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CONSTITUTION AND BYLAWS

OF

PILGRIM CONGREGATIONAL CHURCH

OF THE UNITED CHURCH OF CHRIST

REDDING, CALIFORNIA

Adopted, October 12, 1997
Revised 1/29/17
Revised 1/27/2019
Revised 2/7/2021

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)

**PILGRIM CONGREGATIONAL CHURCH
OF THE UNITED CHURCH OF CHRIST
REDDING, CALIFORNIA**

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78 **ARTICLE I - NAME**

79 The name of this corporation is Pilgrim Congregational Church of the United Church of Christ,
80 Redding, California, hereinafter referred to as the/this church.
81

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

84
85 **SECTION 1, POLITY**

86
87 This church shall be part of the United Church of Christ and shall sustain that relationship to the
88 United Church of Christ described in those portions of the Constitution and Bylaws of the United
89 Church of Christ adopted July 4, 1961, and as subsequently amended, relating to local churches.
90

91 The government of this church is vested in its members, who exercise the right of control in all
92 its affairs, subject in legal matters to the Articles of Incorporation granted by the State of
93 California.
94

95 While this church is amenable to no ecclesiastical judicatory, it accepts the obligation of mutual
96 counsel, comity and cooperation involved in the free fellowship of the United Church of Christ.
97

98 **SECTION 2, FAITH**

99
100 The purpose of this church shall be to worship God; to preach the gospel of Jesus of Nazareth; to
101 celebrate the sacraments; to preserve, promote and extend the heritage of the Christian church
102 and the Church Universal; to render loving service toward humankind; and to strive actively for
103 righteousness, justice and peace in our daily lives; and to affirm the validity of corporate worship
104 with people of other creeds and covenants.
105

106 **SECTION 3, COVENANT**

107
108 We subscribe to the Constitution and Bylaws of the United Church of Christ and the following
109 covenant unites us in the fellowship of this local church:
110

111 *We covenant one with another to seek and respond to the word and the*
112 *will of God. We purpose to walk together in the ways of the Lord, made*
113 *known to us. We hold it to be the mission of the Church to witness to the*
114 *Gospel in the teachings of Jesus of Nazareth in all the world, while*
115 *worshiping God and striving for truth, justice and peace. As did our*
116 *fathers and mothers, we depend on the Holy Spirit to lead and empower*
117 *us. We pray for the kingdom of God among us, and as it is still to come,*
118 *and we look with faith toward the triumph of righteousness and eternal*

119 *life.*

120
121 **ARTICLE III - MEMBERSHIP**

122
123 This church welcomes into membership all persons who have been received by affirmation of the
124 congregation, as provided for in the Policy and Procedure Manual, and who:

- 125 • Intentionally pursue the Christian life through the teachings of Jesus of Nazareth,
- 126 • Participate responsibly in the life and work of this church,
- 127 • Attend with regularity the worship services of this church,
- 128 • Encourage others to join in the mission of the church, and
- 129 • Contribute to its support in proportion to their ability.

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

133
134 **ARTICLE IV - GOVERNING BODY**

135
136 Section 1 The governing body of the church is its members, hereinafter called the congregation.
137 A meeting of the congregation shall occur at least once a year (see Article V, Meetings
138 of the Congregation). Between meetings of the congregation, authority is delegated to
139 the Church Council in all matters except those listed in Article IV, Sections 2-A, 2-B,
140 and 2-C.

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

- 142 • Election of a pastoral search committee.
- 143 • Election of church officers and ministry area co-coordinators.
- 144 • Final action on any major financial program including the adoption of
145 an annual budget.

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

- 147 • Authorization to purchase, sell, convey, mortgage, encumber, lease real
148 property and accept unusual gifts.
- 149 • Election or dismissal of a called member of the ministerial staff.
- 150 • Merger or affiliation with another church or denomination.
- 151 • Adoption and amendment of the bylaws.

