

CONSTITUTION AND BYLAWS

OF

PILGRIM CONGREGATIONAL CHURCH

OF THE UNITED CHURCH OF CHRIST

REDDING, CALIFORNIA

Adopted, October 12, 1997
Revised 1/29/17

PREAMBLE

We affirm that the Church is the people of God, laity and clergy alike, both sharing a mutual responsibility for the care, health and growth of the Church. We believe that the local church is an outcrop in a particular place of the Church Universal. We pray that the Holy Spirit will guide us in our endeavors to fulfill our mutual responsibilities, and we declare that our faith rests *"not...in the wisdom of man but in the power of God."*

(I Corinthians 2:5)

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1 **ARTICLE I - NAME**

2 The name of this corporation is Pilgrim Congregational Church of the United
3 Church of Christ, Redding, California, hereinafter referred to as the/this church.
4

5 **ARTICLE II - POLITY, FAITH AND COVENANT**

6
7 **SECTION 1, POLITY**

8
9 This church shall be part of the United Church of Christ and shall sustain that
10 relationship to the United Church of Christ described in those portions of the
11 Constitution and Bylaws of the United Church of Christ adopted July 4, 1961, and
12 as subsequently amended, relating to local churches.
13

14 The government of this church is vested in its members, who exercise the right of
15 control in all its affairs, subject in legal matters to the Articles of Incorporation
16 granted by the State of California.
17

18 While this church is amenable to no ecclesiastical judicatory, it accepts the
19 obligation of mutual counsel, comity and cooperation involved in the free
20 fellowship of the United Church of Christ.
21 .

22 **SECTION 2, FAITH**

23
24 The purpose of this church shall be to worship God; to preach the gospel of Jesus
25 of Nazareth; to celebrate the sacraments; to preserve, promote and extend the
26 heritage of the Christian church and the Church Universal; to render loving
27 service toward humankind; and to strive actively for righteousness, justice and
28 peace in our daily lives; and to affirm the validity of corporate worship with
29 people of other creeds and covenants.
30

31 **SECTION 3, COVENANT**

32
33 We subscribe to the Constitution and Bylaws of the United Church of Christ and
34 the following covenant unites us in the fellowship of this local church:
35

36 *We covenant one with another to seek and respond to the word and the will*
37 *of God. We purpose to walk together in the ways of the Lord, made known*
38 *to us. We hold it to be the mission of the Church to witness to the Gospel in*
39 *the teachings of Jesus of Nazareth in all the world, while worshiping God*
40 *and striving for truth, justice and peace. As did our fathers and mothers,*
41 *we depend on the Holy Spirit to lead and empower us. We pray for the*
42 *kingdom of God among us, and as it is still to come, and we look with faith*
43 *toward the triumph of righteousness and eternal life.*
44

45
46 **ARTICLE III - MEMBERSHIP**
47

48 This church welcomes into membership all persons who have been received by affirmation of the
49 congregation, as provided for in the Policy and Procedure Manual, and who:

- 50
- 51 • Intentionally pursue the Christian life through the teachings of Jesus of Nazareth,
 - 52 • Participate responsibly in the life and work of this church,
 - 53 • Attend with regularity the worship services of this church,
 - 54 • Encourage others to join in the mission of the church, and
 - 55 • Contribute to its support in proportion to their ability.

56 Members who, for a period of two years, have neither communicated with the church nor contributed
57 to its support may be removed from membership by majority vote of the congregation.

58 **ARTICLE IV - GOVERNING BODY**
59

60 Section 1 The governing body of the church is its members, hereinafter called the congregation. A
61 meeting of the congregation shall occur at least once a year (see Article V, Meetings of the
62 Congregation). Between meetings of the congregation, authority is delegated to the
63 Church Council in all matters except those listed in Article IV, Sections 2-A, 2-B, and 2-C.

64 Section 2-A The congregation reserves the following powers:

- 65
- 66 • Election of a pastoral search committee.
 - 67 • Election of church officers and ministry area co-coordinators.
 - 68 • Final action on any major financial program including the adoption of an
69 annual budget.

70 Section 2-B The congregation also reserves the following powers:

- 71
- 72 • Authorization to purchase, sell, convey, mortgage, encumber, lease real
73 property and accept unusual gifts.
 - 74 • Election or dismissal of a called member of the ministerial staff.
 - 75 • Merger or affiliation with another church or denomination.
 - 76 • Adoption and amendment of the bylaws.

