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10
11
12
13
14
15
16
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IRVINE UNITED CONGREGATIONAL CHURCH

BYLAWS

Amended
By the Congregation
May 17, 2009

1 TABLE OF CONTENTS

2 ARTICLE 1 NAME 1

3 ARTICLE 2 PURPOSE 1

4 **Section 1** MISSION STATEMENT 1

5 **Section 2** VISION STATEMENT 1

6 ARTICLE 3 DEFINITIONS..... 2

7 ARTICLE 4 POLITY..... 3

8 ARTICLE 5 COVENANT..... 3

9 ARTICLE 6 MEMBERSHIP..... 4

10 **Section 1** QUALIFICATIONS 4

11 **Section 2** RECEIVING NEW MEMBERS..... 4

12 **Section 3** MEMBERSHIP RIGHTS 5

13 **Section 4** MEMBERSHIP TRANSFERS 5

14 **Section 5** ENDING MEMBERSHIP 5

15 ARTICLE 7 SERVICES AND WORSHIP..... 6

16 **Section 1** REGULAR WORSHIP SERVICES 6

17 **Section 2** SACRAMENTS and CEREMONIES 6

18 **Section 3** EDUCATION..... 6

19 ARTICLE 8 CONGREGATIONAL MEETINGS 7

20 **Section 1** REGULAR MEETINGS..... 7

21 **Section 2** SPECIAL MEETINGS..... 8

22 **Section 3** QUORUM 8

23 **Section 4** VOTING..... 8

24 **Section 5** ADJOURNING 9

25 ARTICLE 9 OFFICERS OF THE CHURCH..... 9

26 **Section 1** NUMBER of OFFICERS 9

27 **Section 2** QUALIFICATION, ELECTION and TERM OF OFFICE 9

28 **Section 3** VACANCIES..... 10

29 **Section 4** DUTIES of the OFFICERS 10

30 ARTICLE 10 CHURCH BOARDS..... 13

31 **Section 1** NAMES and PURPOSES 13

1 **Section 2** DUTIES 14
2 **Section 3** COMPOSITION 15
3 **Section 4** MEETINGS 17
4 **Section 5** ELECTION, TERM of OFFICE and VACANCIES 17

5 ARTICLE 11 MINISTRIES OF THE CHURCH 18
6 **Section 1** GENERAL DUTIES of the MINISTRIES 18
7 **Section 2** SPECIFIC DUTIES of EACH MINISTRY 19

8 ARTICLE 12 COMMITTEES AND OTHER BODIES OF THE CHURCH..... 21
9 **Section 1** ENTITY FORMATION and STUCTURE..... 21
10 **Section 2** GENERAL DUTIES 23
11 **Section 3** PURPOSE and SPECIFIC DUTIES..... 25
12 **Section 4** OTHER BODIES of the CHURCH 28

13 ARTICLE 13 PASTORAL LEADERSHIP 31
14 **Section 1** DUTIES of the PASTORAL LEADERSHIP 31
15 **Section 2** FORMATION of the PASTORAL RELATIONSHIP 33
16 **Section 3** DISSOLUTION of the PASTORAL RELATIONSHIP 34

17 ARTICLE 14 FINANCE 34

18 ARTICLE 15 PARLIAMENTARY AUTHORITY 35

19 ARTICLE 16 AMENDMENTS 35
20 **Section 1** PROPOSED AMENDMENTS 35
21 **Section 2** ADOPTION OF AMENDMENTS 35
22 **Section 3** NOTICE OF AMENDMENTS 35

23 ARTICLE 17 POLICIES AND PROCEDURES 36

24 ARTICLE 18 DISSOLUTION 36

25 APPENDIX A: ORGANIZATION CHART 37

1 **ARTICLE 1 NAME**

2 The name of this Church is Irvine United Congregational Church, as incorporated
3 under the laws of the State of California.

4 **ARTICLE 2 PURPOSE**

5 The purpose of this Church is to provide an environment open for all to worship God,
6 develop Christian values, share life's experiences, strive for truth, justice and peace,
7 and respond with compassion to the needs of others.

8 **Section 1 MISSION STATEMENT**

9 Irvine United Congregational Church provides a radically inclusive community,
10 declaring to neighbors and strangers alike, no matter who you are or where you are on
11 life's journey, you are welcome here. We celebrate the Creator's diversity as we
12 worship God and grow in our faith. Guided by God's unconditional love as taught by
13 Jesus Christ, we see ourselves as children of one God, brothers and sisters of all
14 people. As servants of God, we take responsibility to act with compassion, to work for
15 peace and justice, and to share the joy of Christian community.

16 **Section 2 VISION STATEMENT**

17 Irvine United Congregational Church seeks growth in spirit, fellowship, and number by
18 strengthening our capacity to serve our neighbors and community; by caring for each
19 other as God cares for us; by inviting others to be a part of our community of faith; and
20 by working to transform individual lives and our community through the power of God's
21 love in human action.

1 **ARTICLE 3 DEFINITIONS**

- | | | |
|----|---|--|
| A. | Association | The Southern Association of the Southern California Nevada Conference of the United Church of Christ. |
| B. | Bylaws | References these Bylaws |
| C. | Church or IUCC
(reference <i>this Church</i>
or <i>the Church</i>) | Irvine United Congregational Church. |
| D. | Conference | The Southern California Nevada Conference of the United Church of Christ. |
| E. | Congregation | Member and non-member participants of the Church. |
| F. | Corporate Member | A Member who is an adult as defined by the State of California. |
| G. | Director | A staff person designated to work with a specific committee. |
| H. | Member | A person who has publicly accepted the covenant of the Church. |
| I. | Ministry | A formal group created to implement the covenant of the Church. |
| J. | Staff Person | A person hired and paid by the Church who is recognized as an “employee” by the State of California |
| K. | Standing Committee | A formal group created to perform an on-going, identified role. |
| L. | Special Committee | A group of people brought together to perform a specific task or tasks for an indefinite period of time, with reporting responsibility to an established entity of the Church. |

Bylaws of the Irvine United Congregational Church

- M. Task Force A group of people brought together to perform a specific task in a specific time-frame, with reporting responsibility to an established entity of the Church.
- N. Youth Member A Member who is a minor, as defined by the State of California.

1 **ARTICLE 4 POLITY**

- 2 A. This Church recognizes God as the ultimate source of authority in all things.
3 This Church is guided in matters of faith and discipline by the Holy Scriptures,
4 the Holy Spirit, reason and conscience.
- 5 B. This Church is governed by its Members, subject to the laws of the State of
6 California relative to non-profit religious corporations.
- 7 C. This Church is autonomous, yet seeks mutual counsel, cooperation and
8 fellowship of the United Church of Christ and other organizations which share its
9 aims and work.
- 10 D. This Church shall recognize the Conference as an instrumentality of the
11 Church's life and service, and shall utilize the staff and facilities of the
12 Conference to the mutual benefit of this Church and the Conference. This
13 Church shall recognize the Association as the body that grants standing to
14 clergy.

