

**BYLAWS**  
**CHRIST CONGREGATIONAL CHURCH**  
**UNITED CHURCH OF CHRIST**  
**Denver, CO**

**IDENTITY AND MISSION STATEMENT**

Christ Congregational Church is a progressive, caring, and celebrating Christian Congregation of the United Church of Christ. We are a serving, learning, and worshipping community of faith. We welcome and care for one another. We desire to be diverse, justice-promoting, tradition affirming, future directed, and multi-generational. The focus of our ministry is on our neighborhood and to the larger Metro area, with ongoing attention to the needs of the global community.

**ARTICLE I CONGREGATION**

- A. The Congregation of Christ Congregational Church (United Church of Christ), hereafter “the Church” or “the Congregation” consists of the active members of the Church.
- B. The Congregation is the final authority over Church policy and over decisions which affect the life of the Church.
- C. The Congregation reserves to itself the specific authority to:
  - 1. Be the final authority for interpretation of the Constitution and Bylaws. (Article II, B, 6)
  - 2. Adopt and revise the annual budget. (Article VIII, B, 2)
  - 3. Receive periodic reports from the Pastor(s), Church Council, Ministries, standing committees, auxiliary organizations and officers of the Church. (Article VIII, B, 1)
  - 4. Approve the selection of the Pastor(s) and approve the termination of pastoral relationship(s). (Article III, B and D)
  - 5. Elect Church officers, Ministry coordinators, and delegates to the Metro Denver Association and Rocky Mountain Conference United Church of Christ. (Article VIII, B, and Article VI, B, 1)
  - 6. Authorize the Church Council to enter into transactions of real property.
  - 7. Amend the Bylaws. (Article IX)

**ARTICLE II CHURCH COUNCIL**

- A. The Church Council, hereafter “the Council”, is the representative body of the Congregation and is empowered to act on their behalf on all matters related to finance, personnel, hiring and dismissal of all staff (except the Pastor(s); see Article III, B&D), and shall be comprised of the Church officers and Ministries coordinators, or their designees. The Council shall meet monthly; special meetings may be called by the Pastor(s), the Moderator, or by three Council members. A quorum at a Council meeting shall consist of a majority of its members.
- B. The Council shall:

1. Coordinate and plan priorities of the Church to address the mission and goals of the Congregation toward the end that a spirit of cooperation and communication exists in the conduct of Church activities.
2. Provide leadership to the Congregation in setting long- term goals to address the Congregation's mission.
3. See that all Ministries, standing committees, officers, and auxiliary organizations function in accordance with the mission and goals of the Congregation.
4. Act for the Congregation on matters of concern to the general welfare of the Church, except for those matters specifically reserved for Congregational action.
5. Shall provide for the annual review and evaluation of the Pastor(s) with respect to designated duties.
6. Call Congregational meetings and set the agenda for such meetings.
7. Interpret the Constitution and Bylaws, subject to membership decision at a Congregational meeting.
8. Remove elected officers for inactivity. Remove Ministry coordinators at the request of the Ministry.
9. Fill vacancies, such appointments to be effective until the next Annual Meeting.
10. Define categories of Church membership.
11. Receive periodic reports from the Pastor(s), Treasurer and other officers, Ministries, standing committees, delegates, and auxiliary organizations.
12. Prepare and submit a proposed budget for the coming fiscal year to the Church at the Annual Budget Meeting.
13. Submit to the Annual Meeting a review of the Church's finances.
14. Prepare an evaluation of the Church's activities for the past year as informed by the mission and goals of the Congregation, for presentation at the Annual Meeting.

### **ARTICLE III PASTOR(S)**

- A. The Pastor(s) shall:
  1. Be the spiritual leader and administrator of the Church.
  2. Lead the Church as a community in mission.
  3. Seek to enlist persons as followers of Christ.
  4. Preach and teach the Word.
  5. Administer the Sacraments.
  6. Provide for all services of public worship.
  7. Provide Pastoral care to the congregation, visitation of members, shut-ins and the hospitalized with assistance from the Fellowship Ministry.
  8. Provide leadership to the Church in conjunction with the Council, the various Ministries and the standing committees in fulfilling the mission and goals of the Congregation.
  9. Supervise all paid staff.
  10. Serve ex-officio on all Ministries, standing committees, and the Council.
- B. When a vacancy occurs in the pastorate (ordained clergy), the Council shall appoint a Pastoral Search Committee. With the cooperation of the Conference minister and the guidance of the Holy Spirit, this committee shall:

