

# **BYLAWS**

## **UNITED CHURCH OF CHRIST – CONGREGATIONAL**

### **AMES, IOWA**

**AMENDED 12/02/12, 02/10/13, 1/25/15, 12/6/15, 1/29/17**

#### **Article I. Name**

This church shall be known as the United Church of Christ-Congregational of Ames, Iowa

#### **Article II. Purpose and Mission**

As we are empowered by the Holy Spirit, our avowed purpose shall be to worship God with all of our hearts, souls, and minds. We seek to realize Christian fellowship within our local congregation and the church universal by welcoming persons with diverse backgrounds, interests, and beliefs into our community of faith. We strive for righteousness, justice, and peace, thus becoming instruments of God through Christ in the world.

We are called by God to accept the cost and experience the joy of discipleship as we pursue our faith journey. This church is a community of people called by God to nurture each other, serve those in need, and transform our lives by listening attentively to God who is still speaking.....

To accomplish this mission, we will provide opportunities for members and friends alike to engage in worship and celebration. We will provide a nurturing environment through fellowship, education, faith exploration, and growth in our journey. We will encourage the stewardship of our time, talents, financial resources, and the environment. We will pursue social justice and action, continuing to reach out beyond ourselves.

#### **ARTICLE III. COVENANT OF FAITH**

In the name of God and with God as our witness, we promise to be in community with one another as we strive to be faithful disciples of Jesus, whom we proclaim as the Christ, God's Anointed. We profess our belief in God who created and is still creating us. We hold as our vision for the world Jesus' vision of shalom, where all are welcomed, where justice reigns, where all are provided for, and where peace prevails. We affirm that we can only be faithful disciples in community with others who share that vision and who work to achieve it. Therefore, we promise, insofar as we are able, to attend the services of this church, to volunteer our time to its mission, and to contribute financially to its work. Finally, we earnestly pray for the guiding presence of the Holy Spirit that God might bless all that we do together.

#### **Article IV. Polity**

The government of this church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted it by the Secretary of State of Iowa. Members will seek the guidance and inspiration of Jesus Christ in matters of faith and discipline through the Holy Scriptures using reason, faith, and conscience. Without forfeiting any of the responsibility or control vested in its members, this church shall be a member of the Central Association of the Iowa Conference of the United Church of Christ. We will hold in high regard suggestions and actions of the Iowa Conference and the General Synod of the United Church of Christ. Although this church seeks an open dialog with all faith traditions, it recognizes the special partnership between the United Church of Christ and the Christian Church (Disciples of Christ) and seeks opportunities for joint service and witness with the First Christian Church of Ames.

#### **Article V. Membership**

##### **1. Members, Affiliate Members, and Friends**

- A. Members, affiliate members, and friends of this church shall be persons who embrace its purpose and mission and accept its covenant of faith. We shall strive to do the will of God by:
  1. Attending worship faithfully and partaking in communion.

2. Participating in the life and fellowship of the church.
  3. Supporting the work and outreach of the church through the contribution of our time, talents, financial resources, and prayers.
  4. Inviting neighbors, family, and friends to join with us in fellowship.
- B. Membership in the United Church of Christ-Congregational of Ames is available to all who have expressed desire. Affiliate members are persons whose full membership remains elsewhere while they reside in the Ames area. Friends are those who strive toward the goals stated above. Affiliate members and friends of this church may participate in all activities, but will not have voting privileges. Full and affiliate members will make a public commitment to the church through the reception of new member's liturgy during a regular service.

## **2. Voting Privileges**

- A. Voting privileges, as well as the ability to serve as an officer of the corporation or on the Executive Board, shall be reserved for full members. Full membership for adults (18 years and older) may be attained through attendance at a membership orientation, public assent to the church covenant, and by one or more of the following means:
1. Letter of transfer from another church.
  2. Reaffirmation of faith.
  3. Confession of faith and baptism.
  4. Confirmation of Christian faith.
- B. Minors who become members through baptism or the affirmation of faith of their parents/guardians will gain voting privileges through participation in and completion of Confirmation prior to reaching 18 years of age or by participating in the regular new member public commitment to the church at age 18 years of age or older.

## **3. Termination of Membership**

Any member, upon written request to the Pastor or Clerk, may be granted a letter of transfer, or may be released from membership. When a member has not actively participated in the life of the church for two years or more, and has been contacted by the Pastor or Clerk about church membership, and has not responded, the Executive Board may terminate membership. When an affiliate member leaves the Ames area, membership shall automatically be terminated.

## **ARTICLE VI. THE MINISTRY**

United Church of Christ-Congregational of Ames recognizes that God calls the whole church and every member to participate in and extend the ministry of Jesus Christ by witnessing to the Gospel in church and society. The congregation seeks to undergird the ministry of its members by nurturing faith, calling forth gifts, and equipping members for Christian service.