15 **ARTICLE 5 COVENANT**

- 16 A. We join together with God and with each other
- 17 1. to provide an environment open for all to worship God,
18 2. to develop Christian values,
19 3. to share life's experiences,

- 1 4. to strive for truth, justice and peace, and
2 5. to respond with compassion to the needs of others.
3 B. We do this in the love of Jesus and in our desire to do the will of God in all
4 things.

5 **ARTICLE 6 MEMBERSHIP**

6 **Section 1 QUALIFICATIONS**

- 7 A. Membership of this Church shall be open to all those willing to publicly accept its
8 covenant.
9 B. The Irvine United Congregational Church has historically been an open,
10 inclusive church, welcoming persons of all races, genders, ages, marital status,
11 and physical abilities. Furthermore, as a conscious emphasis and clarification of
12 this policy, the Church has adopted the designation of Open and Affirming
13 Congregation, and hence offers all of the privileges and responsibilities of
14 church membership to all people, including people who identify themselves as
15 gay men, lesbians, or bisexuals in sexual/affectional orientation. "Open and
16 Affirming" is an official designation of the United Church of Christ.
17 C. Unless otherwise stated herein, the term "Member" or "Members" shall mean all
18 Corporate Members and Youth Members collectively.

19 **Section 2 RECEIVING NEW MEMBERS**

- 20 A. Persons desiring to be Members will be received at a worship service by
21 affirming their acceptance of the covenant either in person or in absentia with
22 written affirmation.
23 B. The date of said worship service and the name of each new Member will be duly
24 recorded and entered in the official Membership Roll of the Church.
25 C. Written documentation of membership will be delivered to each new Member as
26 soon thereafter as practical.

1 **Section 3 MEMBERSHIP RIGHTS**

- 2 A. All Members have the right to voice their opinions at any Regular or Special
3 Meeting of the Church.
- 4 B. Members shall have the rights enumerated in Section 5056(a) of the California
5 Corporations Code, with the following exception: Youth Members shall not have
6 the right to vote on financial matters, as designated by the Administrative Board.

7 **Section 4 MEMBERSHIP TRANSFERS**

8 The Church will receive letters of transfer from other churches affiliated with the United
9 Church of Christ and issue letters of transfer to other churches that may be willing to
10 accept such letters.

11 **Section 5 ENDING MEMBERSHIP**

- 12 A. A Member may be considered an "Inactive Member" if for a period of one (1)
13 year, the Member is inactive in attending Church and does not render financial
14 support.
- 15 B. The designation as Inactive Member shall be made by vote of the Administrative
16 Board, and the Inactive Member shall be notified of this inactive status in writing
17 as soon thereafter as practical.
- 18 C. An Inactive Member may be removed from the membership rolls for continued
19 inactivity for a period of one (1) year following the time of his/her designation as
20 Inactive Member.
- 21 D. The person removed shall be notified of such action in writing.
- 22 E. An Inactive Member shall lose all voting rights.
- 23 F. An Inactive Member may be reinstated, without rejoining the Church, by vote of
24 the Administrative Board.
- 25 G. A Member will be removed from the membership rolls at the request of said
26 Member.

1 **ARTICLE 7 SERVICES AND WORSHIP**

2 **Section 1 REGULAR WORSHIP SERVICES**

3 Public services of worship shall be held regularly each Sunday, and at such other times
4 as the Pastoral Leadership, acting under the guidance of the Ministries Board, shall
5 determine.

6 **Section 2 SACRAMENTS and CEREMONIES**

7 A. The Sacrament of the Lord's Supper shall be celebrated at the discretion of the
8 Pastoral Leadership.

9 B. The Sacrament of Christian Baptism shall be held when appropriate, at the
10 discretion of the Pastoral Leadership.

11 C. Ceremonies celebrating life experiences shall be held when appropriate, at the
12 discretion of the Pastoral Leadership.

13 **Section 3 EDUCATION**

14 The Church shall provide appropriate educational programs to inform of Christian
15 values, to inform of worship and fellowship experiences with God, to inform of the
16 traditions and purpose of the United Church of Christ and to introduce persons into the
17 community of faith.

1 **ARTICLE 8 CONGREGATIONAL MEETINGS**

2 **Section 1 REGULAR MEETINGS**

3 A. There shall be two Regular Congregational Meetings per year.

4 1. The Winter Congregational Meeting shall be held on the third Sunday of
5 January to adopt the budget and plans for the year, and transact
6 appropriate business.

7 2. The Spring Congregational Meeting shall be held on the third Sunday of
8 May to hear the yearly reports of Pastor(s), Officers, Ministries, Standing
9 Committees and organizations; to fill elective offices; and to transact
10 appropriate business.

11 3. By a majority vote of both the Administrative Board and the Ministries
12 Board, either the Winter or the Spring Congregational Meeting may be
13 rescheduled 60 days forward or 60 days back from the set date, if the set
14 date is deemed unworkable. Rescheduling the date shall require 14 days
15 written notice, with written notice as defined in ARTICLE 8, Section 1-B.

16 B. All Members of the Church shall receive written notice of the Meeting at least 14
17 days preceding the time set for such Meeting. Written notice is deemed received
18 when delivered in person or when mailed or when transmitted by electronic mail
19 to the Member's last known address. For the Winter Congregational Meeting, a
20 copy of the proposed budget for that year shall be placed on the IUCC web site
21 no later than 14 days prior to the meeting. A written copy shall be mailed to a
22 Member upon request.

1 **Section 2 SPECIAL MEETINGS**

2 A. Special Meetings of this Church may be called by the Pastoral Leadership, the
3 Moderator, the Administrative Board, the Ministries Board, or on written request
4 of any five Corporate Members addressed to the Moderator specifying the
5 nature and purpose thereof.

6 B. The Moderator shall be in contact with the proponents of the Special Meeting to
7 coordinate a date and agenda for said Special Meeting to be held no later than
8 30 days following the date of the request.

9 C. All Members of the Church shall receive written notice of such a Meeting at least
10 7 days preceding the time set for such a Meeting. Written notice is deemed
11 received when delivered in person or when transmitted by electronic mail or
12 when mailed to the Member's last known address.

13 **Section 3 QUORUM**

14 A. A quorum for any Regular or Special Meeting shall consist of at least 25% of the
15 Members of the Church. In accordance with the California Corporations Code,
16 Section 5056(a), only Corporate Members are entitled to vote on financial
17 matters.

18 B. Once a quorum is present for any Meeting, such quorum shall be considered to
19 be present for all purposes for that entire Meeting even though Members leave
20 and less than 25% of the Members of the Church remain.

21 **Section 4 VOTING**

22 A. A majority vote of the Corporate Members present at any Congregational
23 Meeting shall be required to transact business and take action, except where
24 otherwise specified in these Bylaws.

25 B. Voting by absentee ballot or by proxy shall not be permitted. However,
26 messages of reasonable length from absentee Members may be submitted for
27 presentation by the Moderator.