1. Elect their own Chairperson, Vice-Chairperson, Secretary, and any other officers necessary to fulfill its function.
  2. Canvas available ministers, settle upon one who, in its judgment should be called to pastor the Congregation, and introduce the candidate to the Church. The race, ethnicity, nationality, gender, sexual orientation, marital status, age or physical handicap of potential candidates shall not be considerations in the work of the Pastoral Search Committee.
  3. Coordinate discussion of salary and benefits with the Council.
  4. Call a special meeting of the Congregation for the purpose of voting on the candidate. Rules and regulations under Article II shall apply with the following exceptions:
    - a. A quorum shall be 25% of the active membership according to the Church Register.
    - b. A two-thirds majority of the votes cast shall be required for the Call.
  5. The work of the Search Committee shall cease following the vote by the Congregation to Call the candidate and acceptance of the Call by the candidate.
- C. A Pastor shall have Ministerial Standing and be installed by the Metro Denver Association of the United Church of Christ at, or near, the commencement of the pastorate.
- D. Termination of a pastoral relationship shall occur as follows:
1. If a Pastor wishes to terminate a pastoral relationship, sixty days written notice of resignation shall be given to the Congregation, through the Council.
  2. If the Congregation wishes to terminate a pastoral relationship, the following procedure must be followed:
    - a. A meeting of the Congregation shall be called for the purpose of considering such termination. A quorum for this meeting shall consist of 25% of the active membership, and a two-thirds vote of the members present and voting shall be required for termination.
    - b. Within ten days of a vote in favor of termination, the Council shall issue written notice of termination, to become effective sixty days after receipt thereof by the Pastor.
  3. In the case of a Pastor's loss of Ministerial Standing, pastoral relations shall cease at once.

## **ARTICLE IV OFFICERS**

Officers will be members of the church. The following officers shall be elected for a term of one year at the Annual Meeting, and shall assume their duties on the following June 1. These officers may appoint committees to assist them in their duties.

- A. MODERATOR. The Moderator shall:
1. Prepare the agenda for all meetings of the Council and the Congregation, with the cooperation of Ministry coordinators and standing committee chairpersons and the Pastor(s).
  2. Preside at such meetings and arrange for reports of officers, ministries, standing committees, and auxiliary organizations to such meetings.

3. Coordinate the activities of officers, ministries, standing committees, and auxiliary organizations in harmony with the objectives and function of the Congregation and the Council.
4. Appoint necessary standing committees.
5. Serve ex-officio on all ministries and committees.
6. Shall be eligible for reelection for one additional term.

B. VICE-MODERATOR. The Vice-Moderator shall:

1. Cooperate with the Moderator in all designated functions of the Church.
2. Act, as requested by the Moderator, at any official Church functions.
3. Serve as Chairperson of the Nominating Committee.
4. Serve as Moderator if the Moderator is unable to complete the term of office.
6. Shall be eligible for reelection for one additional term.

C. CLERK. The Clerk shall:

1. Keep a faithful record of all Church and Council proceedings.
2. Keep the Church Register which includes the names of active and inactive Church members and other groups as designated by the Council, with the dates and modes of their reception and removal.
3. Keep a record of baptisms and marriages.
4. Issue letters of transfer voted by the Council.
5. Give legal notice of all meetings when notice is required.
6. Conduct all correspondence not otherwise provided for.
7. Notify all persons elected to offices and committees.
8. Perform such other duties as are prescribed by law or as usually pertain to the office of clerk or secretary.
9. Update Church By-Laws when accepted by the Congregation (Article IX, D)
10. Shall be eligible for reelection for additional terms without limitation.

D. TREASURER. The Treasurer shall:

1. Have custody of all papers relating to the Church property.
2. Review the accounts of all receipts and disbursements.
3. Arrange for such bonds as the Council shall prescribe.
4. Under the direction of the Council, invest endowments, legacies, trust funds and securities in such funds as are legal investment for said funds in the State of Colorado, and receive the income from these investments for the Church.
5. Cooperate in the annual audit of Church finances.
6. Prepare necessary financial reports and analyses as required on a monthly, quarterly, and annual basis and at other times as necessary for the financial reporting requirements of the Church.
7. Shall be eligible for reelection for additional terms without limitation.

