

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

Adopted 6/23/99
Amended 6/27/04, 9/21/08, 5/10/10, 12/11/11, 6/23/13, 5/17/15, 6/14/2020

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 Heart of Texas 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 Heart of Texas Association, shall be appointed by the Church Council.

ARTICLE II. MEETINGS

SECTION A. CONGREGATIONAL MEETINGS

A Congregational Meeting to elect officers and receive the Annual Report will be held prior to July 1, the start of the Church year. (The Church year runs July 1 – June 30. The fiscal year coincides with the calendar year of January 1 – December 31.)

SECTION B. NOTICE OF MEETINGS

Notice of the Congregational meetings, including their purpose, will be given in writing at least two weeks in advance and will be announced during worship services preceding the meeting.

SECTION C. SPECIAL CONGREGATIONAL MEETINGS

A Special meeting of the Congregation may be called at any time by the Church Council or by ten (10) members of the Congregation by petition to the Moderator. The meeting will be held within three weeks 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 Church Council.

SECTION E. OPEN MEETINGS

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

ARTICLE III. ELECTIONS

SECTION A. SCHEDULE FOR ELECTIONS

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

Even Years	Odd Years
Congregational Representative	Moderator
Deputy Moderator Trustees	Vice Moderator
Treasurer	Deputy Moderator Programs
Stewardship Chair	Church Council Secretary
Personnel Chair	Congregational Representative
Youth Representative Trustees	Property Chair
Youth Representative Programs	Financial Secretary
Worship Chair	Spiritual Life Chair
Outreach and Evangelism Chair	Youth Representative Programs
Nurture Chair	Youth Representative Trustees
Justice & Mission Chair	Christian Education Chair
Senior and Associate Pastoral Relations Representatives	Fellowship Chair
Diversity and Inclusion Representative	Senior and Associate Pastoral Relations Representatives

SECTION 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, excepting Youth Representatives who serve for one (1) year terms. No person will be elected to any one position for more than two (2) consecutive years. If appointed to fill an unfilled term, that person may be elected for one (1) additional term (for a maximum of four years total).

The term of office for all elected Church Council positions will be two (2) years and will begin on July 1 following their election. The same Church Council position may not be held for longer than one (1) term with the exception of the Treasurer. The Treasurer position may be held for two (2) consecutive term.

SECTION 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. NOMINATING COMMITTEE

SECTION A. PURPOSE

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

SECTION B. MEMBERSHIP

The Nominating Committee will consist of the Congregational Representatives, two members suggested and approved by Church Council who are not currently on Church Council and the Pastor or Associate Pastor as an ex-officio member. It will be convened and chaired by the outgoing Congregational Representative. The Committee should be named by the March meeting of Church Council of each year and report back to the Church Council by the May meeting prior to the Annual Congregational Meeting.

ARTICLE V. FINANCE COMMITTEE

SECTION A. PURPOSE

The Finance Committee will budget, monitor and control how church funds are spent so that the church will have the necessary resources to fulfill its mission, vision, and strategy. The Committee will monitor the Endowment Funds, income and expenditures, Capital position, and the development of the Statement of Faith and Mission. The Committee is accountable to the Church Council and will submit regular reports with regard to the activities of the Committee. The Committee serves as a resource for daily financial operations.

SECTION B. MEMBERSHIP

Treasurer (Chair), Financial Secretary, Stewardship Chair, Moderator, Vice Moderator, and Pastors. Special advisors may be appointed.

ARTICLE VI. CHURCH COUNCIL

SECTION A. QUORUM

A quorum will consist of five (5) VOTING members.

SECTION B. CREATION OF AD HOC GROUPS

The Church Council 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 Church Council will fill any vacancies that may occur in the offices of the Church for the remaining term.

