

CONGREGATIONAL UNITED CHURCH OF CHRIST OF BUENA VISTA

REVISED BYLAWS

As Approved by the Congregation on August 26, 2007

ARTICLE I

NAME

The incorporated name of this Church shall be “CONGREGATIONAL UNITED CHURCH OF CHRIST of Buena Vista” located in Buena Vista, Chaffee County, State of Colorado.

ARTICLE II

PURPOSE

The avowed purpose of this church shall be to worship God, to preach the Gospel of Jesus Christ and to celebrate the sacraments; to realize Christian fellowship and unity within this Church and the Church Universal; to take positive action as witnesses of God’s love to the world; to render loving service toward mankind; and to strive for righteousness, justice and peace.

ARTICLE III

POLITY

1. This Church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and Bylaws of the United Church of Christ adopted July 4, 1961, and subsequently amended, relating to local churches.
2. The government of this Church is vested in its Members (the Congregation) who exercise the right of control in all its affairs, subject to the Laws of the State of Colorado relating to ecclesiastical and not-for-profit corporations.
3. This Church shall also be part of the Southeast Association of the Rocky Mountain Conference of the United Church of Christ and shall act in ways consistent with the Constitution and Bylaws of the Conference.

**ARTICLE IV
FAITH AND COVENANT**

1. **FAITH:** This Church acknowledges as its sole Head, Jesus Christ, the Son of God and Savior of all human kind. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to support its creative and redemptive work. It recognizes two sacraments: Baptism and Communion.
2. **Covenant:** The United Church of Christ Statement of Faith as found in the United Church of Christ Book of Worship and reproduced below shall be this Congregation's guide in faith and doctrine:

Statement of Faith
Doxology Version

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God,
and to your deeds we testify:

You call the worlds into being, create persons in your own image,
and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets
and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have
come to us and shared our common lot, conquering sin and death and reconciling
the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus
Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your
servants in the service of others, to proclaim the gospel to all the world and resist
the powers of evil, to share in Christ's baptism and eat at his table, to join him in
his passion and victory.

You promise to all who trust you forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace, your presence in trial and rejoicing,
and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen

**ARTICLE V
MEMBERSHIP**

1. The Congregational United Church of Christ of Buena Vista welcomes all who accept the Statement of Faith as their covenant with God and with the Church. They shall be received by confirmation, confession of faith, or letter of transfer from any other Christian church, or by reaffirmation of faith.
2. The Diaconate shall, at least annually, review the membership roll to identify those Members whose lack of attendance and support of the Church's ministries indicates they may have left the Church. The Diaconate will implement such spiritual care of these Members as it feels may aid in retaining their participation in the Church's fellowship and, where appropriate, recommend to the Council those Members to be removed from the rolls.
3. Letters of transfer to another church shall be granted by the Clerk to any member requesting same, with a copy provided to the Diaconate and the Pastor.
4. Persons holding membership in other churches and who reside in this community for a portion of the year may, by affirmation of the Church's Statement of Faith, become Dual Members of this Congregation
 - a. Dual Members shall be accorded the same privileges and are expected to assume the same responsibilities as other Members.
 - b. Dual Members have voting privileges when in attendance.
 - c. For reporting purposes, the Church Clerk and Diaconate shall make note of the dual membership on the Church rolls.

**ARTICLE VI
GOVERNING BODY**

The governing body of this Church shall be the Congregation assembled in congregational meeting. A vote of the majority of the Congregation physically present at a duly called meeting of the Congregation shall constitute the action of the Church. Between congregational meetings, authority is delegated to the Church Council, which will report at least annually to the Congregation.

**ARTICLE VII
CHURCH COUNCIL**

1. The voting members of the Church Council shall consist of the Moderator, Moderator Elect, Clerk, Treasurer, Financial Secretary, Chairs of the Church Boards, one other member from each of the Church Boards to be selected by that Board, and members from Affiliated Organizations (See Article XVI). The ex-officio non-voting members of the Council shall consist of the Pastor, Director of Christian Education and delegates to the Rocky Mountain Conference and Southeast Association.
 - a. All members of the Council, including ex-officio members, must be Members of this Church.
 - b. Ex-officio members do not have a vote and may not make motions for Council consideration.
 - c. The Council may meet in executive session at the discretion of the Moderator. Executive sessions include only elected members of Council.
2. The Church Council shall be the policy making body of the Church and shall transact the business of the Church in the interim between annual and special meetings of the Congregation.
 - a. The Moderator of the Church shall serve as the chair of the Council.
 - b. The Clerk shall serve as secretary of the Council.