E. IMMEDIATE PAST MODERATOR.

1. The immediate past Moderator shall be a member of the Council.

## **ARTICLE V MINISTRIES**

All works of the Ministries of Christ Congregational Church shall be guided by the Identity and Mission Statement of the Church. The Ministries will strive to have a diverse membership.

Ministry coordinators shall be members of the Church. Coordinators shall be elected for a one-year term at the Annual Meeting and may be reelected for two additional terms. The Ministries shall meet periodically; special meetings may be called by a Ministry coordinator or by a majority of the Ministry members. A majority of Ministry members shall constitute a quorum at meetings of that Ministry. All members of Ministries, with the exception of ex-officio members, shall have voting rights. Every effort shall be made to reach consensus in the decision making process within each of the Ministries.

The number of members on each Ministry shall be determined by the functions of that Ministry. Each Ministry may appoint committees as necessary to carry out its responsibilities. Each Ministry shall prepare an annual budget to be submitted to the Council for initial approval. The approved budget will be included in the annual budget of the Church.

All Ministries shall report their progress in meeting their goals at each regular meeting of the Council, including proposals for Council action.

### **A. WORSHIP AND MUSIC MINISTRY**

Psalms 100.1-2: "Make a joyful noise to the Lord, all the earth. Worship the Lord with gladness; come into his presence with singing."

This ministry shall be responsible for the overall worship and spiritual life of the Church. All Ministerial staff and Music staff shall serve as ex-officio members of the Worship and Music Ministry. This ministry shall directly, or through the assigning of committees as appropriate, coordinate with the Pastor and music director in ministering to the spiritual needs of the Church and Congregation including:

- a) Coordination of a diverse musical program of the Church including traditional and contemporary forms of musical expression;
- b) Conduct of all services of worship;
- c) Preparation and responsibility of the sacraments of the church – Holy Communion and Baptism;
- d) Coordination of the activities of ushers and acolytes;
- e) Making recommendations to Council relative to the recruitment, hiring, compensation, evaluation, and dismissal of music staff;
- f) Making recommendations to Council relative to the compensation and evaluation of ministerial staff.

### **B. CHRISTIAN EDUCATION MINISTRY**

Colossians 3.16: "Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God."

Each member of the Congregation shall have the undisturbed right to follow the word of God according to the dictates of his or her conscience, under the enlightenment of the Holy Spirit. This Christian Education Ministry shall supervise the total program of the Church in the area of Christian Education for children, youth and adults. They shall directly, or through the assigning of committees, be responsible for the following:

- a) Classes for children, including the selection/development of curriculum;
- b) Development of programs for youth fellowship, directed specifically at junior high/senior high school and college aged individuals, providing them with opportunities for growth within our Christian community;
- c) The Confirmation Class;
- d) Coordination of opportunities for Bible study, prayer groups and spiritual discernment for members of the Congregation;
- e) Making recommendations to the Council relative to the recruitment, hiring, compensation, evaluation and dismissal of the Director of Christian Education.
- f) Coordination of learning opportunities of Christ's teachings and the application of same in our daily lives.

#### C. SOCIAL JUSTICE AND MISSIONS MINISTRY

James 2.26: "For just as the body without the spirit is dead, so faith without works is dead."

The function of this ministry is to ensure opportunities exist within our Congregation to live our faith through works. They shall directly, or through the assigning of committees, be responsible for the following:

- a) Coordination of opportunities to minister to the needs of people through worldwide, local or denominational activities and donations;
- b) Education of the membership to the mission of the Church;
- c) Oversight of all working groups dealing with the Church's mission, stances and social actions.

#### D. EVANGELISM AND CHURCH GROWTH MINISTRY

Matthew 28.19: "Go therefore and make disciples of all nations."

This ministry shall directly, or through the assigning of committees, be responsible for the following:

- a) Developing and initiating strategies for attracting new and retaining existing members to our Congregation.
- b) Coordinate publicity campaigns for the Church and our activities.
- c) Website design and maintenance.

The Evangelism and Church Growth Ministry shall work closely with other Ministries to ensure that our Church instills a sense of belonging in members and that we integrate new members into the whole life of the Church.

#### E. FELLOWSHIP MINISTRY

Acts 2.42: "They devoted themselves to the apostles' teaching and fellowship, to the breaking of bread and prayers."

