

# **UNION CONGREGATIONAL UNITED CHURCH OF CHRIST CONSTITUTION & BY-LAWS**

## ARTICLE I. NAME

The name of this Church shall be the UNION CONGREGATIONAL UNITED CHURCH OF CHRIST.  
(Incorporated March 29, 1852 and recorded in Monroe County Clerk's Office in the Religious Corp.  
docket as the Union Congregational Society of Churchville Inc.)

## ARTICLE II. VISION AND MISSION

VISION: United in Christ's love, we seek to be a beacon of hope and faith for the greater community.

MISSION: The purpose of Union Church is to worship God together, serving our greater community to positively change all the lives we touch.

## ARTICLE III. POLITY

This Church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 4, 1961 relating to local churches.

The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject, however, to Laws of the State of New York relating to ecclesiastical corporations.

In the event that, for any reason, this Church is dissolved, its remaining assets shall revert to the New York State Conference of the United Church of Christ.

ARTICLE IV. FAITH AND COVENANT

A. Statement of Faith:

“We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator.

God bestows upon us the Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, languages, and races.

God calls us into the church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, 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.

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

Blessing and honor, glory and power be unto God.

Amen.”

B. Covenant:

"We covenant with one another to seek and respond to the Word and the will of God. We intend to walk together in the ways of the Lord made known and to be made known to us. As did those who have gone before us, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of love and toward eternal life."

## ARTICLE V. MEMBERSHIP

The members of this Church shall be persons who have made public acceptance of its covenant (a) on presentation of letters of transfer from other churches; or (b) if letters are not available by reaffirmation of faith; or (c) on confession of faith and baptism.

- A. Reception: New members shall be received at a Church service. If unable to attend, they may be received in absentia.

Members shall pledge themselves to attend the regular worship of the Church and the celebration of the Lord's Supper; to live a Christian life; to share in the life and work of the Church; to contribute to its support and benevolence; and to seek diligently the spiritual welfare of the membership and the community.

- B. Termination of Membership: Any member may, upon request, be granted a letter of transfer. A member whose address has long been unknown or who for a period of two years, in spite of spiritual care, has not attended the Church's worship or contributed to its support, may be removed from the active membership roll and the name placed on the inactive roll by the Board of Deacons.
- C. Restoration of Membership: Any person whose membership has been terminated may have their membership restored at their request.

## ARTICLE VI. SERVICES AND MEETINGS

- A. Worship Services: Services of worship shall be held at regularly designated hours each Sunday except when temporarily suspended by a majority vote of members attending a regularly called congregational meeting. Other services of worship, inspiration, and prayer may be held as determined by the Pastor and the Board of Deacons.

Individual services of worship may be cancelled because of extreme catastrophe or weather conditions by a majority vote of the Board of Deacons. Such action will be communicated to the congregation.

1. Holy Communion: The sacrament of the Lord's Supper shall be celebrated in connection with the significant festivals of the church year and at other times as the Board of Deacons may determine.

Any member of the congregation may request of the Pastor a private service of the Lord's Supper in cases of serious illness, invalidism, or special need.

2. Baptism: The baptism of adults and the baptism or consecration of children shall be administered at such time as the Pastor, or, in the Pastor's absence, the Deacons may determine.

B. Congregational Business Meetings

1. Annual Meeting: the Annual Meeting shall be held in the Church on the second Sunday in November to adopt the annual budget, to elect officers and/or board and committee members, and to transact any other business that may come before the meeting.
2. Special Meetings: Special meetings for business may be called by the Board of Trustees, Board of Deacons, the Church Council, or on petition of ten (10) members of the Church. The nature of the business to be transacted shall be stated in the call.

3. Rules and Regulations:

- a. Notices: Notice of Congregational Business Meetings shall be posted three weeks before the meeting. Notices shall be read from the pulpit and/or printed in the Church bulletin on two successive Sundays immediately preceding the meeting.

- b. Ballots: The ballot shall reflect all voting items. All involved boards and committees must provide the necessary information to make up the ballot a month before the meeting. The clerk shall compile and publish the ballots.

