

Bylaws

UNIVERSITY BAPTIST CHURCH

1223 West Main
Charlottesville, VA

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ARTICLE I: CHURCH MINISTRIES

1. SERVICES OF WORSHIP

- A. The church will meet regularly on Sunday mornings for worship. These services will be conducted under the direction of the Senior Minister and/or Associate Minister(s).
- B. Services of worship may also be held on other days and at other times as scheduled by the Senior Minister or the Active Deacons. In the absence of the Senior Minister, the most senior Associate Minister may schedule services of worship at alternative times.
- C. The ordinance of believer's baptism by immersion will be observed as an act of public worship, and administered by the Senior Minister or whomever the Senior Minister and/or Active Deacons shall authorize. The Active Deacons shall authorize the administration of the ordinance of believer's baptism in the absence of the Senior Minister.
- D. The ordinance of the Lord's Supper will be observed in worship monthly, and as otherwise scheduled by the ministerial staff. Participation is open to all who profess and practice faith in our Lord Jesus Christ.
- E. Christian wedding and funeral services will be conducted according to the policies of both the church and the clergy.
- F. The licensing of ministerial candidates, and the ordination and installation of clergy and Deacons will be conducted as acts of public worship.
- G. The church may license a person to the ministry, upon recommendation of the Senior Minister and Active Deacons, and a three-fourths vote in Church Conference, as an acknowledgment of the candidate's calling and as encouragement to make preparation for it.
- H. The church may ordain a person to the ministry of clergy who professes a calling, has made preparation, and entered active service. Upon recommendation of the Senior Minister and Active Deacons, a council will be organized under the direction of the Senior Minister to examine the candidate and determine his or her fitness for ministry. After receiving the report of the council, and approving it by an affirmative three-fourths vote in Church Conference, the church may proceed with the ordination.
- I. Clergy who are called to serve the church in Senior or Associate Ministerial positions will be duly installed to their offices in a worship service of the church.
- J. Members in the ministry of Deacon will be elected, ordained, and installed according to Article IV of the Bylaws and the Leadership Manual of this congregation.

2. PROGRAMS OF CHRISTIAN RELIGIOUS EDUCATION

- A. Bible Study classes for all ages will be conducted on Sunday mornings and at other times depending on the circumstances of the group.
- B. Other educational programs and activities will be provided to meet the need for Biblical, theological, and ethical instruction, for practical training in ministry, and for spiritual formation.

3. WOMAN'S MISSIONARY UNION

The church will have a Woman's Missionary Union (WMU) with officers and forms of organization as needed. The responsibilities of the WMU will be: (1) to teach about missions; (2) to lead persons to participate in missions; and (3) to provide organization and leadership for special mission projects of the church.

4. CHURCH MUSIC MINISTRY

There will be a church music ministry under the direction of the designated Associate Minister. Officers and/or organizations will be established as needed. The purposes of the ministry will be: (1) to instill a sense of ministry and service through choral participation; (2) to teach the principles and techniques of music to children, youth and adults; and (3) to make music a tool for worship and spiritual expression.

5. FELLOWSHIP AND IN-REACH MINISTRIES

The church will plan and carry out work that aims to strengthen the ties of fellowship among all the worshipping community of University Baptist Church. The church will sponsor programs that strengthen the community of faith through systematic and caring ministries that meet the needs of the congregation in times of celebration and sorrow.

6. SERVICE MINISTRY

The church will contribute to and participate in efforts that serve the needs of individuals and families in the community as well as the congregation.

7. OUTREACH MINISTRY

The church will provide a regular program of outreach designed to expand the worshipping community of University Baptist Church.

8. OTHER MINISTRIES

Other ministries will be established as deemed necessary to carry out the mission of the church.

