

BY-LAWS  
FRIENDS CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
College Station, Texas

Adopted 6/23/99, Amended 6/27/2004

ARTICLE I. OBLIGATION TO UNITED CHURCH OF CHRIST

SECTION A. WIDER CHURCH

The Congregation shall regularly contribute toward the work and mission of the United Church of Christ, the South Central conference, and the Brazos Association.

SECTION B. DELEGATES TO WIDER CHURCH

The appropriate number of delegates and alternates from this Congregation, as indicated by the Constitution and the by-laws of the South Central Conference and the Brazos Association, shall be appointed by the Steering Ministry.

ARTICLE II. MEETINGS

SECTION A. ANNUAL CONGREGATIONAL MEETING

The Congregational meeting will be held prior to July 1, the start of the Church year.

SECTION B. NOTICE OF MEETINGS

Notice of the Congregational meetings, including their purpose, will be given in writing at least one week in advance and will be announced during the Sunday worship service preceding the meeting.

SECTION C. SPECIAL MEETINGS

A Special meeting of the Congregation may be called at any time by the Steering Ministry or by ten (10) members of the Congregation by petition to the Moderator. The meeting will be held within two weeks (14 days) of the presentation of the petition to the Moderator. No other business will be transacted except that for which the meeting was called.

SECTION D. VOTING PRIVILEGE

Members of the Church present at a meeting will be entitled to vote. Absentee balloting may be available at the discretion of the Steering Ministry.

SECTION E. OPEN MEETINGS

Any Church member may attend any Church meeting (excluding Pastoral Relations) in a non-voting capacity and may participate in any and all discussions.

ARTICLE III. ELECTIONS

SECTION A. SCHEDULE FOR ELECTIONS

At the Annual Congregational Meeting the Church membership will elect officers. The following schedule will be followed:

<u>Even Years</u>	<u>Odd Years</u>
Congregational Representative	Moderator
Deputy Moderator Trustees	Deputy Moderator Programs
Treasurer	Secretary
Stewardship Chair	Congregational Representative
Personnel Chair	Property Chair
Youth Representative Trustees	Financial Secretary
Worship Chair	Spiritual Growth Chair
Outreach Chair	Youth Representative Programs
Congregational Care Chair	Christian Education Chair
Justice & Mission Chair	Pastoral Relations Rep.
Pastoral Relations Rep.	Programs at-large member
Programs at-large member	

(See Structural Diagram on Page 7)

ARTICLE B. TERM OF OFFICE

The term of office for all elected officers will be two (2) years and will begin on July 1 following their election. No person will be elected to any one position for more than two (2) consecutive years.

ARTICLE C. LIMITATIONS OF SERVICE

No member of the Church will hold more than one elected position at a time, with the exception of members of the Pastoral Relations Ministry Team.

ARTICLE IV. NOMINATION COMMITTEE

ARTICLE A. PURPOSE

The purpose of this committee is to present a slate of candidates to the church membership at the Annual Congregational Meeting.

ARTICLE B. MEMBERSHIP

Nominating Committee will consist of the out-going Congregational Representative, who convenes and chairs the Nominating Committee, and two other members appointed by the Steering Ministry (who are not currently on Steering), and the Pastor as an ex-officio member.

ARTICLE V. STEERING MINISTRY

SECTION A. QUORUM

A quorum will consist of four (4) VOTING members.

SECTION B. CREATION OF AD HOC GROUPS

The Steering Ministry will have the authority to create any ad-hoc group for the purpose of examining special issues of concern and taking action in accordance.

## SECTION C. VACANCIES IN POSITIONS

The Steering Ministry will fill any vacancies that may occur in the offices of the Church during the year.

## SECTION D. OPEN MEETINGS

The Steering Committee may not hold closed meetings for any purpose, except in the case of sensitive personnel issues.

## SECTION E. DUTIES OF MEMBERS OF STEERING

1. The Moderator will preside at meetings of the Steering Committee, at the Annual Congregational Meeting, and at any other called Congregational meetings.

2. The Steering Ministry Secretary will keep an accurate record of the meetings of the Steering Ministry and all Congregational meetings of the church and make minutes available to the Congregation.

3. The Treasurer will be responsible for (1) the disbursement of all funds as authorized in the Statement of Faith (or by the Board of Trustees or Steering Ministry), (2) keeping accurate records and submitting a report to the Steering Ministry at each monthly meeting, (3) maintaining monthly/quarterly/yearly payroll records, (4) providing W-2's to church and church related employees, and (5) maintaining all financial records for IRS/Social Security according to applicable federal and state laws.

4. The Congregational Representatives will serve as a voice for members of the Congregation for all deliberations of the Steering Ministry. The Congregational Representative whose term is ending that year, will convene and chair the Nominating Committee.

5. The Deputy Moderator of the Program Ministry will (1) act as Chairperson of the Program Ministry Team, (2) serve as a liaison to the Steering Ministry from the Program Ministry, and (3) be responsible for ensuring leadership for major whole-church activities (e.g. Slumber Falls Retreat, Thanksgiving Dinner, BBQ, and Garage Sale.)

6. The Deputy Moderator of the Board of Trustees will (1) act as Chairperson of that Board (2) serve as a liaison to the Steering Ministry from the Board of Trustees, (3) work with Stewardship Chair in proposing the annual Statement of Faith (budget), and will act in the place of the Moderator when that individual is not present.