- i. Absentee ballots: Any member who cannot attend the meeting can receive an absentee ballot from the Church by calling and requesting a ballot be mailed to them. The Secretary shall report the name of the requestor to the clerk.

The completed ballot shall be returned to the Church office. This ballot must be received by the Church office by the Friday before the meeting. The ballot shall be given to the clerk before the start of the meeting. The clerk shall open the outer envelope, remove the inner envelope containing the ballot, and give these envelopes to the tellers.

Absentee ballots may not be used to ascertain a quorum. If someone who submits an absentee ballot comes to the meeting, the absentee ballot shall be destroyed and the person's vote cast in the prescribed way for present members.

- c. Quorum: A quorum shall consist of twenty-five (25) voting members present. Members are considered to be present who attend in-person or digitally.
  
- d. Voting: Unless otherwise specified, a majority vote of those members present is decisive. All members of the Church are entitled to vote.
  - i. Elections: Voting for elections shall be done by show of hands, except the election of the Pastor, as stated in these by-Laws.
  
  - ii. Financial matters: Voting on financial matters shall be done via secret ballot.
  
  - iii. Secret ballot: Secret ballot voting shall be by paper ballot when done in person and by secret digital vote when done digitally. If any member present at the meeting requests that a vote be done in secret, that vote shall be done secretly.
  
- e. Official Year: the official year of the Church shall correspond to the calendar year.
  
- f. Continuity: All officers, boards, and committees elected at the Annual Meeting shall assume their duties at the beginning of the next calendar year and continue until their successors are installed.

- g. Moderator: A moderator shall be elected at each meeting to serve for that meeting. The moderator shall conduct the remainder of the meeting according to Roberts Rules of Order, following the agenda prescribed in these by-laws.
  
- h. Tellers: Two (2) tellers shall be appointed at each meeting to serve for that meeting. The clerk shall give the absentee ballots to the Tellers, and the Tellers shall count and report the results of the those votes. The tellers shall: distribute, collect, and count paper ballots for in-person voting members; receive and report all digital and absentee voting; report the results of all votes to the Moderator.
  
- i. Minutes: The minutes of each business meeting of the Church shall be taken by the clerk.
  
- j. Order of Business: The order of business at the Annual Meeting shall be as follows:
  - Call to order by the clerk
  - Read Call
  - Ascertain Quorum
  - Election of Moderator
  - Appointment of two tellers
  - Minutes of the last meeting
  - Old business
  - New business
  - Stewardship Committee Report
  - Elections
  - Approval of the Expense Budget
  - Approval of the Benevolence Budget
  - Adjournment with prayer

## ARTICLE VII. OFFICERS

Each officer of the Church shall submit a written report to the clerk annually. The officers of the Church shall be the following:

- A. Pastor: The Pastor shall be called for an indefinite time by two-thirds vote (by secret ballot) of the Church as herein provided.

The Pastor shall be responsible for the spiritual welfare of the Church with the assistance and cooperation of the congregation, specifically the Board of Deacons and the Pastoral Relations Committee; Enlist people as followers of Christ; Preach the gospel; Administer the sacraments; Plan and provide all services of public worship; Administer the activities of the Church in cooperation with the various boards and committees; Form a well-rounded program in

cooperation with the Church Council. The Pastor shall be an advisory member of all boards and committees.

- B. Church Council Leader: A Church Council leader shall be elected at the Annual Meeting to serve for a minimum of two (2) years, and until a successor shall be elected. The Church Council Leader must have been a member in good standing of the Church for two (2) full years, and may also serve as a member of any Church board or committee.

The Church Council Leader shall convene the Church Council; Coordinate the activities of the various boards, committees, and groups; Ensure each committee reviews its by-laws annually.

- C. Clerk: A clerk shall be elected at each annual meeting to serve until a successor shall be elected. The clerk shall report to the Church Council.

