

1 **IRVINE UNITED CONGREGATIONAL CHURCH**

2 **BYLAWS**

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Amended  
By the Congregation  
January 31, 2021

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1 **ARTICLE 1 NAME**

2 The name of this Church is Irvine United Congregational Church, as incorporated under  
3 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, and  
7 respond with compassion to the needs of others.

8 **Section 1 MISSION STATEMENT**

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

16 **Section 2 VISION STATEMENT**

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

22 **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.  |

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***Bylaws of Irvine United Congregational Church***

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. Inactive Member	A person who has, by vote of the Administration Board, made "Inactive" if the person has not been attending Church and does not render financial support for a period of one (1) year.
I. Licensed Pastor	An employee who has been licensed by the Southern Association of the Southern California Nevada Conference of the United Church of Christ and hired by the Administration Board on behalf of the Congregation to serve as a pastor of this Church.
J. Member	A person who has publicly accepted the covenant of the Church.
K. Ministry	A formal group created to implement the covenant of the Church.
L. Non-Member	A person who has not publicly accepted the covenant of the Church.
M Pastoral Leadership	A group made up of the Senior Pastor and/or other Pastoral Staff.

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N. Pastoral Staff	An employee who has been ordained and called by the Congregation to serve as a pastor or has been licensed by the Southern Association of the Southern California Nevada Conference of the United Church of Christ and hired by the Administration Board on behalf of the Congregation of this Church.
O Regular Meeting	A Regular Meeting will take place twice each year known as the Winter Congregational Meeting and the Spring Congregational Meeting.
P. Senior Pastor	An employee who has been ordained and called by the Congregation to serve as the lead pastor of this Church.
Q Staff Person	A person hired and paid by the Church who is recognized as an “employee” by the State of California.
R. Standing Committee	A formal group created to perform an on-going, identified role.
S. 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.
T. Special Meeting	A Special Meeting may be called to conduct business of the Church between Regular Meetings.
U. 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.
V. 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  
9 its 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,  
20 4. to strive for truth, justice and peace, and  
21 5. to respond with compassion to the needs of others.
- 22 B. We do this in the love of Jesus and in our desire to do the will of God in all  
23 things.

1 **ARTICLE 6 MEMBERSHIP**

2 **Section 1 QUALIFICATIONS**

3 A. Membership of this Church shall be open to all those willing to publicly accept  
4 its covenant.

5 B. The Irvine United Congregational Church has historically been an open,  
6 inclusive church, welcoming persons of all races, genders, ages, marital status,  
7 and physical abilities. Furthermore, as a conscious emphasis and clarification  
8 of this policy, the Church has adopted the designation of Open and Affirming  
9 Congregation, and hence offers all of the privileges and responsibilities of  
10 church membership to all people, including people who identify themselves as  
11 gay men, lesbians, bisexuals or transgender in sexual/affectional orientation.  
12 "Open and Affirming" is an official designation of the United Church of Christ.

13 C. Unless otherwise stated herein, the term "Member" or "Members" shall mean  
14 all Corporate Members and Youth Members collectively.

15 **Section 2 RECEIVING NEW MEMBERS**

16 A. Persons desiring to be Members will be received at a worship service by  
17 affirming their acceptance of the covenant either in person or in absentia with  
18 written affirmation.

19 B. The date of said worship service and the name of each new Member will be  
20 duly recorded and entered in the official membership roll of the Church.

21 C. Written documentation of membership will be delivered to each new Member  
22 as soon thereafter as practical.

23 **Section 3 MEMBERSHIP RIGHTS**

24 A. All Members have the right to voice their opinions at any regular or special  
25 Meeting of the Church.



- 1        B.        Members shall have the rights enumerated in Section 5056(a) of the California  
2                    Corporations Code, with the following exception: Youth Members shall not  
3                    have the right to vote on financial matters, as designated by the Administration  
4                    Board.

5        **Section 4 MEMBERSHIP TRANSFERS**

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

9        **Section 5 ENDING MEMBERSHIP**

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

18 **ARTICLE 8 CONGREGATIONAL MEETINGS**

19 **Section 1 REGULAR MEETINGS**

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

21 1. The Winter Congregational Meeting shall be held on the last Sunday of  
22 January to adopt the budget and plans for the year, and transact appropriate  
23 business.

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

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

10        B.     All Members of the Church shall receive written notice of the Meeting at least  
11                   14 days preceding the time set for such Meeting. Written notice is deemed  
12                   received when delivered in person or when posted to the IUCG website or when  
13                   mailed or when transmitted by electronic mail to the Member's last known  
14                   address. For the Winter Congregational Meeting, a copy of the proposed  
15                   budget for that year shall be placed on the IUCG website no later than 10 days  
16                   prior to the meeting. This provision may be waived by a 2/3 majority of  
17                   Corporate Members voting at the meeting to allow no fewer than 7 days notice.  
18                   A written copy shall be mailed to a Member upon request.

19    **Section 2 SPECIAL MEETINGS**

20        A.     Special Meetings of this Church may be called by the Pastoral Leadership, the  
21                   Moderator, the Administration Board, the Ministries Board, or on written request  
22                   of any five Corporate Members addressed to the Moderator specifying the  
23                   nature and purpose thereof.