1 **Section 5 ADJOURNING**

- 2 A. Meeting may be adjourned to any future date without requiring additional written
3 notice to Members of the Church except as to the date, time and place.
- 4 B. If a quorum is not present at the originally scheduled Meeting, a majority of those
5 Members present may adjourn the Meeting in accordance with ARTICLE 8,
6 Section 5-A.

7 **ARTICLE 9 OFFICERS OF THE CHURCH**

8 **Section 1 NUMBER of OFFICERS**

- 9 A. There shall be seven (7) Officers of the Church.
- 10 B. The Officers of this Church shall be the Moderator, Chair of Ministries, Chair of
11 Administration, Clerk of Ministries, Clerk of Administration, Treasurer and
12 Historian.
- 13 C. For purposes of the California Corporations Code, there shall be three (3)
14 Officers of the Church. Those Officers shall be the Moderator as President, the
15 Chair of Administration as Secretary and the Treasurer as Treasurer.

16 **Section 2 QUALIFICATION, ELECTION and TERM OF OFFICE**

- 17 A. The Officers shall be elected by the Membership at the Spring Congregational
18 Meeting, and shall assume office July 1.
- 19 B. The candidates for office shall be nominated from the Corporate Membership by
20 the Nominating Committee or from the floor.
- 21 C. Officers are elected for a one (1) year term and may be re-elected.
- 22 D. No person may serve in the same office more than five terms consecutively.
- 23 E. Mid-term appointments do not count as service toward an elected term and its
24 stipulated limits.

1 **Section 3 VACANCIES**

- 2 A. Vacancies in the position of Clerk of Ministries or Historian may be filled in the
3 interim between Spring Congregational Meetings by a vote of the Ministries
4 Board, in consultation with the Nominating Committee.
- 5 B. A vacancy in the position of Clerk of Administration may be filled in the interim
6 between Spring Congregational Meetings by a vote of the Administrative Board,
7 in consultation with the Nominating Committee.
- 8 C. A vacancy in the position of Moderator, Chair of Ministries, Chair of
9 Administration or Treasurer may be filled in the interim between Spring
10 Congregational Meetings by a vote of both the Ministries Board and
11 Administrative Board, in consultation with the Nominating Committee.

12 **Section 4 DUTIES of the OFFICERS**

- 13 A. The Moderator is the official representative of the Church in the conduct of its
14 business and shall perform the following duties:
- 15 1. act as President of the Church.
 - 16 2. preside at all Regular Congregational and Special Meetings.
 - 17 3. prepare legal notice of such Meetings for distribution to the membership.
 - 18 4. be a member of the Administrative and Ministries Boards and the
19 Coordinating Council.
 - 20 5. preside at all meetings of the Coordinating Council.
 - 21 6. preside over the Administrative Board or Ministries Board in the absence
22 of the respective Chairs.
 - 23 7. work in close cooperation with the Pastoral Leadership.
 - 24 8. make a report to the membership at the Spring Congregational Meeting
25 and any other meeting as appropriate.

Bylaws of the Irvine United Congregational Church

- 1 9. be an ex-officio member of all Ministries, Standing Committees, other
2 Committees and Task Forces without vote, unless voted or appointed into
3 membership by the established procedures for that entity.
- 4 B. The Chair of Ministries shall assist the Moderator and shall perform the following
5 duties:
- 6 1. be a member of and preside over the Ministries Board in its role as the
7 mission and program arm of the Congregation.
- 8 2. act as Co-Moderator, with the Chair of Administration, in the absence of
9 the Moderator.
- 10 3. preside over the Spring Congregational Meeting in the absence of the
11 Moderator.
- 12 4. make a report to the membership at the Spring Congregational Meeting.
- 13 5. be a member of the Coordinating Council.
- 14 C. The Chair of Administration shall assist the Moderator and shall perform the
15 following duties:
- 16 1. act as Secretary of the Church.
- 17 2. be a member of and preside over the Administrative Board as it carries
18 out its role as the financial and business management arm of the Church.
- 19 3. act as Co-Moderator, with the Chair of Ministries, in the absence of the
20 Moderator.
- 21 4. preside over the Winter Congregational Meeting in the absence of the
22 Moderator.
- 23 5. make a report to the membership at the Spring Congregational Meeting.
- 24 6. provide for the safekeeping of all legal records regarding the business of
25 the Church.
- 26 7. be a member of the Coordinating Council.

- 1 D. The Clerk of Ministries shall perform the following duties:
- 2 1. keep a faithful record of the proceedings of the Spring Congregational
- 3 Meeting; of meetings of the Ministries Board; and of Special Meetings, as
- 4 requested by the Moderator.
- 5 2. be a member of the Ministries Board.
- 6 3. keep records of all those persons elected or appointed to serve on the
- 7 Ministries Board, as well as those serving on any Ministry Committee.
- 8 E. The Clerk of Administration shall perform the following duties:
- 9 1. keep a faithful record of the proceedings of the Winter Congregational
- 10 Meeting; of meetings of the Administrative Board; and of Special
- 11 Meetings, as requested by the Moderator.
- 12 2. be a member of the Administrative Board.
- 13 3. keep records of all those persons elected or appointed to serve on the
- 14 Administrative Board, as well as those serving on any Administrative
- 15 Committee.
- 16 F. The Treasurer shall perform the following duties:
- 17 1. prepare and present reports monthly to the Administrative Board and to
- 18 the Ministries Board, and alert the Administrative Board of any known
- 19 financial issues.
- 20 2. prepare and present the annual financial report to the Congregation at the
- 21 Winter Congregational Meeting.
- 22 3. submit the books for audit or review, as directed by the Administrative
- 23 Board.
- 24 4. review the accounts involving all monies received and disbursed.

Bylaws of the Irvine United Congregational Church

- 1 5. review the payment of the bills of the Church in accordance with the
- 2 budget and as authorized by the Administrative Board and ensure that
- 3 financial obligations including Conference “per capita” dues and Our
- 4 Church’s Wider Mission (OCWM) support payments are met.
- 5 6. establish and maintain financial controls necessary to safeguard the
- 6 assets of the Church in consultation with the Administrative Board.
- 7 7. be a member of the Administrative Board.
- 8 G. The Historian shall perform the following duties:
- 9 1. keep a record of major Church events of the year which shall be
- 10 presented with the annual reports.
- 11 2. provide for the safekeeping of all historical records regarding the mission
- 12 of the Church.
- 13 3. maintain, and keep current, a chronicle of the Church's history.
- 14 4. maintain a photographic record of significant Church events where
- 15 possible.
- 16 5. be a member of the Ministries Board.