The clerk shall keep a record of all the proceedings of the Church; Include a synopsis of the minutes of each business meeting in the next Church newsletter; Keep a register with addresses of the members of the Church, with dates and modes of their reception and removal; Keep a record of baptisms, marriages, and deaths; Publish annually an updated Church membership list; Report changes in membership to the Church Secretary, the Deacons, and the Church Council; Issue letters of transfer and certificates of dismissal for terminations of membership; Record such terminations, and report them to the Church Council and Board of Deacons; Preserve on file all written official reports and paper ballots cast at Congregational Business Meetings.

For Congregational Business Meetings, the clerk shall give legal notices; Produce voting ballots; Collect absentee ballots and deliver them to the tellers; Call meetings to order; Preside over the election of a moderator; Take minutes.

The clerk shall compile the Annual Report of the Church. In January of each year, the clerk shall request annual reports from each officer, board, committee, and subcommittee. Upon its completion, the clerk shall submit the Annual Report to the Church Council for publication. The Annual Report for any given year shall be published by the end of March the following year.

The clerk shall report to the Treasurer information regarding the attendance and membership of the Church, such that the Treasurer may make reports to the local UCC Conference, pursuant to Article XI, letter B of these by-laws.

- D. Secretary: The office of Secretary shall be a non-elected position, which shall be administered by the Board of Trustees. The Secretary shall be an advisory member of the Marketing and Communications Committee.

The Church Secretary shall compile and publish a monthly Church newsletter; Maintain a Church membership directory, as advised by the clerk; Take on other tasks as determined by the Board of Trustees.

- E. Treasurer: A Treasurer shall be appointed by and report to the Board of Trustees and serve until a successor is hired.

The Treasurer shall receive all current expense money from the Assistant Treasurer, and other monies of the Church. Monies received shall be deposited in such depository as the Trustees shall order. Under direction of the Trustees, the Treasurer shall have custody of all papers relating to the property of the Church, shall pay the bills of the Church after approval by the Trustees and keep an accurate account of all receipts and disbursements. The Treasurer shall be an advisory member of the Board of Trustees and of the Memorial Committee, and shall assist in preparing the annual budget for current expense funds. The Treasurer shall be responsible for all payroll functions, including tax reporting to the IRS and New York State.

- F. Assistant Treasurer: An Assistant Treasurer shall be appointed and supervised by the Board of Trustees. A monthly offering audit will be conducted by a member of the Board of Trustees.

The Assistant Treasurer shall receive all payments on current expense and benevolence subscriptions and Church school collections; Take charge of all offerings and special collections; Keep an accurate account with each subscriber; Pay all current expense monies to the Treasurer; Furnish subscribers with statements of their accounts.

The Assistant Treasurer shall disburse all benevolence funds of the Church in accordance with the standing orders of the Church benevolence budget or special orders from Benevolence/Outreach Committee. The Assistant Treasurer shall report to the Benevolence/Outreach Committee and Board of Trustees.

## ARTICLE VIII. BOARDS AND COMMITTEES

All those serving on Church-related boards or committees must be members in good standing of the Church. Non-members may serve on committees with Church Council approval. To be a chairperson of a board or committee, one must have been a member in good standing for at least two (2) full years. Unless otherwise specified in these by-laws: those serving on boards and committees shall be eligible to succeed themselves in their respective positions; All committees shall consist of a minimum of three (3) members elected for terms of three (3) years in such a manner that one (1) term shall expire annually, and shall elect their own chairperson.

It shall be the duty of each retiring chairperson of the various boards and committees to call a meeting for the purpose of electing a successor. The chairperson of each board, committee, and subcommittee shall submit a written report to the clerk annually.

A. Church Council: The administrative body of the Church shall be the Church Council.

1. Purpose and composition: The purpose of the Church Council is to plan and recommend activities that support the Mission Statement of Union Church, and to be a forum for members to share plans, ideas, Church problems, programs, and activities, thereby enhancing communication between all boards, committees, groups and the congregation.

The Church Council shall consist of thirteen (13) members, including: the Pastor, Council Leader, clerk, and a designated member from each of the following: the Board of Trustees, the Board of Deacons, Benevolence/Outreach, Stewardship, Pastoral Relations, Christian Education, Marketing and Communications, Strategic Planning, GVA Delegates, and the Congregational Liaison. The Pastor and Council Leader will be non-voting members. In case of a tie vote, the Council Leader will vote.

