

**BYLAWS**

**OF THE**

**FIRST CONGREGATIONAL**  
**UNITED CHURCH OF**  
**CHRIST**

**OF HENDERSONVILLE, NORTH CAROLINA**

**January 29, 2019**

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## **ARTICLE I – NAME**

The name of this Church shall be FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST OF HENDERSONVILLE, NORTH CAROLINA. It is located in Laurel Park, North Carolina. The Church is a member of the Southern Conference of the UNITED CHURCH OF CHRIST (UCC).

## **ARTICLE II – MISSION STATEMENT**

The Church respects all people and viewpoints, and strives to follow the teachings and actions of Jesus. We nourish and support our members' spiritual journeys and joyfully minister to their needs. We work for justice in our community and the world by living compassion, protecting creation, and reaching out to our neighbors with love.

## **ARTICLE III – POLITY**

### **SECTION A. THE LOCAL CHURCH**

This Church acknowledges Jesus Christ as its sole Head, and finds in the Holy Scriptures interpreted by the Holy Spirit through reason, faith, and conscience, its guide in matters of faith and action.

The government of this Church is vested in its members who exercise decision-making in all its affairs, subject in legal matters to the Certificate of Incorporation granted by the State of North Carolina and to the laws of the State of North Carolina relating to non-profit corporations.

Congregational churches have historically stressed the autonomy of the local church and have zealously guarded this freedom—especially two of its primary pillars: the right of the local church to call its pastor(s) and the right to own its property. The United Church of Christ continues to emphasize these primary pillars.

### **SECTION B. THE UNITED CHURCH OF CHRIST**

While this Church is not answerable to any higher ecclesiastical council, it accepts the obligations of mutual counsel, social harmony, and cooperation involved in the free fellowship of the United Church of Christ and pledges itself to share in the common aims and ministries of this denomination through the Southern Conference and the General Synod of the United Church of Christ.

## **ARTICLE IV – A COVENANTAL CHURCH AND ITS COVENANT**

A Covenantal Church accepts and receives into membership people who may have a diversity of beliefs about God, Jesus, and the Holy Spirit. Covenantal churches accept people where they are on their spiritual journey, and desire to walk with them into the future as differing perspectives are offered and received. The Pastor prepares the Covenant to which all members agree when joining the church.

## **ARTICLE V – SACRAMENTS**

The Sacraments of this Church are Baptism and Holy Communion. These sacraments shall be administered by the Pastor, assisted by members of the Ministry of Worship, at such times as the Pastor and the Ministry of Worship shall determine.

## **ARTICLE VI – MEMBERSHIP**

### **SECTION A. WHAT MEMBERSHIP MEANS**

Being a member of this Church means a commitment to deciding, giving, and receiving. It means participating in worship, joining in fellowship, and supporting God's mission with time, talent and a pledge of money and resources. Deciding to belong enriches members' lives as they receive God's love and give of themselves in response. Membership has four dimensions:

- Faith – our relationship with God
- Meaning – our relationship with ourselves
- Fellowship – our relationship with others
- Practice – our shared responsibilities for the world

Being a member of this Church means growing in faith individually and with others, and serving the world through helping others and working for unity. Each member is invited and strongly encouraged to become active with at least one of the church's ministries.

### **SECTION B. QUALIFICATIONS AND CONDITIONS**

The members of this Church shall be persons who have been instructed in the history, beliefs and practices of the Church by the Pastor, the Moderator, and other leaders, and have publicly professed this Church's covenant.

Associate Members (for example, part-year residents of Hendersonville) may be received in the same manner as above, with the understanding that they have all the same rights and responsibilities as do members.

## **SECTION C. MEMBERSHIP ROLLS**

Records of Church membership shall be maintained as follows:

1. An **Active Membership Roll** shall contain the names of Active and Associate Church members entitled to vote at Congregational Meetings.
2. An **Inactive Roll** shall contain the names of former Members transferred from the Active Membership Roll as provided in Section D. Paragraph 4, below, and thereby no longer entitled to vote at Congregational Meetings.

