

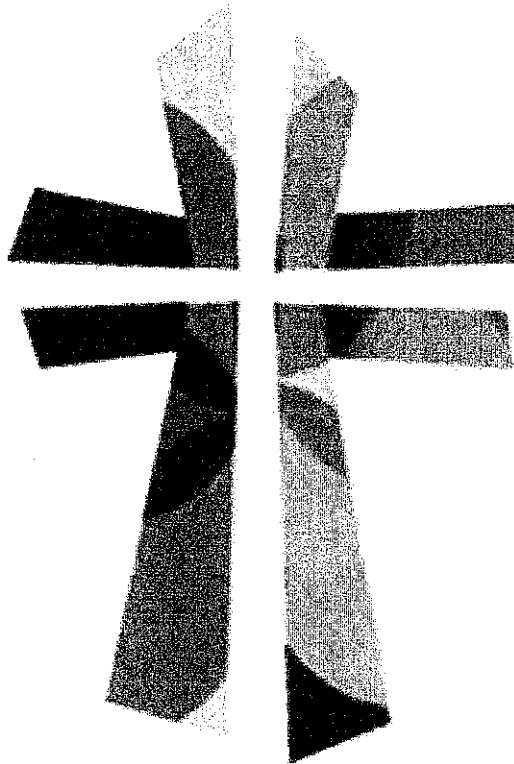
St. John's United Church of Christ

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Constitution and Bylaws



Revised and approved at the
February 5, 2023 Congregational meeting

CONSTITUTION AND BYLAWS

St. John's United Church of Christ, Fullerton

Table of Contents

Constitution

Preamble – Who Is St. John's UCC	Page 1
Article I – Name	Page 1
Article II – Purpose and Mission	Page 1
Article III – Polity	Page 2
Article IV – Faith & Covenant	Page 2
Article V – Membership	Page 3
Article VI – Governance	Page 3
Article VII – Pastor	Page 4
Article VIII – Property	Page 4
Article IX – Rules of Order	Page 4
Article X – Amendments	Page 4

Bylaws

Preamble – Autonomy	Page 5
Section 1 – Membership	Page 5
A. Responsibilities of Membership	Page 5
B. Termination of Active Membership	Page 6
Section 2 – Governance	Page 6
A. Congregation.	Page 6
B. Consistory	Page 6
1. Composition.	Page 7
2. Terms of Office	Page 7
3. Qualifications.	Page 7
4. Selection Process	Page 8
5. Responsibilities	Page 8
6. Meetings.	Page 9
7. Limits to Authority	Page 9
C. Congregational Meetings	Page 9
1. Fall Meeting	Page 9
2. Annual Meeting	Page 10
3. Special Meetings	Page 10

Section 3 – Pastor(s)	Page 10
A. Search Committee	Page 10
1. Make Up	Page 10
2. Input from the Conference	Page 10
3. Presentation of Candidate to Consistory	Page 10
B. The Call	Page 10
1. Trial Sermon and Vote	Page 10
2. Making the Call Official	Page 10
3. Installation	Page 10
C. Duties and Expectations	Page 11
1. Spiritual Welfare of the Congregation	Page 11
2. Future Vision	Page 11
3. Church Operations	Page 11
4. Relationship to Committees	Page 11
D. Length of Call	Page 11
1. Dissolving the Relationship	Page 11
2. Annual Performance Review	Page 11
3. Discipline	Page 11
E. Associate or Assistant Pastor(s)	Page 11
1. Choosing a Candidate	Page 11
2. Alternative to Trial Sermon	Page 11
Section 4 – Committees and Task Forces	Page 11
A. Standing Committees	Page 11
1. Spiritual Council	Page 12
2. Worship and Music	Page 12
3. Christian Education Faith Formation	Page 12
4. Property	Page 13
5. Church Usage	Page 13
6. Stewardship and Finance	Page 13
7. Evangelism, Fellowship and Outreach	Page 14
8. Personnel	Page 14
9. Publications and Publicity	Page 14
10. Mission	Page 15
11. Fundraising “Fun-Raising”	Page 15
12. Healthcare Congregational Care	Page 15
13. Visitation	Page 15
14. Technology STARS Team	Page 15
B. Task Forces	Page 15
Section 5 – Rules of Order	Page 15
Section 6 – Amendments	Page 16

CONSTITUTION

PREAMBLE

Who is St. John's United Church of Christ, Fullerton?