17 **ARTICLE 10 CHURCH BOARDS**

18 **Section 1 NAMES and PURPOSES**

- 19 A. The Administrative Board
- 20 The Administrative Board shall conduct the business of the Church between its
- 21 Congregational Meetings. The Administrative Board may act for the
- 22 Membership within the policies and budgets approved by the Membership and in
- 23 special emergencies where there is insufficient time to call a Special Meeting of
- 24 the membership under the usual procedures.
- 25 B. The Ministries Board

1 The Ministries Board has a responsibility to implement the vision of the Church
2 as stated in its purpose (ARTICLE 2 of these Bylaws), and to work with the
3 Pastoral Leadership to formulate and implement a broad-scope program in
4 accordance with the policies and budgets approved by the Membership. The
5 Ministries shall present their plans and programs to the Ministries Board for
6 information and review.

7 **Section 2 DUTIES**

8 A. The Administrative Board's conduct of the business of the Church shall include
9 the following duties:

- 10 1. be responsible for developing short and long-term financial and business
11 plans.
- 12 2. be responsible for preparing budgets.
- 13 3. present budgets and plans to the Congregation for approval by the
14 Membership at Regular or Special Meetings.
- 15 4. monitor income and expenses.
- 16 5. have the ultimate responsibility for hiring and termination decisions of
17 paid Church staff, except as otherwise specified in these Bylaws. Prior to
18 hiring or terminating any paid Church staff, the Administrative Board shall
19 consult with the Human Relations Committee and the employee's
20 supervisor.
- 21 6. provide general administrative support and advice for the pastoral and
22 programmatic leadership of the Church.
- 23 7. review and approve all operating and employee-related policies and
24 procedures for the Child Care Center and/or cause them to be reviewed,
25 developed and implemented, working through the Child Care Center
26 Director, the Pastoral Leadership and the Child Care Committee, as
27 appropriate.

Bylaws of the Irvine United Congregational Church

1 8. have no power to buy, sell, mortgage or transfer real property without
2 having first secured authorization at a regular or special meeting of the
3 Church Membership delineating that purpose. Such authorization shall
4 require a 2/3 vote of the Corporate Members present.

5 B. The Ministries Board's work shall include the following duties:

6 1. maintain communication with national, state and local United Church of
7 Christ bodies.

8 2. ensure participation by the Church in the Conference annual meeting.

9 3. Promote congregational participation in appropriate interfaith programs
10 and activities.

11 4. Review and support plans of each Board member.

12 **Section 3 COMPOSITION**

13 A. The Administrative Board shall consist of the following members, all of whom
14 shall be Corporate Members of the Church:

15 1. the Pastor(s) (non-voting)

16 2. the following Officers of the Church

17 a. Chair of Administration

18 b. Clerk of Administration

19 c. Moderator

20 d. Treasurer

21 3. Three (3) Congregational Representatives who shall be Corporate
22 Members and have the following duties:

23 a. serve as representatives of the Congregation at Administrative
24 Board meetings.

25 b. advise and assist the Administrative Board in the business and
26 fiscal administration of the Church.

- 1 c. coordinate special tasks as determined by the needs of the
2 Administrative Board.
- 3 B. The Ministries Board shall consist of the following members, all of whom, except
4 the Youth Representative, shall be Corporate Members of the Church:
- 5 1. The Pastor(s) (non-voting)
- 6 2. The following Officers of the Church:
- 7 a. Chair of Ministries
- 8 b. Clerk of Ministries
- 9 c. Moderator
- 10 d. Historian
- 11 3. The Chairpersons of the Ministries of the Church, as follows:
- 12 a. Advocates for Peace and Justice
- 13 b. Congregational Care
- 14 c. Congregational Participation
- 15 d. Fellowship
- 16 e. Hospitality
- 17 f. Mission and Service
- 18 g. Outreach
- 19 h. Worship
- 20 4. Other elected representatives (if applicable):
- 21 a. the Chair of the Christian Education Committee.
- 22 b. the Chair of the Music Committee.
- 23 c. the College Student Representative: One college student
24 representing any actively organized college student group in the
25 Church.

- 1 d. the Youth Representative (non-voting): One Junior High or Senior
2 High student representing any actively organized Junior
3 High/Senior High group(s) in the Church.

4 **Section 4 MEETINGS**

- 5 A. The following guidelines shall apply to both the Administrative and Ministries
6 Boards:
- 7 1. the Boards shall meet on a regular basis, not less than six times a year.
8 2. Special meetings of each Board may be called by the Pastor(s), the Chair
9 of the Board, the Moderator or by any three members of the Board.
10 3. a majority of the voting members of the Board shall constitute a quorum at
11 any regular or special Board meeting.
12 4. a majority vote of the Board's voting members present at any regular or
13 special Board meeting shall be required to transact business and take
14 action unless otherwise specified in these Bylaws.
- 15 B. The Administrative Board may have closed meetings for the limited purpose of
16 discussing and acting on personnel and/or contractual matters.

17

18 **Section 5 ELECTION, TERM of OFFICE and VACANCIES**

- 19 A. Administrative Board
- 20 1. The Congregational Representatives shall be elected in the same manner
21 and serve the same term as the Officers (ARTICLE 9, Section 2).
22 2. Vacancies in the positions of Congregational Representatives, between
23 election cycles, shall be filled by recommendation of the Nominating
24 Committee and approval of the Board.
- 25 B. Ministries Board.

- 1 1. The Chairpersons of each Ministry and other elected representatives shall
2 be elected in the same manner and serve the same term as Officers of
3 the Church (ARTICLE 9, Section 2).
- 4 2. Vacancies in the positions of the Ministry Chairpersons and other elected
5 representatives, between election cycles, shall be filled by
6 recommendation of the Nominating Committee and approval of the Board.

7 **ARTICLE 11 MINISTRIES OF THE CHURCH**

8 **Section 1 GENERAL DUTIES of the MINISTRIES**

- 9 A. The Ministries of the Church shall implement the programs and policies
10 formulated by these Bylaws, the Ministries Board and the Administrative Board.
- 11 B. Develop a budget for the Ministry to be submitted to the Administrative Board for
12 use in preparing the proposed budget for approval by the Corporate
13 Membership.
- 14 C. The Chairperson of each Ministry shall:
- 15 1. be a member of the Ministries Board. If the Chairperson is unable to
16 attend a Ministries Board meeting, he/she is responsible for assuring that
17 the Ministry is represented at the Board meeting by a designated Ministry
18 member, who is a Corporate Member. Such a designated member shall
19 be a voting member of the Ministries Board for that meeting.
- 20 2. prepare a written report of the Ministry's activities and accomplishments
21 for the year for inclusion in the Annual Report to be presented at the
22 Spring Congregational Meeting.
- 23 3. be responsible for recruiting members of that Ministry.
- 24 4. accept responsibility for overseeing expenditures according to the
25 approved budget for the Ministry.

1 **Section 2 SPECIFIC DUTIES of EACH MINISTRY**

2 A. The Ministry of Advocates for Peace and Justice shall perform the following
3 duties:

4 1. review public policy issues, with a goal of taking stands informed by
5 Christian teaching and from time to time invite the Congregation to
6 support a position.

7 2. encourage the Congregation to name, consider, and embrace norms that
8 are consistent with progressive Christianity.

9 3. remind the Congregation that public policy matters.