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

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

5 **Section 3 QUORUM**

- 6 A. A quorum for any Regular or Special Meeting shall consist of at least 25% of  
7 the Members of the Church. In accordance with the California Corporations  
8 Code, Section 5056(a), only Corporate Members are entitled to vote on  
9 financial matters.
- 10 B. Once a quorum is present for any Meeting, such quorum shall be considered  
11 to be present for all purposes for that entire Meeting even though Members  
12 leave and less than 25% of the Members of the Church remain.

13 **Section 4 VOTING**

- 14 A. A majority vote of the Corporate Members present at any Congregational  
15 Meeting shall be required to transact business and take action, except where  
16 otherwise specified in these Bylaws.
- 17 B. Voting by absentee ballot or by proxy shall not be permitted. However,  
18 messages of reasonable length from absentee Members may be submitted for  
19 presentation by the Moderator.

20 **Section 5 ADJOURNING**

- 21 A. Meeting may be adjourned to any future date without requiring additional  
22 written notice to Members of the Church except as to the date, time and place.
- 23 B. If a quorum is not present at the originally scheduled Meeting, a majority of  
24 those Members present may adjourn the Meeting in accordance with ARTICLE  
25 8, Section 5-A.

26 **Section 6 CONGREGATIONAL MEETING VIA ELECTRONIC MEANS**

- 27 A. By a majority of both the Administration Board and the Ministries Board, a  
28 congregational meeting may be held by electronic means.

- 1 B. Any electronic meeting shall be preceded by a forum held at least seven (7)  
2 days beforehand, where members of the congregation may ask questions and  
3 discuss issues.

4 **ARTICLE 9 OFFICERS OF THE CHURCH**

5 **Section 1 NUMBER of OFFICERS**

- 6 A. There shall be six (6) Officers of the Church.  
7 B. The Officers of this Church shall be the Moderator, Chair of Ministries, Chair of  
8 Administration, Clerk of Ministries, Clerk of Administration, and Treasurer.  
9 C. For purposes of the California Corporations Code, there shall be three (3)  
10 Officers of the Church. Those Officers shall be the Moderator as President, the  
11 Chair of Administration as Secretary and the Treasurer as Treasurer.

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

- 13 A. The Officers shall be elected by the Membership at the Spring Congregational  
14 Meeting, and shall assume office July 1.  
15 B. The candidates for office shall be nominated from the Corporate Membership  
16 by the Nominating Committee or from the floor.  
17 C. Officers are elected for a one (1) year term and may be re-elected.  
18 D. Except in the event of special circumstances, no person may serve in the same  
19 office more than five terms consecutively. (Persons who have served five terms  
20 consecutively are referenced below as “termed out.”) However, under special  
21 circumstances, an otherwise termed-out officer may be elected to an additional  
22 term.  
23 1. Definition. The operational definition of special circumstances shall be at  
24 the discretion of the Administration Board. Examples include situations  
25 when there is a special need for continuity as the congregation faces major  
26 undertakings, such as a building project; or when the congregation must  
27 deal with major changes, such as the departure of a senior pastor or other  
28 key leader.

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1           2.     Procedure.

2                   1) A proposal to permit the nomination of a congregational officer who is  
3                   otherwise termed out shall be brought by the Nominating Committee to  
4                   the Administration Board at least 30 days prior to a congregational  
5                   meeting at which an election for the office is to be held.

6                   2) The Administration Board may approve the proposal by a simple  
7                   majority vote.

8                   3) If the Administration Board approves a proposal to permit the nomination  
9                   of an otherwise termed-out officer, that proposal will be brought to a  
10                  congregational meeting, and shall be separately put to a vote prior to an  
11                  election to the office. The proposal shall be accompanied by an  
12                  explanation from the Administration Board as to the special  
13                  circumstances that justify nominating the otherwise termed-out officer.

14                  4) Upon the adoption by the congregation of the proposal brought by the  
15                  Administration Board, the name of the otherwise termed-out officer shall  
16                  be placed in nomination alongside any other nominations, and shall be  
17                  elected or not elected by vote of the congregation.

18         E.     Mid-term appointments do not count as service toward an elected term and its  
19                  stipulated limits.

20     **Section 3 VACANCIES**

21         A.     Vacancies in the position of Clerk of Ministries may be filled in the interim  
22                  between Spring Congregational Meetings by a vote of the Ministries Board, in  
23                  consultation with the Nominating Committee.

24         B.     A vacancy in the position of Clerk of Administration may be filled in the interim  
25                  between Spring Congregational Meetings by a vote of the Administration  
26                  Board, in consultation with the Nominating Committee.

- 1 C. A vacancy in the position of Moderator, Chair of Ministries, Chair of  
2 Administration or Treasurer may be filled in the interim between Spring  
3 Congregational Meetings by a vote of both the Ministries Board and  
4 Administration Board, in consultation with the Nominating Committee.