3. There shall be an Executive Committee of Council consisting solely of the Moderator, Moderator Elect and the Chairpersons of each Board. The Executive Committee shall be convened by the Moderator as needed.
4. In addition to other functions and duties of the Council contained elsewhere in these Bylaws, the Council shall:
 - a. Continually review the activities of the Church to ensure compliance with the Statement of Purpose.
 - b. Present to the Congregation at the annual meeting a report summarizing the previous year's activities, together with a comprehensive program describing the chief objectives of the Church for the coming year.
 - c. Annually appoint a Stewardship Committee made up of one delegate from the Board of Trustees, one delegate from the Diaconate and three Church Members at large.
 - d. Annually appoint a Nominating Committee, of at least three Members of the Church, for the purpose of identifying Officer and Board candidates to the annual meeting.
 - e. Establish guidelines for voting representation on Council by Affiliated Organizations (See Article XVII).
 - f. Appoint interim Council and Board members in the event of vacancies between regular Congregational meetings.
 - g. Appoint the Church delegates to the Rocky Mountain Conference and Southeast Association for an annual term with reappointment allowed.
 - h. Appoint a Search Committee in the event of a Pastoral vacancy and call an Interim Pastor as needed.
 - i. Approve the Annual Church Budget for submission to the Congregation.
 - j. Appoint Council committees as appropriate.
 - k. Be responsible for assigning oversight of Restricted Funds.
 - l. Review the Bylaws as deemed necessary and recommend changes to the Congregation.
 - m. Recommend to the Congregation the establishment or termination of any paid staff position.
 - n. Hire and terminate paid employees of the Church, except for the Pastor, after discussion with the related Board.
 - o. Establish procedures whereby at least annual performance reviews shall be conducted of all paid staff. Such performance reviews shall have been completed such that salary or pay adjustments deemed appropriate can be recommended and acted upon by the Council prior to the annual budget creation process.
 - p. Meet at least monthly, or as otherwise determined by the Council, to conduct its duties.
 - q. Establish Policies and Procedures deemed necessary to carry out its functions and duties.
5. The Council shall have authority over each Board as follows:
 - a. A Board which is operating within the parameters of its Council approved budget does not require Council approval to make expenditures as its budget specifies, provided the purpose is within the mission of that Board. This guidance relating to the budget in this Section of the Bylaws applies to both the general fund and restricted fund portions of the budget.
 - b. A Board which has unexpended restricted funds that do not have a specific designated purpose may spend those funds provided the purpose is within the mission of that Board. However, funds donated for a specific purpose may not be expended for a different purpose without the permission of the donor(s).
 - c. A Board which wishes to make expenditures toward a project not contained in its budget must receive prior Council approval.
 - d. Notwithstanding the foregoing, the actions and proposed actions of Boards are subject to review and approval by the Council.

ARTICLE VIII BOARDS

1. There shall be four Boards: Christian Education, Diaconate, Mission and Ministry, and Trustees.
2. It shall be the responsibility of each Board, acting in its role as lay ministers, to assist the Pastor by developing policies to provide for worship, Christian education, and Christian ministry. The staff shall, under the direction of the Pastor, assist in the implementation of these policies and responsibilities.
3. Each Board shall consist of six elected members who are Members of the Church and who serve for a two year term.
4. Three members of each Board shall be elected annually.
5. Each Board may meet in executive session at the discretion of its Chair. Executive sessions will include only elected members of the Board.
6. No Board member shall serve more than two consecutive elected terms on a single Board.
7. Elected members of the various Boards and Church officers will be installed by the congregation in a service of worship following election.
8. Each Board is encouraged to carry out its mission on its own initiative so long as funds are spent within budget limitations and within Council's expressed wishes. Each Board is expected, however, to consult with the Moderator or the Council if its actions or proposed actions will result in a significant change in established Church practice or an infringement upon the mission of another Board.
9. Boards are expected to communicate with other Boards in an effort to solve problems before they become serious.
10. Boards are also expected to communicate regularly with the Congregation.
11. Each Board shall:
 - a. Annually elect a Chair, Vice Chair, Secretary and Delegate to the Council.
 - b. Develop written Policies and Procedures designed to effect its assigned duties and submit these to the Council for approval.
 - c. Recommend its annual budget to the Board of Trustees in a timely manner.
 - d. Appoint Board committees as needed.
 - e. Develop written job descriptions for each existing and proposed paid position under its responsibility.
 - f. Recommend to Council the establishment or termination of any paid staff position under a Board's responsibility.
 - g. Recommend to Council the hiring and termination of employees under its responsibility.
 - h. Present to the Congregation at the annual meeting a report summarizing the previous year's activities, together with planned activities for the coming year.