Each individual voting member of the council shall have a maximum of two (2) votes, regardless of how many offices, boards, organizations, or committees they may represent at a Church Council Meeting. Every effort shall be made to ensure that no individual regularly represents more than one entity at Council Meetings.

A quorum for a Church Council Meeting shall be six (6) voting members.

Although Church Council meetings are open to all members of the Church, the Council shall reserve the right to close meetings as it deems necessary.

2. Administrative Responsibilities: The duties of the Church Council shall be as follows: Administration of the Church shall be conducted by the Church Council, bound by the direction of the congregation, this constitution, and its by-laws. Between meetings of the congregation, the Council shall act on behalf of the congregation. The Council shall transact business by majority vote, utilizing Robert's Rules of Order as deemed appropriate.

The Church Council may appoint subcommittees and task forces as needed.

The Church Council shall meet every other month, at minimum. The Council may also meet on special call of the Pastor or the Council Leader, or on petition of ten members of the Church, at a time agreeable to the Council.

The Church Council shall review the Safe Church Policy annually and provide for its implementation, and appoint a temporary committee to review these by-laws every five (5) years.

3. Congregational Liaison: The Congregational Liaison shall be one person elected for a term of three (3) years. This person should not be a chairperson of any other board or committee in the Church, and preferably not on more than one other Church committee.

The duty of the Congregational Liaison shall be to represent the congregation at-large to the Church Council. They should seek input from the congregation throughout the year by way of small group meetings, surveys, emails, and/or other communications. The Congregational Liaison shall also submit an annual report to the congregation.

- B. Annual Delegates: At the Annual Meeting, the Church's quota of delegates shall be elected to the State Conference of the United Church of Christ, to the Genesee Valley Association of the New York Conference of the United Church of Christ, and to such other conferences or meetings to which the congregation is entitled to official representation.

A maximum expense for each delegate may be determined by the Board of Trustees. A written report after each meeting shall be required and shall be submitted to the Church Council.

- C. Pastoral Relations Committee:

1. Purpose and composition: The purpose of the Pastoral Relations Committee (PRC) is to support and maintain an open and healthy relationship between the Pastor and members of the Congregation. The PRC will serve as an advisory group to the Pastor and as support for the Pastor's leadership.

The PRC shall consist of three (3) members: one (1) Deacon, one (1) person recommended by the Pastor, and one (1) person recommended by the Congregational Liaison. Each year, the Board of Deacons shall elect one of its members to serve on the PRC, who shall serve on the PRC for that year, provided that they have one year of church leadership experience prior to serving on the PRC. The Pastor and the Congregational Liaison shall submit respective lists of candidates to the Stewardship Committee, which shall determine who is nominated using the respective lists. These two PRC members shall be elected for terms of two (2) years, in such a manner that one term expires annually.

The PRC shall be a separate standing committee that is accountable only to the congregation. Minutes of PRC meetings shall be only for the eyes of PRC Members. However, the PRC shall provide general update reports for the benefit of the congregation. The PRC shall meet monthly.

2. Responsibilities: The duties of the PRC shall be as follows: Resolve conflicts; Maintain confidentiality; Engage the process of mutual evaluation; Negotiate with the Pastor in good faith; Coordinate with the Board of Trustees for budgeting purposes; Oversee the Pastor's time usage; Work through pastoral transitions.

D. Board of Trustees:

1. Purpose and composition: The purpose of the Board of Trustees is to administer the care and custody of the property of the Church and have charge of the financial affairs of the Church.

The Board of Trustees shall consist of a minimum of five (5) members elected for terms of three (3) years, in such a manner that some terms expire annually. Trustees shall not serve more than two (2) consecutive terms.

Meetings of the Board of Trustees shall be held monthly and/or upon call of the chairperson or any two members of the board, to all Trustees. A majority of the whole number of elected and active Trustees shall constitute a quorum. The Treasurer shall be an advisory member of this board.