The church recognizes that God calls certain individuals to forms of ministry in and on behalf of the church for which ecclesiastical authorization is required. The call of an Ordained or Licensed Minister to United Church of Christ-Congregational of Ames establishes a covenantal relationship with both the authorized minister and the United Church of Christ as represented by the Central Association of the Iowa Conference.

## **Article VII. Officers**

In accordance with the Articles of Incorporation, the officers of this church shall be the Chair of the Executive Board (Moderator), the Vice Chair of the Executive Board (Vice Moderator), the Pastor, the Clerk and Secretary, the Treasurer, and the Financial Secretary. All officers, with the exception of the Pastor, shall be responsible to and called by the election of the membership of the church.

### **1. Chair of the Executive Board and President of the Corporation**

- A. The Chair of the Executive Board shall be elected for a maximum of three one-year consecutive terms.
- B. The Chair of the Executive Board shall:
1. Serve as Moderator of the annual meeting and of any special meeting that may be called as

provided by these bylaws.

2. Preside at the Executive Board and special meetings.
- C. The Moderator may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Moderator becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Executive Board can take the matter to a congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall take effect immediately after the vote.

## **2. Vice Chair of the Executive Board and Vice President of the Corporation**

- A. The Vice Chair of the Executive Board shall be elected for a maximum of three one-year consecutive terms. Although the maximum term of office is three years, the usual term is expected to be one year as Vice Moderator followed by one year as Chair of the Executive Board and one year of service as the Senior Association and Conference Delegate.
- B. The Vice Moderator shall serve as Vice President of the Corporation and in the absence of the Moderator shall serve as Chair and Moderator pro tem. Additional duties include:
  1. Serve as an organizational assistant to the team coordinators.
  2. Have a sense of all projects of the teams.
  3. Use historical reference to ensure all desired programs and projects are being considered.
  4. Keep a record of the year's projects and missions for the benefit of future moderators and team coordinators.
  5. Consult on scheduling of projects and missions based on the plans of all teams.
- C. The Vice Moderator may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Vice Moderator becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Executive Board can take the matter to a congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall take effect immediately after the vote.

## **3. Pastor**

### **A. Call**

The Executive Board shall recommend, after a careful and prayerful search, its chosen candidate to the congregation at a special meeting of the members. Fifty members shall constitute a quorum when voting to call a Pastor, a two-thirds vote of those present and voting shall be decisive. The formal call, made by the Clerk, shall include terms of office, salary, vacation, and other necessary details.

### **B. Accountability**

The Pastor is responsible to the congregation and reports to the Executive Board.

### **C. Responsibilities**

1. Preach and teach the Word of God and empower laity to become disciples to carry out the ministry of the church.
2. Encourage the congregation in evangelism and assist in the integration of new members and fringe members into the life, work, and fellowship of the church.
3. Lead the planning and implementation of worship in collaboration with the worship staff and the support of the Worship and Music Team.
4. Offer necessary preparatory counseling and officiate at weddings, funerals, baptisms, and other liturgical rites.
5. Serve as chief administrative officer of the church providing immediate supervision of all employees including annual reviews in coordination with the Personnel Committee.

6. Delegate program work to staff and laity for effective and efficient ministry.
7. Act as primary staff advisor to the Executive Board and work collaboratively to review budgeting processes, initiate long-term planning, and oversee implementation.
8. Function as primary resource and advisor to all teams.
9. Provide direct pastoral care to persons in need, including homebound individuals and those in hospitals and hospice care. Lead the Caregivers group.
10. Work collaboratively with laity and staff to participate in community, denominational, ecumenical, and interfaith activities.
11. Adhere to 'The Ordained Minister's Code' and 'The Church's Expectations of its Candidates for Ordination' in the UCC Manual on Ministry.

#### D. Terminating Pastoral Relations

The Pastor may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Pastor becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Call Agreement with the Pastor may be terminated at a special congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall not take effect until sixty days after the vote, unless mutually agreed upon by the Pastor and Executive Board. In case of loss of ministerial standing of the Pastor, relations shall cease at once.

### 4. Clerk and Secretary of the Corporation

A. The Clerk and Secretary shall be elected for a term of one year.

#### B. Duties

1. Keep a permanent record of annual meetings and special meetings of the church and conduct all official correspondence, including letters of transfer and correspondence with non-resident and inactive members, as directed by the Executive Board. This correspondence shall be kept on file with reports and other valuable papers.
2. Keep a roll of church members with the date and manner of their reception and a record of baptisms and marriages performed by the Pastor.
3. Review and revise the church member rolls annually in consultation with the Pastor, Financial Secretary, Worship and Music Team coordinators, and Member Services Team coordinators. Recommend to the Executive Board action on termination of memberships.
4. Submit a report of changes in membership, baptisms, and marriages at the annual meeting.
5. Act as secretary of the Executive Board.
6. Keep on file the Articles of Incorporation and Bylaws with all amendments. The Clerk and Secretary will have the Articles recorded in the office of the county recorder, and will file the annual non-profit corporation report with the Iowa Secretary of State.