This ministry shall directly, or through the assigning of committees, be responsible for the following:

- a) Coordination of social programs that are keyed to the mission of the Church including, but not limited to: coffee hour, dinners for 6/8, La Foret retreats, Church dinners, other festivals and special programs as appropriate;
- b) Coordination of programs to care for the sick, sorrowing, poor, indifferent and the stranger;
- c) Supporting the formulation of small groups around common interests as well as formulation of small groups among diverse groups within the Church.

It is imperative that the Fellowship Ministry take into consideration the changing lifestyles of congregants when scheduling events. The Fellowship Ministry shall work closely with other Ministries to ensure that our church instills a sense of belonging in members and that we integrate new members into the whole life of the Church.

#### F. STEWARDSHIP MINISTRY

Deuteronomy 16.16-17: "They shall not appear before the Lord empty-handed; all shall give as they are able, according to the blessing the Lord your God has given you."

This ministry shall promote, on a year-round basis, the understanding of each member of his/her opportunity to express gratitude for God's gifts through financial support of the Church. This ministry shall directly, or through the assigning of committees, be responsible for the following:

- a) Conduct of the annual stewardship program including time and talent along with financial contributions;
- b) Providing new members with an opportunity to make a financial commitment for support of the Church;
- c) Education of the Congregation on the present and future needs of the Church and encouraging their financial support on a basis consistent with their own resources;
- d) Facilitation of long range planned giving.

The Stewardship Ministry shall work closely with other Ministries to maintain the financial viability of the Church.

#### G. FACILITIES & GROUNDS MINISTRY

John 8.2: "And early in the morning Jesus came again into the temple, and all the people came unto him; and he sat down and taught them."

This ministry shall be the trustee of care, maintenance and upkeep of all of the Church's real and personal property including but not limited to buildings, grounds, furniture, equipment and other Church property. This Ministry shall be charged with coordinating all services related to the Church's property including but not limited to: insurance, lawn service, snow removal and custodial services.

## ARTICLE VI COMMITTEES AND DELEGATES

Committees, whether elected or appointed shall have a minimum of three members. The creating body shall designate the task, meeting schedule, and how committee officers are to be selected, unless otherwise provided for in these Bylaws.

### A. COMMITTEES OF THE COUNCIL

1. There shall be a Nominating Committee consisting of the Vice-Moderator (Chairperson) and a representative of each Ministry. The Pastor(s) shall be an ex-officio member. The Committee shall:
  - a. Recruit nominees for all offices and Ministries.
  - b. See that a listing of such nominees is printed and available for the Annual Meeting.
  - c. In case of a vacancy in any office, Ministry or committee, recruit a nominee for consideration by the Council at its next regular meeting.
  - d. Enlist help from the Stewardship Ministry in supplying information from the Time and Talent file maintained by the Stewards.
2. There shall be a Special Gifts and Memorials Committee. This committee shall:
  - a. Be composed of three persons appointed by Council.
  - b. Have jurisdiction in consultation with Officers of the Council over the acceptance and disposition of special and memorial gifts.
  - c. Report its activities to the Council upon request.
3. There shall be a Personnel Committee. This committee shall:
  - a. Be composed of three people appointed by the Council.
  - b. Develop revisions in the personnel policies of the Church. These revisions must be approved by the Council.
  - c. Formulate and supervise the process for staff evaluations.
  - d. Serve as a grievance committee in non-ministerial staff matters.
  - e. Ensure that signed contracts are obtained yearly and are kept on file for all staff.
  - f. Perform salary surveys as requested.
4. There shall be a Pastoral Relations Committee. This committee shall:
  - a. Be composed of three to five members appointed for one year terms by a consensus of the Moderator and Minister with approval of the Council.
  - b. Receive concerns of the Pastor(s).
  - c. Receive concerns of members of the Congregation.
  - d. Report, as appropriate, to the Council.
  - e. Shall act with confidentiality so that trust may be established and maintained.
5. Council shall have the authority to form Committees as necessary to complete its work during the year. Examples are an Executive Committee to handle decisions that must be made between scheduled meetings and a Finance or Budget Committee to prepare the annual budget.



