

IRVINE UNITED CONGREGATIONAL CHURCH
Task Force on Bylaws, Policies and Procedures
Progress Update – February 2015

Current Scope of Work

The TF was asked to address:

- Review and recommend changes with regard to the scope and function of the following ministries: Congregational Participation and Hospitality, with possible revision to Worship and Fellowship as well ([accomplished June 1, 2014 Congregational Meeting](#)).
- Determine and advise the Administration Board if other bylaw changes are needed.

Recommendations

The TF has reviewed the entire bylaws and is making the following recommendations:

1. Article 6 – Membership was amended to add the word “transgendered” to this Article, Section 1 Qualifications, Item C to expand our definition of inclusive.
2. Article 8 “Congregational Meetings”, Section 3 “Quorum” was amended to specify that “Corporate Members” establish quorum.
3. Article 12 “Committees and Other Bodies of the Church”, Section 2 “General Duties” was changed, in an effort to conform the bylaws to actual practice:
 - a. Item A (2) “Standing Committee Meetings” - was changed to “...shall meet on a regular basis, not less than twice a year.” This lowered the required frequency from six times a year.
 - b. Item 3 of all Committees and Other Bodies of the Church (if applicable) were changed:
 - i. to reflect that only a Corporate Member of the committee can vote on any official matter of the committee, (i.e., special meetings, financial matters, etc.).
 - ii. minutes of any committee meeting shall be recorded and made available if required (i.e., to record a special meeting called or financial matter to be taken).
 - iii. added Item 5 to address written reports being submitted to the Administration Board as required by the bylaws.
 - c. Added shall organize All-Church Work Days to Buildings and Grounds.
 - d. Added “Progressive” in front of “Christian” in the Child Care Committee’s responsibility to “ensure that the Child Care Center provides a quality program for pre-school aged children, in a Christian environment compatible with the mission of the Church.”
 - e. Added the following to the Funding Development Committee: (i) shall work with the staff as well as the Administration Board to develop an annual proposed budget, (ii) work with the New Member Development Ministry to give understanding of the need to support the Church financially at the all inquirers’ classes, and (iii) shall help set and meet the “fund raising” line item in the annual budget of the Church.
4. Article 12, Section 4 – “Human Relations Committee” – Made the following changes:
 - a. Changed the name of the committee to Human Resources Committee.
 - b. Added requirement that the Chairperson attend all Administration Board meetings, an annual review of all job descriptions and make changes to reflect current duties, ensure

that all staff have annual performance goals and reviews, an annual review of benefits plans for staff, and annually review the Employee Handbook and make updates as needed.

Finally, the TF has also reviewed the entire bylaws document and has made changes to ensure editorial consistency, reduce redundancy, and conform the bylaws to actual practice.