The roots of this congregation trace back to 1858 when the people of Fullerton organized the Jordan Union Sunday School in the Sterner School House at Fifth and Texas Streets. In late 1901 a petition was presented to Rev. Thomas H. Krick requesting that a Reformed congregation be organized in Fullerton because those persons who preferred the Reformed faith were at that time part of the Coplay charge. The Lehigh Classis of the Reformed church accepted the petition and authorized the organization of this congregation which was completed on June 19, 1902. From that date until December 1928 we shared a building with a Lutheran congregation at Third and Chestnut Streets known as St. John's Union Chapel. On December 10th of that year, St. John's Reformed congregation was granted a Charter of Incorporation by the Commonwealth of Pennsylvania.

On April 21, 1929, our last service was held in the Union Chapel and we moved to the Fullerton school. A few months later, August 18, 1929, ground was broken for a new Reformed church building at Sixth and Grape Streets which opened for worship December 21, 1930. This is the site of our present church.

In 1934 the Reformed church in the United States merged with the Evangelical Synod of North America and we became officially known as St. John's Evangelical and Reformed Church, a title we held until the United Church of Christ was established on June 25, 1957. This was the first modern union of major Protestant denominations in the United States. It brought together the Congregational Christian Church (which in 1931 was formed by the uniting of the Christian Church and the Congregational Church) and the Evangelical and Reformed Church of the United States to express more fully the oneness in Christ of the churches composing the new denomination. It would make more effective their common witness to Jesus Christ, and service to His Kingdom in the World. The churches which joined to establish the United Church of Christ trace their origins to the beliefs and principles of the leaders of the Sixteenth Century Protestant Reformation, to Germany and to England, where forerunners of the present United Church established freedom to worship God according to the dictates of their conscience.

ARTICLE I - NAME

The name of this Church is St. John's United Church of Christ, Fullerton, ("St. John's" or the "Church") located at 575 Grape Street, Whitehall in Lehigh County, Pennsylvania 18052-5245.

ARTICLE II - PURPOSE AND MISSION

The 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 render loving service toward humanity and to strive for righteousness, justice and peace.

Mission Statement

St. John's United Church of Christ, Fullerton, provides a welcoming and safe place for all people to worship God, grow in faith and fellowship, and serve others and God by following the example of Jesus Christ. We believe all persons are created in God's image and are loved, valued, and blessed equally by God.

This community of faith is an open and accepting congregation who seeks to welcome, without judgment, all persons, including those of all races, ethnicities, ages, sexual orientation, gender identities and expressions, family structures, faith backgrounds, abilities and economic circumstances.

Everyone is invited to fully share and participate in the life, ministry, and joys of our church family.
(Mission Statement adopted November 14, 2017)

ARTICLE III - POLITY

This Church shall be a part of the United Church of Christ and shall sustain that relationship to the national church and the General Synod by affiliation as a local church of the Penn Northeast Conference. Our relationship is described in the Constitution and Bylaws of the United Church of Christ, adopted July 4, 1961, relating to local churches and as amended by the General Synod thereafter.

ARTICLE IV - FAITH AND COVENANT

FAITH - This Church acknowledges as its sole head, Jesus Christ, the Son of God and the Savior of humanity. 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 prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two sacraments – Baptism and the Lord's Supper or Holy Communion. In addition to the Sacraments, St. John's recognizes and celebrates sacred rites such as confirmation, marriage, ordination and the burial of the dead.

One expression of this faith is:

United Church of Christ Statement of Faith in the Form of a Doxology

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.

COVENANT – We covenant one with another to seek and respond to the Word and the will of God. We propose to walk together in the ways of the Lord made known and to be made known to us. Our mission is to witness to the gospel of Jesus Christ in all the world, while worshipping God and striving for truth, justice and peace. We depend on the Holy Spirit to lead and empower us. We look for the coming of the Kingdom of God, with faith toward receiving the triumph of righteousness and eternal life.

ARTICLE V - MEMBERSHIP

Membership in this Church is open to any person who has been baptized, has been confirmed or made public confession/reaffirmation of faith in Jesus Christ as Lord and Savior, or provides a letter of transfer from another church.

ARTICLE VI – GOVERNANCE

The ultimate governing body of this Church shall be the membership assembled in a congregational meeting. A simple majority vote of the members present will determine the action of the Church except where the Constitution and Bylaws dictates a different majority. **A quorum for taking action shall consist of 50 Voting Members 50% of the average attendance from the previous calendar year. Confirmed and Adult members shall have voice and vote.**

The Consistory shall be the primary executive/administrative body of the Church. It shall maintain oversight of all activities and programs of the Church through a series of committees. The committee members are chosen and appointed from among Consistory personnel and other members of the congregation. Working with the Consistory officers, Church officers and the pastor, these committees have ~~collective~~ **the** responsibility to provide a forum for communication. Planning for the Church's future, providing resources for current operations and resolving differences among the membership and staff are the tasks to be undertaken.