C. The Clerk may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Clerk becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Executive Board can take the matter to a congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall take effect immediately after the vote.

### 5. Treasurer

A. The Treasurer shall be elected for a term of one year.

#### B. Duties

1. Pay the bills of the church as directed by the team coordinators, the Executive Board, and auxiliary organizations or their properly appointed agents; keep an accurate account of all receipts and disbursements; and be bonded as the Executive Board prescribes.
2. Receive a record of all deposits from the Financial Secretary.
3. Have custody of all papers relating to the property of the church, under direction of the Executive Board.

4. Meet once per month with the Coordinator and Vice Coordinator of the Financial Stewardship Team to review the balance sheet and income report, and provide a summary financial report to the Executive Board each month. Open the books at any time to the inspection of the Executive Board, and when requested make a report to the board.
  5. Present at each annual meeting a summarized account of all receipts and disbursements made during the year.
- C. The Treasurer may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Treasurer becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Executive Board can take the matter to a congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall take effect immediately after the vote.

## **6. Financial Secretary**

- A. The Financial Secretary shall be elected for a term of one year.
- B. Duties
  1. Receive all payments on current expense and benevolence contributions; take charge of all offerings and special collections; keep an accurate account with each contributor.
  2. Deposit funds received in such depository as the Executive Board shall direct, and provide the Treasurer with a record of all deposits.
  3. Furnish contributors with periodic statements of their accounts.
  4. Be bonded as the Executive Board shall prescribe.
  5. Meet once per month with the Coordinator and Vice Coordinator of the Financial Stewardship Team to review the monthly contribution analysis. Open the books at any time to the inspection of the Executive Board, and when requested make a report to the board.
  6. Present at each annual meeting a summarized account of all cash and contributions received for the past year and an updated report of the stewardship campaign for the current year.
- C. The Financial Secretary may resign by giving sixty days notice to the Executive Board. If significant dissatisfaction with the Financial Secretary becomes apparent, any five members of the Executive Board may call, in writing, a meeting of the Executive Board to consider the matter. The Executive Board can take the matter to a congregational meeting where fifty members shall constitute a quorum. A two-thirds vote of those present and voting shall be decisive. Termination shall take effect immediately after the vote.

## **Article VIII. Staff**

### **1. Organization**

- A. All staff members except the Pastor are hired by the Executive Board and shall be responsible to the Pastor and the board. The Pastor, Personnel Committee, and teams will provide staff support.
- B. The Pastor is the chief administrative officer of the church. Staff members are under the immediate supervision of the Pastor, unless provisions are otherwise arranged.
- C. In addition to the Pastor, the staff may consist of the Minister to Children and Families, Youth Director, Church Office Administrator, Sexton, Music Director, Keyboardist, and other staff as appointed or employed by the Executive Board.
- D. Staff members shall perform the duties outlined in the job descriptions on file.

### **2. Performance Evaluation**

- A. The Pastor shall participate in an annual evaluation of church life and pastoral leadership by the Executive Board.
- B. Each staff member shall have an annual evaluation by the Pastor and the Personnel Committee.
- C. Each staff member may appeal the results of a performance evaluation within thirty days of receipt of the written notice. Such appeal is made to the Executive Board by filing a written notice of appeal with the Clerk. The appeal shall become the first order of business at the next regular Executive

Board meeting or at a special meeting if called sooner.

## **Article IX. Executive Board**

### **1. Purpose**

The Executive Board is the church's primary governing body, accountable directly to the members and the Board of Directors of the Corporation. Its chair shall be the President of the Corporation (Moderator), subject to the restrictions of the Articles of Incorporation, Bylaws, and direction of the members at assembled meetings. The Executive Board shall supervise the functioning of the church teams to coordinate effectively the on-going work of the church. The Executive Board shall consider constantly the welfare of the congregation in all its activities and receive suggestions and complaints. Its decisions shall be in the form of written directions to the Pastor, church officers, teams, representatives, and delegate(s), or as suggestions to the members of the church on important matters that require a vote. The agenda for Executive Board meetings will be posted at least seven days in advance and the minutes will remain posted for at least ten days after each meeting.

The Board will communicate its activities to members and friends by using such methods as the church newsletter, Sunday worship bulletin, church bulletin boards, and website.