ARTICLE IX BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall:

1. Support and manage all aspects of Christian education and encourage spiritual growth for all ages within the Church.
2. Designate with the Pastor the educational curriculum to be used.
3. Be responsible for the recruitment and support of staff including church school teachers, music volunteers, snack volunteers and other support people.

4. Identify, manage and be accountable for the physical and financial needs of the Christian Education Department.
5. Include as ex-officio non-voting member(s) the Director(s) of Christian Education.

ARTICLE X THE DIACONATE

The Diaconate shall:

1. Be responsible with the Pastor for the Spiritual Programs of the Church including:
 - a. Worship
 - b. The provision of music for worship services
 - c. The Sacraments
 - d. Pulpit supply
 - e. Visitation
2. Provide for Pastoral care in the absence of a Pastor.
3. Annually update the membership roll of the Church.
4. Include, either as a regular or ex-officio member of the Diaconate, a representative of the music programs of the Church.
5. Be responsible for appointments such as Acolyte Chair, Flower Chair, Nursery Chair, Usher and Communion Chair, and any others as necessary.

ARTICLE XI BOARD OF MISSION AND MINISTRY

The Board of Mission and Ministry shall:

1. Be responsible with the Pastor for the coordination of the Church's mission, including outreach in the local community and beyond.
2. Coordinate special mission offerings.
3. Seek out opportunities for mission service.

ARTICLE XII BOARD OF TRUSTEES

The Board of Trustees shall:

1. Be responsible for the care and custody of the Church property, including its financial affairs, deeds and insurance.
2. Be responsible for the assignment of Church space.
3. Be responsible for the preparation of the Annual Church Budget for submission to Council for its approval and submission to the Congregation.
4. Include as ex-officio non-voting members the Treasurer and Financial Secretary.
5. Be responsible for ensuring that an annual audit of the Church is conducted.
6. Annually appoint, upon approval of the Congregation, one person to serve as Treasurer and one person to serve as Financial Secretary, both of whom shall be bonded.

7. Designate the Financial Secretary as one of two tabulators whose responsibility is to count, categorize, and deposit the weekly offering and to appoint the second tabulator and his/her alternate. Both shall be Members of the Congregation.

ARTICLE XIII NOMINATING COMMITTEE

The Nominating Committee shall:

1. Make necessary nominations for the positions of Church Boards and offices of Moderator, Moderator-Elect and Clerk for submission to the Church Congregation at the annual meeting.
2. Recognize the diversity of the Congregation and, to the extent possible, reflect this diversity in its nominations.
3. Recognize individuals who have a particular interest in the work of given Boards and, to the extent possible, include such individuals in the nominations for those Boards.
4. Contact potential nominees and determine their willingness to serve assignment before presenting candidates to the Congregation.
5. Submit the names to be placed in nomination to the Congregation through the Church Clerk.
6. Publish the slate of nominees in the monthly Newsletter no less that 30 days prior to the Annual Meeting.

ARTICLE XIV PASTOR

1. The Pastor shall:
 - a. Have charge over the spiritual welfare of the church with the assistance of the Diaconate.
 - b. Seek to enlist persons as followers of Christ.
 - c. Preach the Gospel.
 - d. Administer the Sacraments.
 - e. Have under his/her care all services of public worship.
 - f. Be an ex-officio member of the Council and all the Boards and Committees except as otherwise provided.
2. The Pastor shall be called for an indefinite time by a three-quarter (75%) vote of the Church Congregation present at a meeting called for that purpose. An Interim Pastor shall be called by the Church Council for a period to be determined by the Council.
3. When a vacancy occurs in the pastorate, the Church Council shall appoint a search committee.
4. In the Pastoral Call, the terms of the relationship shall be stated.
5. The Pastoral Candidate, the Church, the Southeast Association and the Conference Minister shall each receive a copy of the Call.
6. When a Pastoral Candidate accepts a call to this Church, and has become a Member of this Church, the Church and he/she shall join in requesting the Southeast Association to arrange for a service of installation or recognition. A report of this service shall be signed by the proper officer of the Southeast Association and by the Conference Minister, and copies shall be sent to the Secretary of the United Church of Christ and to the Council for Church and Ministry.
7. For the Church to terminate the pastoral relationship a special meeting of the Congregation must be called and a majority of the Congregation present must approve the termination at that meeting. Further, ninety (90) day notice must be given to the Pastor. Ninety (90) day notice must also be given if the Pastor wishes to terminate the pastoral relationship. The ninety day notice

