

**BYLAWS OF CHRIST CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST**

SILVER SPRING, MD

Revised June 4, 2007

PREAMBLE The Bylaws are authorized by Article XVIII of the Constitution of Christ Congregational Church. They may be amended as provided for in Section 2, Article XIX of the Constitution.

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ARTICLE I - MEMBERSHIP

SECTION 1 – RECEPTION

The Board of Outreach and Engagement will be responsible for making arrangements to receive persons desiring membership. Persons will be welcomed into membership ordinarily at a worship service. Any person not able to attend in public may be received into membership by the Board of Outreach and Engagement, acting for the church.

SECTION 2 - TERMINATION OF MEMBERSHIP

- a. Any member who desires a letter of transfer or recommendation to another church may receive it from the clerk of the rolls. The membership terminates upon issuance of such a letter.
- b. If, because of change of faith or for other reasons, a member in regular standing requests in writing to be released from covenant obligations, the deacons shall patiently endeavor to secure that member's continuance in its fellowship.
- c. Resident members who for a period of two years, in spite of kindly approaches, have not communicated with the church or contributed to its support, may, by vote of the church or Executive Council, be transferred to a retired list. The clerk of the rolls, in close coordination with the ministers, the Boards of Deacons and Outreach and Engagement, shall prepare a retired list each year for consideration by the congregation at the annual meeting. From the date of such transfer, such persons shall cease to be reported on the active membership roll and shall no longer have voting privileges. If, after the expiration of one year, they have not renewed their active connection with the church, their names may be dropped from the roll by a further vote of the congregation or the Executive Council.

SECTION 3 - RESTORATION OF MEMBERSHIP

Any person whose membership has been terminated may be restored by vote of the Board of Outreach and Engagement in accordance with Paragraph A of this section.

SECTION 4 - ASSOCIATE MEMBERS

Persons desiring to become members of Christ Congregational Church but who desire to retain standing in some other ecclesiastical body, may, at the discretion of the Board of Outreach and Engagement, be designated as associate members. They shall have all the rights, privileges and responsibilities normally associated with membership. Associate members shall meet the qualifications of Article VI, Section 1, of the constitution and shall be received into membership as called for in Section 1, Paragraph A of the bylaws.

ARTICLE II - BOARDS

SECTION 1 - GENERAL PROVISIONS

- a. Officers and Functions. At the first meeting following the annual meeting, each board shall elect its chair, vice chair, and secretary or such other officers as it deems appropriate. Each board shall have the right to organize itself into committees, assign duties among its members to carry out its responsibilities, and invite other members and friends of the church to serve on *ad hoc* task forces or committees organized by the board to further its programs. Minutes of all board meetings shall be recorded and submitted to the church office in a timely manner for archiving and distribution to other boards and officers as appropriate. The duties described in this bylaw are in addition to or an elaboration of those provided for in the constitution.
- b. Expectations of Membership. Members shall attend all duly called board meetings and actively participate in carrying out the mission of the board. Members of boards who for any reason are unable to fulfill their responsibilities for a period of six months or more or who because of changed circumstances, come to anticipate that they will be unable to fulfill their responsibilities for an extended period shall be expected to submit their resignations. The secretary of each board shall direct a letter to any board member who fails to attend any meeting of the board over a period of six months calling attention to this provision.
- c. Duties of Chair. In addition to those duties normally attendant on the position of chair, each chair shall at the beginning of the year work with the board to develop a program for the board's activities during the ensuing year. This program shall be presented to the Executive Council. The chair shall be responsible for promptly providing orientation for new board members as to the board's organization and program and assuring that a liaison relationship is maintained with designated standing committees under its purview and a slate of officers is nominated for the following year.

SECTION 2 - BOARD OF CHRISTIAN EDUCATION

- a. The Board of Christian Education shall consist of twelve (12) members, at least one of whom shall be high school age youth and another a young adult. The program staff serves as *ex officio* members of this board.
- b. The board shall, in cooperation with the church staff, be responsible for the development of programs and implementation of Christian education for the pre-school, elementary, junior high, senior high groups, and adults. The board shall maintain a Children's Library and supervise the acquisition, maintenance, display, and circulation of appropriate books and other materials.

SECTION 3 - BOARD FOR CHURCH LIFE

- a. The Board for Church Life shall consist of twelve (12) members.
- b. The board shall encourage, coordinate, and sponsor events other than worship that are open to all members and friends of the church and that give participants the opportunity to know and enjoy one another. Such events may include a social hour before or after worship, fellowship dinners, picnics, caroling opportunities, Winter Weekend, and such other events as the board deems desirable.

