

BYLAWS OF GOOD SHEPHERD UNITED CHURCH OF CHRIST

ARTICLE I DISCIPLESHIP RESPONSIBILITIES

1. Strive to live a Christian life.
2. Attend regular worship of Good Shepherd United Church of Christ and participate in the celebration of the Lord's Supper.
3. Contribute to the support and benevolences of Good Shepherd United Church of Christ.
4. Seek diligently the spiritual welfare of other Disciples and the community.
5. Share in the life and work of Good Shepherd United Church of Christ.

ARTICLE II DISCIPLESHIP STATUS

1. Disciples are considered either active or inactive.
2. Active and inactive status will be defined in the Ways of Work along with a guide outlining the proper steps for dealing with inactive status.
3. A disciple who moves outside the area and no longer attends this Church shall be encouraged to transfer their discipleship to another Congregation.
4. A disciple who is confined to their residence and is no longer able to regularly attend Church will have their name placed on a homebound list retaining full discipleship.

ARTICLE III TERMINATION OF DISCIPLESHIP

1. Any disciple may, on their own request, be granted a letter of transfer. If wishing to join a body not in fellowship with this Church, they may be released with a certificate of Church discipleship.
2. If a disciple requests in writing to be released from their discipleship obligations, the Church shall patiently endeavor to secure their continuance in its fellowship; but failing in such effort, the Church will grant the request and terminate the discipleship. Such a request shall be acknowledged by the Consistory on recommendation of the Discipleship Committee, and the appropriate letter of release shall be issued signed by the Pastor, the Consistory Secretary, and the Consistory President.

ARTICLE IV CONGREGATIONAL MEETINGS

1. The Annual Meeting of the Congregation shall be held in the month of November. A quorum shall consist of all disciples present.

2. The Consistory, the Officers of the Church, the Pastor, and all Church organizations shall submit their annual reports in writing. Oral and written reports will be offered as a part of the annual meeting agenda.
3. Special congregational meetings may be called by the Consistory or by a petition to the Consistory signed by not less than 5 percent of the active disciples. The Consistory shall call such a meeting within three weeks from the receipt of the petition, and an adequate notice of such meeting shall be provided to the disciples. Only such business as has been mentioned in the call to the special congregational meeting may be transacted at such a special meeting.
4. All Annual and Special Meetings of the Congregation will be announced on the two (2) successive Sundays prior to said meeting.

ARTICLE V CONSISTORY

1. Duties of the Consistory:

- a. The Consistory shall be the executive working group of this Church to be the policy-making body, transact the business of the Church, provide for the auditing of the financial accounts, and offer adequate support for the staff. It shall keep a complete and accurate record of its proceedings, be the custodian of all Church records, and report to the Church at its regular and special meetings through the Consistory President.
- b. It shall be composed of the Pastor, four Elders and eight Deacons. A quorum for Consistory is defined as one more than half the current members of Consistory.
- c. The Consistory shall guide the Financial Secretary and Treasurer on all fiscal matters, including the payment of bills in accordance with the budget. All acts and deliberations of the Consistory are subject to the will of and revision by the Congregation.
- d. The Consistory shall meet regularly at least eight times each year for the transaction of such business as may properly come before it. Special meetings are subject to the call of the Consistory President, Pastor or a majority of the Consistory members.

2. Nomination and Election Process:

- a. One Elder and two Deacons shall be elected annually from the discipleship, by majority vote cast at an annual congregational meeting.
- b. Nominations for Elders and Deacons shall be made by a Nominating Committee. Alternating years, the Nominating Committee shall strive to secure one (1) Disciple under the age of thirty (30) to serve as Deacon. Public notice of nominations shall be given from the pulpit or by bulletin or newsletter at least two weeks before the election.
- c. At the congregational meeting other nominations may be made from the floor, provided the potential nominee is present and consents to serve. In this case a paper ballot will be used.

- d. Consistory Officers shall be elected at the regular meeting of Consistory following the annual congregational meeting held in November.
- e. Vacancies on the Consistory shall be filled by the Consistory President for the current year. At the next Annual Meeting, an election shall be held to fill the unexpired term.

3. Installation of Consistory Members:

When newly-elected, Elders shall be publicly ordained into office and Deacons shall be publicly installed at a worship service during January following their election.

4. Terms of Office:

- a. Elders and Deacons shall be elected for a four-year term.
- b. Terms for Elders and Deacons shall be limited to two consecutive terms. After the elapse of one (1) year, they will be eligible again for election to office.