### **2. Organization**

- A. The Executive Board will have eleven voting members which will include the Moderator, Vice Moderator, the Clerk, the coordinator or a designated representative of each team, and one Association and Conference delegate. The Pastor and Treasurer shall be non-voting members. The elected members shall serve one-year terms.
- B. The Clerk shall serve as secretary of the Executive Board and keep a record of its proceedings that shall be available to the church members.
- C. The Executive Board shall meet monthly as needed and no less than seven times each year, and at other times as the Moderator or any five members shall request. Six members shall constitute a quorum, and a majority vote shall decide questions unless specified otherwise in these bylaws.
- D. The Executive Board shall have three permanent standing committees: the Personnel Committee, the Nominating Committee, and the Pastor-Parish Relations Committee.
  1. The Personnel Committee shall be responsible for the yearly evaluations of all employees and for recommendations on hiring, compensation, and dismissal of all non-called employees. The committee shall be made up of the Pastor, at least two Executive Board members, and any other church members as the Board sees fit.
  2. The Nominating Committee shall be responsible for nominations for all church team coordinators, Association and Conference delegates, and church officers. Nominations should be made at a congregational meeting to be held on the first Sunday of December. If a vacancy occurs or a member does not fulfill his or her term for any reason, the Nominating Committee will present a new candidate to the Executive Board within 30 days of the vacancy. The Committee shall be made up of three to five members with at least one member from the Executive Board.
  3. The Pastor-Parish Relations Committee shall be responsible for supporting the Pastor in his/her duties by encouraging proper self-care, good communication with the congregation, and appropriate professional boundaries. The committee shall meet at least quarterly as called by the committee chair or when called together by the Pastor or Executive Board. The committee also shall hear any official complaint from a congregant against the Pastor, and, when possible, facilitate healing dialogue. The committee shall have three to five members with at least one who is not a member of the Executive Board. The Pastor shall be responsible for nominating committee members in consultation with the Executive Board.

### **3. Duties**

- A. The Executive Board shall be responsible for the filling of elected positions (officers, team coordinators, delegates, and representatives) and thus will:
  1. Accept nominations from the Nominating Committee.
  2. Set the time and date of election of officers, team coordinators, and delegate(s), usually at a congregational meeting to be held the first Sunday of December.
  3. Prepare a ballot containing nominations for all vacancies to be filled and post a copy on the

- bulletin board at least one week before the election. The prepared ballot, however, shall not preclude nominations from the floor.
4. Have the power to fill all vacancies occurring between annual elections.
- B. The Executive Board has the authority to:
1. Set the date, time, and place of the Annual Meeting and call special meetings.
  2. Appoint members of the three standing committees of the Executive Board (Personnel Committee, Nominating Committee, and Pastor-Parish Relations Committee).
  3. Appoint special committees as needed.
  4. Receive or request reports, such as from AMOS, and act upon them and assign duties as necessary.
  5. Propose changes in the Bylaws to present to the members for a vote at the annual or any special meeting of the congregation.
  6. Refer to the members for final decision all matters that represent a major policy or procedural change or any issue that twenty-five church members request in writing.
- C. The Executive Board is responsible for hiring all employees, except the Pastor, and will:
1. Approve the salaries and other compensation for the Pastor and other church employees.
  2. Conduct an annual evaluation of church life and pastoral leadership.
  3. May terminate the employment of any staff member except the Minister by a two-thirds vote.
- D. The Executive Board is responsible for the overall financial direction and management of the church and thus will:
1. Coordinate the development of a proposed budget to be presented for discussion before the congregation. "As a guideline, giving for needs beyond the local church shall be 20% of the annual operating expenditures (all expenses excluding giving beyond the local church) and 25% of project expenditures for a capital campaign."
  2. Set the time and date for adopting or amending the budget and, after consultation with the Financial Stewardship Team, be empowered to make adjustments in the budget of not more than 1% of the total budget in any item or more than an aggregate amount of 5% of the total budget in any one year.
  3. Have the authority to borrow money to meet current expenses, provided that the total indebtedness shall not exceed 10% of the approved annual budget. Approval for indebtedness to meet current expenses above 10% of the approved budget must be given by the church membership at a special meeting.

## **Article X. All Church Team Meeting**

### **1. Purpose**

The current structure of the church has three guiding principles: a) involve as many people in the congregation in the work of the church as possible; b) engage the passions of church members to build up the Kingdom of God; c) utilize technology to maximize the efficiency of church governance and respect the time commitments of church members. To these ends, every member of the congregation is expected to volunteer for at least one of the seven church teams (Property, Christian Education, Worship and Music, Financial Stewardship, Social Justice and Outreach, Member Services, and Invitation and Welcome). The bi-annual All Church Team Meetings is a chance for congregants to gather in their respective teams and brainstorm tasks and goals for the upcoming half-year. The aim of the All Church Team Meeting is to inspire commitment and creativity to accomplish the work of God in the church.