10 4. energize the Congregation on matters of social justice; taking a stand is
11 the parent of taking action.

12 5. claim the title “Christian” for progressives, rather than conceding the
13 name to evangelicals and fundamentalists.

14 B. The Ministry of Congregational Care shall perform the following duties:

15 1. develop, plan and implement programs to strengthen the bonds of
16 community and sense of belonging for the Congregation.

17 2. be responsible for appropriate activities (e.g., the prayer shawl ministry),
18 to “be there” for each other, especially for those who are ill or grieving.

19 C. The Ministry of Congregational Participation shall perform the following duties:

20 1. communicate to the Members and participants of our Church its mission
21 and its relationship to the United Church of Christ.

22 2. aid the Members and participants of our Church in discovering their
23 spiritual gifts and talents and, in coordination with the Ministry of
24 Hospitality, where they might match their talents with volunteer
25 opportunities to further the purpose, mission and vision of the Church.

- 1 3. cooperate with the Ministry of Hospitality in its responsibility for managing
2 inquirers' classes to give clarity to, and understanding of, the need to
3 support the Church in its volunteer activities with their time and talents.
- 4 D. The Ministry of Fellowship shall perform the following duties:
- 5 1. plan and implement social activities and programs in the Church which
6 help the Congregation develop stronger relationships with each other and
7 a closer sense of community within the Church.
- 8 2. promote existing small interactive groups in the Church as well as all-
9 Church activities involving the Congregation and friends.
- 10 E. The Ministry of Hospitality shall perform the following duties:
- 11 1. provide a personal extension (hands, arms, voices) of the Congregation
12 to visitors, newcomers and potential Members.
- 13 2. provide programs for greeting persons at each of the Sunday services
14 with such related hospitality activities and materials.
- 15 3. be responsible for the solicitation and orientation of new Members.
- 16 4. manage inquirers' classes with the cooperation and assistance of the
17 Congregational Participation Ministry.
- 18 5. work closely with the respective Ministries, Boards and Committees of the
19 Church, and in particular with the Ministry of Congregational Participation
20 to assimilate new Members into the mission and life of the Church.
- 21 F. The Ministry of Mission and Service shall perform the following duties:
- 22 1. seek to meet human needs in the local community, state, nation and world
23 in cooperation with other church and secular groups.
- 24 2. identify and inform the Congregation of opportunities to promote the
25 values of love, justice and peace in personal and institutional life.

Bylaws of the Irvine United Congregational Church

- 1 3. guide and support Church activities in service projects in local, state,
2 regional and national and international levels. This includes social action
3 activities, prayers, relationship to, and support of, agencies which
4 promote and actively work to meet human needs.
- 5 G. The Ministry of Outreach shall perform the following duties:
- 6 1. use print and other media and personal interaction to inform the people of
7 the greater Irvine community about the Church, showing who we are and
8 what we do.
- 9 2. guide and supervise Church activities in the following areas: advertising,
10 publications and public relations.
- 11 H. The Ministry of Worship shall perform the following duties:
- 12 1. cooperate with and assist the Pastor(s) in planning the order of worship,
13 preparing the sacraments, and maintaining the atmosphere of the worship
14 service.
- 15 2. assume responsibility for the preparation of the physical environment for
16 the Sunday worship service and for special worship services, including
17 set-up, oversight and clean-up.
- 18 3. make appropriate assignments for ushers, greeters and other helpers
19 required for the conduct and smooth flow of services.

20 **ARTICLE 12 COMMITTEES AND OTHER BODIES OF THE CHURCH**

21 **Section 1 ENTITY FORMATION and STUCTURE**

- 22 A. Standing Committees
- 23 1. Standing Committees may be formed by action of the Membership,
24 through a bylaw amendment.

- 1 2. Except for the Nominating Committee, Chairpersons of Standing
2 Committees are to be elected to a one (1) year term by the Corporate
3 Membership at the Spring Congregational Meeting and shall be
4 responsible for appointing members of the Standing Committee. The
5 Chairperson may serve multiple terms.
- 6 3. Chairpersons of Standing Committees shall be Corporate Members and
7 may not serve as a member of the Administrative Board.
- 8 4. In the event a Chairperson position becomes vacant, the appropriate
9 Board, in conjunction with the Nominating Committee, may appoint an
10 interim Chairperson to serve until the next Spring Congregational
11 Meeting.
- 12 B. Special Committees
- 13 1. Special Committees may be formed by action of the Membership, any
14 Ministry, any Standing Committee, either Board, the Moderator or the
15 Pastor(s).
- 16 2. The formation, Chairperson and purpose of Special Committees shall be
17 made known to the Congregation, unless it is formed to carry out a
18 purpose that would be covered under the restrictions of a closed meeting
19 of the Administrative Board.
- 20 3. A Chairperson will be appointed by the forming body and shall be
21 responsible for appointing members of the Special Committee.
- 22 C. Task Forces
- 23 1. Task Forces may be formed by action of the Membership, any Ministry,
24 any Standing Committee, either Board, the Moderator, or the Pastor(s).

- 1 2. The formation, Chairperson, purpose and specified time-frame of all Task
2 Forces shall be made known to the Congregation, unless it is formed to
3 carry out a purpose that would be covered under the restrictions of a
4 closed meeting of the Administrative Board.
- 5 3. A Chairperson will be appointed by the forming body and shall be
6 responsible for appointing members of the Task Force.

7 **Section 2 GENERAL DUTIES**

8 A. Standing Committees

9 1. Financial Responsibilities

- 10 a. The Standing Committee shall assist the Board or Director (if
11 appropriate) to develop a budget for the Committee to be submitted
12 to the Administrative Board for its consideration in preparing the
13 proposed Church budget for approval by the Corporate
14 Membership.
- 15 b. The Standing Committee and Director (if applicable) shall assist
16 the Administrative Board in overseeing expenditures according to
17 the approved budget.

18 2. Meetings

- 19 a. The Standing Committee shall meet on a regular basis, not less
20 than six times a year.
- 21 b. A majority of the Corporate Members of the Standing Committee
22 shall constitute a quorum.
- 23 c. The Chairperson or any two members of the Standing Committee
24 may call a special meeting.
- 25 d. Minutes of meetings shall be recorded and available upon request
26 unless they apply to the restrictions of a closed meeting.