## **SECTION D. CONTINUATION OF MEMBERSHIP**

The continuation of Church membership shall be subject to the principles and usages of the United Church of Christ, and especially as follows:

1. Membership on the Active Membership Roll is terminated by the death of the member.
2. Any person on the Active Membership Roll or the Inactive Roll who desires a Letter of Transfer to another church is, upon written request, entitled to receive it from the Church Administrator; such person shall thereafter be removed from the rolls of the Church.
3. Any Active or Associate member of the Church is entitled to termination of membership upon written request.
4. Members whose addresses have been unknown for a period of two years or who, for a period of two years, in spite of kindly approaches, have not attended the Church's worship or contributed to its financial support, may by vote of the Church Council be transferred to the Inactive Roll after notification to the last known address. This notification will give opportunity to remain on the Active Membership Roll. Upon transfer to the Inactive Roll, these former members are no longer entitled to vote at Congregation Meetings.
5. A person shown to have united with another church without requesting a Letter of Transfer may be dropped from the Active or Inactive Church Roll by vote of the Church Council.

## **SECTION E. RESTORATION OF MEMBERSHIP**

The Church Council may restore the membership of any person whose membership has previously been terminated, upon their written request.

## **ARTICLE VII – GOVERNANCE OF THE CHURCH**

The governing body of this Church shall be the Active and Associate Members assembled in Congregational Meetings. Between Congregational Meetings the Church Council, constituted as specified in Section B below, shall represent the membership as the governing board of the Church. By majority vote taken at the Annual Congregational Meeting (Article XIV, Section A), the membership shall fill the Offices specified in Section A below. The Ministries of the Church are listed in Section C below. They shall oversee and carry out the programs of the Church.

### **SECTION A. OFFICES**

- Pastor
- Moderator
- Assistant Moderator
- Church Clerk
- Treasurer
- Assistant Treasurer(s)

The Pastor shall be elected for an indefinite term. The Moderator and Assistant Moderator may serve a maximum of two consecutive one-year terms in their respective positions, with the second term contingent upon re-election following completion of the first term. All other elected officers may serve a maximum of four consecutive one-year terms, contingent upon annual re-election to their positions. Where an officer has completed the maximum term for a given office specified herein, said officer may again be elected to that office following an intervening period of at least one year during which that office is filled by another individual. Exceptions to this consecutive maximum term provision must be formally approved by the Church Council.

All Office holders shall assume their duties immediately following the Annual Congregational Meeting at which they are first elected or re-elected. Their duties are described in detail in Article VIII.

### **SECTION B. CHURCH COUNCIL**

The Church Council shall consist of the following positions:

- Moderator, Assistant Moderator, Church Clerk, Treasurer, and Assistant Treasurer(s).
- The Facilitator of each of the Ministries named in Section C below, or a representative of each Ministry whose Facilitator cannot attend a particular meeting.
- Pastor, ex officio.
- Minister of Music, ex officio.

At Council meetings, each position is entitled to a single vote regardless of how many individuals share a position. Voting positions of Council are:

| <b>Position</b>                               | <b>Number of Votes</b> |
|-----------------------------------------------|------------------------|
| Moderator                                     | 1                      |
| Assistant Moderator                           | 1                      |
| Church Clerk                                  | 1                      |
| Treasurer                                     | 1                      |
| Assistant Treasurer(s)                        | 1                      |
| Facilitator: Ministry of Worship              | 1                      |
| Facilitator: Ministry of Financial Resources  | 1                      |
| Facilitator: Ministry of Physical Resources   | 1                      |
| Facilitator: Ministry to Members and Friends  | 1                      |
| Facilitator: Ministry to the Larger Community | 1                      |
| Chair: Human Relations Ministry               | 1                      |
| Pastor                                        | 1                      |
| Minister of Music                             | 1                      |

A majority vote is needed to pass a motion. In the event of a tie vote, a motion does not pass.

The Church Council shall appoint such officials and designated groups as are deemed necessary, including but not limited to the following:

1. Auditor. At least once every five years a professional outside auditor, not associated with the church, must be appointed.
2. Book of Remembrance Custodian.
3. Church Historian.
4. Delegates to Denominational and other Conferences and Organizations.
5. Long-Range Planning Committee.
6. Transition Leadership Team to search for an interim pastor following the death, resignation, termination or retirement of the settled pastor, and lead the Church through the transition period.
7. Search Committee to search for the new settled pastor.
8. Task forces and work groups appointed to accomplish specific tasks within a limited time.
9. Nominating committee/team to nominate officers other than the pastor.