ARTICLE II: MEMBERSHIP

1. CANDIDACY FOR MEMBERSHIP

- A. Seeking to be an authentic community of Christians who love and care for each other as a family, University Baptist Church openly welcomes and includes all people regardless of age, background, disability, ethnicity, gender, race, or sexual orientation. We believe that all people have important gifts to share in God's family. Full rights and responsibilities of membership in University Baptist Church are open to all who publicly profess a personal faith in Jesus Christ through Christian baptism.
- B. Any person may present himself or herself as a candidate for membership in this church. All such presentations will be made publicly at any regular worship service at which an invitation is given, and membership will be approved by the vote of the congregation. If a person is unable to be present to respond to an invitation, then a Minister may present the candidate's request for membership to the congregation for approval by vote.
- C. It is expected that all candidates will:
 - 1. Publicly profess a personal faith in Jesus Christ; and
 - 2. Be of sufficient age and maturity to understand and exercise the responsibility of Christian living and church membership; and
 - 3. Be familiar with this congregation, and willing to commit as a member to full participation, support, and service; and
 - 4. Meet one of the following criteria:
 - i. Profess a prior experience of Christian baptism, regardless of the mode of baptism (this method of joining the church does not require a candidate to give up membership at a previous church); or
 - ii. Undergo baptism by immersion¹ by this church; or
 - iii. Request transfer of a letter of membership from another Christian church; or
 - iv. Request restitution of membership where the candidate's previous membership in this church has been terminated.
- D. All new members will be encouraged to participate in a new members' class.
- E. The Senior Minister is responsible for postponing the presentation for membership of any candidate who does not meet the above criteria or who may require more introduction or preparation.
- F. In the absence of the Senior Minister, this task belongs to an Associate Minister or the Chair of Active Deacons. Any such postponement is subject to review and recommendation of the Active Deacons.

¹ For good cause, including but not limited to medical necessity, the congregation may vote to allow a substitute form of baptism.

2. RIGHTS OF MEMBERS

Every member of the church:

- A. May participate in the worship services, ministries, and activities of the church as administered by the church;
- B. Is entitled to vote on all questions submitted to the church in conference, provided the member is present, and in all elections; and
- C. Is eligible for consideration by the membership as a candidate for elective offices and other leadership/service positions in the church.

3. RESPONSIBILITIES OF MEMBERS

Every member of the church is expected to participate and support the church in the following ways:

- A. To bear witness to Christ both in the church and in the world;
- B. To promote the unity and harmony of the church;
- C. To love and pray for one another;
- D. To serve in the work of the church;
- E. To give generously to the financial support of the church; and
- F. To attend worship services, educational programs, and fellowship activities regularly.

4. TERMINATION OF MEMBERSHIP

Membership may be terminated in any of the following ways:

- A. By death of the member;
- B. By transfer of letter of membership to another congregation;
- C. By request of the member; or
- D. By exclusion due to action of the congregation. In this case a three-fourths vote in church conference is required for exclusion.

5. MAINTENANCE OF CHURCH MEMBERSHIP ROLL

- A. The church membership roll will be maintained by the Church Clerk. Transfers of membership letters will be processed, and all additions and terminations will be duly recorded in order to keep the record complete, accurate, and up-to-date.

All changes in the membership roll (additions, deletions, and those moving from active to inactive status, etc.) will be reported to the congregation at least quarterly at a church conference, town hall meeting, or through other means.

- B. The membership roll will be divided into two sections:
- (1) Active Section - the names of participating resident or homebound members; and
 - (2) Inactive Section - the names of non-resident or non-participating members.

The active section of the membership roll will be considered the official church roll for reporting purposes.

Annually the Chair of the Active Deacons and the church clerk will review the church membership roll, transferring to the inactive section those members who have moved from the area or who have discontinued their support and interest in the church for one year, or transferring to the active section those members who have resumed their support and interest in this church.

- C. The church clerk will also maintain lists of visitors and church mailing lists, and will make additions and deletions in accordance with church policy.

ARTICLE III: LAY LEADERSHIP

1. CHURCH ADMINISTRATION

Administration of the church shall be conducted according to the Constitution, Bylaws, and Leadership Manual. Current reference copies of the Constitution, Bylaws, and Leadership Manual will be kept on file in the church office.