5 **Section 4 DUTIES of the OFFICERS**

- 6 A. The Moderator is the official representative of the Church in the conduct of its  
7 business and shall perform the following duties:

- 8 1. act as President of the Church.  
9 2. preside at all Regular Congregational and Special Meetings.  
10 3. prepare legal notice of such Meetings for distribution to the membership.  
11 4. be a member of the Administration and Ministries Boards and the  
12 Coordinating Council.  
13 5. preside at all meetings of the Coordinating Council.  
14 6. preside over the Administration Board or Ministries Board in the absence of  
15 the respective Chairs.  
16 7. work in close cooperation with the Pastoral Leadership.  
17 8. make a report to the membership at the Spring Congregational Meeting and  
18 any other meeting as appropriate.  
19 9. be an ex-officio member of all Ministries, Standing Committees, other  
20 Committees and Task Forces without vote, unless voted or appointed into  
21 membership by the established procedures for that entity.

- 22 B. The Chair of Ministries shall assist the Moderator and shall perform the  
23 following duties:

- 24 1. be a member of and preside over the Ministries Board in its role as the  
25 mission and program arm of the Congregation.  
26 2. act as Co-Moderator, with the Chair of Administration, in the absence of the  
27 Moderator.  
28 3. preside over the Spring Congregational Meeting in the absence of the  
29 Moderator.

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- 1           4.     make a report to the membership at the Spring Congregational Meeting.
- 2           5.     be a member of the Coordinating Council.
- 3           6.     communicate to the Members and participants of our Church its mission
- 4                 and relationship to the United Church of Christ.
- 5           7.     aid the Members and participants of our Church in discovering their spiritual
- 6                 gifts and talents and, in coordination with the Pastoral Leadership and the
- 7                 Coordinating Council, where they might match their talents with volunteer
- 8                 opportunities for further the purpose, mission and vision of the Church.
- 9        C.     The Chair of Administration shall assist the Moderator and shall perform the
- 10           following duties:
- 11           1.     act as Secretary of the Church.
- 12           2.     be a member of and preside over the Administration Board as it carries out
- 13                 its role as the financial and business management arm of the Church.
- 14           3.     act as Co-Moderator, with the Chair of Ministries, in the absence of the
- 15                 Moderator.
- 16           4.     preside over the Winter Congregational Meeting in the absence of the
- 17                 Moderator.
- 18           5.     make a report to the membership at the Spring Congregational Meeting.
- 19           6.     provide for the safekeeping of all legal records regarding the business of
- 20                 the Church.
- 21           7.     be a member of the Coordinating Council.
- 22        D.     The Clerk of Ministries shall perform the following duties:
- 23           1.     keep a faithful record of the proceedings of the Spring Congregational
- 24                 Meeting; of meetings of the Ministries Board; and of Special Meetings, as
- 25                 requested by the Moderator.
- 26           2.     be a member of the Ministries Board.
- 27           3.     keep records of all those persons elected or appointed to serve on the
- 28                 Ministries Board, as well as those serving on any Ministry Committee.



1 E. The Clerk of Administration shall perform the following duties:

- 2 1. keep a faithful record of the proceedings of the Winter Congregational  
3 Meeting; of meetings of the Administration Board; and of Special Meetings,  
4 as requested by the Moderator.
- 5 2. be a member of the Administration Board.
- 6 3. keep records of all those persons elected or appointed to serve on the  
7 Administration Board, as well as those serving on any Administrative  
8 Committee.

9 F. The Treasurer shall perform the following duties:

- 10 1. prepare and present reports monthly to the Administration Board and to the  
11 Ministries Board, and alert the Administration Board of any known financial  
12 issues.
- 13 2. prepare and present the annual financial report to the Congregation at the  
14 Winter Congregational Meeting.
- 15 3. submit the books for audit or review, as directed by the Administration  
16 Board.
- 17 4. review the accounts involving all monies received and disbursed.
- 18 5. review the payment of the bills of the Church in accordance with the budget  
19 and as authorized by the Administration Board and ensure that financial  
20 obligations including Conference “per capita” dues and Our Church’s Wider  
21 Mission (OCWM) support payments are met.
- 22 6. establish and maintain financial controls necessary to safeguard the assets  
23 of the Church in consultation with the Administration Board.

24 **ARTICLE 10 CHURCH BOARDS**

25 **Section 1 NAMES and PURPOSES**

26 A. The Administration Board

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1           The Administration Board shall conduct the business of the Church between its  
2           Congregational Meetings. The Administration Board may act for the Membership  
3           within the policies and budgets approved by the Membership and in special  
4           emergencies where there is insufficient time to call a Special Meeting of the  
5           Membership under the usual procedures.

6           B.     The Ministries Board

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

13       **Section 2 DUTIES**

14          A.     The Administration Board's conduct of the business of the Church shall include  
15          the following duties:

- 16           1.     be responsible for developing short-term and long-term financial and  
17           business plans.
- 18           2.     be responsible for preparing budgets.
- 19           3.     present budgets and plans to the Congregation for approval by the  
20           Membership at Regular or Special Meetings.
- 21           4.     monitor income and expenses.
- 22           5.     have the ultimate responsibility for hiring and termination decisions of paid  
23           Church staff, except as otherwise specified in these Bylaws. Prior to hiring  
24           or terminating any paid Church staff, the Administration Board shall consult  
25           with the Human Resources Committee and the employee's supervisor.
- 26           6.     provide general Administration support and advice for the pastoral and  
27           programmatic leadership of the Church.