5. Duties of Consistory Officers:

- a. The **President** shall see that all meetings of the Consistory and Congregation are officially called and conducted. The President shall on behalf of the Consistory form committees to serve and further the purpose of the church and may act as an ex-officio member of all Committees. The President shall see to the execution of all resolutions and co-sign all checks. The President shall do all in their power to assist the Pastor and facilitate the work of the Church.
- b. The **Vice-President** shall preside at all meetings where the President is not present and when business pertaining to the President is before the Congregation. The Vice-President shall assist the President to carry out their duties.
- c. The **Secretary** shall keep a record of all transactions at the meetings of the Congregation and of the Consistory, issue the call to all regular meetings at the request of the President, attend to all correspondence, sign minutes of all meetings of Consistory and Congregation, as well as all official legal documents.
- d. The **Financial Secretary** shall record all contributions in the proper accounts, issue receipts for money received when necessary, and send statements as directed by the Consistory. The Financial Secretary shall assure that contributions are recorded weekly in the current management software.
- e. The **Treasurer** shall receive and deposit all monies in the proper accounts, maintain accurate balance for each fund noting inflow and outflow of funds, pay all budgeted expenses and other payments as directed by the Consistory. The Treasurer shall provide a monthly written report to the Consistory and an annual report to the Congregation. Along with the Consistory President, the Treasurer shall see that one of the designated members of Consistory co-sign all checks.

**ARTICLE VI
WAYS OF WORK**

- 1. **The Consistory will establish a Ways of Work** providing opportunities for the Congregation to participate in the governance and ministry of the Church through Governance Committees and Ministry Teams.

2. **Governance Committees** will include but not be limited to the following: Discipleship Committee, Fiscal Oversight Committee, Nominating Committee, Pastoral Relations Committee, Personnel Committee, and Property Committee.
3. **Ministry Teams** will include but not be limited to the following: Communications Team, Faith Formation Team, Fellowship Team, Mission Team, Resource Team, Worship Team, Youth Fellowship Team.
4. **Election of Governance Committees members:**
 - a. The Nominating Committee will prepare a slate of candidates for each of the Governance Committees so that they consist of at least 3 and no more than 7 members elected as such that at least 1 and not more than 3 are elected to terms in a given year.
 - b. Terms shall be a three-year duration and limited to two (2) consecutive terms. After the elapse of one (1) year, they will be eligible again for election to office.
 - c. Each Governance Committee will elect a chairperson and a recorder so that the chairperson can conduct the business of the committee and the recorder can keep accurate notes on such business and submit a monthly report to the Consistory Secretary at least one week prior to the regular Consistory meeting of the month.
5. **Participation on Ministry Teams:**
 - a. On recommendation of the Pastor, the Consistory will approve a coordinator for each Ministry Team who will connect with volunteers interested in various and particular ministries of the Congregation.
 - b. Through occasional meetings and communicating through email or other forms of social media, members of the teams will participate in the aspects of that ministry as they are able.
 - c. The Team Coordinator will gather information on a monthly basis and submit a written report to the Consistory Secretary at least one week prior to the regular Consistory meeting of the upcoming month.
6. **Duties of Governance Committees:**
 - a. The Discipleship Committee consisting of the current Elders and the Pastor shall review the Congregation's discipleship roster keeping it current; reach out to those individuals who have been placed on the inactive list for one year; assist the Pastor in the celebration of the sacraments; and lead worship on those occasions when the Pastor is away i.e. vacation.
 - b. The Fiscal Oversight Committee shall create subcommittees to assist in the management of the financial interests of the Congregation and include but not limited to the following duties: to audit financial books of the Church and all organizations under the Congregation's EIN number; to consider requests for endowment grants; and to prepare an annual narrative budget for the Congregation's approval at the annual congregational meeting held in November.

- c. The Nominating Committee shall solicit volunteers and place them on a slate to be elected to serve on Consistory and Governance Committees; and maintain a current and accurate list of those serving with the date of their term expiration.
- d. The Pastoral Relations Committee shall provide support for the Pastor, act as a regular channel of communication between the Pastor and the Congregation; and review the Pastor's job performance on an annual basis.
- e. The Personnel Committee shall maintain job descriptions for employees except for the Pastor. In consultation with the Pastor who serves as head of staff, the Personnel Committee shall assist in conducting job performance evaluations for employees with the Personnel Committee making recommendations of compensation increases to the Budget Subcommittee of Fiscal Oversight.
- f. The Property Committee shall be responsible for the upkeep and maintenance of the Campus (property) and the Physical Plant (building).