2. SELECTION OF LAY LEADERS

Except where otherwise expressly provided in these Bylaws, Church Officers, chairs of committees and councils, and members of committees and councils not automatically selected as a result of elected position must be active members of this church and shall be nominated by the Nominating Committee and elected by the church in conference. In all such cases, nominations may also be received from the floor in the church conference at which the election is to take place. Elections shall be by majority vote, for terms concurrent with the church operational year.

In unusual circumstances, the Nominating Committee may, with Church Council approval, recommend for election people who are not church members to serve on Committees and Councils in a non-voting capacity. However, the chairs of Committees and Councils must be members of the church.

If vacancies occur during the year on committees, councils, or Church Officer positions, the Nominating Committee will nominate a replacement to serve for the unexpired

portion of the term. This replacement must be approved by Church Council and reported at the next regular Church Conference.

3. CHURCH COUNCIL

The Church Council is to be composed of the following: Senior Minister, Associate Minister(s), Ministry Coordinator(s), Chair of the Deacons, Moderator, Chairs of all standing committees and councils, and four at-large members of the congregation. The four at-large members shall be nominated by the Nominating Committee and elected by the congregation to a two-year term, with half beginning their term each year. The Nominating Committee shall nominate one of the existing or newly nominated members of Church Council to be the chair of Church Council for election by the church to a one-year term as chair.

Church Council will be the principal lay administrative body of the church, with responsibilities for the sharing of information between various groups, coordinating their functions, and resolving conflicts among them. The standing committees, councils, and teams will have their normal job descriptions defined in the church Leadership Manual. Church Council, however, has the authority to assign additional tasks, form new teams or remove existing teams, create ad hoc committees to perform specific tasks as the need arises, and exercise its discretion to deal with issues and tasks which it determines do not fall within the job descriptions of other committees, councils, or teams. Church Council has the authority to modify the Leadership Manual, periodically updating it to reflect changes in organizational structure and processes, and it shall report significant changes at the next regular Church Conference.

It is not intended that Church Council should have the power to control substantive functions of committees, councils, and teams; but, rather, that it will assure that job assignments are prepared and delivered to the various groups, that any tasks which arise get assigned to the proper group for handling, and that efforts are coordinated.

4. CHURCH OFFICERS

Except where otherwise expressly provided in these Bylaws, Church Officers shall be elected by the church in conference for a term of one year.

A. Church Trustees

Three trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years after the end of their most recent term. The trustees will elect a chair annually. The chair will be responsible for initiating the appointment of trustees by the court.

The Church Trustees shall hold in trust all church property. The Church Trustees shall have no power to buy, sell, mortgage, lease or transfer any real estate without a specific vote of the church authorizing each action. A two-week notice to the membership must be given before the sale, mortgage, lease or transfer of any property may be considered at a church conference.

It will be the function of the trustees to sign legal documents involving the sale, mortgaging, purchase, or rental of property or other legal documents where the signatures of trustees are required. Any one or more of the trustees may sign on behalf of all trustees. The trustees will make an annual report to the church regarding all leased properties.

B. Moderator

The Moderator will be the presiding officer at all church conferences and will serve on Church Council. In the event the Moderator is unable to attend a church conference, or during a conference must withdraw as Moderator, the chair of the Active Deacons will serve as the Moderator. In the event neither is able to serve in that capacity, the Moderator may suggest a moderator pro tempore to be elected for such conference.

C. Endowment Fund Trustees

Three Endowment Fund Trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years after the end of their most recent term. The trustees will elect a chair annually. The Church Treasurer will be an ex officio member of the Endowment Fund Trustees.

D. Treasurer and Assistant Treasurer

The Treasurer will be responsible for the receipt and disbursement of all church funds following the unified budget concept. The Treasurer, in concert with the Finance Committee, shall establish policies and procedures for the receipt and disbursement of church funds.