1           7.     review and approve all operating and employee-related policies and  
2                    procedures for the Child Care Center and/or cause them to be reviewed,  
3                    developed and implemented, working through the Child Care Center  
4                    Director, the Pastoral Leadership and the Child Care Committee, as  
5                    appropriate.

6           8.     have no power to buy, sell, mortgage or transfer real property without having  
7                    first secured authorization at a regular or special meeting of the Church  
8                    Membership delineating that purpose. Such authorization shall require a  
9                    2/3 vote of the Corporate Members present.

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

11           1.     maintain communication with national, state and local United Church of  
12                    Christ bodies.

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

14           3.     Promote congregational participation in appropriate interfaith programs and  
15                    activities.

16           4.     Review and support plans of each Ministries Board member.

17    **Section 3 COMPOSITION**

18        A.     The Administration Board shall consist of the following members, all of whom  
19                    shall be Corporate Members of the Church:

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

21           2.     the following Officers of the Church

22                    1) Chair of Administration

23                    2) Clerk of Administration

24                    3) Moderator

25                    4) Treasurer

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

28                    1) serve as representatives of the Congregation at Administration Board  
29                    meetings.

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- 1                    2) advise and assist the Administration Board in the business and fiscal  
2                    administration of the Church.
- 3                    3) coordinate special tasks as determined by the needs of the  
4                    Administration Board.
- 5        B.        The Ministries Board shall consist of the following members, all of whom,  
6                    except the Youth Representative, shall be Corporate Members of the Church:
- 7            1.        The Pastor(s) (non-voting)
- 8            2.        The following Officers of the Church:
- 9                    1) Chair of Ministries
- 10                    2) Clerk of Ministries
- 11                    3) Moderator
- 12        3.        The Chairpersons of the Ministries of the Church, as follows:
- 13                    1) Adult Programs
- 14                    2) Advocates for Peace and Justice
- 15                    3) Communications
- 16                    4) Congregational Care
- 17                    5) Deacons
- 18                    6) Diversity and Inclusion
- 19                    7) Fellowship
- 20                    8) Hospitality
- 21                    9) Membership
- 22                    10) Mission and Service
- 23                    11) Music
- 24                    12) Stephen Ministry
- 25                    13) Worship
- 26                    14) Young People
- 27        4.        Other elected representatives (if applicable):
- 28                    1) College Student Representative: One college student representing any  
29                    actively organized college student group in the Church.

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

4 **Section 4 MEETINGS**

- 5       A.     The following guidelines shall apply to both the Administration 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 Administration 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.     Administration 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 Administration Board.

- 25       B.     Ministries Board.

- 26           1.     The Chairpersons of each Ministry and other elected representatives shall  
27           be elected in the same manner and serve the same term as Officers of the  
28           Church (ARTICLE 9, Section 2).

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- 1           2.     Vacancies in the positions of the Ministry Chairpersons and other elected  
2                   representatives, between election cycles, shall be filled by  
3                   recommendation of the Nominating Committee and approval of the  
4                   Ministries Board.

5     **ARTICLE 11 MINISTRIES OF THE CHURCH**

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

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

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

- 25       A.     The Ministry of Adult Programs

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- 1           1.     develop, plan and implement programs of education and creative  
2           expression suitable for adults in a progressive Christian congregation  
3           working closely with the Adult Education Ministry Director.
- 4           2.     consider programs such as a) special presentations by individuals of  
5           national or international renown, b) Sunday morning learning opportunities,  
6           participation in small interest groups for adults (Comma Groups, the Book  
7           Club, Men’s Fellowship, The Seekers, Women’s Breakfast and Women’s  
8           Fellowship) and c) midweek learning opportunities.
- 9           3.     work with pastoral and lay leadership to recruit an appropriate individual for  
10          the position of the Adult Education Ministry Director should a vacancy occur.
- 11        B.     The Ministry of Advocates for Peace and Justice shall perform the following  
12          duties:
  - 13           1.     review public policy issues, with a goal of taking stands informed by  
14           Christian teaching and from time to time invite the Congregation to support  
15           a position.
  - 16           2.     encourage the Congregation to name, consider, and embrace norms that  
17           are consistent with progressive Christianity.
  - 18           3.     remind the Congregation that public policy matters.
  - 19           4.     energize the Congregation on matters of social justice; taking a stand is the  
20           parent of taking action.
  - 21           5.     claim the title “Christian” for progressives, rather than conceding the name  
22           to evangelicals and fundamentalists.
- 23        C.     The Ministry of Communications shall perform the following duties:
  - 24           1.     use print, online, and other media as well as personal interaction to inform  
25           the people of the greater Irvine community about the Church, showing who  
26           we are and what we do.
  - 27           2.     work collaboratively with the Technology Committee in the strategic use of  
28           technological tactics to achieve communication objectives.