7. Duties of Ministry Teams:

- a. The Communication Team shall foster ways of interacting among congregational disciples and friends as well as sharing information with the larger community using but not limited to the following: Newsletter, Website, FaceBook, Breeze, newspaper, radio, television, and posters.
- b. The Faith Formation Team shall focus on developing programs of support for individuals as they move along their faith journey including but not limited to: traditional Sunday school, Confirmation, Vacation Bible School, Midweek Lenten Gatherings, Summer Class Series, Fall Small Focus Groups, New Discipleship Classes, Easter Egg Hunt, Easter Pageant, Rally Day, and Christmas Pageant.
- c. The Fellowship Team shall be responsible for organizing and serving Church functions on behalf of the Congregation including at functions not limited to funeral luncheons, church picnics, congregational luncheons and other activities that promote hospitality and welcome to the larger community.
- d. The Mission Team shall review the mission work of the Congregation and develop ways to enhance these missions through financial support and active participation of individuals volunteering their time and talents.
- e. The Resource Team shall review the various methods and effectiveness of raising revenue to support the programs and missions of the Church including but not limited to the following: Fundraising, Memorials, Hall/Grove Rentals, Envelope Giving, E-Giving, Corporate Giving. In addition, the Resource Team will promote the value of volunteer hours by developing a system of tracking the work of the Congregation and provide a means for disciples and friends of the Congregation to make a faith promise in their tithing and participation.
- f. The Vitality Team shall review the work of the Church and develop long-term goals for the Congregation recommending projects and improvements while maintaining a vital and relevant ministry following the Vision and Mission Statements of the Congregation.
- g. The Worship Team shall create transformational worship and solicit volunteers to participate including but not limited to: Altar Guild, A/V Tech Assistants, Greeters, Acolytes, Ushers, Lectors, and Music.

- h. The Youth Fellowship Team shall develop ways of engaging the youth of the Congregation to participate in the life and mission of the Congregation.

**ARTICLE VII
THE OFFICE OF PASTOR AND TEACHER**

1. Election and term of office:
 - a. It shall be the responsibility of a Pastoral Search Committee, appointed by the Consistory, to seek a candidate for a vacancy in the office of Pastor.
 - b. As soon as a pastoral vacancy occurs, it shall be reported to the appropriate Conference Staff Member.
 - c. The Pastoral Search Committee shall request from the conference staff relevant information about any Pastor whom it wishes to consider for the vacancy.
 - d. The Pastoral Search Committee shall present to the Congregation the name of the candidate it recommends to fill the vacancy. A three-fourths vote of the voting disciples present constitutes a call.
 - e. In the call, the terms of the relationship between the candidate and the Congregation shall be stated. The Pastor, Consistory Secretary, and the Conference Minister shall each receive a copy of the call.
 - f. When a Pastor accepts a call to Good Shepherd United Church of Christ, the Pastoral Search Committee and the Pastor shall join in requesting the Conference acting as an Association to arrange for a service of installation or recognition.
 - g. The Pastor shall be elected for an indefinite period. The termination of this relationship is outlined in the Call Agreement. The procedure for the dismissal of the Pastor shall require a two-thirds vote of the eligible voting disciples present at a duly called congregational meeting. A majority of those present and voting is necessary for the acceptance of the Pastor's resignation.
 - h. When either party decides to terminate the relationship, notice of such termination shall be sent by the Consistory President to the Conference Minister.
2. Rights:

As long as there is a called and settled Pastor, no other minister shall perform any religious ceremony in the Church without the Pastor's consent. To invite a speaker, either during a temporary absence of the Pastor, or for special occasions, the consent of both the Pastor and the Consistory is necessary.

**ARTICLE VIII
ENDOWMENT FUND**

1. The purpose of the Endowment Fund is to enhance the mission and outreach of Good Shepherd United Church of Christ apart from the general operation of the Church. The principle amounts of the gifts to this fund will be retained and preserved. The income earnings from the managed investments of the principle may be expended through an Endowment Subcommittee under the supervision of the Fiscal Oversight Committee.

2. In the event that Good Shepherd United Church of Christ ceases to exist either through merger or dissolution, disposition or transfer of the fund shall be at the discretion of the governing body in conformity with the approved congregational constitutions and in consultation with denominational staff to which the Congregation belongs at such time. Consultation with the denomination may be desired for the continuation of the Endowment Fund obligations.
3. The Endowment Subcommittee shall evaluate all requests for program support.
4. Authorized distributions from the Fund will be made in the following distribution categories:
 - a. Up to eighty (80) percent of the accumulated interest may be granted to institutions, ministries, and officially recognized 501C3 social service agencies, to which Good Shepherd United Church of Christ relates such as the wider mission of the United Church of Christ at home or overseas.
 - b. At least twenty (20) percent of the accumulated interest shall be reinvested into the Endowment Fund.

**ARTICLE IX
CHURCH FISCAL YEAR**

The Church fiscal year shall be from January 1 to December 31.

**ARTICLE X
CHANGES AND/OR AMENDMENTS**

Changes and/or amendments to the Bylaws may be made by a two-thirds majority vote of the active disciples over the age of sixteen present at any duly called congregational meeting, public announcement of the text of the proposed changes and/or amendments having been made at least two weeks prior to the meeting.

Approved November 17, 2019