77 Section 2-C Congregation reserves the power to dissolve the church in accordance Article XIII.

78 **ARTICLE V - MEETINGS OF THE CONGREGATION**
79

80 Section 1 An annual meeting of the congregation shall be held during the winter (January thru
81 March) on a date selected by the Church Council. The purpose of the Annual Meeting is
82 to review the work of the church, approve a budget for the new year, fill all vacant elected
83 positions, and transact such other business as may come before the congregation.

84 Section 2 Other meetings of the congregation may be called by the moderator, the Church Council,
85 any ministry area co-coordinators, the Senior Minister, or by the written request of twenty
86 members of the congregation.

87 Section 3 Prior to any meeting of the congregation, the church shall send a notice to each member
88 stating matters to be addressed at the meeting. Notices shall be sent by first-class mail,
89 postmarked at least ten days prior to the meeting.

90 Section 4 A quorum is required to conduct business. Ten percent of the membership, or 50
members, whichever is the lesser, shall constitute a quorum, except in special situations

91 enumerated in Article IV, Section 2-B, for which twenty percent or 100 members,
92 whichever is the lesser, shall constitute a quorum, and in Article IV, Section 2-C, for which
93 thirty percent or 150 members, whichever is the lesser, shall constitute a quorum.

94 Section 5 All propositions shall be decided and all elected positions filled by a majority vote of those
95 present and voting, except those powers reserved to the congregation in Article IV,
96 Sections 2-B and 2-C, which require a two-thirds vote.

97 Section 6 The moderator shall preside at all meetings. In the moderator's absence, the line of
98 succession shall be the vice-moderator or another member of the Church Council to be
99 selected by the Council.

100 Section 7 The clerk shall serve as recorder at all meetings. In the clerk's absence a secretary pro-tem
101 shall be appointed by the moderator.

102 Section 8 The latest edition of Robert's Rules of Order shall be the parliamentary guide at all
103 meetings unless otherwise specified at the beginning of the meeting.
104

ARTICLE VI - CHURCH COUNCIL

106
107 Section 1 The CHURCH COUNCIL ("Council"), with a quorum present, shall act for the church
108 except in those matters which are reserved to meetings of the congregation as provided in
109 Article IV, Sections 2-A, 2-B, and 2-C. A simple majority of voting Council members
110 including the Senior Minister shall constitute a quorum. The Council shall meet Quarterly,
111 and at other times as determined by the moderator or the Emergency Council.

112 Section 2 The Council shall be chaired by the moderator and composed of the voting members listed
113 below. Each voting member shall have only one vote for each position. [
114

- Vice-moderator
- Clerk
- Financial Secretary
- Treasurer
- One of each Ministry Area Co-Coordinator
- Member(s)-at-large
- Senior Minister who shall exercise the vote only for the purpose of breaking ties and in matters involving personnel.
- Associate Minister(s) shall be ex-officio with voice but not vote.

119
120
121
122 Section 3 The Council's duties shall include, but not be limited to, serving as a forum for discussion
123 of all matters pertaining to the well-being of the congregation. The Council shall establish
124 and maintain a Policy and Procedure Manual to supplement these Bylaws. The Council
125 shall oversee the work of the ministry areas. Upon recommendation of the Connecting Co-
126 Coordinators, Council shall fill vacancies as they occur at other times during the year. The
127 Council shall annually appoint the Endowment Fund Committee (minimum of 3) prior to
128 the Annual Meeting. It shall appoint delegates to represent the church in denominational
129 and ecumenical matters. The Council may delegate to individuals and groups such
130 functions as are necessary to accomplish the church's mission.
131

132 Section 4 To comply with the Revenue and Taxation Code of the State of California, Section 214
133 thereof, and tax exempt status under Section 501(c)(3) of the Internal Revenue Code of the
134 United States of America, the Council shall be the Board of Directors of Pilgrim
135 Congregational Church of the United Church of Christ of Redding, California. Its
136 moderator shall be president of the corporation, its vice-moderator shall be vice president

137 of the corporation, and its clerk and treasurer, respectively, shall be secretary and treasurer
138 of the corporation.