2. Responsibilities: The duties of the Trustees shall be as follows: Provide for the general care of the property of the Church; Approve all bills for payment by the Treasurer; Designate the last day of the month for payment of all salaried personnel, except the Pastor, who will be paid on the first and third Thursday of each month; Prepare the current expense budget and submit it to the Church Council for approval.

The Trustees shall appoint an auditor annually and shall hire, supervise, and dismiss a Church Secretary, a Church sexton, Treasurer and Assistant Treasurer as conditions warrant.

The Trustees shall have no power to call, remove or to fix salary of a minister; mortgage, lease, or transfer property or to incur any debts, beyond what is necessary for the current normal administration of the temporal affairs of this Church.

- i. Expense budget negotiation procedures: The Board of Trustees shall submit the proposed budget to the Church Council for approval no later than forty-five (45) days prior to the Annual Meeting. If the budget proposal is not approved by the Council, an *ad hoc* committee will be formed, which shall consist of two (2) Trustees and two (2) Council members. This committee will have two (2) weeks to review disputed items and attempt to come to an agreement.

If an agreement is reached, a meeting of the Board of Trustees will be held to vote on the changes. If approved, the amended proposed budget will then go before the Council for approval, at a special meeting if needed. If approved, this amended budget will be presented for congregational approval at the Annual Meeting.

If, at the end of the two (2) weeks, a budget proposal compromise cannot be reached, or if the Trustees vote not to approve the changes recommended by the *ad hoc* committee, the Church Council and Board of Trustees each shall submit their respective budget proposals to the congregation for consideration at the Annual Meeting. The congregation shall be presented with an unbiased assessment of each budget proposal and vote to accept one (1) expense budget.

3. Subcommittees: The Trustees shall have the responsibility of oversight and direction of the Memorial Committee and shall recommend, in consultation with this committee, disbursements from the Memorial Fund, to be decided by vote of the Church as hereinafter provided.

The chairperson of the Stewardship Committee shall be an advisory member of the Board of Trustees.

Other subcommittees may be appointed by the Trustees as needed.

- a. Memorial Committee: The purpose of the Memorial Committee is to encourage gifts and legacies to the Church to be placed in special funds known as the Memorial Fund or Endowment Fund

The chairperson of the Trustees shall be an *ex-officio* member of this committee.

The duties of this committee are as follows: Maintain memorial record books in which all gifts and bequests are to be recorded; Make appropriate written acknowledgment of all such gifts; Keep a permanent record of all expenditures from this fund in accordance with Article XI, Section C. In the event that gifts other than money should be received by the Church, this committee shall make suitable recognition and record in their record books.

This committee shall report to the Board of Trustees as requested.

- i. Special Gifts and Endowments: The purpose of the Special Gifts Endowment Fund is to enhance the ministry of the Church apart from the general operation of the congregation. No portion of the income generated by the Fund shall be used for the annual expense budget of the congregation. All principal amounts will be retained and only the income expended except where authorized otherwise in the terms of the gift, or as provided in these by-Laws.

E. Stewardship Committee:

1. Purpose: The purpose of the Stewardship Committee is to oversee and enlist financial pledges required to support the expense budget of the Church, and to prepare a slate of officers and board and/or committee members to be approved by the Church Council and elected at the Annual Meeting of the Church.

This committee shall meet at least quarterly. The chairperson of the Stewardship Committee shall be an advisory member of the Board of Trustees. Salaried personnel may serve as advisors to the committee but not as members.

2. Responsibilities: The duties of the Stewardship Committee shall be as follows:

The consent of persons whose names are proposed shall be obtained before the slate is published. After approval by the Church Council, such nominations shall be published and available at the Church not later than two Sundays prior to the Annual Meeting. The report thus prepared shall be the official slate at the Annual Meeting, provided that any voter may request a ballot and write in the name of any eligible person, and that the right of a member to make a nomination from the floor shall always be recognized.