### **2. Organization**

- A. The All Church Team Meeting will take place on two Sunday mornings during the church year, the Sunday before Ash Wednesday and the Sunday after Labor Day.
- B. The All Church Team Meetings will be incorporated into our normal Sunday worship. It should be made clear to church members that we are worshipping God during the meeting and through our

work on the church teams.

- C. The team coordinators will be responsible for organizing the agenda for their teams. The Pastor and Vice Moderator will work with the team coordinators and the Worship Planning Committee to plan the worship elements of each All Church Team Meeting.

### **3. Goals and responsibilities:**

- A. Inspire involvement in the work of the church.
- B. Evaluate the existing programs of each team and consider new initiatives.
- C. Create a list of tasks for the team to complete during the upcoming year.
- D. Enlist church members to accomplish the tasks set out by each team during the meeting.

## **Article XI. Delegates and Representatives**

Every minister in good and regular standing with the Central Association of the Iowa Conference is a voting delegate at association and conference meetings. The Executive Board and congregants have the authority to direct the vote(s) of the elected delegate(s) or representatives.

### **1. Official Delegates to Association and Conference**

Official Delegates to Association and Conference shall:

- A. Be elected for a one-year term with a maximum of three consecutive terms. The senior delegate will serve on the Executive Board and will normally be filled by the person serving as the Moderator prior to the current Moderator.
- B. Fulfill the following responsibilities:
  1. Attend all Central Association meetings as a voting delegate.
  2. Attend the annual meeting of the Conference as a voting delegate.
  3. Report to the congregation and Executive Board all pertinent information from the Association and Conference.
  4. Provide for discussion of conference agenda items before the annual meeting of the Conference and for Association agenda items when needed.
  5. Represent the congregation at ecclesiastical councils, ordinations, and installations in the Association.
- C. Be responsible to the Executive Board and submit a written report at the annual meeting.
- D. A youth or young adult delegate (finishing 9th grade through 29 years of age, and not older than 29 by the end of their term) may attend the Iowa Conference of the UCC annual meeting as an additional voting delegate for the church.

### **2. Official Representatives**

The Executive Board is empowered to appoint official representatives to other organizations and entities, as it deems appropriate. Representatives will be responsible to the Executive Board and submit a written report at the annual meeting.

## **Article XII. Teams**

The team structure is the basis for the governance of the church. Every member is expected to volunteer for at least one team and to participate in the bi-annual All-Church Team Meetings. A member can volunteer for a team by filling out a Time and Talents Survey, attending the All-Church Team Meeting, or simply volunteering for a task within a given team's purview. A small group may be designated as core team members for each team to support the planning and work of each team.

### **1. Organization**

- A. Each team shall be led by a coordinator and vice-coordinator who have the responsibility to organize and ensure the completion of the team's tasks as laid out by the members in the All-Church Team Meeting.

- B. The term for each position is one year, with the vice coordinator replacing the coordinator at the end of the calendar year. Therefore, the usual term of service is two years total, one as vice-coordinator and one as coordinator.
- C. The coordinator and vice-coordinator of each team shall meet as often as necessary to coordinate and evaluate progress toward accomplishing team tasks. The coordinator of each team shall meet with the Vice Moderator at least quarterly.
- D. Each team coordinator, or when absent the vice-coordinator, must attend the monthly meeting of the Executive Board and must report to the Board the progress on the tasks of the team.
- E. The coordinators and vice-coordinators may, in consultation with the Executive Board and/or the Vice Moderator, add or remove tasks as necessary between All-Church Team Meetings. The Executive Board also may direct teams to add new tasks to their lists.
- F. To accomplish the tasks of the teams, the coordinators and vice-coordinators should use the lists of church team members/volunteers from the All-Church Team Meeting or from the Time and Talents Surveys. The coordinators should, whenever possible, strive to include as many different members in the life and work of the church. If the coordinators cannot find team members for a particular task, they may call upon other members of the congregation as they see fit.
- G. The coordinators may call upon the staff of the church to help in their tasks, where appropriate, but should endeavor to have the leadership for tasks in the hands of church members.

## **2. Duties and Responsibilities**

The decisions and actions of each team must be consistent with those of the Executive Board and the congregation. Each team will review its purpose and accomplishments at each ~~All-Church~~ Team Meeting and submit a written report for the Annual Meeting. The team coordinators will submit annual budget requests to the Financial Stewardship Team. The teams will communicate their activities to members and friends by using such methods as the church newsletter, Sunday worship bulletin, church bulletin boards, e-mails, and website.