139 Section 5 An EMERGENCY COUNCIL shall serve as a crisis response team in emergency
140 situations. In such situations, the Emergency Council has all the authority of the Council,
141 but shall be expected to convene the Council as soon as practicable to review its actions.
142 The Emergency Council shall consist of elected officers and the senior minister.

143
144 The Emergency Council is authorized to obtain such advice and assistance as it may
145 require.

146 **ARTICLE VII – OFFICERS AND ELECTED COUNCIL MEMBERS**

147
148 Section 1 All officers and elected Council members shall be members of the church.

149 A. The officers of this church are:

- 150 • Moderator,
- 151 • Vice-moderator,
- 152 • Clerk,
- 153 • Treasurer,

154 B. Other Elected Council Members

- 155 • 3 Members at Large and
- 156 • One co-coordinator from each ministry team
- 157 • Others named by action of the congregation according to the provisions of
158 Article IV, Section 2-A.

159 C. Terms

160
161 The moderator, vice-moderator, clerk, and member(s)-at-large will serve one two-year
162 term and may serve again after a one year absence. The financial secretary and treasurer
163 may serve two consecutive two-year terms and may serve again after a one year absence.
164 Additionally, all officers may serve up to one year of the uncompleted term of a
165 predecessor. All officers may delegate to individuals and groups such functions as are
166 necessary.

167
168 Section 2 The MODERATOR shall:

- 169 • Preside at all meetings of the congregation and the Council,
- 170 • Be an ex-officio member of all ministry areas. He/she shall have no vote
171 except when serving as a member of Pastoral Relations Committee,
- 172 • Work closely with the ministerial staff, and
- 173 • Represent the interests of the congregation in civic, denominational and
174 ecumenical matters when or if the Senior Minister is unable to do so.

175
176 Section 3 The VICE-MODERATOR shall:

- 177 • Serve as parliamentarian at Council and congregational meetings,
- 178 • Carry out the moderator's duties in the absence of the moderator and be an
179 understudy to the moderator, and
- 180 • Be responsible for the maintenance of the church's Policy and Procedure
181 Manual and serve as chairperson of any task force working on a
182 Constitutional Amendment or revisions to the Policy and Procedure
183 Manual.

184
185 Section 4 The CLERK shall:

- 186 • Keep a faithful record of the proceedings of the church,
- 187 • Oversee and report annually on the register of members, with dates and modes of their
- 188 reception and removal,
- 189 • Maintain a record of all baptisms, marriages and deaths, and
- 190 • Issue letters of transfer and give legal notice of all meetings when such notices are necessary.
- 191 • Submit a list of inactive members to the congregation at the Annual Meeting, with
- 192 recommendations to revise the church membership, and
- 193 • Act on requests by former members for reinstatement

194
195 Section 5 The FINANCIAL SECRETARY shall:

- 196 • Be responsible for the count of all collections to the church and their immediate
- 197 deposit in such depository as the trustees shall order,
- 198 • Provide the Treasurer with a weekly breakdown of receipts,
- 199 • Make a monthly report to Giving Co-Coordination and the Council of these receipts,
- 200 • Keep and report accurate stewardship records as directed by the Giving Co-
- 201 Coordinators.

202
203 Section 6 The TREASURER shall :

- 204 • Keep records of all Fund Accounts and balances,
- 205 • Pay the bills of the church and remit benevolence monies according to the Annual
- 206 Budget and as directed by the relevant Co-Coordinator and/or the Congregation, and
- 207 • Make a monthly report to the Giving Co-Coordination and the Council of all
- 208 disbursements.

209
210
211 Section 7 The MEMBER(S)-AT-LARGE shall:

- 212 • Serve as a communication link directly between the congregation and the
- 213 Council

214
215 Section 8 SENIOR MINISTER (duties described in Article VIII).

216
217 Section 9 ASSOCIATE MINISTER (duties described in Article VIII).

218
219 Section 10 OTHER OFFICERS may be elected as needed. The length of term will be set at the time

220 the office is created.

221 222 223 224 **ARTICLE VIII - MINISTERS**

225
226 Section 1 The SENIOR MINISTER shall serve as spiritual leader and executive officer.