- B. **DENOMINATIONAL DELEGATES.** Denominational Delegates shall:
1. Be elected at the Annual Meeting for one year terms. They may be re-elected for one term. The number of delegates to be elected is determined according to the formula established by the Rocky Mountain Conference of the United Church of Christ.
  2. Represent the Church at all Metropolitan Denver Association and Rocky Mountain Conference, United Church of Christ meetings.
  3. Report quarterly to Church Council and to the Congregation at the Annual Meeting.

## **ARTICLE VII AUXILIARY ORGANIZATIONS**

- A. Any organizations connected with the Church are regarded as under its jurisdiction.
- B. Auxiliary organizations consist of those groups who are considered by themselves and the Church, through the Council, as promoting directly the mission and goals of the Church and exist primarily for this purpose.
- C. All Auxiliary organizations shall regularly report their activities to the Council and annually to the Congregation.

## **ARTICLE VIII WORSHIP AND MEETINGS**

- A. **Worship**
1. Services of worship shall be held at given hours. At least one service of worship shall be held on each Sunday. Services of worship may be temporarily suspended by a vote of the Council.
  2. Sacraments shall be celebrated at such times as the Worship and Music Ministry shall determine.
  3. Other services of worship, inspiration, prayer, and study may be held as determined by the Church through its Ministries.
- B. **Meetings**
1. An Annual Meeting (“Annual Meeting”) of the Congregation shall be held in May. The agenda shall include:
    - a. yearly reports of the Pastor(s), all officers, Ministries, standing committees, and auxiliary organizations, and a review of financial status of the Church.
    - b. an evaluation from the Council of the past year’s mission and goals.
    - c. setting the mission and goals of the Congregation for the next year.
    - d. election of officers, Ministry coordinators, delegates and Special Gifts and Memorials Committee members.
    - e. transaction of any other business of the Congregation.
    - f. report of Christ Congregational Church Foundation.
  2. A Budget Meeting of the Congregation (“Annual Budget Meeting”) shall be held in January to approve the budget, as submitted by the Council, for the following fiscal year. The budget may be revised at any business meeting of the Congregation.
  3. Special meetings of the Congregation may be called by the Pastor(s), the Moderator, or any Ministry, or upon written request of 10% of the members of the Church.

#### 4. Rules and Regulations

- a. The Official Church Year shall be from June 1 through May 31. All elected persons shall assume office June 1 and shall continue their term as specified in Articles IV, V and VI or until replaced.
- b. The Fiscal Church Year shall be the calendar year.
- c. Notice of Congregational meetings shall be given by electronic mail or USPS and be sent to each member of the Church at least two weeks prior to the date of the meeting. The subject of the meeting shall be stated in the notice.
- d. A Quorum of voting members at a Congregational meeting shall be comprised of 10% of the active members of the Church, except as otherwise specified herein. At the time of the meeting a statement from the Clerk certifying the number of active members as recorded in the Church Register shall determine the basis for the quorum.
- e. Each member recorded in the Church Register shall be entitled to vote. No proxy votes are allowed.
- f. The rules contained in the current edition of Robert's Rules of Order shall govern the conduct of all meetings, except as otherwise specified herein.
- g. The Moderator shall preside at meetings of the Council and of the Congregation. The Vice-Moderator shall preside in the absence of the Moderator. In the absence of both the Moderator and the Vice- Moderator, one of these officers shall appoint, prior to the meeting, a member of the Council to preside.
- h. All Ministries, standing committees, auxiliary organizations, and officers shall present reports to the Moderator, the Congregation and to other Ministries upon request, and regularly to the Council and the Annual Meeting.
- i. All elected persons must be active members.
- j. All Congregational, Council, Ministry, and other official Church meetings shall be open to the membership.

### ARTICLE IX AMENDMENTS

- A. These Bylaws may be amended by a two-thirds vote of those present at any Congregational meeting. A quorum shall consist of 10% of the active membership.
- B. A notice specifying the time of the meeting shall be sent to each active Church member at least two weeks prior to the meeting date.
- C. Substance of the proposed amendment(s) shall be given from the pulpit or printed in the announcements on the two Sundays immediately preceding said meeting.
- D. All amendments must be written into the existing Bylaws within 30 days of acceptance by the Congregation. The Church Clerk shall have this responsibility.

### ARTICLE X EFFECTIVE DATE

These Bylaws will be effective 30 days after approval at a duly called Congregational meeting.

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Approval of By-Laws at Congregational Meeting, August 26, 2007

Effective Date of By-Laws, September 25, 2007