27 B. Special Committees

- 1 1. Financial Responsibilities
- 2 a. The Special Committee shall assist the forming body (if
- 3 appropriate) to develop a budget for the Committee to be submitted
- 4 to the Administrative Board for its consideration in preparing the
- 5 proposed Church Budget for approval by the Corporate
- 6 Membership.
- 7 b. The Special Committee shall assist the Administrative Board in
- 8 overseeing expenditures according to the approved budget.
- 9 2. Meetings
- 10 a. The Special Committee shall meet as necessary to accomplish its
- 11 charter.
- 12 b. A majority of the Corporate Members of the Special Committee
- 13 shall constitute a quorum.
- 14 c. The Chairperson or any two members of the Special Committee
- 15 may call a special meeting.
- 16 d. Minutes of meetings shall be recorded and available upon request
- 17 unless they apply to the restrictions of a closed meeting.
- 18 C. Task Forces
- 19 1. Financial Responsibilities
- 20 a. The Task Force shall assist the forming body (if appropriate) to
- 21 develop a budget for the Task Force to be submitted to the
- 22 Administrative Board for its consideration in preparing the
- 23 proposed Church Budget for approval by the Corporate
- 24 Membership.
- 25 b. The Task Force shall assist the Administrative Board in overseeing
- 26 expenditures according to the approved budget.
- 27 2. Meetings

- 1 a. The Task Force shall meet as necessary to accomplish its charter.
- 2 b. A majority of the Corporate Members of the Task Force shall
- 3 constitute a quorum.
- 4 c. The Chairperson or any two members of the Task Force may call a
- 5 special meeting.
- 6 d. Minutes of meetings shall be recorded and available upon request
- 7 unless they apply to the restrictions of a closed meeting.

8 **Section 3 PURPOSE and SPECIFIC DUTIES**

9 A. Standing Committees

- 10 1. The Buildings and Grounds Committee:
- 11 a. shall maintain the Church facilities, landscaping and property in
- 12 cooperation with the Administrative Board.
- 13 b. Shall work with the Administrative Board to develop and oversee
- 14 contracts for outside maintenance services, such as janitorial and
- 15 gardening.
- 16 2. The Child Care Center Committee:
- 17 a. shall ensure that the Child Care Center provides a quality program
- 18 for preschool aged children, in a Christian environment compatible
- 19 with the mission of the Church. If requested, the Committee will
- 20 help the Pastoral Leadership and the Child Care Center Director
- 21 review, develop and implement non-employee related policies and
- 22 procedures for the Child Care Center, which ultimately are to be
- 23 approved by the Administrative Board.
- 24 b. shall maintain all necessary licensing and permits, as required by
- 25 Government Agencies, in cooperation with the Child Care Center
- 26 Director.

- 1 c. shall design and implement a publicity program in cooperation with
2 the Child Care Center Director to meet the needs of the Center
3 within the budgeted guidelines.
- 4 d. shall, in consultation with the Pastoral Leadership and the Human
5 Relations Committee, participate in the interview process and help
6 formulate recommendations to the Administrative Board relative to
7 the hiring and ongoing performance of the Child Care Center
8 Director. It shall also assist the Child Care Center Director, the
9 Pastoral Leadership, the Human Relations Committee and,
10 potentially, the Administrative Board with personnel matters related
11 to other Child Care Center staff, as appropriate.
- 12 3. The Christian Education Committee:
- 13 a. shall assist the Director of Christian Education to develop, plan and
14 implement programs of worship, education, and creative
15 expression for all ages and be responsible for curriculum, staff,
16 volunteers and supplies as needed. The programs shall include,
17 but are not limited to, Sunday School program and Sunday Nursery
18 care, youth activities, adult education and inter-generational
19 events.
- 20 b. shall, in consultation with the Pastoral Leadership and the Human
21 Relations Committee, participate in the interview process and help
22 formulate recommendations to the Administrative Board relative to
23 the hiring and ongoing performance of the Christian Education
24 Director. It shall also assist the Christian Education Director, the
25 Pastoral Leadership, the Human Relations Committee and,
26 potentially, the Administrative Board with personnel matters related
27 to other Christian Education staff, as appropriate.

- 1 4. The Funding Development Committee:
- 2 a. shall conduct an annual pledge campaign to meet the ongoing
- 3 financial needs and commitments of the Church in cooperation with
- 4 the Administrative Board in fulfilling its responsibility for preparing
- 5 the Church's budget.
- 6 b. shall promote and implement any "planned giving" program that the
- 7 Administrative Board and the committee decide would be helpful to
- 8 the Church.
- 9 c. shall coordinate all fundraising activities conducted by any Church
- 10 entity in cooperation with the Administrative Board and/or the
- 11 Ministries Board.
- 12 d. shall assist, where needed, ongoing fundraising activities of the
- 13 Church.
- 14 e. shall cooperate with the Hospitality Ministry in their responsibility
- 15 for managing inquirers' classes to give clarity to and understanding
- 16 of the need to support the Church financially.
- 17 f. shall coordinate with the Church Administrator and/or the
- 18 Bookkeeper, in providing quarterly giving statements to the
- 19 Congregation.
- 20 g. shall perform analyses of quarterly pledges versus actual giving
- 21 and, with the utmost confidentiality, report any significant
- 22 shortcomings to the Administrative Board.
- 23 5. Music Committee:

- 1 a. shall assist the Music Director to develop, plan and implement
2 music programs for worship services for all ages and be
3 responsible for staff, volunteers and supplies as needed. The
4 programs shall include, but are not limited to, the Chancel Choir,
5 Children’s Choir and special events.
- 6 b. shall, in consultation with the Pastoral Leadership and the Human
7 Relations Committee, participate in the interview process and help
8 formulate recommendations to the Administrative Board relative to
9 the hiring and ongoing performance of the Music Director. It shall
10 also assist the Music Director, the Pastoral Leadership, the Human
11 Relations Committee and the Administrative Board with personnel
12 matters related to other Music staff, as appropriate
- 13 6. The Nominating Committee:
- 14 a. shall be chaired by the Moderator.
- 15 b. shall include as members the other members of the Coordinating
16 Council, the Chairperson of the Ministry of Congregational
17 Participation and the Chairperson of the Ministry of Hospitality.
- 18 c. shall remain active throughout the year to assist in filling vacancies
19 in elected offices as needed.
- 20 d. shall present a slate of nominations at the appropriate Regular
21 Congregational Meeting for Members to be elected to any elected
22 positions.

23 **Section 4 OTHER BODIES of the CHURCH**

- 24 A. The Coordinating Council
- 25 1. Shall consist of the following members: the Moderator (who shall serve
26 as Chairperson), the Pastor(s), the Chair of Ministries and the Chair of
27 Administration.

Bylaws of the Irvine United Congregational Church

- 1 2. Shall not be required to keep minutes.
- 2 3. Shall coordinate matters between the Ministries Board and the
- 3 Administrative Board. It shall help identify and clarify items for the
- 4 agendas of each Board that involve interplay between the two Boards. It
- 5 shall strive to increase the efficiency of cooperation of the two Boards and
- 6 the Church as a whole. It has the task of seeking coordination in such
- 7 areas as budget development, monthly financial reports, program reports,
- 8 space use, etc.
- 9 B. The Human Relations Committee
- 10 1. Shall act as an advisory committee to the Administrative Board and/or
- 11 Pastoral Leadership of the Church, to provide expertise, guidance and
- 12 problem resolution for staff in the area of human resource management.
- 13 In addition to ensuring that the Church follows state and federal
- 14 employment laws, specific responsibilities include creating, reviewing and
- 15 monitoring policies and practices in the areas of job descriptions,
- 16 recruitment and selection, compensation, performance review, grievance
- 17 handling, disciplinary action and termination. The Human Relations
- 18 Committee and/or its representative shall act as mediator in handling
- 19 personnel issues involving the staff of the Church.
- 20 2. Shall not have the power to make final decisions regarding staff but shall
- 21 make recommendations to the Administrative Board and/or Pastoral
- 22 Leadership. In presenting recommendations, both the majority and
- 23 minority opinions of the Human Relations Committee will be presented to
- 24 provide complete understanding of the issues.

