votes will
568 indicate a call be offered to the candidate. A lack of a majority of Yes votes will necessitate
569 the Search Team to continue its work to bring forth another recommended candidate.

570
571 The call will describe the terms of the relationship with the incoming pastor, including the
572 agreement of the congregation to participate in the Pension Fund of the United Church of
573 Christ, the Minister's Health Insurance Program, and other terms agreed between the
574 candidate and the Ministry Team. The congregation will take all steps needed to assure
575 the minimum PNEC guidelines are upheld in hiring the pastor. A copy of the call will be
576 given to the minister, the Ministry Council members, the Spiritual Council members, the
577 Team leader of the Pastoral Relations Team and the PNEC. A copy will be available for
578 review of any member of the congregation member.

579
580 When a minister accepts a call to this congregation, the congregation and the minister will
581 request the Conference arrange for a service of installation or recognition. A report of this
582 service will be signed by the proper officer of the Conference and copies will be sent to the
583 Secretary of the United Church of Christ and to the Council for Church Ministry. The Pastor
584 is elected for an indefinite period. In order to terminate this relationship, three months'
585 notice must be provided by either party, unless by mutual agreement the period is
586 shortened. A vote of a twenty-five percent (25%) quorum of the congregation will be
587 necessary in most instances to terminate the services of a Pastor. A majority of the voting
588 quorum will be needed to approve the termination of a Pastor. The procedure must be in
589 accordance with the Constitution and Bylaws of the United Church of Christ. When either
590 party decides to terminate the relationship, the termination will be by action of the Ministry
591 Council; notice of such termination will be sent by the Moderator of the Ministry Council to
592 the Conference Executive.

593
594 Discipline of the Pastor will be in conformity with the Constitution and Bylaws of the United
595 Church of Christ.

596
597 The congregation may, at its discretion, choose an Associate or Assistant Pastor(s) in the
598 manner specified in the Constitution and Bylaws.

599
600 Pastoral Duties

601 The Pastor is the congregation's teacher. He or she is trusted with the tasks of: interpreting
602 the scriptures to the congregation, conducting services on Sundays and other agreed upon
603 days, directing the work of Christian formation, administering the sacraments of baptism
604 and communion, visiting the sick, comforting the distressed, and all such duties as belong
605 to the Pastor's office in the United Church of Christ.
606

607 The Pastor will prepare an annual report to the congregation. The Pastor will make regular
608 reports to the Ministry Council and Spiritual Council, or as requested and agreed upon by
609 all parties.
610

611 Rights of the Pastor

612 The Pastor is a member of the Ministry Council. The pastor convenes the Spiritual Council
613 and is an ex officio member of all organizations within the congregation. As long as this
614 person is the Pastor, no other minister may perform any religious ceremonies in the church
615 without the Pastor's consent. The Pastor will reserve the right to perform any accepted
616 ministerial duties outside the congregation, as long as they are duties belonging to the
617 Pastor's office in the United Church of Christ.
618

619 The Pastor may invite a speaker to serve during a temporary absence of the Pastor or for
620 special occasions, and he/she will consult with the Ministry Council on same. The Pastor's
621 salary and benefits will be in accordance with the PNEC guidelines, subject, however, to
622 the provisions of the call between the Pastor and congregation; or as subsequently agreed
623 upon by the Pastor and the congregation. The Pastor's salary will be paid promptly and
624 semimonthly. The Pastor's moving expenses, when the charge is assumed, are the
625 responsibility of the congregation.
626

627 The pastor will act as facilitator in directing the members of the staff.
628
629

630 **ARTICLE XI. Revised Rules of Order**

631
632 Robert's Rules of Order, revised, will be the parliamentary authority of all matters of
633 procedure not specifically covered by this Constitution and Bylaws.
634

635 **ARTICLE XII. Amendments**

636 Amendments to this Constitution and Bylaws may be adopted at any congregational
637 meeting by a two-thirds affirmative vote of the members present. The proposed
638 amendment(s) must be published and made available to the members two weeks prior to
639 the meeting.
640

641 **ADDENDA**

- 642 I. The Structure Chart
- 643 II. Statement of Faith
- 644 III. The Pastor's Code
- 645 The Spirit of the Congregation

646 (both issued by the United Church of Christ)