SECTION D. OPEN MEETINGS

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

SECTION E. DUTIES OF MEMBERS OF CHURCH COUNCIL

1. The **Moderator** will set the agendas and preside at meetings of the Church Council and all Congregational Meetings.

2. The **Vice Moderator** will assist the Moderator as necessary and will be Moderator Elect for the term immediately following.
3. The **Deputy Moderator of the Board of Trustees** will (1) act as Chairperson of that Board and (2) serve as a liaison to the Church Council from the Board of Trustees.
4. The **Deputy Moderator of the Programs Ministry** will (1) act as Chairperson of the Programs Ministry Team, (2) serve as a liaison to the Church Council from the Programs Ministry, and (3) be responsible for ensuring leadership for major whole-church activities.
5. The **Church Council Secretary** will announce dates of Church Council and Congregational Meetings, will keep an accurate record of the meetings of the Church Council and all Congregational Meetings of the church, and make minutes available to the Congregation.
6. The **Treasurer** will be responsible for (1) the disbursement of all funds as authorized in the Statement of Faith and Missions (budget) by the Church Council, (2) keeping accurate records and submitting a written report to the Church Council at each monthly meeting, (3) maintaining monthly/quarterly/yearly payroll records, (4) providing W-2s to church and church related employees, (5) maintaining all financial records for IRS/Social Security according to applicable federal and state laws, and (6) chairing the Finance Committee.
7. The **Diversity and Inclusion Representative** will serve as a voice for all and work to ensure that we, Friends Congregational Church, hold ourselves accountable, individually as well as collectively, for being a community of faith that is extravagantly welcoming to all. Accountability involves leadership at the (1) individual level, (2) interpersonal level, (3) group level, and (4) community level. In support of the 2020 Strategic Plan, the Diversity and Inclusion Representative will facilitate programming opportunities that work to accomplish these goals.
8. The **Congregational Representatives** will serve as a voice for members of the Congregation for all deliberations of the Church Council. The Congregational Representative whose term is ending that year, will convene and chair the Nominating Committee.

ARTICLE VII. BOARD OF TRUSTEES

SECTION A. RELATIONSHIP TO CHURCH COUNCIL

The Board of Trustees reports to the Church Council. The Board of Trustees will seek the counsel of the Church Council for questions 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. All individual Board of Trustees Ministries will report to and seek the counsel of the Church Council for questions or concerns about established policy.
2. The **Stewardship Chair** will: (1) oversee the annual stewardship program, (2) coordinate the Wider Church Offerings, and (3) serve on the Finance Committee.
3. The **Financial Secretary** will: (1) monitor deposits of all monies, contributions, and payments to the Church, (2) provide weekly bank receipts of deposits with breakdowns to the Treasurer, (3) reconcile the Church's financial records on a monthly basis, (4) confidentially keep records of pledges, (5) provide biannual reports of giving to members and friends of the Congregation and (6) serve on the Finance Committee.

4. The **Property Ministry** will be responsible for the maintenance and operation of any and all facilities and properties of the Church.
5. The **Personnel Ministry** will: (1) make hiring recommendations to Church Council for positions authorized by Church Council (e.g. custodian, staff assistant, child care worker, and Director of Music Ministries, and pianists), (2) develop and maintain job descriptions for all non-pastoral positions, (3) staff the nursery, (4) evaluate job performance on an annual basis with some exceptions (the Pianist will be evaluated by the Director of Music Ministries and the Director of Music will be evaluated by the Senior Pastor annually), (5) make wage/salary recommendations annually to the Stewardship Chair for consideration in the Statement of Faith and Missions, and (5) verify compliance with the UCC anti-harassment policy, including obtaining background checks.
6. The **Youth Representative** will provide a youth perspective to all deliberations of the Board of Trustees.

ARTICLE VIII. PROGRAMS MINISTRY

SECTION A. RELATIONSHIP TO CHURCH COUNCIL

The Programs Ministry reports to the Church Council. The Programs Ministry will seek the counsel of the Church Council for questions or concerns about established policy.