## **SECTION C. MINISTRIES**

There are five Ministries that carry out the programs of the church. They are:

- Ministry of Worship

- Ministry to Members and Friends
- Ministry to the Larger Community
- Ministry of Financial Resources
- Ministry of Physical Resources

The tasks and responsibilities of each Ministry are described in detail in Article X.

## **SECTION D. FISCAL YEAR**

The fiscal year of the Church shall be the calendar year.

## **ARTICLE VIII – OFFICES**

The tasks and responsibilities of the Church Offices are described below.

### **SECTION A. PASTOR**

Recognizing that the Church Council acts as the governing board of the Church between Congregational Meetings, the Pastor shall be the executive head of the Church, responsible to the Congregation. As the executive head of the Church, the Pastor has administrative responsibility for and exercises supervision over all other compensated staff of the church, except as shown in Appendix A to the Church's Personnel Policies.

The Pastor shall be responsible for all services of public worship, administer the sacraments, be active in pastoral service to the members of the Church, and administer these responsibilities in cooperation with Church Council, various Ministries, and staff of the Church. The Pastor shall be an ex-officio member of all Ministries.

The Pastor shall become a member of this Church and shall seek "Ministerial Standing" in the United Church of Christ Association/Conference of which this Church is a member.

### **SECTION B. MODERATOR**

The Moderator shall preside at all Congregational Meetings and shall serve as presiding officer of the Church Council. The Moderator shall have the privilege of attending, speaking, and voting at all Ministry meetings and shall furnish guidance and coordination for the activities of the Officers and Ministries. The Moderator shall, with the Treasurer or Assistant Treasurer(s), have access to the Church's safe deposit box.

The Moderator shall be the Church's legal authorizing officer and, except where otherwise provided in these Bylaws, shall sign all documents necessary for the sale or lease of real or

personal property, for services, for loans, and for all contracts, when approved by the Church Council, the Church Membership, or other Church body as authorized by these Bylaws.

### **SECTION C. ASSISTANT MODERATOR**

The Assistant Moderator shall assist the Moderator in the performance of the Moderator's duties. In the absence or disability of the Moderator, The Assistant Moderator shall preside at Congregational Meetings and Church Council meetings and perform such other of the Moderator's duties as are necessary under the circumstances.

In the event the Moderator is unable to resume the duties of office, the Assistant Moderator will assume the position of Moderator for the remainder of the term. This will not affect the Assistant Moderator's eligibility to serve a subsequent full term as Moderator.

### **SECTION D. CHURCH CLERK**

The Church Clerk is the secretary of the Church and of the Church Council, and as such, is the official record-keeper of the Church. The Church Clerk shall:

1. Provide notice of all Regular and Special Meetings of the congregation in accordance with the provisions of Article XIV, Section C of these Bylaws.
2. Maintain records of all Congregational and Church Council Meetings.
3. Distribute a copy of the Bylaws to each member of Church Council.
4. Preside at Congregational and Church Council Meetings in the absence of the Moderator and Assistant Moderator, until a Moderator pro-tem is elected.
5. Maintain a record of the individuals elected as Officers and Facilitators of the Ministries.

### **SECTION E. TREASURER**

The Treasurer shall:

1. Be responsible for the care and custody of the current operating funds of the Church, as well as other funds not specifically made the responsibility of another individual, Ministry or Group, subject to the supervision of the Ministry of Financial Resources.
2. Receive offerings and donations and deposit them as directed by the Ministry of Financial Resources and acknowledge the receipt of bequests, gifts, and memorials, and maintain records thereof.
3. Dispense funds within limits of the annual budget or as otherwise approved/directed by the Ministry of Financial Resources.

4. Pay salaries of all Church employees, withholding all Federal and State Income, Social Security, and other mandatory employee-based taxes, assessments, and premiums.
5. Prepare, with professional help when necessary, all real and personal property, income, and sales tax forms in a timely manner and pay such taxes when due.
6. Provide financial reports to the Church Council, Ministry of Financial Resources, and such other Ministries as may request or need such information.
7. Maintain records of investment of current operating funds and advise the Ministry of Financial Resources of cash requirements for anticipated ordinary or other expenses.
8. Sign checks, drafts, notes, deeds, and other negotiable instruments, subject to the direction of the Ministry of Financial Resources and in conformance with these Bylaws.
9. Execute contracts and such documents as are necessary for the transfer of stocks, bonds, and other evidences of ownership of intangible personal property subject to the direction of the Ministry of Financial Resources in conformance with these Bylaws.
10. Maintain appropriate records of all accounts for which the Treasurer is responsible; maintain records of any gifts, legacies, bequests or other funds including originals or copies of documents (wills, trusts, or other instruments of gifts).
11. Be a voting member of the Ministry of Financial Resources.