SECTION 4 - BOARD OF DEACONS

- a. The Board of Deacons shall consist of twenty-two (22) members, at least one of whom shall be a youth of high school age. One who has served more than six (6) years as a deacon may be designated a deacon emeritus by the Board of Deacons.
- b. The Board shall encourage and assist members and friends of the church in their exploration and understanding of the Christian faith. The board shall review and advise on the worship services of the church; assist the staff with pastoral care for members and friends in need; stimulate the formation of small groups for the study and sharing of spiritual concerns; maintain close liaison with the Committees for the Arts, Audio Visual, Older Adults Ministry, Referral and Service, Sanctuary, and Ushers; organize and arrange for conducting membership training for young people; encourage resident members in their continued participation in the fellowship; enlist young people in Christian life work; and cooperate with the clerk of the rolls to prepare a retired list to be presented at the annual meeting. The administration of the deacons' fund, primarily for the shut-ins and the relief of the needy, shall be under the jurisdiction of the Deacons and the ministers. The board shall also provide education and information to members of the congregation regarding memorials, maintain a memorial book containing a record of donors and persons memorialized and the purposes for which such funds have been used, prepare each year a list of the purposes for which memorial funds not otherwise designated may be used and submit that list to the Executive Council for approval, and maintain the memorial board and ensure that plaques are placed for newly deceased members.

SECTION 5 - BOARD OF OUTREACH AND ENGAGEMENT

- a. The Board of Outreach and Engagement shall consist of twelve (12) members.

- b. The board shall seek to expand the fellowship of the church by recruiting new members and integrating them into church life. The board shall make the church known in the community, communicate with interested persons, receive applications for church membership, provide classes as appropriate for adult candidates for membership, help new members become involved in the life and work of the church, maintain close liaison with ushers, and assist the clerk of the rolls in preparing the retired list.

SECTION 6 - BOARD FOR SOCIAL WITNESS

- a. The Board for Social Witness shall consist of sixteen (16) members.
- b. The board shall be responsible for Christian witness related to missions, service, and advocacy on behalf of the congregation. The board shall identify opportunities for financial and other support of mission activities, evaluate them, and allocate to them funds appropriated for this purpose under the unified budget or received through special offerings. The board shall initiate, lead, and coordinate service activities and advocacy opportunities. The board shall work to educate the congregation on social justice and human service needs and shall advocate positions on legislation, and government and non-government policies and programs.

SECTION 7 - BOARD OF STEWARDSHIP

- a. The Board of Stewardship shall consist of fifteen (15) members. In addition, each of the other six boards shall appoint a representative to work closely with this board on stewardship matters.
- b. As the board charged by the congregation with the solicitation of giving to meet the total mission of the church, it shall create, prepare, and implement the annual stewardship effort of the congregation. It shall analyze and critique the results of each effort for future use and improvement.

SECTION 8 - BOARD OF TRUSTEES

- a. The Board of Trustees shall consist of nine (9) members plus the treasurer and property administrator as *ex officio*, non-voting members. A trustee shall be twenty-one years of age or older.
- b. This board is responsible for all legal matters related to the church, the management of its financial affairs, the development and presentation of the annual operating budget, the maintenance and improvement of the church's property, the employment of all staff other than ministers called by the congregation, the execution of all employment agreements, and the development and implementation, through the Personnel Committee, of personnel policies. The board may delegate its powers and authorities with respect to the Endowment Fund to the Planned Giving Committee. The board shall establish rules governing the use of the church property and may enter into such contracts or arrangements as are appropriate for carrying out its responsibilities. The board shall study and implement prudent long-range fiscal policies to maintain and enhance the value of church assets under its control. This board shall approve an annual budget prepared by the Retreat House Committee including fees charged for the use of the Retreat House. The board shall have custody of all legal and other official documents of

the church corporation.

ARTICLE III - STANDING COMMITTEES

SECTION 1 - GENERAL PROVISIONS

- a. **Terms of Membership** Terms of membership in all standing committees shall be for one year unless otherwise specified. Members of committees who have faithfully fulfilled their responsibilities shall, however, be eligible for reappointment and the Executive Council shall make every effort to insure not only a number of new members each year but also that each committee is provided with a nucleus of persons having previous service on such committees. Except as otherwise provided for hereinafter, the chairs of committees shall be appointed by the congregation at the annual meeting or by the Executive Council, as needed. The Incoming moderator shall prepare a list of proposed chairs for acceptance by the congregation at the annual meeting.
- b. **Terms and Duties of Chair** The chair of each committee shall be responsible for ensuring that appropriate liaison relationships are maintained, at least one open meeting is conducted each year to recruit and invite interested persons to its membership, a list of committee members is maintained and updated, and the annual budget and annual report are prepared and submitted in a timely manner. Terms of chairs shall not exceed three (3) consecutive years, unless the Executive Council determines that an exception is necessary.