This committee shall be responsible for filling vacancies that occur in any elected board or committee of the Church. Appointments to fill vacancies shall be approved by the Church Council and voted on at the next Annual Meeting.

This committee shall conduct a Time and Talent survey periodically to assist the committee in eliciting service to the Church. New members should be given this survey upon becoming a member.

This committee shall solicit yearly pledges from the congregation to the Church and work with the Trustees regarding the yearly expense budget.

F. Benevolence/Outreach Committee:

1. Purpose: The purpose of the Benevolence/Outreach Committee is to explore and determine which local and wider community groups, charities and organizations will receive financial or volunteer support from the Church, and to undertake such community service efforts as it shall deem advisable.

2. Responsibilities: The Benevolence/Outreach Committee duties are as follows:

Prepare the annual Benevolence/Outreach budget and present it to the congregation; Direct the Assistant Treasurer as to the distribution of expenditures; Highlight Benevolence Outreach activities of Union Church in the monthly newsletter; Provide educational experiences to the congregation at least once a year highlighting a group or organization that Union Church supports; Highlight and encourage volunteer opportunities to the groups Union Church supports; Publicize the greater UCC appeals such as One Great Hour of Sharing, Strengthen the Church, Neighbors in Need and Veterans of the Cross (Christmas Fund).

In the event of a discrepancy between the proposed Benevolence/Outreach budget and actual pledging to that budget, the committee will determine where to make cuts. If the budget is over-pledged, the committee will determine where the extra funds will be distributed.

G. Board of Deacons:

1. Purpose: The purpose of the Board of Deacons is to work with the Pastor in ministering to the spiritual needs and interests of the congregation.

2. Responsibilities: The duties of the Board of Deacons shall be as follows:

*Pastoral duties:* assisting the Pastor with administering the sacraments; Reaching out to the sick and needy; Reaching out to new members and introducing their families into the Church; Instruction in confirmation. The Deacons shall also recommend participants on the Pastoral Search Committee to the Church Council.

*Worship duties:* maintain order and a proper physical atmosphere at all services of worship; Provide greeters and ushers at all services; Provide a worship leader/speaker in

the absence of the Pastor; Cooperate with programs in the United Church of Christ New York Conference (UCCNY), Genesee Valley Association (GVA), and the UCC General Synod; Be responsible for supplemental worship events, celebrations or activities, in conjunction with other Church boards and/or committees.

*Clerical duties:* examine annually the entire membership roll and instruct the clerk as to subsequent revisions; Review periodically the statistical records of the church; Give the clerk the annual attendance in worship services; Work in conjunction with the Trustees annual expense budget preparation in regard to the ministries of the Church which are under its care.

3. Subcommittees and subordinate offices: The Deacons shall Undertake the hiring of an organist and a director of music as directed by Article X, Letter B of these by-laws; Review the job description of the organist and director of music when appropriate; Oversee the Sanctuary Flower Committee.
  - a. The Director of Music and Organist: The director of music and organist shall report to and work in conjunction with the Board of Deacons according to their job description upon hire.
  - b. Sanctuary Flower Committee:
    - i. Purpose: The purpose of the Sanctuary Flower Committee is to provide for the placement and care of all plants in the Church. The chairperson will be responsible for receiving and disbursing funds related to the performance of its duties.
    - ii. Responsibilities: The duties of the Sanctuary Flower Committee shall be as follows: Provide altar flowers for every Sunday; Water and care for plants inside the Church buildings; Supply a rosebud for the altar on Sunday for each new baby born to a member of the congregation and place an announcement in the bulletin; Place announcements in the bulletin for flowers given for a special occasion or as a memorial or from weddings or funerals; Place notices/announcements (newsletter/ bulletin) for the purchase and payment of Easter plants and Christmas poinsettias at least one month prior to the deadline for ordering. The committee shall organize and decorate the Church the first weekend of advent and organize the removal of such decorations after Christmas; order and receive palms for Palm Sunday; arrange Easter plants for Easter Sunday.

H. Christian Education Committee:

1. Purpose: The purpose of the Christian Education Committee is to coordinate all formal educational activities of the Church.