#### **SECTION F. ASSISTANT TREASURER(S)**

The Assistant Treasurer shall assist the Treasurer in the performance of his/her duties and, in his/her absence or disability, perform such of the Treasurer's duties as are necessary under the circumstances, subject to the direction of the Ministry of Financial Resources, and in conformance with these Bylaws. The Assistant Treasurer is responsible for counting the Sunday service plate cash offering.

#### **SECTION G. MINISTER OF MUSIC**

The Minister of Music shall be responsible for all aspects of the music ministry and programming. The tasks include, but are not limited to:

1. Provide the music at regular and special worship services, by playing the organ and piano.
2. Direct the choir and serve as a pastoral presence for choir members.
3. Ensure appropriate maintenance of the musical instruments.
4. Attend church meetings and gatherings as needed in performance of these duties.

## **ARTICLE IX – THE CHURCH COUNCIL**

The Church Council, representing the Church Membership as constituted and specified in Article VII, Section B, of these Bylaws, is the governing board of the Church between Congregational Meetings. It acts on behalf of the congregation in all matters other than those specifically reserved to the Membership or to other Ministries by these Bylaws.

The Church Council shall:

1. Hold monthly meetings, unless it decides to omit a meeting, at a time set by its members, or by a call of any five of its members on three days' notice. The Church Council shall hold at least ten regular monthly meetings each year. A majority of the total number of voting members shall constitute a quorum.
2. Have oversight of all Ministries of this Church and shall conduct the business of the congregation between Congregational Meetings. To perform this function properly, the Council is to receive reports from all Ministry Facilitators and the Treasurer at each of its regularly scheduled meetings. Other task forces and work groups shall submit reports to the Church Council when requested.
3. Call a meeting of the congregation upon a majority vote of its own total membership. It shall call a meeting of the congregation upon written petition of twenty (20) or more active members of the Church, who must state in their petition the reason for the proposed meeting.
4. Be available to consult with and advise the Pastor, Officers, Ministries, and members of the Church as appropriate. The Church Council is also charged with the responsibility for coordinating the activities of the Church's Officers, Ministries, task forces and work groups, and organizations.
5. Maintain oversight of the management and maintenance of the Church's real and personal property through the Ministry of Physical Resources. In like manner, it shall have oversight of the Church's financial affairs through the Ministry of Financial Resources.
6. Approve the proposed annual budget of revenues and expenditures prior to its submission to the Church membership at the Fall Congregational Budget Meeting and the Annual Congregational Meeting.
7. Review proposed gifts of real and personal property to the Church on presentation to it by the Ministry of Physical Resources.

8. Review any proposed, non-budgeted expenditure of Church funds in excess of ten thousand dollars (\$10,000). The proposal must be recommended by the Facilitator of a Ministry and approved by the Ministry of Financial Resources. Upon approval by the Council a Congregational meeting will be called specifically for the purpose of approving the expenditure. However, to meet non-budgeted needs of the church, expenditures in an amount not to exceed ten thousand dollars (\$10,000) may be made following approval by the Council after consideration by the appropriate Ministry.
9. Appoint individuals to fill vacancies occurring among the Officers between Annual Meetings. These appointments will be effective until the next Annual Congregational Meeting and will not affect the appointee's eligibility to serve a subsequent full term in the same position.
10. Appoint a task force, at least every five years, to review and recommend revisions in the Church's Bylaws.

## **ARTICLE X - MINISTRIES**

### **SECTION A. GENERAL**

There are five Ministries to carry out the programs of the church. Their tasks and responsibilities are described in Sections B – F below.

1. **Membership.** During each fall, there will be a stewardship campaign to encourage members to donate their time and talent to serve on the Ministries. Any member of the church may join any of the Ministries. They are free to join with or resign from any Ministry during the year as they are disposed to do so. Any member of the congregation may attend and vote in Ministry meetings, those of sub-ministries and work groups.