The congregation shall have a minimum of two meetings each year. A November meeting shall be primarily a business meeting to adopt a budget and affirm new members for the Consistory. In January or February there will be an annual meeting to review the previous year, to look ahead and to celebrate our life together. Special meetings may be called for specific items of business as needed.

The Bylaws shall provide details of the Church's operation consistent with the general provisions of this constitution.

ARTICLE VII – PASTOR

This Church shall have an ordained pastor with standing or privilege of call in the United Church of Christ on staff. When a pastoral vacancy occurs an ad hoc committee shall be appointed by Consistory? to seek a candidate for the position. This committee shall be instructed as to the title of the position (senior pastor, associate or assistant pastor, etc.). They will also be informed as to their responsibility for acquiring a person or persons to serve as supply or interim pastor. As soon as a pastoral vacancy becomes known, it shall be reported to the Conference Minister and the search committee shall seek the counsel of the relevant personnel available through the conference. Section 3 of the Bylaws presents a complete overview of all aspects of the pastoral/congregational relationship.

ARTICLE VIII - PROPERTY

The Church, may in its corporate name, acquire by purchase, gift, devise, bequest or otherwise; and own, hold, invest, reinvest, or dispose of property both real and personal for such work as the Church may undertake. The Church may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or to otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Church. It may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objectives and purposes of the Church.

Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution may be transferred to the Penn Northeast Conference of the United Church of Christ or any of its succeeding bodies. Since this is not required by the General Synod, the congregation may, during its discussion of such possible dissolution and in consultation with the Penn Northeast Conference Minister, decide by congregational vote to transfer all or portions of its assets to a qualifying not-for-profit organization (or organizations) qualifying for tax-exempt status pursuant to section 501 (C) (3) of the Internal Revenue Code.

ARTICLE IX - RULES OF ORDER

Robert's Rules of Order, (latest revision), shall be the parliamentary authority **and guide** for all matters of procedure not specifically covered by this Constitution and/or the Bylaws.

ARTICLE X - AMENDMENTS

Amendments to this Constitution and/or its Bylaws may be adopted at any duly called Congregational Meeting by a two-thirds affirmative vote of the Voting Members present, if the quorum has been met. A copy of the text of the proposed amendment(s) shall be made available two weeks prior to the meeting and the proposed changes must be recommended by the Consistory. Amendments to this document shall be in force and effect immediately upon their adoption.

BYLAWS

PREAMBLE

Each local church of the United Church of Christ determines its own operational procedures, and how it decides to worship and govern itself. These Bylaws are the adopted guidelines for how this congregation will operate. The following statement from Article V paragraph 18 from the constitution of the United Church of Christ -2001-Edition **2017 Edition** clearly explains the autonomy of the local church.

The autonomy of the Local Church is inherent and modifiable only by its own action. Nothing in this Constitution and the Bylaws of the United Church of Christ shall destroy or limit the right of each Local Church to continue to operate in the way customary to it; nor shall be construed as giving to the General Synod, or to any Conference or Association now, or at any future time, the power to abridge or impair the autonomy of any Local Church in the management of its own affairs, which affairs include, but are not limited to, the right to retain or adopt its own methods of organization, worship and education; to retain or secure its own charter and name; to adopt its own constitution and bylaws; to formulate its own covenants and confessions of faith; to admit members in its own way and to provide for their discipline or dismissal; to call or dismiss its pastor or pastors by such procedure as it shall determine; to acquire, own, manage and dispose of property and funds; to control its own benevolences; and to withdraw by its own decision from the United Church of Christ at any time without forfeiture of ownership or control of any real or personal property owned by it.

St. John's United Church of Christ, Fullerton ("St. John's" or the "Church") is in covenant with the national United Church of Christ.

SECTION 1. MEMBERSHIP

A. RESPONSIBILITIES OF MEMBERSHIP

Persons admitted to active membership are expected to fulfill an active participation in the life and work of the Church. The responsibilities include but are not necessarily limited to:

1. Regular attendance at **participation in** worship
2. Faithful partaking of the Sacrament of Communion
3. Financial support for the programs of the Church, its mission outreach and the maintenance of its properties
4. Exercising your right and duty of voice and vote in congregational decisions
5. Participation in the worship, social, educational and business activities of the Church

6. The nurturing of their children to grow into active membership by involving them in the Christian education and other age-appropriate activities offered by the Church
7. Encouraging those members of the Church who have become inactive, those who are unchurched and others in the community who would benefit by inviting them to visit and/or join this Church.