### **A. Member Services Team**

The overall role of this team is to promote the well-being of congregants, nurturing members and friends, actively fostering growth in commitment to develop, use, and share individual time and talents in response to God's mission. Specifically, the team will:

1. Organize and promote fellowship activities as a way to engage congregants and work to retain members. Examples of these activities include a fall picnic, the Chili Pie Bakeoff, Iowa Cubs outing, congregational dinners, etc.
2. Organize, facilitate, and foster groups that promote the comfort or well-being of the congregation. Examples of these groups include: coffee fellowship providers, special reception volunteers, etc.
3. Oversee contact information of congregants that will include interests and desire to donate time and talents in service to the church. Activities of the team will be to:
  - a. Review and update the "Time and Talents" Survey. Distribute and collect the survey annually from the congregants in conjunction with the annual pledges for the church budget.
  - b. Provide contact information to church teams, with assistance from the church secretary, matching talents and interests with requests.
  - c. Appoint a historian or committee to preserve church history.
4. Provide a caring network for the church community. Coordinate short-term services to members and friends of the congregation when needs arise from events such as birth, death, sudden illness, or accidents. Specifically, this team will help organize such services as transportation (to appointments, grocery store, etc.), meals, snow removal, lawn mowing/yard care, child care, pet care, household tasks (water plants, pick up newspaper or mail, pick up some groceries, etc.), lodging, and help with moving.

### **B. Worship and Music Team (Deacons)**

Specifically, the Worship and Music Team will:

1. Provide support to the Pastor in planning and providing meaningful worship experiences including:
  - a. Prepare for and assist the Pastor in the observance of the sacraments of communion and baptism, provide the sacrament of communion to homebound members of the congregation, and maintain and order supplies for serving communion.
  - b. Assign a Deacon-in-Charge to help organize ushers, greeters, acolytes, etc. on Sunday mornings and other special services. See the Deacon-in-Charge Procedures for more information.
  - c. Provide pulpit supply in the absence of the Pastor.
  - d. Work with the Church office to find ushers and greeters for each worship service as needed.
  - e. Operate the public address and video recording equipment for worship services and other events as necessary.
  - f. Maintain the supplies and materials needed for worship such as hymnals, Bibles, pew literature, and special collection envelopes, etc.
  - g. Maintain and display the sanctuary banners appropriate to the season. Organize and oversee the decoration of the sanctuary for Advent. Regularly inspect and replace worn banners and decorations, as needed.
2. Oversee the planning and organization of special worship services and events such as the Lenten worship services and soup suppers, weddings, funerals and memorial services. Specifically, the Worship and Music Team shall work with the Pastor and with the music and Christian education staff members in planning these special worship services and events.
3. Oversee the music program and in so doing will:
  - a. Work with the Personnel Committee of the Executive Board, in consultation with the Pastor, in the hiring of and compensation for the music staff.
  - b. Assist the Personnel Committee, as needed, with an annual review of the performance of the music staff.
  - c. Determine the general musical tenor of the regular worship services in consultation with the Pastor and music staff.
  - d. Maintain musical instruments in consultation with the music staff.
4. Organize and oversee the Theologian-in-Residence Program in conjunction with the Christian Education Team and other groups or individuals as needed.

### **C. Property Team**

The Property Team is responsible for the maintenance and repair of the buildings, grounds, and equipment and the insurance and bonding needs of the church. The coordinators will work closely with the Sexton in evaluating the physical needs of the church and in recommending tasks for the All-Church Meeting to consider.

1. The team oversees the property and grounds of the church and will:
  - a. Work with the Sexton to maintain and repair buildings, all equipment, and maintain the grounds.
  - b. Authorize expenditures for new equipment and repairs, and maintain the church property within the board's approved budget.
  - c. Authorize the use of the buildings by outside groups.
  - d. Have power to buy, sell, mortgage, transfer, or lease any real property for the benefit of the church, but only after authority has been given by the church members, voted at the annual meeting or a special church meeting called for that purpose.
  - e. Ensure the safety of the congregants during worship and other activities and the safe use of the property. This includes maintaining a current fire plan, providing snow and ice removal, providing comprehensive property and liability insurance, providing bonding of the Financial Secretary and Treasurer, etc.

2. Work with the Personnel Committee of the Executive Board, in consultation with the Pastor, in the hiring of and compensation for the Sexton and other buildings and grounds employees.
  - a. Aid the Pastor in overseeing the work of the Sexton and other buildings and grounds employees.
  - b. Assist the Personnel Committee, as needed, with an annual review of the performance of the Sexton and other buildings and grounds employees.