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- 1           3.     guide and supervise Church activities in the following areas: advertising,  
2                    publications and public relations.
- 3           4.     maintain a photographic record of significant Church events where possible.
- 4           5.     offer a monthly newsletter.
- 5     D.     The Ministry of Congregational Care shall perform the following duties:
- 6           1.     develop, plan and implement programs to strengthen the bonds of  
7                    community and sense of belonging for the Congregation.
- 8           2.     be responsible for appropriate activities (e.g., the prayer shawl ministry), to  
9                    “be there” for each other, especially for those who are ill or grieving.
- 10    E.     The Ministry of Deacons shall perform the following duties:
- 11           1.     assume responsibility for the preparation of the Church facilities for Sunday  
12                    worship service, for special worship services and Church sponsored events,  
13                    including set-up, oversight and clean-up.
- 14           2.     work with the Ministry of Worship in sharing responsibility for the preparation  
15                    of the physical environment for the Sunday worship service and for special  
16                    worship services, including set-up, oversight and clean-up.
- 17           3.     make appropriate assignments for ushers, greeters and other helpers  
18                    required for the conduct and smooth flow of service.
- 19    F.     The Ministry of Diversity and Inclusion shall perform the following duties:
- 20           1.     help to create a better understanding that each of us is unique, that we trust  
21                    each person to be the expert on their own identity and experience,  
22                    recognizing that difference can be along the dimensions of: race, ethnicity,



- 1 gender, gender identity, sexual orientation, socio-economic status, age,  
2 physical abilities, religious beliefs, political beliefs, or other categories.
- 3 2. develop, plan, and implement programs that support IUCC’s commitment  
4 to be inclusive, diverse, and anti-racist through self-reflection, spiritual  
5 growth, and educational outreach.
- 6 3. identify and help to shift policies, practices and behaviors that have caused  
7 marginalization, pain and/or exclusion within IUCC and the larger  
8 community.
- 9 F. The Ministry of Fellowship shall perform the following duties:
- 10 1. plan and implement social activities and programs in the Church which help  
11 the Congregation develop stronger relationships with each other and a  
12 closer sense of community within the Church.
- 13 G. The Ministry of Hospitality shall perform the following duties:
- 14 1. provide a personal extension (hands, arms, voices) of the Congregation to  
15 Members, visitors, newcomers and potential Members.
- 16 2. provide supplies and volunteers to host the “Coffee Hours” after all worship  
17 services.
- 18 H. The Ministry of Membership shall perform the following duties:
- 19 1. provide volunteers called “Visitor Hosts” to administer programs for greeting  
20 persons at each of the Sunday services with such related hospitality  
21 activities and materials
- 22 2. be responsible for the solicitation and orientation of new Members. Manage  
23 inquirers’ classes.
- 24 3. Work closely with the respective Ministries, Boards and Committees of the  
25 Church to assimilate new Members into the mission and life of the Church.
- 26 4. If directed by the Senior Pastor, take attendance at both services.
- 27 I. The Ministry of Mission and Service shall perform the following duties:
- 28 1. seek to meet human needs in the local community, state, nation and world  
29 in cooperation with other church and secular groups.

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- 1           2.     identify and inform the Congregation of opportunities to promote the values  
2                   of love, justice and peace in personal and institutional life.
- 3           3.     guide and support Church activities in service projects in local, state,  
4                   regional and national and international levels. This includes social action  
5                   activities, prayers, relationship to, and support of, agencies which promote  
6                   and actively work to meet human needs.
- 7     J.     The Ministry of Music shall perform the following duties:
- 8           1.     assist the Music Director to develop, plan and implement music programs  
9                   for worship services for all ages and be responsible for staff, volunteers and  
10                  supplies as needed. The programs shall include, but are not limited to, the  
11                  Chancel Choir, Children’s Choir and special events.
- 12          2.     in consultation with the Pastoral Leadership and the Human Resources  
13                  Committee, participate in the interview process and help formulate  
14                  recommendations to the Administration Board relative to the hiring and  
15                  ongoing performance of the Music Director. It shall also assist the Music  
16                  Director, the Pastoral Leadership, the Human Resources Committee and  
17                  the Administration Board with personnel matters related to other Music staff,  
18                  as appropriate
- 19     K.     The Stephen Ministry shall perform the following duties:
- 20          1.     offer confidential and compassionate Christian one-to-one care to those  
21                  who are in need in the Congregation and community by providing comfort  
22                  and support to those going through any crisis transition
- 23          2.     work with the Pastoral leadership to identify those going through any crisis  
24                  transition
- 25     L.     The Ministry with Young People shall perform the following duties:
- 26          1.     develop, plan and implement programs that nurture children, youth, young  
27                  adults and young families while embracing cultural diversity and the many  
28                  manifestations of family, seeking to attract program participants from both  
29                  without and within our Congregation.

- 1           2.     consider as activity areas within which to build such programs as: worship,  
2                   education (including Sunday School), social interaction, community  
3                   outreach/service, social justice, and activism, and others as appropriate.
- 4           3.     coordinate with and support the IUCC Scout Troop.
- 5           4.     collaborate closely with Pastoral leadership and staff as well as with other  
6                   Ministries of the Congregation in developing and implementing programs,  
7                   as appropriate.
- 8           5.     implement programs to engage mature adults and families, as appropriate,  
9                   so that children, youth, young adults and young families may feel supported  
10                  by and integral to the Congregation.
- 11        M.     The Ministry of Worship shall perform the following duties:
- 12           1.     cooperate with and assist the Pastoral Leadership in planning the order of  
13                   worship, preparing the sacraments, and maintaining the atmosphere of the  
14                   worship service.
- 15           2.     work with the Ministry of Deacons in sharing responsibility for the  
16                   preparation of the physical environment for the Sunday worship service and  
17                   for special worship services.