- 1 C. The Pastoral Relations Committee
- 2 1. The Pastoral Relations Committee shall be a personal support group to
- 3 the Pastor(s) and shall serve as a confidential communication link
- 4 between the Pastor(s) and the Congregation.
- 5 2. One (1) Pastoral Relations Committee shall be established for each
- 6 member of the Pastoral Leadership.
- 7 3. The Pastoral Relations Committee shall consist of three (3) Corporate
- 8 Members. The Corporate Members shall identify one of their number to
- 9 serve as chair, for purposes of calling meetings, ensuring routine follow-
- 10 up and similar functions. However, the Pastoral Relations Committee
- 11 shall not operate from a formal agenda, and shall not keep minutes.
- 12 4. The members shall be chosen jointly by the Pastor(s) and the Moderator
- 13 within the month following the Winter Congregational Meeting.
- 14 5. Neither the Moderator, the Chair of Ministries nor the Chair of
- 15 Administration may serve on the Pastoral Relations Committee.
- 16 6. The term of any Committee membership shall be one year, and a person
- 17 may serve for multiple terms.
- 18 7. Mid-term appointments do not count as service toward an elected term
- 19 and its stipulated limits.
- 20 8. This Committee shall make their membership known to the Congregation
- 21 and invite members to express themselves with respect to the Pastoral
- 22 Leadership.
- 23 9. The Pastoral Relations Committee shall meet at least quarterly with the
- 24 Pastor(s) to provide a forum for conscious and constructive two-way
- 25 communication and to review any concerns of the Congregation or of the
- 26 Pastor(s).

1 D. United Church Early Childhood Center

2 1. United Church Early Childhood Center (hereinafter referred to as “The
3 Child Care Center”) shall be operated by the Church as an outreach into
4 the community, and to obtain maximum utilization of the physical facilities.
5 The budget shall be administered by the Child Care Center Director with
6 oversight by the Child Care Center Committee and ultimately the
7 Administrative Board.

8 2. The Child Care Center Director and all Child Care Center Staff shall be
9 considered members of the Church Staff and be responsible for the
10 implementation of the philosophy and policies of the Church approved by
11 the Administrative Board. The Director shall be a non-voting member of
12 the Child Care Committee.

13 3. In utilizing the State of California’s nutrition education food programs, the
14 Child Care Center Director shall ensure that the State’s guidelines are
15 adhered to and that appropriate reimbursement is received from the
16 State.

17 **ARTICLE 13 PASTORAL LEADERSHIP**

18 **Section 1 DUTIES of the PASTORAL LEADERSHIP**

19 A. General Provision: The Administrative Board shall develop and approve job
20 descriptions for all pastors called to serve the Congregation. Such job
21 descriptions shall specify which pastor is primarily responsible for and which
22 pastor is secondarily responsible for each of the Ministerial and Administrative
23 Duties, as set forth below.

24 B. Ministerial Duties:

- 1 1. take responsibility for the spiritual guidance of the Church, to carry out the
2 pastoral, priestly and prophetic roles to which they are called in Christian
3 ministry.
- 4 2. engage in necessary pastoral counseling for Members of the
5 Congregation.
- 6 3. provide an effective outreach to the community as part of an educational
7 effort to teach and practice the principles of Christian love and justice in
8 the world outside the Church.
- 9 4. take responsibility for all services of public worship, to include proper
10 administration of the sacraments.
- 11 C. Administrative Duties:
- 12 1. take responsibility for administering the activities of the Church with the
13 assistance of the Church Moderator, Chair of Ministries and Chair of
14 Administration in coordination with the Ministries Board, the
15 Administrative Board and the Church's Ministries and Committees.
- 16 2. serve as ex-officio members of the Ministries Board, the Administrative
17 Board and the Coordinating Council.
- 18 3. be ex-officio members of all official Church bodies of which they are not
19 already designated members except for the Pastoral Relations
20 Committee.
- 21 4. supervise all staff, either directly or through designees, and recommend
22 the hiring of new employees to the Administrative Board.
- 23 5. make reports of the Church's work at the Spring and Winter
24 Congregational meetings and Special meetings as appropriate.
- 25 6. ensure that the Christian Education staff provides a program for adults,
26 youth and children that is consistent with the mission, beliefs and worship
27 life of the Church.

1 7. ensure that the Child Care Center Director, working under the oversight of
2 the Child Care Committee, provides a quality program for preschool aged
3 children in a Christian environment compatible with the Mission of the
4 Church. This will include the review, development and implementation of
5 objectives, policies and procedures for the Child Care Center. The
6 Pastor(s) may seek the help of the Child Care Center Director and Child
7 Care Committee in such efforts prior to submitting them to the
8 Administrative Board for approval.

9 **Section 2 FORMATION of the PASTORAL RELATIONSHIP**

- 10 A. The Congregation shall appoint a representative Pastoral Search Committee
11 upon a vacancy in a Pastoral Leadership position, whether in a current position
12 or a position newly created by a vote of the members at a Regular or Special
13 Congregational Meeting, whose duty shall be to seek Pastoral Leadership, with
14 the guidance of the Holy Spirit, and in consultation with the Conference. The
15 Nominating Committee shall solicit interest of those who wish to serve on the
16 Pastoral Search Committee from the Congregation and shall consider the
17 diversity within the Congregation. The Pastoral Search Committee shall be
18 approved at a Regular or Special Congregational Meeting called for that
19 purpose, by a majority vote of the Members present.
- 20 B. The official pastoral relationship shall be approved at a Regular or Special
21 Congregational Meeting called for that purpose, by a 2/3 vote of the Members
22 present.

1 **Section 3 DISSOLUTION of the PASTORAL RELATIONSHIP**

- 2 A. The pastoral relationship may be dissolved by the Membership at a Special
3 Congregational Meeting called for that purpose, by a 2/3 vote of the Members
4 present, or by written notice of the Pastor(s) to the Administrative Board. In
5 either case, three (3) months' notice shall be given. However, if unanimously
6 approved by the Pastoral Leadership, Moderator, Chair of Ministries and Chair
7 of Administration, the requirement of notice may be modified.
- 8 B. If, for any reason, the pastoral relationship is dissolved, the Administrative Board
9 in conjunction with the Ministries Board shall appoint a representative Pastoral
10 Search Committee, whose duty shall be to seek interim Pastoral Leadership,
11 with the guidance of the Holy Spirit, and in consultation with the Conference.
12 The Candidate approved by the interim Pastoral Search Committee shall be
13 referred to the Administrative Board with a recommendation to hire. The called
14 interim Pastor shall not be considered as a candidate for the permanent Pastoral
15 Leadership position.