B. TERMINATION OF ACTIVE MEMBERSHIP

Persons may lose their privilege of membership in the following ways:

1. A person uniting with another congregation may request a letter of transfer. Upon completing the transfer process the names of persons so affected will be removed from the membership record.
2. Following the death of a member his/her name will be removed from membership.
3. An annual review of the membership record by the Spiritual Council will identify individuals who have not been in attendance, have not supplied financial support and have not received communion in the preceding year. They shall receive a letter and/or a visit to encourage their return to active participation. Failure to respond to attempts to have them accept their responsibilities in the course of an additional year shall cause them to be moved to an "inactive" status for their membership at the end of the additional year. Members in "inactive" status will not receive the newsletter, offering envelopes, or other church mailings, and will not be eligible to vote in church proceedings. If at any time after the membership is moved to "inactive" status, the member attends service(s), provides financial support, or receives communion, his or her status as a member can be reinstated as active. Exceptions to this rule are members that are full-time students, active in the Armed Forces, and shut-ins.
4. In the unlikely event a member should require discipline due to a breach in covenant to the congregation, The Spiritual Council may censure, suspend or terminate a member, but only after due notice has been given, a hearing before the Spiritual Council has been offered and efforts have been made to bring the person to an understanding of their transgression and acceptance of the expectations of the Church. Upon failure to achieve success in returning the disciplined party to satisfactory conduct, they shall be removed from membership.

SECTION 2 - GOVERNANCE

A. CONGREGATION

All active members in good standing of St. John's UCC, Fullerton, regardless of age, are eligible to vote on Congregational matters. The Constitution gives the congregation the ultimate responsibility for the life, mission and work of the Church. Responsibilities for specific areas will be delegated to committees by duly elected representatives and officers in an executive/administrative body known as Consistory.

B. CONSISTORY

In its executive/administrative capacity, the Consistory has the role of the visioning body for the Church overseeing the work of God's people of St. John's. To ensure that the work can proceed in a timely manner, committees, task forces and other groups will be empowered to handle defined areas. Consistory leadership will direct but not micro-manage these groups. Those persons who serve

should come from many different families within the congregation and represent various ages, genders and experiences. Each Elder and each Deacon shall be constantly aware that his/her conduct is to be an example to others. The Consistory is a united spiritual group. When difficult situations arise with many diverse opinions, Consistory should work toward consensus. Opinions should be openly offered and received with respect. When a decision is made, the decision should be publicly supported by the Consistory membership.

1. Composition

- a. Three (3) Elders who will have voice and vote.
- b. Nine (9) Deacons who will have voice and vote.
- c. One (1) Youth Deacon will have voice ~~but can only vote if 18 years or older~~ **and vote, except for financial matters (per PA law).**
- d. A Treasurer and a Financial Secretary called from the Church membership. These officers shall have voice but no vote.
- e. A recorder shall be assigned to take minutes of all meetings. This may be the office administrator or someone chosen from the body. They shall have no vote except if they are an affirmed member of Consistory.
- f. The Pastor or Pastors who will have voice but no vote.
- g. Elders, Deacons and Youth Deacon ~~(if 18 years or older)~~ shall be the "Voting Consistory Members."

2. Terms of office

- a. Each year four (4) individuals will be selected. (1 Elder, 3 Deacons) for a three year term.
- b. Each year a confirmed youth will be selected for a one-year term.
- c. The Recording Secretary, Treasurer and Financial Secretary serve for an unlimited term at the will of the Consistory with the advisement of the Personnel Committee. ~~These are paid positions and the persons may~~ **Any person in a paid position may** not serve simultaneously on Consistory as an Elder or a deacon.
- d. A President and Vice-President shall be elected each year from within the Consistory body. This election will take place at the December meeting and the term of office will begin in January. Newly affirmed members of Consistory will be invited to the December meeting to take part in this process.

3. Qualifications

- a. An Elder must have previously served as a deacon.
- b. Three-year terms for Elder and Deacon and one-year term for Youth Deacon are not renewable. Persons completing a full term must be off Consistory for at least one year before being selected for an additional full term.

- c. When a Member is unable to serve a full term, the Consistory selects an individual to fill the unexpired term. This individual may then be selected to serve their own full term.
- d. An individual must be a member of St. John's for at least one year before becoming a Consistory Member.
- e. Voting Consistory members must be from various families within the congregation and not be closely related to one another, (For purposes of these bylaws, closely related means spouses, children, parents, parent-in-law, brother/sister-in-law, daughter/son-in-law, **Pastor, Treasurer, Financial Secretary**. The Youth Deacon, however, may be related to an Elder or Deacon.)