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

154
155 **ARTICLE V - MEETINGS OF THE CONGREGATION**

156
157 Section 1 An annual meeting of the congregation shall be held during the winter (January
158 through March) on a date selected by the Church Council. The purpose of the Annual
159 Meeting is to review the work of the church, approve a budget for the new year, fill all
160 vacant elected positions, and transact such other business as may come before the
161 congregation.

162 Section 2 Other meetings of the congregation may be called by the moderator, the Church
163 Council, any ministry area co-coordinators, the Senior Minister, or by the written

- 164 request of twenty members of the congregation.
165 Section 3 Prior to any meeting of the congregation, the church shall send a notice to each
166 member stating matters to be addressed at the meeting. Notices shall be sent by first-
167 class mail, postmarked at least ten days prior to the meeting.
168 Section 4 A quorum is required to conduct business. Ten percent of the membership, or 50
169 members, whichever is the lesser, shall constitute a quorum, except in special
170 situations enumerated in Article IV, Section 2-B, for which twenty percent or 100
171 members, whichever is the lesser, shall constitute a quorum, and in Article IV, Section
172 2-C, for which thirty percent or 150 members, whichever is the lesser, shall constitute
173 a quorum.
174 Section 5 All propositions shall be decided and all elected positions filled by a majority vote of
175 those present and voting, except those powers reserved to the congregation in Article
176 IV, Sections 2-B and 2-C, which require a two-thirds vote.
177 Section 6 The moderator shall preside at all meetings. In the moderator's absence, the line of
178 succession shall be the vice-moderator or another member of the Church Council to be
179 selected by the Council.
180 Section 7 The clerk shall serve as recorder at all meetings. In the clerk's absence a secretary
181 pro-tem shall be appointed by the moderator.
182 Section 8 The latest edition of Robert's Rules of Order shall be the parliamentary guide at all
183 meetings unless otherwise specified at the beginning of the meeting.
184

ARTICLE VI - CHURCH COUNCIL

- 185
186
187 Section 1 The CHURCH COUNCIL ("Council"), with a quorum present, shall act for the church
188 except in those matters which are reserved to meetings of the congregation as provided
189 in Article IV, Sections 2-A, 2-B, and 2-C. A simple majority of voting Council
190 members including the Senior Minister shall constitute a quorum. The Council shall
191 meet Quarterly, and at other times as determined by the moderator or the Emergency
192 Council.
193 Section 2 The Council shall be chaired by the moderator and composed of the voting members
194 listed below. Each voting member shall have only one vote for each position.
195
 - 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
201 breaking ties and in matters involving personnel.
 - Associate Minister(s) shall be ex-officio with voice but not vote.
202
203
204 Section 3 The Council's duties shall include, but not be limited to, serving as a forum for
205 discussion of all matters pertaining to the well-being of the congregation. The Council
206 shall establish and maintain a Policy and Procedure Manual to supplement these
207 Bylaws. The Council shall oversee the work of the ministry areas. Upon
208 recommendation of the Connecting Co-Coordinator, Council shall fill vacancies as

209 they occur at other times during the year. The Council shall annually appoint the
210 Endowment Fund Committee (minimum of 3) prior to the Annual Meeting. It shall
211 appoint delegates to represent the church in denominational and ecumenical matters.
212 The Council may delegate to individuals and groups such functions as are necessary to
213 accomplish the church's mission.

214 Section 4 To comply with the Revenue and Taxation Code of the State of California, Section
215 214 thereof, and tax exempt status under Section 501(c)(3) of the Internal Revenue
216 Code of the United States of America, the Council shall be the Board of Directors of
217 Pilgrim Congregational Church of the United Church of Christ of Redding, California.
218 Its moderator shall be president of the corporation, its vice-moderator shall be vice
219 president of the corporation, and its clerk and treasurer, respectively, shall be secretary
220 and treasurer of the corporation.