SECTION B. QUORUM

A quorum will consist of at least five (5) voting members of the Programs Ministry.

SECTION C. DUTIES OF MINISTRIES

1. All individual Programs Ministries will report to and seek the counsel of the Programs Ministry for questions or concerns about established policy.
2. The **Christian Education Ministry** will: (1) oversee educational programs for children and youth 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, and (3) obtain any necessary materials and supplies for Christian Education.
3. The **Outreach and Evangelism Ministry** will lead and equip the Congregation in reaching out to visitors and the community to share in the life of the Church. The Evangelism Ministry will be responsible for community visibility of the Church.
4. The **Nurture Ministry** will assist and coordinate the care and nurture of Church members and friends of the Congregation.
5. The **Fellowship Ministry** will lead, develop, and promote the fellowship life of the Congregation.
6. The **Worship Ministry** will cooperate with the Pastor in developing worship services for the Congregation. The Worship Ministry will co-ordinate with the Personnel Chair in staffing the Director of Music Ministries position. The Director of Music Ministries will be an ex-officio member of the Worship Ministry.
7. The **Spiritual Life Ministry** will assist and co-ordinate spiritual growth opportunities such as adult Sunday School, theology and book discussion groups, activities, and literature.
8. The **Justice and Missions 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.
9. The **Youth Representative** will provide a youth perspective to all deliberations of the Programs Ministry.

ARTICLE IX. OTHER PROGRAMS OF THE CHURCH

SECTION A. RELATIONSHIPS TO THE CHURCH

The Church may enter into relationships with outside programs or organizations. These organizations are fiscally accountable through Church Council. They will have on file a Statement of Purpose and will report at least annually to Church Council. They cannot encumber debt in the name of Friends Congregational Church. If the programs or organizations dissolve, they are responsible for resolving any outstanding debts with the Church. Outstanding assets will be dispersed through agreement with the entity's officers and the Church Council.

ARTICLE X. PASTORAL RELATIONS MINISTRY

SECTION A. COMPOSITION AND TERM OF OFFICE

The Senior Pastoral Relations team will consist of four members. Two will be appointed by Church Council and two elected by the Congregation. The Associate Pastoral Relations team will consist of four members. Two will be appointed by Church Council 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.

SECTION B. DUTIES

Each respective Pastoral Relations team will serve as an advocate of the ministry and as a confidant of the Pastor and Associate Pastor so as to anticipate and resolve problems that might arise as well as work with the Pastor and Associate Pastor to permit that individual to grow and mature with the Congregation. The ministry team will seek to work with the Pastor or Associate Pastor in helping that person develop goals for the pastoral ministry and growth and development of the Church. Each ministry team will meet with the Pastor or Associate Pastor on at least a quarterly basis to discuss these goals and the hopes and aspirations of members of the Congregations. Meetings are closed due to the sensitive nature of information discussed.

ARTICLE XI. SENIOR PASTOR

SECTION A. ANNUAL EVALUATION OF SENIOR PASTOR

Church Council will evaluate the Senior Pastor annually-- celebrating successes and setting goals for the coming year. Church Council will make a salary and benefit recommendations which consider Personnel's suggested increase(s) for staff. Recommendations will be used in preparing the Annual Statement of Faith and Missions.

SECTION B. VACANCY

When a vacancy occurs in the Senior Pastorate, the Church Council 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 C. TERMINATION

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

ARTICLE XII. ASSOCIATE PASTOR

SECTION A. ANNUAL EVALUATION OF ASSOCIATE PASTOR

The Senior Pastor will evaluate the Associate Pastor annually-- celebrating successes and setting goals for the coming year. The Senior Pastor will make a salary recommendation (based on guidelines from the United Church of Christ) to the Stewardship Chair for preparing the Annual Statement of Faith and Missions.

SECTION B. VACANCY

When a vacancy occurs in the Associate Pastorate, the Church Council 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 C. TERMINATION

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