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

19    **Section 1 ENTITY FORMATION and STRUCTURE**

- 20        A.     Standing Committees
- 21           1.     Standing Committees may be formed by action of the Membership, through  
22                   a bylaw amendment.
- 23           2.     Except for the Nominating Committee, Chairpersons of Standing  
24                   Committees are to be elected to a one (1) year term by the Corporate  
25                   Membership at the Spring Congregational Meeting and shall be responsible  
26                   for appointing members of the Standing Committee. The Chairperson may  
27                   serve multiple terms.

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1           3.     Chairpersons of Standing Committees shall be Corporate Members and  
2                     may not serve as a member of the Administration Board.

3           4.     In the event a Chairperson position becomes vacant, the appropriate Board,  
4                     in conjunction with the Nominating Committee, may appoint an interim  
5                     Chairperson to serve until the next Spring Congregational Meeting.

6     B.     Special Committees

7           1.     Special Committees may be formed by action of the Membership, any  
8                     Ministry, any Standing Committee, either Board, the Moderator or the  
9                     Pastor(s).

10          2.     The formation, Chairperson and purpose of Special Committees shall be  
11                     made known to the Congregation, unless it is formed to carry out a purpose  
12                     that would be covered under the restrictions of a closed meeting of the  
13                     Administration Board.

14          3.     A Chairperson will be appointed by the forming body and shall be  
15                     responsible for appointing members of the Special Committee.

16     C.     Task Forces

17          1.     Task Forces may be formed by action of the Membership, any Ministry, any  
18                     Standing Committee, either Board, the Moderator, or the Pastor(s).

19          2.     The formation, Chairperson, purpose and specified time-frame of all Task  
20                     Forces shall be made known to the Congregation, unless it is formed to  
21                     carry out a purpose that would be covered under the restrictions of a closed  
22                     meeting of the Administration Board.

23          3.     A Chairperson will be appointed by the forming body and shall be  
24                     responsible for appointing members of the Task Force.

25     **Section 2 GENERAL DUTIES**

26     A.     Standing Committees

27          1.     Financial Responsibilities

- 1) The Standing Committee shall assist the Board or Director (if appropriate) to develop a budget for the Committee to be submitted to the Administration Board for its consideration in preparing the proposed Church budget for approval by the Corporate Membership.
- 2) The Standing Committee and Director (if applicable) shall assist the Administration Board in overseeing expenditures according to the approved budget.

2. Meetings

- 1) The Standing Committee shall meet on a regular basis, not less than twice a year.
- 2) A majority of the Corporate Members of the Standing Committee shall constitute a quorum.
- 3) The Chairperson or any two Corporate Members of the Standing Committee may call a special meeting.
- 4) Minutes of meetings, if required, shall be recorded and available upon request unless they apply to the restrictions of a closed meeting.
- 5) Written reports shall be submitted to the Administration Board.

B. Special Committees

1. Financial Responsibilities

- 1) The Special Committee shall assist the forming body (if appropriate) to develop a budget for the Committee to be submitted to the Administration Board for its consideration in preparing the proposed Church Budget for approval by the Corporate Membership.
- 2) The Special Committee shall assist the Administration Board in overseeing expenditures according to the approved budget.

2. Meetings

- 1) The Special Committee shall meet as necessary to accomplish its charter.

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- 1           2) A majority of the Corporate Members of the Special Committee shall
- 2           constitute a quorum.
- 3           3) The Chairperson or any two Corporate Members of the Special
- 4           Committee may call a special meeting.
- 5           4) Minutes of meetings, if required, shall be recorded and available upon
- 6           request unless they apply to the restrictions of a closed meeting.
- 7           5) Written reports shall be submitted to the forming body.

8       C.    Task Forces

9           1.    Financial Responsibilities

- 10           1) The Task Force shall assist the forming body (if appropriate) to develop
- 11           a budget for the Task Force to be submitted to the Administration Board
- 12           for its consideration in preparing the proposed Church Budget for
- 13           approval by the Corporate Membership.
- 14           2) The Task Force shall assist the Administration Board in overseeing
- 15           expenditures according to the approved budget.

16           2.    Meetings

- 17           1) The Task Force shall meet as necessary to accomplish its charter.
- 18           2) A majority of the Corporate Members of the Task Force shall constitute
- 19           a quorum.
- 20           3) The Chairperson or any two Corporate Members of the Task Force may
- 21           call a special meeting.
- 22           4) Minutes of meetings, if required, shall be recorded and available upon
- 23           request unless they apply to the restrictions of a closed meeting.
- 24           5) Written reports shall be submitted to the forming body.