The Treasurer or his/her designee shall deposit all monies and other valuables in the name of and to the credit of the church in such depositories as designated by the Finance Committee. Information on the receipt of funds shall be coordinated with the Financial Secretary in order to enable the Financial Secretary to post contributions to individual members' records.

The Treasurer shall disburse funds of the church upon the receipt of proper authorization and/or documentation.

The Treasurer or his/her designee shall prepare an accounting of all financial transactions and resulting fund balances on a monthly basis and at other times as requested by the Finance Committee.

The Treasurer shall coordinate with and/or delegate specific duties to the Financial Secretary as he/she deems necessary to fulfill the responsibilities of Treasurer.

The Treasurer shall serve as an ex-officio member of the Endowment Fund Trustees and the Finance Committee.

In the event the Treasurer cannot fulfill the duties of the office, the Assistant Treasurer shall assume these responsibilities.

E. Church Clerk

The Church Clerk will be responsible for maintaining the membership files and other records required by the church and reporting changes in the membership roll quarterly. Membership in the church is not a requirement for this office. In lieu of electing this officer, the Senior Minister may designate one of the church administrative staff to serve as Church Clerk.

F. Recording Secretary

The Recording Secretary will be responsible for recording, signing, distributing and preserving the minutes of all church conferences.

G. Parliamentarian

It will be the responsibility of the Parliamentarian to rule upon all questions of parliamentary procedure and order raised during church conferences. In the absence of the parliamentarian, the moderator may appoint an acting parliamentarian for a specific church conference.

H. Historian

The Historian shall inventory and maintain the church archives. The church archives will be located on church property, or in a permanent, protected archive facility, and will include, but not be limited to, those items of historical interest designated by the Church Council. Some historical items may also be archived electronically. The Historian will periodically inform the membership of historical information about the church.

5. MESSENGERS AND REPRESENTATIVES

A. Messengers

The church in conference may elect church members to serve as messengers to specific associational and denominational conferences and meetings. Messengers are free to vote their conscience on all items of business at those conferences and meetings. Messengers are to serve in that capacity only for the designated conference or meeting.

B. Representatives

The church in conference may elect church members to serve as representatives to other organizations and meetings. Representatives may be asked to carry and state an official position of the church or, in the absence of specific instructions, may represent the church as they think best. Representatives may serve in that capacity for a specific period of time as designated by the church or, if undesignated, will continue to serve as representatives to the same organization until the church acts to replace the representative, or to terminate the appointment, or the representative resigns.

6. COMMITTEES, COUNCILS, AND TEAMS

The Committees, Councils and Teams of the church will operate in accordance with the Constitution, Bylaws, Leadership Manual, and the guidelines, policies, and administrative procedures that are maintained by Church Council. No committees or councils other than those which have been properly established and authorized in these Bylaws may be recognized as administrative bodies of the church.

A. Committees

The standing committees of University Baptist Church are the following: Building and Grounds, Finance, Nominating, and Personnel. Unless otherwise defined in these Bylaws, committees will be composed of six church members elected to serve three-year terms, with one third of members rotating off each year. The Nominating Committee will recruit and nominate one member or nominee of each committee to serve as its chair for a term of one year.

1. Buildings and Grounds Committee

The Buildings and Grounds Committee shall be responsible for the care, safety, and maintenance of church property, including the physical building and attached structures, parking lots, grounds, playground area, and facility equipment. The committee shall also be responsible for overseeing the safety and security of the building and the safety of those who attend services. The committee will authorize expenditures related to the maintenance and minor improvements of the church property, and it will recommend major maintenance and improvement items to Church Council.

2. Finance Committee

The Finance Committee shall maintain and supervise the church's financial program in all its dimensions. It shall oversee the receipt and disbursement of church finances, regularly monitor and inform the congregation of the church's financial status, and prepare and recommend to the congregation a proposed budget for each calendar year. The Treasurer of the church is to be an ex-officio member of the Finance Committee.