2. **Organization.** Each Ministry shall be responsible for organizing its activities and responsibilities. Each Ministry shall select a Facilitator and such other designated positions as may be needed for its functioning.

3. **Facilitator.** Each Ministry will provide the name of its Facilitator to the Moderator. The Facilitator may serve two consecutive one-year terms, after which he/she will have to step down from the office for at least one year. The Church Council must formally approve exceptions to this term limit.

The Facilitator's duties include, but are not limited to these functions:

- Oversee and support the activities of the Ministry.
- Serve as a voting member on the Council.
- Call regular meetings as needed to conduct the Ministry's business.
- Provide minutes of each meeting (this may be done by a Clerk of the Ministry).
- Provide a report of activities of the previous month to the Moderator and Clerk prior to the Council meeting each month.

## **SECTION B. MINISTRY OF WORSHIP**

### Tasks and Responsibilities:

1. Prepare the chancel for worship on Sundays and special services, including stocking the pew brochures.
2. Provide liturgists.
3. Provide for preparation and the ministration of the sacraments of Baptism and Holy Communion. These sacraments shall be determined by the Pastor, assisted by members of the Ministry of Worship, at such times as the Pastor and Ministry of Worship shall determine.
4. Support special seasonal observances, e.g., Ash Wednesday, Maundy Thursday.
5. Support the Music Ministry.
6. Provide an adequate and appropriate worship space.
7. Secure ushers, visitor guides, and prayer chaplains for Worship and other services.
8. Provide hangings appropriate to the season or day, sacrament or rite.
9. Support maintenance of instruments, music, choir robes and other materials and equipment necessary to the Church's music program.
10. Plan an annual Church Retreat, in collaboration with the Ministry to Members and Friends.
11. Operate the sound system to enhance worship services, and record and distribute recordings of Church services to members who are unable to attend in person.

## **SECTION C. MINISTRY TO MEMBERS AND FRIENDS**

### Tasks and Responsibilities

1. Oversee Adult Forum where open discussions of various topics of interest to our members and the community are presented.
2. Provide a nursery during Sunday Service and a Sunday School where "progressive Christianity" is taught in a warm and loving environment. In collaboration with the Pastor, provide oversight for and assistance to the Sunday School Teacher.
3. Minister to those in need of extra care in the form of prayer and/or home visitation and/or meals.
4. Provide transportation to Sunday worship by members who use their vehicles to pick up limited-mobility members.
5. Encourage fellowship among Church members by planning monthly fellowship suppers, receptions for new members, birthday celebrations, and various other activities.
6. Acquire, maintain, and make available to adults and children books and audiovisual materials that inspire, comfort and nurture their faith and spiritual lives.
7. Provide a schedule for volunteer receptionists who greet visitors, answer the phone and help with various other duties.

8. Knit prayer shawls which are given to people who are experiencing life changing situations such as illness, grief, welcoming a new family member or a wedding.
9. Welcome and retain new members and aid in their growth and aid in learning of opportunities for service in the church.
10. Mentor new members and encourage support groups among all members.
11. Plan an annual Church Retreat, in collaboration with the Ministry of Worship.
12. Update the Church directory, working with the Church Administrator.

## **SECTION D. MINISTRY TO THE LARGER COMMUNITY**

### **Tasks and Responsibilities:**

1. Administer the Missions and Service funds allocated by the church. Each year, such funds shall consist of an amount equal to at least 10% of the prior year's non-designated Total Income.
2. Provide for service opportunities for members to assist local outreach agencies and events, such as the Hunger Walk.
3. Provide for the Ashley Lectures, as well as other concerts and educational programs of interest to the wider community.
4. Provide necessary publicity and marketing for worship services and public programs.
5. Update and maintain the church website under the leadership of the Church Administrator.
6. Publicize our Church, including identifying and contacting visitors and encouraging new members.
7. Coordinate the church's social justice initiatives and activities, including the formal social justice priority issues adopted by the congregation.