2. Responsibilities: The duties of the Christian Education Committee shall be as follows:

Undertake the hiring of a Christian Education Coordinator when appropriate; Review the job description of the Coordinator as needed; Work with the Coordinator and the Pastor to plan educational experiences for the Church membership and provide for their implementation; Prepare the Christian Education budget in concert with the Board of Trustees. The chairperson shall report the average attendance of Church educational activities to the clerk yearly.

I. Marketing and Communications Committee:

1. Purpose: The purpose of the Marketing and Communications Committee is to provide opportunities to increase the visibility of Union Church through marketing efforts and provide effective communications on the activities of Union Church.

The Church Secretary shall be an advisory member of the Marketing and Communications Committee.

2. Responsibilities: The Marketing and Communications Committee duties are as follows: Develop and implement a public relations plan; Develop and implement a comprehensive marketing strategy; Update and maintain the Church brochure; Work with the Church Secretary to publish Church newsletters monthly; Survey Church members to gauge their response to the overall pursuit of the Mission and Vision; Review all marketing materials produced by officers and other committees.

i. Social media: The Marketing and Communications Committee shall share responsibility with the Church Secretary to publish posts on the Church's social media pages. The Marketing and Communications Committee shall set such digital content policies that protect members of the Church from harm and the Church from liabilities.

J. Strategic Planning Committee:

1. Purpose: The purpose of the Strategic Planning Committee is to recommend the strategy for achieving the Church's vision to the Church Council, and to provide key capabilities toward that goal.
2. Responsibilities: The Strategic Planning Committee duties are as follows: Annually review the Vision and Mission statement and provide any recommendations to the Church Council; Review the key capabilities as needed to achieve the Vision including, Organizational Excellence, Communication and Marketing Excellence, Outreach Excellence and Member Satisfaction; Develop one-year and five-year strategic plans, evaluating and altering periodically; Lead an annual strategic planning session for all board and committee members at the start of the year.

K. Search Committee:

1. Purpose and Composition: The purpose of the Search Committee is to seek a candidate when there is a vacancy in the office of Pastor. This committee shall be comprised of seven (7) diverse representatives of the various interests of the Church, including the Deacons, Trustees, Christian Education, and the Pastoral Relations Committee (PRC).

In forming the Search Committee, the Board of Deacons shall recommend potential members to the Church Council for approval.

After a Pastor has been found, installed, and initiated a relationship with the PRC, the Search Committee shall be disbanded.

2. Responsibilities: This committee shall report its progress to the congregation on a regular basis. When a candidate is ready to be recommended to the congregation, this committee shall present his/her name to the Church and provide for the steps in the call process to be completed.

The Search Committee shall work with the PRC to provide a smooth transition after a Pastor is found and installed. The PRC will ensure that commitments made to the new Pastor are honored, and that the congregation's expectations have been fully represented to the Pastor.

ARTICLE IX. AUXILIARY ORGANIZATIONS

All organizations connected with the Church and using its equipment are under the general supervision of the Board of Trustees.

The Trustees shall ensure that a Church Use form is filled out annually and kept on file for any group using the Church.

These organizations shall adopt no policies that are in disharmony with the generally established policies of the Church.

ARTICLE X. HIRING, ELECTION, TERMINATION, AND SALARY  
OF MINISTRY PERSONNEL

- A. The Pastor: The Pastor of this Church shall be called or removed only by a secret ballot vote of a two-thirds (2/3) majority of the Church members present and voting at a meeting specially called for that purpose, in the manner provided for the call of Congregational Business Meetings.

In the call agreement reached with the incoming Pastor, the terms of the relationship shall be stated, including the agreement of the Church to participate in the Pension Fund of the United Church of Christ, the Health Insurance Program, and other terms agreed between the candidate and the committee. The Pastor, the Church, the Genesee Valley Association (GVA), and the New York Conference shall each receive a copy of the call.

When a Pastor accepts a call to this Church, the Church and the Pastor shall join in requesting the GVA to arrange for a service of installation or recognition.