3. Nominating Committee

The Nominating Committee is to be composed of six members, including a chair, who are to be recruited and nominated by the Active Deacons for election by the church in conference. The Nominating Committee is responsible for the recommendation and recruitment of lay leaders in the church, including church officers, members and chairs of committees and councils, at-large members of Church Council, and the chair of Church Council. The Nominating Committee will also function as a resource to help Teams find new Team Members and to help church members find positions in which to serve.

4. Personnel Committee

The Personnel Committee is to determine, administer, and where appropriate recommend to the church changes in all matters of policy related to the employment and work responsibilities of church ministers, administrators and

other employees. The committee is to review and approve recommendations received from the Senior Minister for employment and termination of non-ministerial personnel (e.g. office administrative staff, custodian, organist, etc.). The committee is to review and make recommendations to the church concerning all requests for additional ministerial and non-ministerial personnel. The committee is to recommend a personnel compensation and benefits package to the Finance Committee each year to be considered in the annual budget.

B. Councils

In addition to Church Council, the standing Councils of the church are the Missions Council and the Youth Ministry Council. Councils are responsible for actively and regularly overseeing an assigned portion of the church's life and work. They are comprised in part or totally of members appointed for service as a result of their election to specified leadership positions. The Missions Council and the Youth Ministry Council shall choose their own chairs, who shall serve on Church Council. At-large members of the Missions Council and Youth Ministry Council serve one-year terms.

1. The Missions Council is composed of the Woman's Missionary Union (WMU) Director, the chairs of each of the WMU Circles, and three at-large representatives from the congregation who will be nominated by the Nominating Committee and elected by the congregation. The Missions Council is to coordinate, promote, advocate, and assess the missions activities of the church.
2. The Youth Ministry Council is composed of the teachers from the Youth Bible Study Department, the Youth Ministry Coordinator, and four at-large members of the congregation (two youth and two adults) who will be nominated by the Nominating Committee and elected by the congregation. The Youth Ministry Council is to plan, coordinate, and direct a comprehensive program of activities for and ministries with the youth of the church (grades 6 through 12).

C. Teams

Teams provide a variety of specific services to the church and may have various numbers of members according to their function. Anyone may join or leave a Team at any time during the year, and there is no church membership requirement to serve on a team except that the team leader must be a church member. Each Team shall select its own Team Leader annually at the beginning of the church organizational year and report this information to the Nominating Committee. Each team will also report changes in team membership to the Nominating Committee, who will, in turn, report these changes to the Church Council. The current list of Teams is to be maintained in the Leadership Manual. Church Council may form or remove Teams as needed and shall update the Leadership Manual accordingly, reporting significant changes at the next regular Church Conference.

ARTICLE IV: ACTIVE DEACONS

1. ACTIVE DEACONS

Deacons are elected and ordained to be the lay ministerial leaders of the congregation. The Active Deacons will be the group with primary responsibility for areas of lay ministry, including ministries to the congregation, evangelism, outreach, discipleship, denominational relations and matters of faith. Together with the Staff Ministers and the Church Council, the Active Deacons will establish the general direction and focus of the church's life and work. The Active Deacons will be primarily concerned that the congregation be spiritually healthy and that the church fulfill its mission according to its understanding of the will of God.

2. COMPOSITION AND ELECTION

The Active Deacons will consist of twenty-one church members elected to serve for a three-year term, coinciding with the church organizational year. Annually one third of the Active Deacons will rotate off and be replaced by others elected by the congregation. A Deacon who rotates off is not eligible to serve as an Active Deacon again for at least one year.

All active church members who are at least 18 years of age and living in the central Virginia area are eligible for election except those who have served as Deacon within the current organizational year and those who have been designated Deacon Emeritus. See the Deacon Handbook for details of the election process.

The election of Deacons will be held in the spring of each year and conducted by ballot of the church membership (one ballot submitted per church member).

The deacons are elected by plurality, with the seven nominees receiving the largest number of votes and who are willing to serve being elected. In the event two or more members receive an equal number of votes for the seventh position, the active Deacons will break the tie by majority vote.