4. Selection Process

- a. The Nominating Committee consists of those Consistory members completing their term of office and the pastor (s).
- b. In late summer or early fall Consistory members will share names of individuals who would be capable Consistory members.
- c. The Nominating Committee shall also consider the following sources for prospective nominees.
 - (1.) Personal contacts
 - (2.) Input from congregation on the annual forms requesting members to volunteer service to the Church
 - (3.) Names of suggested nominees or volunteers from previous years
 - (4.) Names of persons solicited from the congregation several Sundays before the final nomination report is made to Consistory.
- d. Secure **written or electronic** consent from selected individuals that they are willing to serve should they be approved.
- e. Following approval of the Nominating Committee's report by Consistory, the single slate of nominees for Elder and Deacons and Youth Deacon are shared with the congregation at least two weeks prior to vote.
- f. The congregation will be presented the finalized single slate for vote at the fall congregational meeting.
- g. Consistory members are installed early in January during worship prior to the first Consistory meeting of the new year.

5. Responsibilities

- a. Elders and Deacons will assist with **preparing and** serving communion.
- b. Elders assist the Pastor in the spiritual affairs of the Church.

- c. Elders and Deacons aid in securing the funds for Church operation, fostering stewardship in the congregation and spreading the good news of our Church out into the community.
 - d. Elders and Deacons will serve on committees where their skills and knowledge can best be utilized.
 - e. **Congregational Care - Visitation / Home Communion – for those willing to take part in these care and support roles.**
6. Consistory Meetings – The Consistory shall meet monthly at a time determined annually at the January reorganization meeting. An agenda shall be provided and business items, except those of an emergency nature, are due in the Church office by Thursday of the week preceding the meeting. Special meetings may be called by the President or by petition by twenty-five members of the congregation to address a specific concern which has urgency. A quorum for a meeting will exist when at least 50% of the Voting Consistory Members are present. Should a meeting date need to be changed or a meeting added, all Consistory Members shall be given 48 hours' notice by electronic notice when possible. If not, notice will be given by phone. A record of this notification shall be kept until the next scheduled meeting.
7. Limits to Authority
- a. Any un-budgeted operating expense in excess of \$10,000 requires approval by vote of the congregation, taken at a regularly scheduled congregational meeting or at a special meeting scheduled for that purpose, when the purpose of the meeting has been made public at least two weeks prior to the meeting date.
 - b. To enter into a contract to buy or sell real estate or to borrow money the Consistory shall discuss the proposal(s) fully in their meeting before presenting same to the congregation for its approval.
 - c. Committees and organizations must secure approval from the Consistory for expenditures in excess of funds provided in the annual budget or as indicated in the operational procedures adopted by the Consistory for their use. In no case will this provision over-ride the limits previously mentioned.
 - d. To handle extraordinary and un-budgeted expenditures, Consistory, with the advice of the Finance Committee and/or Treasurer, may make intra-budgetary transfers.
 - e. All contracts and any other legal documents shall be signed by the Senior Pastor and either the current Consistory President or Vice President. In the absence of the Senior Pastor, the Senior Pastor may electronically authorize the Treasurer to sign a specific document.

C. CONGREGATIONAL MEETINGS

Congregational meetings are the forum for the Church membership to exercise their governance responsibilities. These meetings shall occur at least twice each year.

- 1. Congregational Meeting – At this meeting, held during the last quarter of the year, the names of single slate of nominees for Consistory, as presented to Consistory and approved

by that body, shall be presented to the congregation for their vote. At this meeting the budget for the upcoming fiscal year will also be presented for adoption. The meeting shall be announced in the Sunday Church bulletin and in the newsletter. At least two weeks prior to the meeting, copies of the proposed budget will be made available. A list of persons to be presented for vote at the meeting will also be available. The Consistory will be installed early in January.

2. A second meeting known as the Annual Meeting shall be scheduled in January or February. Year-end reports of committees will be available and presentations to highlight successful programs may be offered. Plans for the new year will be explained and generally the purpose would be celebratory. Formal announcement of this meeting with proposed agenda will be made at least two weeks prior to the event, in the Church bulletin and newsletter, with any pertinent information made available at that time.
3. Special Congregational Meetings may be called for specific items of business by the Consistory or by petition to Consistory, by no less than 50 Voting Members. The Consistory shall call such a meeting within three weeks of receiving the petition and provide notification to the membership through the Sunday Church bulletin and/or the newsletter. **At least two weeks prior to the meeting, copies of the proposed topic/content will be made available.**

SECTION 3 - PASTOR(S)

As soon as a pastoral vacancy becomes known, it shall be reported to the Conference Minister. An interim minister or supply pastor approved by the Penn Northeast Conference shall be sought and secured to temporarily fill the pastoral vacancy. This person shall be approved by Consistory.