## ARTICLE VI. BOARD OF TRUSTEES

### SECTION A. RELATIONSHIP TO STEERING

The Board of Trustees is an autonomous instrumentality of the Church. The Board of Trustees will seek the counsel of the Steering Ministry for question or concerns about established policy.

### SECTION B. QUORUM

A quorum will consist of three (3) members of the Board of Trustees.

## SECTION C. DUTIES OF MEMBERS OF BOARD OF TRUSTEES

1. The Stewardship Ministry Chair will: (1) coordinate the annual stewardship program, (2) draft a proposed Statement of Faith and Mission (Budget) to be presented to the Board of Trustees, and (3) coordinate the Wider Church Offerings.

2. The Financial Secretary will: (1) monitor deposits of all moneys, contributions, and payments to the Church, (2) provide for the treasurer on a weekly basis bank receipt of deposits with breakdown, (3) reconcile the Church's financial records on a monthly basis, (4) keep records of pledge status and (5) provide quarterly reports of giving to members and friends of the Congregation.

3. The Property Ministry will be responsible for the maintenance and operation of any and all facilities and properties of the Church.

4. The Personnel Committee will: (1) make hiring recommendations to Steering for positions authorized by Steering (e.g. custodian, staff assistant, child care worker, and choir director), (2) develop and maintain job descriptions for all non-pastoral positions, (3) evaluate job performance on an annual basis, and (4) make wage/salary recommendations annually to the Stewardship Chair during the time of the Stewardship program.

5. The Youth Representative will provide a youth perspective to all deliberations of the Board of Trustees.

## ARTICLE VII. PROGRAM MINISTRY

### SECTION A. RELATIONSHIP TO STEERING

The Program Ministry is an autonomous instrumentality of the Church. The Program Ministry will seek the counsel of the Steering Ministry for questions or concerns about established policy.

### SECTION B. QUORUM

A quorum will consist of at least four voting members of the Program Ministry.

### SECTION C. DUTIES OF MINISTRIES

1. The Christian Education Ministry will: (1) oversee educational programs such as Sunday School, Vacation Bible School, Nursery, Youth Group, and other programs as they are developed, (2) recruit and train leaders for these programs, (3) obtain any necessary materials and supplies for Christian Education and, (4) coordinate with the Personnel Chair in staffing the nursery.

2. The Outreach Ministry will lead and equip the Congregation in reaching out to visitors and members of the community to share in the life of the Church. The Outreach Ministry will also be responsible for visibility of the Church.

3. The Congregational Care Ministry will assist and coordinate the care and nurture of Church members and friends and will lead, develop, and promote the fellowship life of the Congregation.

4. The Worship Ministry will cooperate with the Pastor in developing worship services for the Congregation. The Worship Ministry will coordinate with the Personnel Chair in staffing Choir Director position. The Choir Director will be an ex-officio member of the Worship Ministry.
5. The Spiritual Growth Ministry will assist and co-ordinate spiritual growth opportunities such as small groups, activities, and literature.
6. The Justice and Mission Ministry will extend the work of the Church to the community and the world through education on social justice issues and service projects and offerings.
7. The Youth Representative will provide a youth perspective to all deliberations of the Program Committee.
8. The At-Large members will act a representatives of the Congregation and provide support for the other Program Ministries.

#### ARTICLE VIII. OTHER PROGRAMS OF THE CHURCH

##### SECTION A. RELATIONSHIP TO THE CHURCH

The Church may enter into relationship with programs or organizations. These organizations are fiscally accountable through Steering. They will have on file a Statement of Purpose and will report at least annually to Steering. They cannot encumber debt in the name of Friends Church. If the programs or organizations dissolve, they are responsible for resolving any outstanding debts with the Church.

##### SECTION B. PROGRAMS

1. 2's School is a program for parents and their two year olds. This program provides a unique opportunity for parents to interact with other parents while their children play and learn together.
2. Just Peace Institute (JPI) is an inter-faith, community-based peace ministry. Its goal is to bring people together by encouraging tolerance, social justice, and a commitment to environmental stewardship.

#### ARTICLE IX. PASTORAL RELATIONS MINISTRY

##### SECTION A. COMPOSITION AND TERM OF OFFICE

The Pastoral Relations Ministry will consist of four members. Two will be appointed by Steering and two elected by the Congregation. The term of office is two (2) years with one appointed and one elected member taking office each year. Meetings are closed due to the sensitive nature of information discussed.

##### SECTION B. DUTIES

The Pastoral Relations Ministry team will serve as an advocate of the ministry and as a confidant of the Pastor so as to anticipate and resolve problems that might arise as well as work with the Pastor to permit that individual to grow and mature with the Congregation. Finally the

ministry team will seek to work with the Pastor in helping that person develop goals for the pastoral ministry and growth and development of the Church.

#### SECTION C. ANNUAL EVALUATION OF PASTOR

The Pastoral Relations Ministry team will evaluate the Pastor annually-- celebrating successes and setting goals for the coming year. They will make a salary recommendation (based on guidelines from the United Church of Christ) to the Board of Trustees as they prepare the Annual Statement of Faith.

### ARTICLE X. PASTOR

#### SECTION A. VACANCY

When a vacancy occurs in the Pastorate, the Steering Ministry will appoint a Search Committee of seven (7) persons from the Church membership and will, with the cooperation of the South Central Conference, United Church of Christ, recommend to the church a suitable candidate for the position.

#### SECTION B. TERMINATION

The termination of Pastoral duties may be effected by Congregational vote or by the Pastor upon ninety (90) days written notice. The requirement of the ninety days may be waived by mutual consent of the Pastor and the Steering Ministry.