In the event a Deacon is unable to fulfill his/her term of office, the vacancy will be filled by the person receiving the next highest vote count in the previous election or as an additional person in an upcoming election, as determined by the procedure defined in the Deacon Handbook.

All newly elected Deacons who have never been ordained, either as a minister or Deacon, by laying on of hands by a church of like polity will be so ordained in a service of ordination. After the ordination, all newly elected Deacons will be installed into the office at the beginning of the organizational church year.

3. DEACON EMERITUS

The Active Deacons may make nominations to the church for election to the office of Deacon Emeritus. This office will recognize those Deacons who have demonstrated enduring and excellent qualities of leadership and who have served faithfully with distinction. Persons elected to the office of Deacon Emeritus may attend Deacons'

meetings as non-voting members and have other such privileges as are designated by the Active Deacons.

ARTICLE V: CHURCH STAFF

1. ROLES AND QUALIFICATIONS

University Baptist Church will have staff members as needed to carry out the mission and ministries set forth in the Constitution and Bylaws. All staff members will be persons whose commitment to Jesus Christ, gifts for ministries, training for specific roles, and lifestyles demonstrate worthiness to serve on the church staff. The Senior Minister is to be ordained, and all ministers are to be installed and are to become members of the church. In addition to the specific duties that staff members are employed to perform, they are expected to avail themselves to member requests such as weddings and funerals. Ministers will work with the Personnel Committee to develop a covenant outlining their terms of ministry and the responsibilities of both the minister and the congregation.

A. Senior Minister

The Senior Minister is responsible for leading the church to accomplish its mission and ministries. The Senior Minister will lead the congregation, organizations and the church staff in forming and performing their commitments to Christ, the church and to the world. The Senior Minister will function as a leader in worship, proclamation, education, pastoral care; will serve as administrative head of the church staff; and will serve as the chief executive officer of the church, recommend and interpret long range goals and strategies to the Church Council and to the church, and evaluate the long range effectiveness of church programs and ministries.

B. Associate Minister(s)

The Associate Minister(s) will share with other ministers in leading the church to accomplish its mission and ministries. This will be accomplished under the leadership of the Senior Minister. The Associate Minister(s) will lead the congregation in performing any special ministry of the church which is designated as being under that Associate Minister's stewardship.

C. Other Ministry Staff

Other staff members may be employed to fulfill ministry coordination roles such as those to specific age groups. Qualification requirements will be based on the specific duties.

D. Church Administrative Staff

1. The Administrative Staff is responsible for general office support such as: secretary to the ministers, receptionist, print and electronic communication, and other duties as requested by the Senior Minister.
2. The Financial Secretary will be a member of the administrative staff who will receive records from the Treasurer, or other persons counting the offering and

other receipts of contributions, which will enable the posting of contributions to individual member records. Specific record-keeping procedures will be developed and implemented in concert with the Treasurer and the Finance Committee.

E. Organist

The Church Organist will preside at the organ and piano during regularly scheduled and special worship services of the church; provide music that will enrich the worship experience; accompany the adult choir; accompany other groups upon request from one of the ministers; and work under the supervision of the Associate Minister for Music. The role of Jubilate Accompanist may also be combined with the Church Organist position.

F. Custodian

The Custodian will be responsible for the cleaning and upkeep of the church building and grounds and performing other related duties as directed by the Senior Minister or his/her designee, and in concert with the Buildings and Grounds Committee.

2. SELECTION OF SENIOR AND ASSOCIATE MINISTERS

The Personnel Committee will organize and promote the work of ministerial search committees (ad hoc), when necessary. Each search committee will consist of eight members: the chair of the Personnel Committee or their designee; one nominated from and by the Active Deacons; two nominated from and by the committee or organization, selected by Church Council, whose work is the closest to the work for which the minister is being sought, and four nominated from the church membership-at-large by the Nominating Committee. The Nominating Committee shall attempt to nominate members who represent diverse views, ages and groups. All the members of the ministerial search committee will be presented by the Personnel Committee for election by the church in conference. The clergy will advise the search committee as requested by that committee. The Search Committee will elect its chair, vice-chair, and secretary.