227
228 As spiritual leader, the Senior Minister shall:

- 229 • Be responsible for all services of worship and celebration within the church, in
- 230 consultation with the Worship Co-Coordination, and
- 231 • Serve as pastor, counselor, and teacher.

233 As executive officer, the Senior Minister shall:

- 234 • Supervise all paid staff with authority to employ and terminate employment in accordance
- 235 with policies established under Article IX, Section 1,
- 236 • Oversee the daily operations of the church,
- 237 • Facilitate church programs,
- 238 • Serve as official spokesperson for the church and represent the congregation in civic,
- 239 denominational and ecumenical matters except when others are so authorized, and
- 240 • Perform other duties consistent with these bylaws.

241
242 Section 2 The church may call one or more ASSOCIATE MINISTERS. Associate ministers shall
243 work collegially with the Senior Minister, assisting the Senior Minister in the performance
244 of that office. An Associate Minister may exercise all the functions of the Senior Minister
245 in the Senior Minister's absence until the Council provides otherwise.
246

247 Section 3 When a called ministerial vacancy occurs, the congregation shall elect a Pastoral Search
248 Committee, from nominations made by the Council, which, in cooperation with the
249 Northern California Nevada Conference, shall search for and recommend one candidate
250 worthy of the congregation's consideration. A minister may be called by a two-thirds vote
251 of members present at a duly-called meeting of the congregation. The term of the minister
252 shall be indefinite, but the agreement with the congregation may be terminated by either
253 party sixty days after written notice has been given in accordance with Article IV, Section
254 2-B.
255

256 Section 4 The Council may suspend the authority of a minister who is unable to perform the duties of
257 the position until action can be taken by the congregation.
258

259 Section 5 The clergy called by this congregation may continue their professional practice in this
260 church only as long as they maintain Ministerial Standing within the Northern California
261 Nevada Conference of the United Church of Christ (NCNC-UCC).
262

263 **ARTICLE IX – MINISTRY AREAS**

264
265 Ministry Areas shall be established by the congregation to oversee the work and mission of the
266 church. Each ministry area will have two co-coordinators who will be elected by the congregation at
267 the Annual Meeting, with terms to begin on Installation Sunday. Each ministry area co-coordinator
268 will serve a term of two years, staggered and may be reelected to additional terms. CoCo's
269 and Officers comprise the Council
270
271

272 Ministry area co-coordinators may delegate to individuals and groups such functions as are
273 necessary.
274

275 **SECTION 1. PERSONNEL AND PASTORAL RELATIONS COMMITTEES**

276
277 There are four standing Committees of the Council as follows:

278
279 1. Personnel Committee

280 The committee will consist of seven (7) members? including the Senior Minister.
281

- Formulate and recommend policies to the Council pertaining to all church staff except called ministers.
- Annually review the Senior Minister’s written evaluation of the work of all church staff members.
- Create and maintain a written personnel policy including all matters regarding employment of church staff except called ministers.
- Make recommendations regarding non-clergy staff salaries and benefits to the Financial Co-Cos in time for preparation of the Annual Budget.

2. Pastoral Relations Committee

There will be a Pastoral Relations Committee for each called minister, each Committee consisting of five (5) members?, including the Moderator/Vice Moderator. The four remaining members of the committee will be volunteers from the search committee who called the minister Confidentiality shall be maintained regarding all Pastoral Relations Committee matters and meetings.

3. Council Nominating Committee

There will be a Council Nominating Committee consisting of three (3) members including the Vice Moderator and two At Large Council Members. This Committee shall be responsible for preparing a slate of nominees for officers and ministry co-coordinators to be elected at the Annual Meeting. When vacancies occur, recommend candidates to fill these vacancies to Council.

4. Welcoming & Hospitality Committee

There will be a Welcoming & Hospitality Committee consisting of a minimum of six (6) members including the Pastor, two Council/CoCo members and members of the congregation. This Committee shall be responsible for welcoming Sunday visitors, communication with Senior Pastor about prospective members and maintaining a membership database.

SECTION 2. MINISTRY OF SERVING

This serving Co-coordinators shall:

- Oversee the caring functions of the church.
- Facilitate and encourage activities to enhance and enrich the lives of the church family.