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

226
227 The Emergency Council is authorized to obtain such advice and assistance as it may
228 require.
229

230
231 **ARTICLE VII – OFFICERS AND ELECTED COUNCIL MEMBERS**
232

233 Section 1 A. All officers and elected Council members shall be members of the church.

234 □□□□□The officers of this church are:

- 235 • Moderator
- 236 • Vice-moderator
- 237 • Clerk
- 238 • Treasurer
- 239 • Financial Secretary

240 B. Other Elected Council Members

- 241 • 3 Members at Large and
- 242 • One co-coordinator from each ministry team
- 243 • Others named by action of the congregation according to the
244 provisions of Article IV, Section 2-A.

245 C. Terms

- 246 • The moderator and the vice-moderator will each serve a one-year term and
247 may serve again after a one-year absence. The vice-moderator will move into
248 the role of moderator after his/her term.
- 249 • Members-at-large will serve one two year term and may serve again after a one
250 year absence. The clerk, financial secretary and treasurer may serve two
251 consecutive two-year terms and may serve again after a one year absence.
252 Additionally, all officers may serve up to one year of the uncompleted term of
253 a predecessor. All officers may delegate to individuals and groups such
254 functions as are necessary.

- 255 Section 2 The MODERATOR shall:
256
257 • Preside at all meetings of the congregation and the Council;
258 • Be an ex-officio member of all ministry areas. He/she shall have no
259 vote;
260 • Work closely with the ministerial staff, and
261 • Represent the interests of the congregation in civic, denominational and
262 ecumenical matters when or if the Senior Minister is unable to do so.

- 263 Section 3 The VICE-MODERATOR shall:
264 • Serve as parliamentarian at Council and congregational meetings;
265 • Carry out the moderator's duties in the absence of the moderator and be
266 an understudy to the moderator;
267 • Be responsible for the maintenance of the church's
268 Constitution/Bylaws and serve as chairperson of any task force working
269 on a Constitutional Amendment or revisions to the Policy and
270 Procedure Manual;
271 • Serve as member of the Pastoral Relations Committee;
272 • Serve as a member of the Nominating Committee;
273 • Serve as a delegate to Northern California Nevada Conference (NCNC)
274 Annual Meeting and Sacramento Association meetings.
275

- 276 Section 4 The CLERK shall:
277 • Keep a faithful record of the proceedings of the church;
278 • Oversee and report annually on the register of members, with dates
279 and modes of their reception and removal;
280 • Maintain a record of all baptisms, marriages and deaths;
281 • Issue letters of transfer and give legal notice of all meetings when such
282 notices are necessary;
283 • Submit a list of inactive members to the congregation at the Annual
284 Meeting, with recommendations to revise the church membership; and
285 • Act on requests by former members for reinstatement.
286

- 287 Section 5 The FINANCIAL SECRETARY shall:
288 • Be responsible for the count of all collections to the church and their
289 immediate deposit in such depository as the council shall order;
290 • Provide the Treasurer with a weekly breakdown of receipts;
291 • Make a monthly report to Giving Co-Coordinators and the Council of these
292 receipts;
293 • Keep and report accurate stewardship records as directed by the Giving Co-
294 Coordinators.
295

- 296 Section 6 The TREASURER shall:
297 • Keep records of all Fund Accounts and balances;
298 • Pay the bills of the church and remit benevolence monies according to the
299 Annual Budget and as directed by the relevant Co-Coordinator and/or the
300 Congregation; and
301 • Make a monthly report to the Giving Co-Coordinators and the Council of all
302 disbursements.

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

- Serve as a communication link directly between the congregation and the Council;
- Serve as members of the Nominating Committee.

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

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

Section 10 OTHER OFFICERS may be elected as needed. The length of term will be set at the time the office is created.