SECTION 2 – STANDING COMMITTEES

- a. **ARTS** This committee shall function in close liaison with the Board of Deacons, and have as its responsibilities planning programs of art, including, but not limited to, paintings, photographs, dance and other artistic expressions. The committee shall make arrangements for artistic displays in the Rev. Marian K. Tate Gallery (the main hall of the educational wing), and elsewhere in the church as deemed appropriate. Committee members will be responsible for executing such displays in an appropriate manner.
- b. **AUDIOVISUAL** This committee shall function in close liaison with the Board of Deacons and supervise the acquisition, storage, maintenance and operation of audiovisual equipment, records and films, and shall, in cooperation with the church staff, boards and committees, promulgate rules and policies governing the use of equipment under their jurisdiction. Upon reasonable notice this committee is responsible for provision of audiovisual aids for church groups. The committee shall also be responsible for amplification and recording of the Sunday morning worship services and of weddings and memorial services as requested.
- c. **BUILDINGS AND GROUNDS PLANNING** This committee shall function under the direction of the Board of Trustees and shall be composed of ten members, six appointed by the Executive Council for terms of three years and one representative appointed from the Board of Trustees, the Board of Deacons, the Board for Church Life, and the Board of Christian Education for terms of one year each. This committee shall advise the trustees on all new construction, alteration, furnishings and decorating, planting and landscape development, and related long-range planning for the church buildings and grounds.

- d. CHILD CARE This committee shall function in close liaison with the Board for Church Life to assure that child care is available during appropriate church-sponsored activities and programs.
- e. CHILDREN'S LIBRARY This committee shall function in close liaison with the Board of Christian Education and is responsible for the acquisition, maintenance, display, and circulation of books and other materials for children.
- f. COMMUNICATIONS This committee shall function in close liaison with the Executive Council, and shall publicize church activities as widely as possible both within the congregation and in the wider community. It shall be responsible for arranging for coverage in the press and by such other media as will bring the Christian message to the community. It shall be available to all boards and committees to advise on publicity and public relations with respect to their programs and will be continually alert to ways and means by which the mission of the church can better be made known. The communications officer shall serve as the chair of this committee.
- g. KITCHEN This committee shall function in close liaison with the Board for Church Life and is responsible for monitoring the kitchen and kitchenettes and for taking such action as required to assure these facilities are in readiness for subsequent use, including cleanliness, maintenance of equipment and supplies and inspection after each use. The committee shall develop and revise as needed, guidelines for use and clean-up of kitchens and assure that a responsible person of each group using the facilities is informed concerning their content.
- h. NOMINATING This committee shall function in close liaison with the Executive Council to carry out the church's nominating process as outlined in Article XIII of the constitution.
- i. OLDER ADULTS MINISTRY This committee shall function in close liaison with the Board of Deacons and shall assist in planning and implementing for older adults.
- j. PERSONNEL This committee shall, subject to the guidance and approval of the Board of Trustees, to develop, update, implement, and review personnel policies for the staff, including job descriptions and benefits, and shall ensure that such policies fully comply with applicable federal and state employment laws. The committee shall also in accordance with church policy, perform periodic evaluations of the staff and report those evaluations, with such recommendations as it deems appropriate, to the Board of Trustees. The committee shall consist of one representative each of the Board of Trustees, the Board of Deacons, and the Board of Christian Education, and three members-at-large elected by the congregation for staggered three-year terms. At-large members shall be ineligible for re-election for one year after serving all or part of two consecutive terms.
- k. REFERRAL AND SERVICE This committee shall function in close liaison with the Board of Deacons, and coordinate the services available in the community with the needs of members of the congregation.
- l. RETREAT HOUSE This committee shall function in close liaison with the Board of Trustees and shall have the responsibility for establishing guidelines regarding the use, care and maintenance of the Retreat House. The committee shall prepare an annual budget for the use of the Retreat House Fund, subject to approval of the Board of Trustees, and formulate

long-range plans and recommendations for development of the Retreat House and its property. The committee shall include a representative from the Board of Trustees, the Board of Deacons, and the Board of Christian Education.