25   **Section 3 PURPOSE and SPECIFIC DUTIES**

26       A.    Standing Committees

- 27           1.    The Bylaws, Policies and Procedures Committee:

- 1           1) shall serve in an advisory capacity to the Administration Board,  
2           recommending changes to the Bylaws to be endorsed by the board prior  
3           to undergoing approval at the Church's biannual congregational  
4           meetings as established by Article 16. As appropriate, the Committee  
5           shall seek the review, input and approval of the Ministries Board on  
6           proposed bylaw changes.
- 7           2) shall create or modify existing policies and procedures at the request of  
8           the Administration and/or Ministries Board(s). All policies and  
9           procedures must be approved the Administration Board, followed by  
10          dissemination as outlined in Article 17.
- 11          3) shall ensure that changes are appropriately reflected in the Bylaws upon  
12          congregational approval and that new policies and procedures, upon  
13          Administration Board approval, are appropriately integrated with or  
14          replace existing policies in the Policies & Procedures Handbook. The  
15          most current versions of the Bylaws and Policies & Procedures  
16          Handbook shall be available on the IUCC website.
- 17          2.    The Buildings and Grounds Committee:
- 18            1) shall maintain the Church facilities, landscaping and property in  
19            conjunction with Church staff and in cooperation with the Administration  
20            Board.
- 21            2) shall work with staff and the Administration Board to develop and  
22            oversee contracts for outside maintenance services, such as janitorial  
23            and gardening, and organize All-Church work days.
- 24          3.    The Child Care Center Committee:

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- 1           1) shall ensure that the Child Care Center provides a quality program for  
2           pre-school aged children, in a Progressive Christian environment  
3           compatible with the mission of the Church. If requested, this Committee  
4           will help the Pastoral Leadership and the Child Care Center Director  
5           review, develop and implement non-employee related policies and  
6           procedures for the Child Care Center, which ultimately are to be  
7           approved by the Administration Board.
- 8           2) shall maintain all necessary licensing and permits, as required by  
9           Government Agencies, in cooperation with the Child Care Center  
10          Director.
- 11          3) shall design and implement a publicity program in cooperation with the  
12          Child Care Center Director to meet the needs of the Child Care Center  
13          within the budgeted guidelines.
- 14          4) shall, in consultation with the Pastoral Leadership and the Human  
15          Resources Committee, participate in the interview process and help  
16          formulate recommendations to the Administration Board relative to the  
17          hiring and ongoing performance of the Child Care Center Director. It  
18          shall also assist the Child Care Center Director, the Pastoral Leadership,  
19          the Human Resources Committee and, potentially, the Administration  
20          Board with personnel matters related to other Child Care Center staff,  
21          as appropriate.
- 22          4.    The Finance Committee:
- 23                1) Shall review the budget and financial reports of the Church in  
24                conjunction with the Treasurer, the Bookkeeper, other Church staff and  
25                in cooperation with the Administration Board.
- 26          5.    The Funding Development Committee:



- 1           1) shall conduct an annual pledge campaign to meet the ongoing financial  
2           needs and commitments of the Church in cooperation with the  
3           Administration Board and staff in fulfilling its responsibility for preparing  
4           the Church's budget.
- 5           2) shall promote and implement any "planned giving" program that the  
6           Administration Board and the committee decide would be helpful to the  
7           Church.
- 8           3) shall coordinate all fundraising activities conducted by any Church entity  
9           in cooperation with the Administration Board and/or the Ministries Board.
- 10          4) shall assist, where needed, ongoing fundraising activities of the Church.
- 11          5) shall cooperate with the Membership Ministry in their responsibility for  
12          managing inquirers' classes to give clarity to and understanding of the  
13          need to support the Church financially.
- 14          6) shall coordinate with the Church Administrator and/or the Bookkeeper,  
15          in providing quarterly giving statements to the Congregation.
- 16          7) shall perform analyses of quarterly pledges versus actual giving and,  
17          with the utmost confidentiality, report any significant shortcomings to the  
18          Administration Board.
- 19          8) shall help set and meet the "fund raising" line item in the annual budget  
20          of the Church.
- 21          6.    The Nominating Committee:
- 22                1) shall be chaired by the Moderator.
- 23                2) shall include as members: the other members of the Coordinating  
24                Council and the Chairperson(s) of the Membership Ministry.
- 25                3) shall remain active throughout the year to assist in filling vacancies in  
26                elected offices as needed.
- 27                4) shall present a slate of nominations at the appropriate Regular  
28                Congregational Meeting for Members to be elected to any elected  
29                positions.

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- 1           7.     The Plumer Endowment Committee:
- 2                 1) shall underwrite costs of adult education events, which will have two
- 3                     purposes: 1) to increase the understanding of Progressive Christianity
- 4                     and 2) to promote IUCC’s mission to the greater community.
- 5                 2) shall work in coordination with the Funding Development Committee to
- 6                     coordinate fund raising opportunities to support the Plumer Endowment
- 7                     Fund.
- 8                 3) shall make recommendations to hold, sell, exchange, rent, lease,
- 9                     transfer, convert, invest, reinvest, and in all other respects to manage
- 10                    and control the assets of the Plumer Endowment Fund, including stocks,
- 11                    bonds, debentures, mortgages, notes, or other securities, as in the
- 12                    committees judgment and discretion it deems wise and prudent to the
- 13                    Administration Board for approval.
- 14                 4) shall consult with the Treasurer in reporting on the Plumer Endowment
- 15                     Fund’s assets at the Winter Congregational Meeting.
- 16           8.     The Technology Committee:
- 17                 1) working in close conjunction with the Administration Board and Church
- 18                     staff, shall coordinate the assessment, acquisition and/or maintenance
- 19                     of IUCC’s technology including but not limited to: audio/video equipment
- 20                     in Plumer Hall and the Sanctuary, staff hardware and software, website,
- 21                     servers, phone systems and off-site back-ups.
- 22                 2) shall support pastoral leadership, staff and the Ministries of Deacons
- 23                     and Worship regarding the use of technology in worship, and other
- 24                     ministries as needed for Church programming.
- 25                 3) shall assist with providing training to Church staff, lay leaders and other
- 26                     volunteers on the appropriate use and troubleshooting of IUCC’s
- 27                     technology.
- 28                 4) shall augment church staff in providing technical support for meetings,
- 29                     events, lectures, etc. via “Technology Deacons.”