## **SECTION E. MINISTRY OF FINANCIAL RESOURCES**

### **Tasks and Responsibilities:**

1. Review the monthly financial report.
2. Prepare the annual preliminary and final budget.
3. Support the Treasurer.
4. Ensure the integrity of the Church's finances.
5. Provide for the annual stewardship campaign.
6. Ensure expenses are covered by anticipated sources of revenue.
7. Manage the invested assets, and oversee the incomes from them and report at least quarterly to the Church Council as to the composition and performance of the investments.
8. Educate the Church members as to the advantages to themselves and to the Church of providing funds for the operation of the Church.
9. Determine the disposition of legacies, bequests, and gifts, including keeping a record thereof.
10. Apply memorial gifts to their stated purposes. Memorial gifts will be acknowledged by the Treasurer, and deposited in a designated account.
11. Withdraw from the principal of unrestricted Heritage Fund assets, beyond the maximum 5% threshold budgeted each year, upon a majority vote of the Church Council and a majority vote of a Congregational Meeting, called for that purpose.

## **SECTION F. MINISTRY OF PHYSICAL RESOURCES**

### **Tasks and Responsibilities:**

1. Maintain and manage the church's physical property, including the Memorial Garden, solar panel system, and Labyrinth.
2. Maintain proper heating and cooling of the Church facilities.
3. Maintain a properly functioning sound system.
4. Provide input to the Administrator regarding needed Custodial work.
5. Maintain the Church's insurance program.
6. Procure and maintain all equipment to be used in a medical emergency and provide information about the location and use of such equipment.
7. Recommend to the congregation, at a meeting called for the purpose, the purchase, sale, lease, mortgaging or transfer of real property.
8. Execute its responsibility for the interior decoration of the Church and Felix Buildings, including recommendations of the Art and Artifact Review Group.

## **ARTICLE XI – HUMAN RELATIONS MINISTRY**

The purpose of the Human Relations Ministry is to administer the Personnel Policies for the paid staff and provide affirmative support for the staff and lay leadership of the church. For the detailed functioning of this Ministry, refer to the Human Relations Ministry Charter and the Personnel Policies Manual.

The Human Relations Ministry shall be composed of five established members of the congregation.

1. Three members will be elected in odd-numbered years, and two members will be elected in even-numbered years, in procedures defined in the Human Relations Ministry Charter, Article III, Section B.
2. The Chair of the Human Relations Ministry will be a voting member on the church Council.

## **ARTICLE XII – USE OF CHURCH FACILITIES BY OUTSIDE GROUPS**

The Church provides for the rental of its facilities based on the current Building Rental Policies and Procedures document.

## **ARTICLE XIII - CALL OF A PASTOR**

### **SECTION A. NOTIFICATION**

A pastor typically leaves the congregation upon retirement or call to another congregation. When a pastor has chosen a date for retirement or chooses to accept a Call from another congregation, she/he shall immediately inform the Moderator and the Chair of the Human Relations Ministry. These two individuals then develop a plan for informing Church Council and the congregation.

### **SECTION B. SETTLED PASTOR SEARCH COMMITTEE**

The Moderator shall present to Church Council the names of eight Church members to serve as a Pastoral Search Committee, with seven members to serve on the Committee and one member to be an alternate member of the Committee. Upon approval by Church Council, the names of the nominees shall be presented to a Special Congregational Meeting and a Committee of seven individuals and one alternate approved by vote of the Congregation. The Committee will work in concert with the Southern Conference (UCC) and any consultants as may be retained by the Church to seek out available qualified ministers, examine their credentials, conduct interviews, and make such other inquiries as are appropriate concerning interested candidates. The alternate member of the Search Committee shall participate fully in all activities of the Search Committee, but shall have no vote unless called upon to become a full member of the Committee due to inability to serve on the part of one of the members.

When the Committee has completed its investigations and has reached a determination as to the individual best suited for the position, having heard him or her preach at least once, it will negotiate with the candidate the compensation package and other Terms of the Call. Thereafter, the Search Committee, in conjunction with the Church Council, the Southern Conference of the UCC, and the Candidate, will set a "Candidate Sunday." On this Sunday, the candidate will lead the worship service. Following the service, a Special Congregational Meeting will be convened at which time the Committee will make its recommendation to the Church membership, asking for a vote to call the candidate as the Church's Pastor.

### **SECTION C. TRANSITION LEADERSHIP TEAM**

The Moderator shall present to Church Council the names of eight Church members to serve as a Transition Leadership Team (TLT). The TLT shall be responsible for all elements relating to the transition between settled pastors, and act as mentors to other groups working on the transition. The TLT will operate in an open and transparent manner.