647

648 The following will be made available to the Ministry Council as needed for reference:

649 A copy of the United Church of Christ Constitution.

650 A copy of the Pastor's Call.

651 Robert's Rules of Order, revised.

652

653 **HISTORY**

654 Accepted: December 7, 1980

655 Revised: June 12, 1982 , June 12, 1983, June 23, 1985, September 9, 1990

656 December 2, 1990, January 14, 1991, February 12, 1995

657 March 17, 1996, February 8, 1998, November 5, 2000,

658 December 17, 2006, September 20, 2009

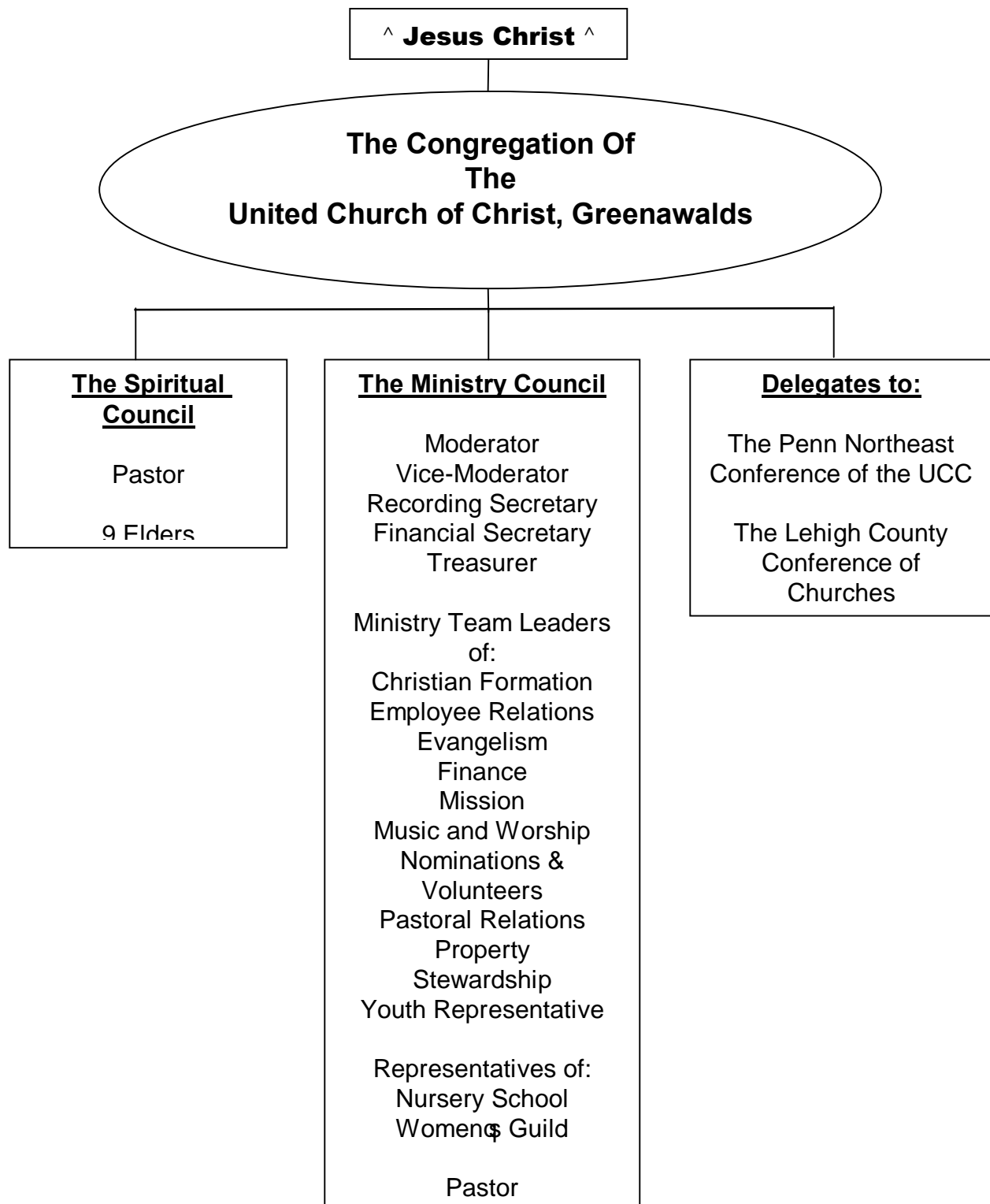
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663 **Structure Chart**



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Our responsibility as members of this community of faith is to share in facilitating our

668 learning when we are gathered, so that in our everyday lives, we employ our God-given
669 gifts for the good of the whole human community and for all of Creation
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UCC Statement of Faith

673 Adapted by Robert V. Moss, a former president of the United Church of Christ.
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We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify: God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death. God seeks in holy love to save all people from aimlessness and sin. God judges all humanity and all nations by that will of righteousness declared through prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator. God bestows upon us the Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races. God calls us into the church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory. God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end. Blessing and honor, glory and power be unto God. Amen.

I have been called by God to be a minister of the Lord Jesus Christ. I have sought to prepare myself spiritually, intellectually, and physically to offer professional ministerial leadership to the Church. I seek to model my ministry after the servant ministry of Jesus Christ.

I am called to study, interpret, and proclaim the gospel of Jesus Christ given to us in Scripture and revealed by the Holy Spirit. This congregation expects to be challenged and nurtured by the Word of God, and I attempt to speak the truth in love and with courage in my preaching and teaching.