A. Search Committee

1. The Consistory shall appoint a Pastoral Search Committee to seek a candidate for the office of Senior Pastor. The committee shall be made up of a broad representation of the Church body. They will follow the procedures and qualifications as prescribed by the Constitution and Bylaws of the United Church of Christ.
2. The Pastoral Search Committee shall seek the counsel of the Penn Northeast Conference Placement Committee. The local Church committee shall seek and secure relevant information about any minister whom it wishes to consider for the vacancy.
3. The Pastoral Search Committee shall present to the Consistory and Congregation the name and biographical profile of the candidate it recommends to fill the vacancy.

B. The Call

1. Following the service at which a trial sermon is preached by the recommended Senior Pastor, a vote shall be taken at a congregational meeting called for that purpose. A favorable written ballot yielding an affirmative vote at 90%, shall constitute a call.
2. The call shall include the terms of the relationship, salary, housing allowance, health care, pension and any additional benefits. The President of Consistory, Senior Pastor elect and Conference Minister shall each sign and receive a copy. A signed copy shall be kept on file within the Church office.
3. When a Senior Pastor is elected, the Pastoral Search Committee shall work with the Senior Pastor and the Penn Northeast Conference to schedule and hold a service of installation.

C. Duties and Expectations

1. The Senior Pastor is responsible for worship leadership, officiating for the sacraments and rites of the Church and maintaining the spiritual welfare of the congregation.
2. This individual is responsible for helping to create and implement a future vision and providing opportunities for the membership to learn more about their faith.
3. The Senior Pastor shall have responsibility to oversee the day to day operations of the Church and to supervise on-site staff, utilizing the spiritual council and appropriate committee chairpersons as needed.
4. The Senior Pastor shall serve as an *ex-officio* non-voting member of all standing committees.

D. Length of Call, Evaluation and Discipline

1. The Pastor (s) shall be elected for an indefinite period. In order to terminate this relationship two months' notice shall be given by either party unless by mutual agreement the period is shortened. The procedure shall be in accordance with the Constitution and Bylaws of the United Church of Christ which states that notice of the decision be sent to the Conference Minister. The Conference Minister will take appropriate action to facilitate the dissolution of the relationship and inform the Office of General Ministries of the final results. Should a Pastor cease to hold ministerial standing in the United Church of Christ, their termination as a Pastor at St. John's will be immediate.
2. An evaluation process or performance review of the Pastor's service shall be developed and administered annually by the Personnel Committee.
3. Discipline of the Pastors shall be in conformity with the Constitution and Bylaws of the United Church of Christ, working through the Conference and its appropriate committees.

E. Associate or Assistant Pastors

1. The Church, at its discretion, may choose and call an Associate or Assistant Pastor(s) in a similar manner as used for the Senior Pastor.
2. In lieu of a trial sermon, a candidate for these positions may be asked to make a presentation to Consistory or selected committees, etc. The content of such a presentation shall relate to the specifics of the position to which the candidate is being called.

SECTION 4 - COMMITTEES AND TASK FORCES

A. STANDING ADMINISTRATIVE COMMITTEES

The Consistory shall establish such committees and task forces as it deems necessary to accomplish the work of the Church. The following will be designated as standing committees which means they are ongoing in their work and are expected to report as needed at the regular monthly Consistory meeting. **(Spiritual Council, Worship & Music, Faith Formation, Property, Stewardship & Finance, Personnel are the current Standing Administrative Committees.)**

Committees shall present recommendations for action to the Consistory on decisions that have financial, and/or legal implications or that alter established operational procedures. Committees may choose to separate their duties and assign to a sub-committee or task force. Each committee shall maintain a record of expenditures of funds budgeted or allocated for their use.

The Consistory shall have the authority to structure and dissolve program committees as needed with final approval at a Congregational meeting.