The TLT's duties will include, but not be limited to, these functions:

1. Work with the Southern Conference to plan the transition period.
2. Conduct a survey of the Church membership, to determine its current outlook and vision for the future.
3. Plan events to recognize the outgoing pastor, as appropriate.
4. Search for and select an interim pastor.
5. Review the Church Bylaws and other managing documents for updates as necessary.
6. Work with the Treasurer to develop a budget for the transition period.
7. Update the congregation on all aspects of the transition.

### **SECTION D. THE CALL**

The call of a Pastor must receive an affirmative vote from three-fourths (3/4) of those present, entitled to vote, and voting at a Congregational Meeting called for the purpose. The Pastor shall be called for an indefinite period. The Pastor, the Church, and the Conference will each receive a

copy of the Terms of the Call. The Call shall include the terms of the relationship between the Church and the Pastor, including, but not limited to, compensation, benefits, participation by the Church on behalf of the Pastor in the United Church of Christ Pension Fund and Health Insurance program.

## **SECTION E. INSTALLATION**

Upon being elected, accepting the Call, and becoming a member of the Church, the new Pastor will join with the Church and will be installed as the new pastor in accordance with the established practices of the United Church of Christ. Notification and invitation to the service will be forwarded by the Church Clerk to the Conference offices, and to the United Church of Christ.

## **SECTION F. ENDING THE PASTORAL RELATIONSHIP**

In the unlikely event the congregation would seek to end its relationship with the sitting (interim or settled) pastor, the following procedures will be executed. These procedures will be invoked only after extensive efforts have been made and exhausted to resolve the issues involved.

1. The Church Council will call a special meeting of the congregation in accordance with Article XIV, Section B, Special Meetings.
2. The congregation may, by a vote of fifty percent plus one of the members present, vote to terminate the services of the pastor.
3. The pastor's tenure will be ended effective as of the affirmative vote.
4. The terminated pastor will have three days to vacate the office and the church.
5. Severance issues related to pay and benefits will be executed in accordance with the terms of the Call.
6. FCUCC will immediately notify the Southern Conference of the action.

## **SECTION G. ADDITIONAL MINISTERS**

Additional settled ordained ministers to be called to serve full-time or part-time shall be called by a Congregational Meeting, called for the purpose, in accordance with Sections B, C, and D of this Article.

# **ARTICLE XIV– CONGREGATIONAL MEETINGS**

## **SECTION A. REGULAR MEETINGS**

### **1. Fall Budget Congregational Meeting**

This Meeting shall be held in the fall on a day determined by the Church Council. The purpose of the Meeting shall be to consider and approve a proposed Church preliminary budget for the next fiscal year. That budget, revised as necessary, will be presented for adoption at the Annual

Congregational Meeting. Other business may be brought forward for action, as deemed appropriate by the Church Council and announced on the agenda prior to the meeting.

## **2. Annual Congregational Meeting**

The Annual Meeting of the Congregation shall be held in January or as soon thereafter as possible on a date specified by Church Council. The purpose of the Meeting shall be to receive the annual reports of the Moderator, Treasurer, and Ministries, to adopt the final budget for the year, vote to fill the Offices of the Church Council, and to transact such other business as may have been announced on the agenda prior to the meeting.

## **SECTION B. SPECIAL MEETINGS**

The Church Clerk, at the direction of the Council, shall provide notice for a Special Meeting of the Congregation whenever necessary.

The Church Council shall call a Special Meeting of the Congregation upon being petitioned in writing by twenty (20) or more members of the Church, who state the reasons for the proposed meeting in the petition. The Church Council may itself call a special Congregational Meeting by a majority vote of its members.

The time, place, and purpose for such a meeting shall be stated in the call to the meeting, and only such matters as are included in the call may be considered at the meeting.