ARTICLE VIII - MINISTERS

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

As spiritual leader, the Senior Minister shall:

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

As executive officer, the Senior Minister shall:

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

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

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

Section 4 The Council may suspend the authority of a minister who is unable to perform the

352 duties of the position until action can be taken by the congregation.
353

354 Section 5 The clergy called by this congregation may continue their professional practice in this
355 church only as long as they maintain Ministerial Standing within the Northern
356 California Nevada Conference of the United Church of Christ (NCNC-UCC).
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360 **ARTICLE IX – MINISTRY AREAS**

361
362 Ministry Areas shall be established by the congregation to oversee the work and mission of the
363 church. Each ministry area will have two co-coordinators who will be elected by the
364 congregation at the Annual Meeting, with terms to begin on Installation Sunday. Each ministry
365 area co-coordinator will serve a term of two years, staggered and may be reelected to additional
366 terms. CoCo's and Officers comprise the Council.
367

368 Ministry area co-coordinators may delegate to individuals and groups such functions as are
369 necessary.
370

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

372
373 There are four standing Committees of the Council as follows:
374

375 **1.** Personnel Committee

376 The committee will consist of seven (7) members including the Senior Minister.

- 377 • Formulate and recommend policies to the Council pertaining to all church staff
378 except called ministers.
- 379 • Annually review the Senior Minister's written evaluation of the work of all
380 church staff members.
- 381 • Create and maintain a written personnel policy including all matters regarding
382 employment of church staff except called ministers.
- 383 • Make recommendations regarding non-clergy staff salaries and benefits to the
384 Financial Co-Cos in time for preparation of the Annual Budget.
385

386 **2.** Pastoral Parish Relations Committee

387 There will be a Pastoral Parish Relations Committee for each called minister and
388 for each interim minister, each Committee consisting of up to five (5) members,
389 including the Vice Moderator. The remaining members of the committee will be
390 volunteers from the search committee who called the minister. Confidentiality
391 shall be maintained regarding all Pastoral Relations Committee matters and
392 meetings.
393

394 **3.** Council Nominating Committee

395 There will be a Council Nominating Committee consisting of the Vice Moderator and
396 the At-Large Council Members. This Committee shall be responsible for preparing a
397 slate of nominees for officers and ministry co-coordinators to be elected at the Annual
398 Meeting. When vacancies
399 occur, recommend candidates to fill these vacancies to Council.
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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

The giving co-coordinators shall:

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

SECTION 5. MINISTRY OF CONNECTING

The connecting co-coordinators shall:

- Connect the congregation with the wider community;

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- Select areas of concern for study and action by the congregation, and serve as an action arm of the church;
 - Seek to keep the congregation informed about current social issues;
 - Cooperate with the other churches of the community and with the Conference and national structures of the United Church of Christ in study and action on social issues, recommending policy to Council with regard to social concerns, but without committing the Congregation or its individual members to particular positions; and
 - Oversee communication within and advertising and publicity outside for the church.

458 **SECTION 6. MINISTRY OF WORSHIP**

459

460 The worship co-coordinators shall:

- 461
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- Assist in the preparation and leadership of worship services and in the sacraments of the church; and
 - Oversee the music ministry of the church.

465

466 **ARTICLE X - FINANCE**

467

468 **SECTION 1. OFFERINGS**

469 The church shall seek support by contribution of individuals, annually, and at other times as proposed by the congregation. Such monies shall be used for current expenses, benevolences and specific objects as approved by the congregation.

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473 **SECTION 2. APPORTIONMENT**

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

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478 **ARTICLE XI - ENDOWMENT FUND**

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480 The Endowment Committee:

- 481
- The fund managers shall consist of three (3) members who will maintain accurate records of the fund's principal and income.
 - All principal amounts will be retained and only the income expended.
 - No portion of the income generated by the Endowment Fund shall be used for the annual operating budget.
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489 **ARTICLE XII – ELECTIONS**

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

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ARTICLE XIII - DISSOLUTION

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

ARTICLE XIV-AMENDMENTS

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

ARTICLE XV-EFFECTIVE DATE

The existing bylaws of the church shall be repealed in their entirety with the adoption of these bylaws. These bylaws shall take effect upon adoption by congregation.