#### **D. Financial Stewardship Team**

This team oversees the financial stewardship of the church. Specific responsibilities of the board will be to:

1. Manage the solicitation, receipt, and deposit of financial contributions. Contributions to be managed include the pledges for the annual budget, memorial gifts, planned gifts or bequests, and any other financial campaigns referred by the Executive Board.
  - a. Plan and lead an annual solicitation of the membership for financial commitments to support the budget and carry out the work of the church.
  - b. Manage the receipt and recognition of memorial gifts. Maintain the Book of Remembrance.
  - c. Establish and periodically review the planned giving program for the church. Provide members of the church with information about planned giving options.
2. Provide routine management of the financial affairs of the church and provide regular reports to the Executive Board. This should include periodic review of church investments for safety and returns and whether they are consistent with the church's mission. Provide draft reports and recommendations on financial matters as requested by the Executive Board.
  - a. Review monthly updates on the financial condition of the church by the Treasurer. Provide advice and recommendations to the Executive Board when deviations from approved budgets are needed.
  - b. Make recommendations to the Executive Board on disbursement of memorial gifts. These recommendations should be consistent with the needs and desires of the church, as well as the wishes of the families of those who are being remembered.
  - c. Provide advice to the Executive Board on the stewardship of the endowment fund and any other designated gift funds.
  - d. Ensure that the financial records of the Financial Secretary and Treasurer are reviewed annually. Establish and periodically review procedures for monitoring the financial affairs of the church.
3. Compile the annual budget at the direction of the Executive Board.

#### **E. Christian Education Team**

The overall responsibility of the board is to create, foster, and facilitate Christian education programs for all ages. The coordinators should work closely with the Children and Youth Minister and the Pastor to assist and facilitate Christian education within the church. Specifically, the Christian Education Team will:

1. Assist the Personnel Committee of the Executive Board, in consultation with the Pastor, in the hiring of and compensation for the Christian education staff. The team will aid the Personnel Committee in conducting an annual review of the performance of the Christian education staff.
2. Authorize or initiate and also coordinate and promote religious education activities. These include church school, youth ministry, adult education, Vacation Bible School, summer camp program, retreats, leadership training, and occasional courses or lectures that involve instruction in religious subjects. Ensure that what is taught in the education programs is consistent with beliefs valued by church members. Maintain and promote use of the church library and nursery.
3. Survey all age groups in the church to identify educational needs and evaluate ongoing programs. Use findings to improve current programming and develop new initiatives.
4. Support and assist the Christian education staff in selecting curriculum for all ages. Help the

congregation understand the value of Christian education and its importance in our congregation.

#### **F. Social Justice and Outreach Team**

The overall responsibility of the team is to support social justice issues in the world and to empower members to respond as Christians with concern and active caring. The team shall advance social justice causes by challenging the church and community to a deeper understanding that our response to these issues is part of our faithful response to God. Specifically, the team will communicate local, regional, and global social justice issues and needs to the congregation and community, thereby deepening our commitment to God and fellowship with each other. For example, the board will:

1. Cooperate with and support local outreach programs, such as Good Neighbor Emergency Assistance, Mid Iowa Community Action, Habitat for Humanity, Meals-on-Wheels, Emergency Residence Project, etc.
2. Cooperate with and support programs of the Iowa Conference and the national UCC.
3. Recommend to the Executive Board the yearly allocation of undesignated funds derived from the previous year's operating budget, and income from the endowment fund and from other funds.
4. Identify, bring to the attention of the congregation, and plan opportunities to experience hands-on involvement and mission work in local or United Church of Christ-related projects.
5. Recommend to the Executive Board annual special offerings including UCC missions, Church World Service, UCC Iowa Conference, and local communion funds.
6. Promote throughout the year the designated all-church offerings and Our Church's Wider Mission (OCWM).

#### **G. Invitation and Welcome Team**

The overall responsibility of the team will be to recruit new members, nurture new members and friends, and promote awareness of the life and work of the church in the Ames community. Specifically, the team will help coordinate and oversee:

1. All advertising campaigns and materials, including church signage, print materials to be offered to prospective members, online media, and print advertising.
2. The church website and internet presence.
3. Outreach to the neighborhood and local businesses around the church.
4. The welcoming of new residents to the Ames community.
5. Hospitality for visitors on Sunday morning including the Welcome Table, training of greeters, and input on elements of the service or interior environment that facilitate our identity as a church of unconditional welcome.
6. Outreach to Iowa State University students through existing organizations, such as the Religious Leaders Association at ISU and Students for Progressive Christianity. Ideally, the team would appoint a specific person to carry out this effort in coordination with the Pastor and student leaders.

### **Article XIII. Services and Meetings**

#### **1. Worship Services**

- A. Regular meetings of the church for public worship services shall be held at such time and place as the members decide.
- B. The sacrament of holy communion shall be celebrated at such times as the Pastor and Worship and Music Team determine.
- C. The sacrament of baptism of adults and children shall be administered at such times as the Pastor and Worship and Music Team appoint.