1. **Spiritual Council** - The Spiritual Council consists of the Senior Pastor or Pastors and incumbent Elders who shall meet at scheduled times. The Associate Pastor and current Consistory President may be invited by the Spiritual Council to attend. The council shall provide confidential spiritual leadership to the congregation and Church staff. The Senior Pastor shall serve as chair of this body, call meetings and shall appoint a recorder. The duties include:
 - a. Overseeing the membership roster of the congregation
 - b. Providing for a Confirmation Program
 - c. Serving as the pastoral relations committee until a need suggests a formal ad-hoc committee with wider congregational membership is warranted.
 - d. Using their leadership to build and support the consistorial process.
 - e. **Congregational Care – Provide spiritual oversight and shepherding with the Pastor’s direction.**
2. **Worship and Music** – This committee along with the Senior Pastor **and Director of Music** will research and develop special and varied approaches to worship. Their responsibilities include but are not limited to:
 - a. Overseeing the music program, its director(s) and musicians
 - b. Overseeing the Altar Guild
 - c. Scheduling ushers and greeters and providing training or an outline of usher duties and responsibilities
 - d. Scheduling scripture readers **and liturgists.**
3. ~~Christian Education~~ **Faith Formation**– This committee shall research and develop methods to enhance the ~~Christian Education~~ **Faith Formation** aspect of the mission of this Church. Their responsibilities include:
 - a. Providing ~~Christian Education~~ **Faith Formation** opportunities for all age groups including Sunday School, Youth, Vacation Bible School, Bible Study and other offerings that are appropriate.
 - b. Overseeing the Church nursery and staff **(Moved from Worship and Music)**
 - c. Training and scheduling of the acolytes **(Moved from Worship and Music) - Faith Formation – confirmation class leadership.**
 - d. **Providing and promoting leadership training through meetings, retreats, study groups, etc.**
 - e. **Adult Faith Formation opportunities for those beyond High School for learning, study groups.**

4. **Property** – This committee is charged with the care and maintenance of Church owned buildings and grounds. The general responsibilities include:
- a. Supporting and overseeing the functions and duties of the custodial staff.
 - b. Securing and reviewing of property related bids and contracts and maintaining adequate and ongoing insurance coverage at the direction of Consistory.
 - c. Overseeing a method of maintaining warranties, and assuring the required inspections and maintenance of equipment and systems equipment acquired by the Church.
 - d. Maintaining a relationship of awareness with other committees that exist or may come into being and that are involved with our properties and their maintenance (~~Committees such as Church Usage, Restoration Task Force and Capital Campaign are examples which are or may come into existence~~). **(Committees, Task Groups and other functions as needs may exist.)**
 - e. **Church Usage** -Evaluating requests for use of the facilities and property of the Church by Church sponsored organizations and non-church groups to determine appropriateness, associated costs, charges and required supervision.
 - f. Presenting proposals to Consistory for establishing and approving charges for the use of specific facilities
 - a. Securing leases and contractual agreements as directed by Consistory. All such agreements must be signed by Senior Pastor or Treasurer as authorized in 2(B)(7)(e) and either the current Consistory President or Vice President.
6. **Stewardship and Finance** – This committee is in charge of overall finances of the Church. They will:
- a. Oversee the Treasurer and Financial Secretary positions and the records generated by those officers
 - b. Prepare and review an annual budget for presentation to Consistory at ~~the October~~ **a Fall** meeting and assist in the submission of the budget to the congregation at the Congregational Meeting for adoption (Requests from committees and organizations for funding needs must be submitted in writing by September 1st of each year)
 - c. Maintain vigilance over the financial condition of the Church throughout the year to assure ongoing financial stability and ability to meet our obligations
 - d. Develop and maintain a stewardship awareness program that includes oversight of a giving system (~~envelope supply, distribution and method(s) of keeping records~~) **and method(s) of keeping records.**
 - e. Oversee fundraising efforts and monitor reports.
 - f. Assure that the financial records are submitted to the auditors (chosen from the congregation) when the yearly books are closed in January, with a report of their findings returned by April first.
 - g. Administer the Memorial and Endowment accounts.

~~7. Evangelism, Fellowship and Outreach – This committee involves itself with building and maintaining a congregation which will have a positive impact on the surrounding community. This will be accomplished in these and other ways.~~

~~a. Assist the Pastor(s) in attracting new members~~

~~b. With the Office Administrator, oversee the scheduling, planning and occurrence of all social and fellowship events of the Church FUNRAISING / STEWARDSHIP & FINANCE~~

~~c. Oversee assistance to those members of the Church family and community who are in need MISSIONS~~

~~d. Correlate arrangements with social agencies for responding to their needs (clothing or food collections, blood donations, etc.) MISSIONS~~

~~e. Provide assistance if/when disastrous events require use of our facility. CONSISTORY~~

87. Personnel Committee - This committee shall take appropriate steps to develop and maintain an adequate personnel records system. Such records shall contain all necessary information pertaining to the employment of each staff member of St. John's. The following principles shall guide this committee.