SECTION 3 MINISTRY OF LEARNING

The learning co-coordinators shall:

- Facilitate the educational mission of the church and recommend policy to the Council,
- Develop educational programs for all ages addressing mission and stewardship themes, biblical, theological and ethical studies, and
- Recruit and train leadership, offer a full array of educational opportunities and evaluate the effectiveness of each.

SECTION 4. MINISTRY OF GIVING

331 The giving co-coordinators shall:

- 332 • Manage the financial and business affairs of the church except for the Endowment Fund,
- 333 • Be custodians of its physical properties and recommend policy to the Council regarding use,
- 334 • Advise and consult with the Council and Co-Coordinator regarding the financial needs of the
- 335 church,
- 336 • Carry out the budget as adopted and report unusual demands on said budget to the Council,
- 337 • Have the power to buy, accept, sell, lease, or transfer personal property as needed for the
- 338 operation of the church,
- 339 • Establish accounts with banks or savings institutions as needed,
- 340 • Establish, review and oversee special funds as needed,
- 341 • Act as a review board for all unusual gifts to the church, and
- 342 • Manage Memorial Fund gifts dedicated to the personal property and/or capital improvement
- 343 needs of the church.
- 344 • Facilitate an annual stewardship drive.

345
346
347
348 **SECTION 5. MINISTRY OF CONNECTING**

349 The connecting co-coordinators shall:

- 351 • Oversee the administrative functions of the church and connect the congregation with the
- 352 wider community
- 353 • Select areas of concern for study and action by the congregation, and serve as an action arm
- 354 of the church,
- 355 • Seek to keep the congregation informed about current social issues,
- 356 • Cooperate with the other churches of the community and with the Conference and national
- 357 structures of the United Church of Christ in study and action on social issues, recommending
- 358 policy to Council with regard to social concerns, but without committing the Congregation or
- 359 its individual members to particular positions
- 360 • Be responsible for preparing a slate of nominees for officers and ministry co-coordinators to
- 361 be elected at the Annual Meeting. When vacancies occur, recommend candidates to fill these
- 362 vacancies to Council,
- 363 • Oversee communication within and advertising and publicity outside for the church
- 364 • Maintain the church calendar for the Council

365
366
367 **SECTION 6. MINISTRY OF WORSHIP**

368 The worship co-coordinators shall:

- 369 • Assist in the preparation and leadership of worship services and in the sacraments of the
- 370 church.
- 371 • Oversee the music ministry of the church.

372
373
374 **ARTICLE X - FINANCE**

375 **SECTION 1. OFFERINGS**

376 The church shall seek support by contribution of individuals, annually, and at other times as

378 proposed by the congregation. Such monies shall be used for current expenses, benevolences and
379 specific objects as approved by the congregation.
380

381 SECTION 2. APPORTIONMENT

382 The church will apportion its unrestricted donations to support the local church, and a tithe or
383 more to the church's wider mission and other benevolent and worthy enterprises.
384

385 **ARTICLE XI - ENDOWMENT FUND**

386 The Endowment Committee :

- 387 .
- 388 • The fund managers shall consist of three (3) members who will maintain accurate records
389 of the fund's principal and income.
 - 390 • All principal amounts will be retained and only the income expended.
 - 391 • No portion of the income generated by the Endowment Fund shall be used for the annual
392 operating budget.
393
- 394

395 **ARTICLE XII – ELECTIONS**

396 The election of officers ,council members and ministry area co-coordinators shall be held at the
397 Annual Meeting.
398

399 **ARTICLE XIII - DISSOLUTION**

400 Upon dissolution of the church and satisfaction of all indebtedness, its assets property and interest
401 which it shall then possess, including any device, bequest, gift or grant contained in any will or
402 other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred
403 to the Northern California Nevada Conference of the United Church of Christ, unless otherwise
404 prohibited by the terms of the instrument of conveyance. In no event shall the assets be
405 transferred to any entity or be used for any purpose which violates Section 50 c(3) of the Internal
406 Revenue Code.
407
408
409

410 **ARTICLE XIV-AMENDMENTS**

411 These bylaws may be altered or amended in accordance with Article IV, Section 2-B hereof.
412
413

414 **ARTICLE XV-EFFECTIVE DATE**

415 The existing bylaws of the church shall be repealed in their entirety with the adoption of these
416 bylaws. These bylaws shall take effect upon adoption by congregation.
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418
419
420
421
422