While the tenure of the Pastor shall be indefinite, the congregation may at any time, by a two-thirds (2/3) vote at a Congregational Business Meeting called for that specific purpose, request the Pastor's resignation for cause; such causes shall have been placed in writing and given to the Pastor at least two (2) weeks prior to the meeting, with the expectation that the call for the Pastor's removal will be presented and, should the congregation vote to remove, take effect within ninety (90) days. A Pastor will give ninety (90) days' notice in case he/she wishes to leave of his/her own volition, but in case of loss of ministerial standing on the part of the Pastor, relations shall cease at once. Notice of termination of the relationship shall be sent by the clerk to the New York Conference Executive and to the GVA for appropriate action.

- B. Other ministry personnel: Salaried positions responsible for ministries in the Church, including Organist, Director of Music, Christian Education Coordinator, and any other such positions as shall be created, shall be hired in the following manner:

The originating board or committee shall produce a job description for the position, coordinate with the Trustees regarding salary and benefits to be offered, if any, receive applications, vet candidates, and recommend someone to fill the position to the Church Council. The Council shall review the proposal, including the parameters of the position, compensation, and the recommended candidate, make changes if necessary to the proposal in concert with the originating board or committee, and vote. A two thirds (2/3) majority affirmative vote of the Council shall install the candidate in the position.

Upon hire, the new staff member shall work with the originating board or committee, any other relevant committees, and the Pastor to plan and execute effective ministry, pursuant to the job description for the position. Ministry staff members shall report to their originating boards or committees.

While the tenure of salaried ministry staff shall be indefinite, the Council may, at any time, by a two thirds (2/3) majority vote, remove ministry staff members besides the Pastor. Should a ministry staff member wish to resign, he or she shall give thirty (30) days notice.

## ARTICLE XI. FINANCES

- A. Offerings: Opportunity shall be offered to all members of the Church and congregation to make written pledges ordinarily under the Stewardship program. The designation of monies for current expenses, benevolences, and specific objects shall be in accordance with budgets and plans approved by vote of the Church. Offerings for special purposes may be taken from time to time as designated by the Pastor, in consultation with the Trustees or the Church Council.
- B. Apportionment: The Church shall cooperate with the churches of the United Church of Christ Genesee Valley Association and New York State Conference under what is known as the apportionment plan. Likewise, the Trustees shall include in the budget of the Church the “per capita contribution” for the expense of the Association, the State Conference and the General Synod of the United Church of Christ.
- C. Memorial Fund/Gifts and Endowment Fund: All legacies heretofore and hereafter received shall be set aside in the Memorial Fund or Endowment Fund. All gifts in the form of memorials shall be added to these funds. These funds shall be deposited in the name of the Church in separate

accounts by the Treasurer, under order of the Trustees, with a savings bank or trust company incorporated under the laws of the State of New York.

All income and interest shall be accumulated, but may be expended as herein provided.

In the event a legacy or gift is designated for a particular purpose, it shall be accepted at the discretion of the Trustees; and, if so accepted, it shall be administered by the Trustees in accordance with the direction of the donor.

Monies designated for a particular purpose by the donor or donor's family may be used for the designated purpose upon review and approval by the Memorial Committee and the Board of Trustees after notice is given to the donor or donor's family. Notice of this use shall be published in the bulletin and newsletter.

If the undesignated amount to be used is three thousand dollars (\$3,000) or less, it may be expended by the Trustees without a vote of the congregation. If the undesignated amount to be used is greater than three thousand dollars (\$3,000), a two-thirds (2/3) vote of an Congregational Business Meeting is required for approval.

## ARTICLE XII. AMENDMENTS

The by-laws may be amended by a two-thirds (2/3) affirmative vote of the members present and voting at any Congregational Business Meeting. The proposed changes shall be available to the congregation in writing one month before the meeting. Notice of the nature of the proposed amendments shall be read from the pulpit on two (2) Sundays preceding this meeting. Any member may submit to the Church Council a proposed change to this constitution and by-laws in writing. The clerk shall publish the text of the proposed change at least one month prior to the Annual Meeting.