## **SECTION C. RULES WITH RESPECT TO THE CALL AND TO THE CONDUCT OF CONGREGATIONAL MEETINGS**

1. Notice of or call to any meeting of the Church membership shall be given by the Church Clerk using one of the following methods:
  - a. In the Church's Sunday bulletin for two successive Sundays immediately preceding the meeting.
  - b. From the pulpit for two successive Sundays immediately preceding the meeting.
  - c. By not less than six days prior, written and/or electronic notice to the membership.
2. The nature of the business to be transacted and an agenda must be stated in the call.
3. All meetings of the Congregation shall be conducted in accordance with Roberts' Rules of Order, latest revision.
4. A quorum for the conduct of business at any meeting shall be thirty-five percent (35%) of the active membership.
5. In the absence of a quorum a lesser number of members may adjourn a meeting to a later-specified time and date.

6. Unless otherwise specified elsewhere in these Bylaws, a majority vote of those present, entitled to vote, and voting, shall be official.
7. No sale, lease, mortgage, or exchange of real estate owned by the Church shall be made, nor shall any real estate be purchased or otherwise acquired, nor shall any buildings be erected on any real estate owned by the Church, nor shall any alterations exceeding a cost of \$10,000 be made in any of the present buildings or to the Church grounds, without:
  - a. the affirmative vote, taken at a regular or special meeting, called for the purpose, of a two-thirds (2/3) majority of the members of the Church Council, and
  - b. the affirmative vote, which shall include approval of the raising of the necessary funds, taken at a regular or special Congregational Meeting, called for the purpose, of a two-thirds (2/3) majority of those present, entitled to vote and voting at such a meeting.
8. No action shall be taken changing the denominational affiliation of the Church, or uniting the Church with any other Church or churches without:
  - a. the affirmative vote, taken at a regular or special Church Council Meeting, called for the purpose, of a two-thirds (2/3) majority of the members of the Church Council, and
  - b. the affirmative vote, taken at a regular or special Congregational Meeting, called for the purpose, of a two-thirds (2/3) majority of those present, entitled to vote and voting at such meeting.
9. The Church Clerk shall have the responsibility of counting votes at all Church Meetings. He or she may appoint tellers to aid in the execution of this duty. It shall also be the Church Clerk's responsibility, in the event of a secret ballot, to destroy the ballots after a suitable holding period. A secret ballot may be employed upon majority vote of those entitled to vote and voting at any properly called Congregational Meeting.

## **ARTICLE XV – ORGANIZED GROUPS**

Any organized group (sub-ministries, task forces, work groups, etc.) whose name or function suggest sponsorship by or approval of the Church, shall operate under the general supervision of the Church by reporting through one of the Ministries and Church Council.

## **ARTICLE XVI – POLICY STATEMENTS**

### **SECTION A.**

No individual, Ministry, organized group or individual member may make any public statement appearing or purporting to represent the views or policy of the Church unless it has received formal prior approval of the Church Council.

#### **SECTION B.**

First Congregational United Church of Christ of Hendersonville, North Carolina is an Equal Opportunity Employer. Neither the congregation, its organized groups, nor its staff will tolerate discrimination based on race, ethnicity, age, gender, sexual orientation, or any other personal characteristics.

#### **SECTION C.**

All persons associated with First Congregational United Church of Christ of Hendersonville, North Carolina should be aware that the Church is strongly opposed to sexual exploitation and sexual harassment, and that such behavior is prohibited by Church policy. As such, each person is responsible for understanding the ways in which their words or actions may affect others. Sexual exploitation or sexual harassment, of parishioners or others, by anyone engaged in the ministry of First Congregational United Church of Christ, Hendersonville, N.C. is unethical and unprofessional behavior and will not be tolerated by this congregation. Possible remedies will be addressed in the Personnel Policies Manual.

### **ARTICLE XVII - DISSOLUTION**

In the event of the dissolution of the Church (and after payment of all obligations), its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to a nonprofit local or national agency(ies), as voted upon at a Congregational Meeting. Under no circumstances shall any assets in dissolution be distributed to the membership of the Church.

### **ARTICLE XVIII - AMENDMENT OR REPEAL**

These Bylaws may be amended, added to, or repealed at any Congregational Meeting called for the purpose:

- a. By a two-thirds (2/3) affirmative vote of the members present, entitled to vote, and voting at such meeting.
- b. The complete text of the proposed changes shall be available in the Narthex at least two weeks prior to the Congregational Meeting.

These Bylaws were amended on these dates.

Amended at guidance of the Church Council - January 25, 2015

Amended as recommended by Transition Leadership Team and approved by the Church Council and congregation - January 27, 2019