16 **ARTICLE 14 FINANCE**

- 17 A. The Administrative Board shall include in the Church's expense budget,
18 provisions for support of Our Church's Wider Mission, the General Synod and
19 other instrumentalities of the United Church of Christ and the "per capita
20 contributions" for the expenses of the Association and the Conference.
- 21 B. This Church shall seek support by contributions of individuals and organizations.
- 22 C. Opportunity shall be offered to all Members of the Church and the Congregation
23 to make a financial commitment to the support of the Church.

1 **ARTICLE 15 PARLIAMENTARY AUTHORITY**

2 The rules contained in the current edition of Robert's Rules of Order shall govern the
3 proceedings of IUCC in all cases to which they are applicable and in which they are not
4 inconsistent with these Bylaws, policies and procedures and special rules of order that
5 IUCC may adopt.

6 **ARTICLE 16 AMENDMENTS**

7 **Section 1 PROPOSED AMENDMENTS**

8 Amendments to these Bylaws may be proposed by any member by submitting the
9 proposal in writing to the Administrative Board for analysis and presentation at the next
10 Regular Congregational meeting or Special Congregational meeting called for that
11 purpose.

12 **Section 2 ADOPTION OF AMENDMENTS**

13 Amendments shall be adopted by a 2/3 vote of the Members present at any Regular
14 Meeting of the Congregation, or at a Special Meeting called for that purpose.

15 **Section 3 NOTICE OF AMENDMENTS**

16 All member households of the Church shall receive a written copy of the proposed
17 amendment(s) at least 14 days preceding the time set for such meeting. Written notice
18 is deemed received when delivered in person or when mailed or when transmitted by
19 electronic mail to the member's last known address.

1 **ARTICLE 17 POLICIES AND PROCEDURES**

2 Policies and Procedures shall be created as needed and approved by either or both
3 Boards, as appropriate. Approved Policies and Procedures shall be posted on the
4 Church web site and made available upon request.

5 **ARTICLE 18 DISSOLUTION**

6 In the event of dissolution of the Church, any and all assets remaining after liabilities
7 have been paid in full shall be transferred to the Conference or its successor body of
8 the United Church of Christ for the work of the Conference in the Greater Southern
9 California Nevada Area.

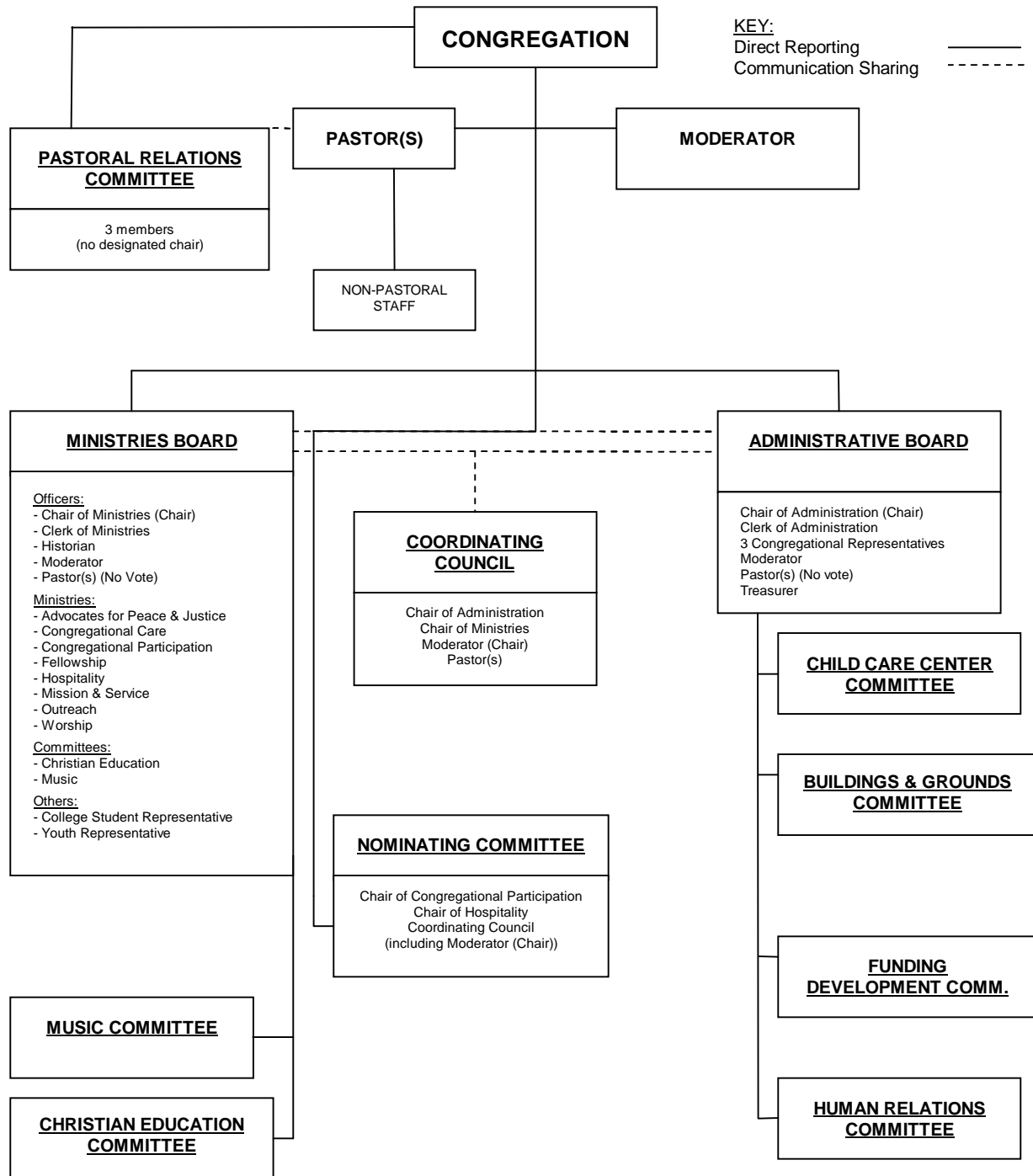
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REVISION / AMENDMENT HISTORY

Date Enacted	Modifications
Jan. 28, 2007	Made Buildings and Grounds a Standing Committee, instead of a Ministry.
May 18, 2008	Changed maximum consecutive terms of Ministries Chairs and Congregational Representatives to five (5) years, instead of three (3) years.
May 17, 2009	Changed name of Laity Ministry to Congregational Care Ministry. Removed Community Fine Arts Ministry. Added Advocates for Peace and Justice Ministry. Added Parliamentary Authority and Dissolution Articles. Made changes to ensure editorial consistency, reduce redundancy, and conform the bylaws to actual practice.

1 **APPENDIX A: ORGANIZATION CHART**



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