requirement may be modified by mutual agreement. When either the Pastor or the Church decides to terminate the pastoral relationship, notice of the decision is sent to the Conference Minister and the Southeast Association.

ARTICLE XV PASTORAL RELATIONS COMMITTEE

1. Pastoral Relations Committee shall consist of no more than five members, recommended by the Pastor and approved by Council.
2. For the first six months after a new Pastor assumes duties, the Pastoral Relations Committee shall be comprised of members from the Search Committee chosen by the Pastor.
3. After six months, a new Committee shall be appointed following the procedures in Section 1 above.

ARTICLE XVI OFFICERS

THE MODERATOR OF THE CHURCH

1. The Moderator of the Church shall be elected by the Congregation for one two-year term.
2. The Moderator shall:
 - a. Serve as Chair of the Church Council, and preside at all meetings of the Church Council and at the annual and special meetings of the Congregation.
 - b. Be responsible for carrying out the wishes of the Council.
 - c. Share with the Pastor the general supervision of the welfare of the Congregation.
 - d. Be an ex-officio member of all Boards and Committees.
 - e. Act as the Registered Agent of the Church.

MODERATOR ELECT

1. The Moderator Elect shall be elected to one two-year term coincidentally with the Moderator.
2. The Moderator Elect shall be the first considered by the Nominating Committee for the office of Moderator.
3. The Moderator Elect shall:
 - a. Perform the duties of the Moderator in his/her absence.
 - b. Be an ex-officio member of all Boards and Committees.

CLERK

1. The Clerk shall be elected annually.
2. The Clerk shall not serve more than two consecutive terms.
3. The Clerk shall be responsible for:
 - a. Keeping a faithful record of the proceedings of the Church and of the Church Council of which he/she shall be a member.
 - b. Preserving on file all communications and written official reports.
 - c. Notifying all persons elected to offices and committees.
 - d. Giving legal notice to all Members, when such notice is necessary.
 - e. Performing such other duties as prescribed by law or as usually pertain to the office of clerk or secretary of an assembly.

- f. Keeping a register with addresses of Members of the Church, with dates and modes of their reception and removal.
- g. Keeping a record of baptisms and marriages.
- h. Issuing Letters of Transfer when they are requested with copies to the Diaconate and the Pastor.
- i. Issuing written notice to the Diaconate and to the Pastor of any changes in membership status (i.e. acceptance of new members, resignation of Members, deaths of Members)
- j. Submitting to the Congregation the Nominating Committee's slate of officers and Church Board members.

FINANCIAL SECRETARY

- 1. The Financial Secretary, as appointed by the Board of Trustees, shall be ratified at each annual meeting, and shall be bonded.
- 2. The Financial Secretary shall be responsible for:
 - a. The deposit of all incoming monies.
 - b. Maintaining an-up-to date accounting of all funds given to the Financial Secretary for deposit.
 - c. Providing identifiable donors with annual reports of their giving.
 - d. Making an annual report to the Congregational Meeting of the Church.

TREASURER

- 1. The Treasurer, as appointed by the Board of Trustees, shall be ratified at each annual Congregational meeting, and shall be bonded.
- 2. The Treasurer shall be responsible for:
 - a. Payment of all bills, within budget limitations, on order from the Board of Trustees, or their designees.
 - b. Maintaining an accurate account of all receipts and disbursements designated by category and including separate ledgers as deemed appropriate by the Board of Trustees.
 - c. Providing monthly reports of Church income and expenses to the Board of Trustees and Church Council.
 - d. Providing an annual report to the Congregational meeting of the Church.
 - e. Providing requested documents to the auditor(s) in a timely manner.