- a. Personnel records shall be considered confidential and shall be made available only to the employee, the Senior Pastor and to members of the personnel committee.
- b. The records will include job descriptions, performance reviews, recommendations for and actions taken for changes in hours and working conditions, remuneration, discipline, etc.
- c. The performance of each employee shall be reviewed at least once each year by this committee. These performance reviews shall be related to the items listed in the job description for that position with input from the chairperson of the committee designated to oversee the specific staff position.
- d. The committee in its annual review of the performance of the Senior Pastor may consider input from the congregation. This input may include ideas for enhancing the programs and worship experiences.

~~9. Publications and Publicity – This committee shall involve itself with all internal and external methods of informing the congregation, and the wider community, about our Church and promoting our image and programs. (STARs COMMITTEE / TECH STAFF) The responsibilities include:~~

- ~~a. Overseeing the portion of the office administrator's work that relates to the publications and publicity functions~~
- ~~b. Securing volunteers to prepare for publishing and mailing the newsletter, Church directory and other print materials (OFFICE)~~
- ~~c. Providing for up to date bulletin boards, both inside and outside, as needed~~
- ~~d. Preparing and submitting copy for newspaper and other media exposure~~
- ~~e. Researching, securing and providing for installation of roadside Church signs if directed by Consistory.~~

PROGRAM COMMITTEES

~~10-8.~~ **Mission** - This committee ~~will respond~~ **responds** to initiatives suggested by the national church, as well as other sources, and prepares materials for educating the congregation and promoting the various mission projects.

~~11 9.~~ **Fundraising FunRaising** – This committee plans activities that raise funds to supplement the general fund and mission outreach activities of our Church **and promote social and fellowship activities.**

The responsibilities include:

- a. Planning fundraising activities during the year
- b. Working with office administrator and custodial staff for related needs
- c. Directing 10% of funds raised to a mission.
- d. **Organize and direct social and fellowship activities for the congregation and surrounding community.**

10. Congregational Care – (Combine Healthcare and Visitation into the larger structure of Congregational Care)

~~12.~~ **Healthcare** – This committee seeks ways to improve and maintain the health and well-being of the congregation.

~~13.~~ **Visitation** – This committee plans visits to our ~~shut-ins~~ **homebound** who are unable to come to Church for worship and fellowship, **as wells as visits, calls, card and other forms of communication.**

~~14 11.~~ **Technology (STARs – St. John's Technology and Arts Resources)** – This committee oversees the development of technology techniques to enhance worship and various ministries of the Church.

- a. Research and suggest the types of technology to Consistory.
- b. Oversee the maintenance and use of the acquired technology.
- c. **Train and support volunteers.**
- d. **Oversee and implement live streaming of worship services and their long-term preservation.**

B. TASK FORCES GROUPS

~~Task Forces~~ **Groups** are *ad hoc* and may be created for assignment of a specific task to be completed. ~~in an allotted time period.~~ This often requires persons with specific skills and knowledge. The Consistory or a standing committee may create a task ~~force~~ **group**, if determined as being needed. That body selects the task ~~force~~ **group** members.

SECTION 5 – RULES OF ORDER

~~Roberts Rules of Order, (latest revision), shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution and/or its Bylaws.~~
Already stated in Article IX of the Constitution. ?

SECTION 6 5– AMENDMENTS

Amendments to this Constitution and/or its Bylaws may be adopted at any duly called Congregational meeting by a two-thirds affirmative vote of the members present, if the quorum has been met. A copy of the text of the proposed amendment(s) shall be made available two weeks prior to the meeting and the proposed changes must be recommended by the Consistory. Amendments to this document shall be in force and effect immediately upon their adoption.

**Constitution & Bylaws Revised and Approved at Congregational
meeting 5/1/11**

Constitution & Bylaws Revised and Approved at Congregational meeting 11/24/19

Constitution & Bylaws Revised and Approved at Congregational meeting 11/22/20

Constitution and Bylaws Revised and Approved at Congregational meeting 2/5/2023

(The Constitution and Bylaws should be reviewed by Consistory at least once every five years.)

The Constitution and Bylaws Revised and Approved at Congregational Meeting 2/2/2025

Note:

Moved out of the Bylaws:

to Office Administrator/Pastor responsibilities:

Managing the guest register and acknowledgement of visitors - from Worship and Music

b. ~~Notifying the Church office administrator of approved activities for placement on the Church calendar~~ **The Church Office Administrator will place approved activities on the Church calendar. – from Church Usage**

c. ~~Alerting Church Office Administrator will alert~~ the custodial staff for any special needs or arrangements. From Church Usage