I have been called and have prepared myself to preach and teach the gospel, to administer the rites and sacraments of the Church, to provide pastoral care, and to offer leadership in the community, that this congregation may be empowered and enabled for effective ministry and mission.

I will seek to regard all persons with equal love and concern and undertake to minister impartially to the needs of all.

I will hold as sacred all confidences shared with me.

I will stand with those who risk personal well-being because of actions taken in response to their Christian convictions.

I will share the leadership of this congregation with others selected for this purpose and will honor the democratic process in administering the life of this congregation.

I will, upon my termination and departure as pastor, sever my pastoral relations with this

713 congregation, recognizing that all future pastoral functions should be fulfilled by my
714 successors.
715 I will take responsibility for encouraging adequate standards of compensation for all
716 professional and lay employees of this congregation.
717 I will interpret to the congregation my need for adequate time for physical and spiritual
718 renewal, recreation, and vacation.
719 I recognize my need for continued growth in ministerial competence and will work with the
720 congregation to develop a plan and the provision of time and money for continuing
721 education and will participate in such education.
722 I will interpret to the congregation the role of my family in the life of the congregation and
723 will seek to protect my family's privacy and our need for time together.
724 congregation and will work with the leaders of the congregation to make provision for this.
725 Should divisive tensions threaten our life together, I will join in seeking the counsel of the
726 Conference or Association Minister and/or the Association Ministry Team on the Ministry.
727 I believe that the ministry and mission of God's Church depends upon the leadership and
728 labor of both ordained minister and lay persons. All of us bring our particular skills and
729 gifts, our faithfulness, our strengths and weaknesses to offer in creative and joyful
730 response to the Christian gospel. We worship and work together to become ever more
731 fully and faithfully God's people in this place.
732 I will stand in a supportive relationship with my colleagues in ministry, offering and
733 receiving counsel in times of need.
734 I recognize that I am a part of the larger faith community which is the United Church of
735 Christ and will strive to be a responsible participant in Association, Conference and
736 denominational decisions, programs, and actions.
737 I recognize that the United Church of Christ is a part of the Church Universal and will strive
738 to be a responsible participant in ecumenical activities in order to strengthen the witness
739 and mission of the Church everywhere.

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THE SPIRIT OF THE CONGREGATION

743 This congregation recognizes itself as a part of the People of God and fulfills its purpose
744 as it becomes a community for ministry and mission. We recognize our pastor as a person
745 called by God with professional ministerial competence.
746 In response to the Lordship of Jesus Christ we do not discriminate on the basis of age,
747 sex, ethnic group, or race in membership or when calling pastoral leadership.
748 We affirm our pastor's freedom of the pulpit. We expect our pastor to proclaim and teach
749 the Word of God as it addresses contemporary personal and social issues and we pledge
750 our support for this vital task. We expect our pastor to open the Scriptures that we may
751 receive God's promise and do God's will in the world.
752 Our pastor is ordained to Christian ministry and stands among us as servant leader. We
753 expect our pastor to preach and teach the gospel, to administer the rites and sacraments
754 of the Church, to provide pastoral care, and to offer leadership in our community in order
755 that we may be empowered and enabled to fulfill our calling as disciples of Jesus Christ
756 individually and as a Christian congregation.
757 We recognize the many and diverse expectations we have of our pastor and offer our

758 support through prayer, encouragement, and partnership in the ministry of the church.
759 We recognize our responsibility to provide our pastor with adequate compensation
760 including salary, housing and utilities, health insurance, disability and retirement benefits,
761 and expenses incurred in the performance of the duties of the office. We provide for an
762 annual review of compensation which considers cost of living, professional competence,
763 and years of service.
764 We recognize our pastor's need for physical and spiritual renewal and provide adequate
765 time for study, devotion, recreation, and vacation.
766 We respect the time and talents of the pastor's family and do not require them to assume
767 roles of leadership or levels of involvement beyond their wishes. We respect the family's
768 privacy and need for time together.
769 We recognize the need for regular assessment of the relationship between our pastor and
770 our congregation and make provision for this. Should divisive tensions threaten our life
771 together, we will seek the counsel of the Conference or Association Minister and/or the
772 Association Ministry Team on the Ministry.
773 We believe that the ministry and mission of God's Church depends upon the leadership
774 and labor of both ordained ministers and lay persons. All of us bring our particular gifts
775 and skills, our faithfulness, our strengths and weaknesses to offer in creative and joyful
776 response to the Christian gospel. We worship and work together to become ever more
777 fully and faithfully God's people in this place.
778 We recognize that our church is a part of a larger faith community which is the United
779 Church of Christ and will encourage and support our pastor as he or she participates in
780 Association, Conference and denominational decisions, programs and actions.
781 We recognize that the United Church of Christ is a part of the Church Universal and will
782 encourage and support our pastor as he or she participates in ecumenical activities in
783 order to strengthen the witness and mission of the Church everywhere.