**ARTICLE XVII
AFFILIATED ORGANIZATIONS**

- 1. Organizations whose goals and programs are compatible with those of the Church Bylaws may be established and granted recognition as Affiliated Organizations.
- 2. Granting Affiliated Organization (AO) status shall be reviewed and recommended by the Council and approved by the Congregation.
- 3. Affiliated Organizations shall be granted:
 - a. Access to Church facilities.
 - b. Use of the Church name for their activities.
 - c. Voting representation on the Church Council under certain guidelines to be established by the Council or by amendments to these Bylaws.

**ARTICLE XVIII
CONGREGATIONAL MEETINGS**

1. The Annual Meeting of the Church shall be held on a Sunday in January and shall be presided over by the Moderator. Adequate notice of the Annual Meeting shall be given as described in Section 4 of this Article.
2. Special Meetings may be called by the Church Council or by petition signed by not less than one-third of the Congregation of the Church.
 - a. In the case of a Special Meeting called by petition from the Congregation, the Council shall set the meeting date to fall within forty (40) days of receipt of the petition.
 - b. All Special Meetings of the Congregation of this Church shall occur only after adequate notice is given as described in Section 4 of this Article.
3. The Congregation shall, at the Annual Meeting, have the right to make additional nominations to the slate presented by the Nominating Committee.
4. Adequate notice, specifying the time and substance of any Congregational Meeting, shall be given in the Newsletter or by special mailing at least thirty (30) days prior to the meeting date. The notice shall also be printed in the worship bulletins on at least two Sundays preceding any such meeting with copies of any necessary documents being available to the Congregation. The notice shall also be published in at least two of the weekly bulletins during the period between the initial announcement and the meeting date.

**ARTICLE XIX
RULES OF ORDER**

1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.
2. The Moderator shall appoint a parliamentarian for Congregational and Council meetings.
3. A parliamentarian for Board meetings may be designated by the Chair of each Board.

**ARTICLE XX
CHURCH PROPERTY**

1. The Church may in its corporate name:
 - a. Sue or be sued.
 - b. Acquire by purchase, bequest, gift or otherwise and own, hold, invest or dispose of such property, both real and personal, for such works as the Church may undertake.
 - c. Purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage, or otherwise encumber, sell, assign, transfer and convey property for the general purposes of the Church.
 - d. Receive and hold in trust both real and personal property and invest and reinvest the same.
 - e. Make any contracts for promoting the objectives and purposes of the Church.
2. In the unlikely event that this Church shall cease operation as a United Church of Christ congregation, all of the Church's property, both real and personal, shall be transferred and conveyed to the Rocky Mountain Conference of the United Church of Christ or its successor for the purpose of furthering the Gospel of Jesus Christ.

ARTICLE XXI MISCONDUCT

The Church recognizes that all clergy, staff, officers and volunteers have obligations to fulfill their responsibilities in an exemplary manner. Alleged moral, ethical, or sexual misconduct shall be reported to a member of the Executive Committee of the Church Council. The Executive Committee shall deal with all such reports in accordance with legal requirements and the CUCC of Buena Vista Policies and Procedures for Misconduct.

ARTICLE XXII AMENDMENTS

These Bylaws may be altered or amended by a two-thirds vote of those members physically present at any regular or special meeting provided that notice specifying the time of the meeting and the substance of the proposed amendment(s) be given in the Newsletter or by special mailing and printed in the worship bulletins on at least two Sundays preceding any proposed amendment(s), with copies of the amendment(s) being available to the Congregation.

ADDENDUM

The following revisions to the previous By Laws were made since 2007.

Article VII, Church Council

Section 1

**Moderator Elect was changed to Vice Moderator.

Section 4, f Should now read: Appoint interim Council and Board members in the event of vacancies.

(The above changes were made at the 2014 Annual Meeting and at a Congregational Meeting in July, 2012.)

Article XVI, Section 2, Officers

** Moderator shall be elected to a one-year term.

** Moderator Elect shall be changed to Vice Moderator.

** Vice Moderator shall be elected to serve a one-year term concurrently with the Moderator.

(The above changes were approved at a special Congregational meeting in July, 2012.

** The Clerk: No term limit exists for the Clerk.

(The above change was proposed by the nominating committee and approved at the Annual Meeting in January, 2014.)