- m. RUTH RICHARDSON SCHOLARSHIP This committee shall be responsible for awarding annually one or more scholarships to students who are, or whose parents are, members of the church; who have completed two years of undergraduate study; and who intend to pursue a career in human service profession, with priority given to education. The scholarship shall be drawn from the interest accumulated on funds given to the church for this purpose and, if the interest in any given year is insufficient, from the principal of such funds. The committee shall be composed of one representative each from the Board of Trustees and the Board of Christian Education and one at-large member.
- n. SANCTUARY This committee shall function in close liaison with the Board of Deacons and shall maintain appropriate decorations in the sanctuary and elsewhere in the church as appropriate. It shall be available to advise boards and committees, should special decorations be suggested. It shall also be available to those who wish to provide memorial decorations at any particular service. It shall assist members of the church in decorating the sanctuary and other areas for special occasions, with authority to decide on the fitness of all decorations for such occasions.
- o. PLANNED GIVING
 - 1. The Planned Giving Committee shall consist of five members elected by the congregation at the Annual Meeting plus one representative each from the Boards of Stewardship and Trustees. All seven shall be voting members of the Committee. Elected members shall serve staggered, three-year terms and shall be ineligible for re-election to the Committee for one year after serving two full or partial terms in succession. The Committee shall select from its elected members a Chair and a Recording Secretary, who shall maintain complete records and minutes of all meetings. A quorum of the Committee shall be four voting members, and decisions by the Committee shall require at least four affirmative votes. The Moderator, Treasurer, and Senior Minister shall serve as advisers to the Committee.
 - 2. The Planned Giving Committee shall provide education and information to members of the congregation with respect to contributions to the Endowment Fund, such as bequests, trusts, life annuities, and major gifts. The committee shall also provide advice and assistance to members of the congregation in the preparation of the necessary documents relative to wills, legacies, living trusts, bequests, and any other such instruments. The Committee shall encourage unrestricted gifts to the Endowment Fund and shall have full discretion to accept or reject any particular gift.
 - 3. Pursuant to powers and authorities delegated by the Board of Trustees, the Planned Giving Committee shall manage and control the assets of the Fund in a reasonable and prudent manner.
 - 4. The Committee shall seek to build up the principal of the Endowment Fund in order to increase income available over time and thus may determine to retain all or a portion of the income in any given year. The Committee may appropriate a reasonable portion of the income from the Endowment Fund for educational materials for the congregation, resource materials

for the Committee, professional investment counseling and/or management, and legal assistance as may become necessary or determined to be in the best interest of the careful maintenance of the fund. The Committee shall submit a plan for expenditure of the interest and dividend income from the Fund to the congregation annually for approval. The Committee may also periodically propose expenditures of principal and capital appreciation of the Fund to the congregation.

5. The Committee shall submit reports to the Board of Trustees on a quarterly basis and to the congregation on an annual basis.

- p. TECHNOLOGY This committee shall function under the direction of the Board of Trustees and shall have responsibility for advising the board, the Executive Council and the congregation on establishment, purchase, maintenance and upkeep of the church's computers, telephones, copiers, printers and other technological changes in the church infrastructure. The committee shall consist of a representative from the Board of Trustees, the web master(s) of the CCC web site, the church's database administrator, at-large members from the congregation, and the property administrator.
- q. USHERS This committee shall function in close liaison with the Board of Deacons and the Board of Outreach and Engagement, and shall assure the orderly greeting, seating and other arrangements for all services. The committee shall assure assistance for persons requiring special accommodation during all services.

ARTICLE IV - AUXILIARY ORGANIZATIONS

The Executive Council may approve and/or recommend the establishment of such auxiliary organizations as men's and women's support groups, faith discussion groups, fellowship breakfast, marriage and couples communications groups, senior fellowship, junior and senior high school fellowships, and such other groups as will strengthen the fellowship and faith of the church. Auxiliary organizations shall advise the Executive Council of their organization, activities, and future plans upon the Executive Council's request.

ARTICLE V - CONDUCT OF MEETINGS

SECTION 1 - PARLIAMENTARY PROCEDURE

When not inconsistent with the constitution, Roberts' Rules of Order shall govern matters of parliamentary procedure for meetings of the church and the Executive Council.

SECTION 2 – ANNUAL MEETING

The order of business at the annual meeting, unless otherwise directed by the members, shall be:

- Call to Order
- Prayer
- Presentation of
 - Minutes of previous annual meeting for approval
 - Minutes of special meetings for approval

Communications
Reports of Officers, Boards and Committees
Revision of Church Rolls
Unfinished Business
Report of the Nominating Committee
Elections
New Business
Recognition of Those Newly Elected
Adjournment

ARTICLE VI - CHURCH FUNDS

Trustees, officers, employees, members of boards and committees, and other agents of the church shall not be liable for any losses which may be incurred upon the investment of the assets of the church, except to the extent such losses shall have been caused by bad faith or gross negligence. Such persons shall be liable only for their own acts or omissions, not the acts or omissions of others. No person shall engage in self-dealing or in any transaction with a fund in which the person has a direct or indirect financial interest.

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