#### **2. Business Meetings**

- A. Rules and Regulations

1. The Chair of the Executive Board shall serve as Moderator at all official meetings. In the absence of the Chair, the Chair or Executive Board shall designate the Vice President as Chair and Moderator pro tem.
  2. All full members may act and vote in all transactions of the church, except on matters where legal voting age for members of a corporation is established by law.
  3. The lesser of fifty members or 25% of the full membership shall constitute a quorum when voting to call or terminate a Pastor, amend the Bylaws, make a corporate witness through a Pronouncement or adoption of a Proposal for Action. A two-thirds vote of those present and voting shall be decisive. For all other purposes, twenty-five members shall constitute a quorum and a majority vote of those present and voting shall be decisive.
  4. The church administrative and financial year shall be from January 1 to December 31. Terms of incoming and outgoing officers and other church leaders shall begin and end, respectively, at the close of the annual meeting in January.
- B. Annual Meeting
1. The annual meeting of the church shall be held in January, with the date set by the Executive Board. Notice of such meeting must be given at least two weeks in advance.
  2. The purpose of the annual meeting is to receive the yearly reports of the officers, teams, and others required by the Bylaws; to make evaluations and plans; and to conduct any other business brought to the meeting by a member according to the Bylaws.
- C. Special Meetings
1. A special meeting of the congregation may be called by the Executive Board. The Clerk upon the written request of twenty-five members must call a special meeting. Notice of such meeting, stating the purpose, time, and location, must be given at least two weeks in advance, either from the pulpit at a regular worship service or by notice to members in a letter or the church newsletter.
  2. A congregational meeting will be called by the Executive Board for the first Sunday of December to approve the budget and elect officers, team coordinators, and Association and Conference delegates.

#### **Article XIV. Auxiliary Organizations**

All organizations connected with the church and using its facilities are regarded as integral parts of the church and under its general jurisdiction.

#### **Article XV. Corporate Witness**

1. Recognizing that each member shall have the undisturbed right to follow the Word of God according to the dictates of her or his conscience, individual members of the congregation or the staff of the church may speak on their own behalf on issues of concern. However, this church also recognizes the occasional need for the congregation to study, speak, and act corporately on issues of common concern.
2. Proposals for corporate witness may be brought to the congregation by the Executive Board or any team at a congregational meeting. Such a meeting must be duly called after two weeks notice and a mailing stating the proposals for consideration.
  - A. A Study Priority is a church-wide study focus for a specified period of time. A majority vote of those present is required to adopt a Study Priority. No more than four Study Priorities may be in effect at any time.
  - B. A Pronouncement is a statement of Christian conviction on a matter of moral or social principle. It is based on biblical, theological, and ethical grounds. A two-thirds vote of those present is required to adopt a Pronouncement.
  - C. A Proposal for Action contains specific directional statements and goals implementing a Pronouncement. A two-thirds vote of those present is required to adopt a Proposal for Action.

#### **Article XVI. Memorial Gifts/Planned Giving Funds**

1. The following funds shall be established and maintained:

- A. A Memorial Gifts fund, to be used for special purchases and projects as determined by the church in consultation with the wishes of the family of the deceased. Whenever possible, such funds shall be expended within twelve months of the gift's establishment. Funds not expended will revert to the Endowment Fund.
- B. Designated gift funds, for gifts designated for specific purposes by either the church or the donor, that are consistent with the mission of the church.
- C. An endowment fund, to provide ongoing income for the varied ministries of the United Church of Christ -Congregational of Ames, Iowa. A guideline of 50% of the annual interest from the endowment fund shall be used each year for various outreach ministries as the Social Justice and Outreach Team determines. Each year the Executive Board and subsequently the congregation (at the annual meeting) will determine the actual amount/percentage of the interest to be used by the Social Justice and Outreach Team and the use or reinvestment of the remaining interest earned.

## 2. Organization

The Financial Stewardship Team is charged with the stewardship of the Memorial Gifts/Planned Giving Funds, in consultation with the Executive Board.

### **Article XVII. Amendments**

These bylaws may be amended at any annual meeting or at a called special meeting of the church. Fifty members shall constitute a quorum, and a two-thirds vote of those present is required to amend the Bylaws.

### **Article XVIII. Indemnity**

The corporation shall indemnify and advance expenses to any present or former director, officer, or member for a claim based upon an act or omission of the person, performed in the discharge of the person's duties, except for breach of the duty of loyalty to the corporation, for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law, or for a transaction from which the person derives an improper personal benefit, or under section 504A.88 of the Iowa Code. The membership by majority vote of a quorum shall also be authorized to indemnify and advance expenses in other situations where it is not prohibited by law.

### **Article XIX. Legal Requirements**

For the purposes of the Iowa Non-profit Corporation law, the Executive Board shall be the Board of Directors. The Officers shall be: Chair of the Executive Board, President; Vice Chair of the Executive Board, Vice President; Clerk, Secretary; Treasurer. The Treasurer shall be the Registered Agent.

### **Article XX. Adoption**

The provisions of these Bylaws shall become effective at the close of the meeting at which they are adopted, and shall supersede any and all constitutions, articles, rules, bylaws, or amendments previously adopted by the church.