In the case of a vacancy on a ministerial search committee, the committee will work with Church Council to determine whether to fill the vacancy. If a new committee member is to be selected, the candidate will be chosen in the same manner as the person they are replacing and will be subject to election by the congregation.

The ministerial search committee will identify the needs and seek the advice of the congregation regarding the qualifications for the minister sought; recruit and interview prospective ministers for the position; and recommend to the church the minister to be called and the conditions under which the call will be extended. The recommendations that a call be extended shall be submitted by the Search Committee to the Personnel Committee, the Finance Committee, the Church Council, and the Active Deacons for review and comment before being presented to the church for final action in conference.

The call of a minister shall come before the church at a regular or called church conference, written notice of which and its purpose, will be provided no less than two

weeks in advance. Only one candidate at a time shall be presented to the church. Ministers will be called for an indefinite period of time, unless otherwise specified in the covenant.

At least one week prior to the vote of the Church on the call of a minister, the Search committee shall make available a report of the Search Committee which shall include non-identifying background on the candidate and the recommended terms of the call which shall include start date, compensation and other employment terms.

An affirmative three-fourths vote at the church conference will be necessary to extend a call. The Search Committee will maintain close communication with the new minister in order to appropriately coordinate the minister's move and transition during his/her initial year of service.

3. TERMINATION OF MINISTERS

Unless otherwise specified in the call or covenant, ministers will serve until they or the church elect to terminate the relationship. A minimum of thirty days' notice will be given by either party prior to the effective date of any such termination. Acceptance of the resignation will be considered at a regular or called church conference.

In order to consider the involuntary termination of a minister's services, a regular or called church conference will be held, written notice of which and its purpose will be provided no less than two weeks in advance. An affirmative three-fourths vote will be necessary to terminate the services of a minister. All termination disputes shall be resolved by a grievance or arbitration process detailed in the Personnel Policies and Procedures Handbook.

4. SELECTION AND TERMINATION OF NON-MINISTERIAL STAFF

Non-minister hiring and termination shall be performed by the Personnel Committee in consultation with the Senior Minister and other applicable ministers. All termination disputes shall be resolved by a grievance or arbitration process detailed in the Personnel Policies and Procedures Handbook.

5. GENERAL REQUIREMENTS

All employees shall abide by the Standards of Conduct in the Personnel Policies and Procedures Handbook.

ARTICLE VI: CHURCH CONFERENCES AND CHURCH YEARS

1. CHURCH CONFERENCES AND TOWN HALL MEETINGS

- A. Called church conferences may be held to consider special matters of a significant nature. Such conferences may be called by the Senior Minister (or the senior Associate Minister in the absence of the Senior Minister), the chair of the Active Deacons or the chair of Church Council. A two-week notice must be given to the membership for called church conferences. A shorter notice may be given if, in the opinion of at least two of the three aforementioned church officials, an urgent matter needs the attention of the church. The quorum for a properly called church conference consists of those members attending.
- B. In contrast to formal church conferences, Town Hall meetings may be held from time to time to informally share information, seek feedback from the congregation, provide timely committee reports of upcoming programs/ministries, etc. Working with the Moderator and the chairs of the Active Deacons and Church Council, the senior minister shall establish the agenda and provide two weeks' notice to the congregation. Consistent with the calling of church conferences, the two week requirement may be waived in the event two thirds of the chairs of Active Deacons and Church Council and Senior Minister feel there is an urgency to waive such notice.
- C. Annual Church Conferences and Reports
 - 1. Fiscal year reports from the Finance Committee, Treasurer, and Endowment Fund Trustees will be given at a church conference or town hall meeting to be held in the first quarter of the calendar year.
 - 2. Any committee, council, team, officer, or minister may make a report at any church conference.
 - 3. All committees and councils, other than those specified in subsection 1, should present a written report at least once a year. Such reports shall be presented at a Church Conference or Town Hall meeting as determined by Church Council.
- D. In unusual circumstances dealing with an especially significant matter, the church may elect to use an absentee voting system in lieu of a vote in Church Conference to enable more members to vote on the matter. A proposal to use an absentee voting system for a specific matter in lieu of a Church Conference vote requires the affirmative recommendations of the Senior Minister, Chair of Active Deacons, and Chair of Church Council, and approval in a Church Conference for each instance of use. The notice of a Church Conference to authorize such absentee voting shall include its purpose and the specific matter under consideration, and shall be given through the church newsletter and other distribution methods as appropriate at least two weeks prior to the conference. Approval of a proposal to allow such absentee voting shall be by a two-thirds vote in Church Conference for each instance of use.

The system for conducting the absentee voting may include mail-in ballots, hand-delivered ballots, and/or email ballots or other forms of electronic voting. The rules and procedures to be used for absentee voting shall be developed by the Church Council, in consultation with the Moderator and the Parliamentarian, shall ensure that the "one-member-one-vote" concept is maintained, and must be approved in Church Conference

by a two-thirds vote. Notice of the conference to approve the system and procedures for absentee voting, its purpose, and the proposed rules and procedures shall be given through the church newsletter and other distribution methods as appropriate at least two weeks prior to the conference.

2. CHURCH YEARS

The fiscal year of the church will be January 1 - December 31. The organizational year for the church will be September 1 - August 31.

ARTICLE VII: CHURCH FINANCES

1. UNIFIED BUDGET

In recognition of our responsibility to properly administer the funds which are received to carry out God's work in worship, proclamation, education and ministry, we subscribe to the concept of a unified church budget. All collections will be properly recorded on the books of the church and all approved expenses will be paid from the church treasury.

2. ENDOWMENT FUND

The Endowment Fund will be a trust consisting of all gifts designated for the Endowment Fund or otherwise designated for investment, either perpetually or for a specified period of time.

Prior to accepting any endowment, the Endowment Fund Trustees will review all of its terms and conditions. They will then accept, reject, or attempt to renegotiate the terms of the endowment on behalf of the church consistent with the trustees' understanding of church policies.

All endowments which are not made for a specified purpose will be held and invested by the trustees and administered in accordance with policies adopted from time to time by the Trustees and the Finance Committee which are consistent with the Uniform Prudent Management of Institutional Funds Act (UPMIFA). Expenditure of such funds is to be administered by the Finance Committee in accordance with policies adopted from time to time by the congregation.

All endowments which are made for a specific purpose will be held, invested and expended by the trustees according to the terms and conditions of such endowments.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the church may adopt.

Congregational votes (majority, two-thirds, and three-fourths) are defined as counting the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting.

ARTICLE IX: INTERPRETATION, REVIEW AND AMENDMENTS

1. INTERPRETATION OF THE CONSTITUTION AND BYLAWS

The Senior Minister, the chair of the Active Deacons and the chair of Church Council will jointly be the official interpreters of the Constitution and Bylaws, subject to appeal to the membership in church conference.

2. REVIEW OF CONSTITUTION, BYLAWS AND LEADERSHIP MANUAL

On or before June 1 of every third year, the Active Deacons and Church Council will establish a Joint Administrative Review Committee (JARC) to review the church Constitution, the Bylaws and the Leadership Manual, and make recommendations where appropriate for amendments. The recommendations of this Joint Administrative Review Committee (JARC) will be made to the Active Deacons and Church Council, after which the report will be presented at the next Church Conference for approval.

3. AMENDMENTS TO BYLAWS

Amendments to the Bylaws shall be made at a church conference. Notice of the conference, its purpose, and the proposed changes shall be given through the regular church newsletter and other distribution methods as appropriate, at least two weeks prior to the conference.

Approval of amendments to the Bylaws shall be by a two-thirds vote.