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

2 A. The Coordinating Council

- 3 1. shall consist of the following members: Moderator (who shall serve as  
4 Chairperson), Senior Pastor, Chair of Ministries and Chair of Administration.  
5 2. shall not be required to keep minutes.  
6 3. shall coordinate matters between the Ministries Board and the  
7 Administration Board. It shall help identify and clarify items for the agendas  
8 of each Board that involve interplay between the two Boards. It shall strive  
9 to increase the efficiency of cooperation of the two Boards and the Church  
10 as a whole. It has the task of seeking coordination in such areas as budget  
11 development, monthly financial reports, program reports, space use, etc.  
12 4. shall serve as the Safe Church Team as defined in the IUCC Safe Church  
13 Policy.

14 B. The Human Resources Committee

- 15 1. shall act as an advisory committee to the Administration Board and/or  
16 Pastoral Leadership of the Church, to provide expertise, guidance and  
17 problem resolution for staff in the area of human resource management. In  
18 addition to ensuring that the Church follows state and federal employment  
19 laws, specific responsibilities include creating, reviewing and monitoring  
20 policies and practices in the areas of job descriptions, recruitment and  
21 selection, compensation, performance review, grievance handling,  
22 disciplinary action and termination. The Human Resources Committee  
23 and/or its representative shall act as mediator in handling personnel issues  
24 involving the staff of the Church.  
25 2. shall not have the power to make final decisions regarding staff but shall  
26 make recommendations to the Administration Board and/or Pastoral  
27 Leadership. In presenting recommendations, both the majority and minority  
28 opinions of the Human Resources Committee will be presented to provide  
29 complete understanding of the issues.

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***Bylaws of Irvine United Congregational Church***

- 1           3.     shall have the Chair (or representative) attend all Administration Board  
2                 meetings.
- 3           4.     shall ensure an annual review of all job descriptions so that changes can be  
4                 made to reflect current duties.
- 5           5.     shall ensure that all staff have annual performance goals and reviews.
- 6           6.     shall ensure an annual review of benefits plans for staff.
- 7           7.     shall ensure an annual review of the Employee Handbook and make  
8                 updates as needed.
- 9           8.     shall support the Church's strong commitment to equal opportunity  
10                employment in all areas of employment, including recruitment, hiring,  
11                training and development, promotion, transfer, termination, layoff,  
12                compensation benefits, social and recreational programs, and all other  
13                conditions and privileges of employment in accordance with applicable  
14                federal, state and local laws.
- 15          9.     shall ensure an annual assessment of the Church's equal opportunity  
16                employment efforts and report said findings to the Administration Board.
- 17          C.     The Pastoral Relations Committee
- 18           1.     the Pastoral Relations Committee shall be a personal support group to the  
19                Pastor(s) and shall serve as a confidential communication link between the  
20                Pastor(s) and the Congregation.
- 21           2.     one (1) Pastoral Relations Committee shall be established for each member  
22                of the Pastoral Leadership.
- 23           3.     the Pastoral Relations Committee shall consist of three (3) Corporate  
24                Members. The Corporate Members shall identify one of their members to  
25                serve as chair, for purposes of calling meetings, ensuring routine follow-up  
26                and similar functions. However, the Pastoral Relations Committee shall not  
27                operate from a formal agenda, and shall not keep minutes.
- 28           4.     the members shall be chosen jointly by the Pastor(s) and the Moderator  
29                within the month following the Winter Congregational Meeting.

- 1           5.       neither the Moderator, the Chair of Ministries nor the Chair of  
2           Administration may serve on the Pastoral Relations Committee.
- 3           6.       the term of any Pastoral Relations Committee membership shall be one  
4           year, and a person may serve for multiple terms.
- 5           7.       mid-term appointments do not count as service toward an elected term and  
6           its stipulated limits.
- 7           8.       this Pastoral Relations Committee shall make their membership known to  
8           the Congregation and invite members to express themselves with respect  
9           to the Pastoral Leadership.
- 10          9.       the Pastoral Relations Committee shall meet at least quarterly with the  
11          Pastor(s) to provide a forum for conscious and constructive two-way  
12          communication and to review any concerns of the Congregation or of the  
13          Pastor(s).
- 14          D.       United Church Early Childhood Center
- 15           1.       United Church Early Childhood Center (hereinafter referred to as “Child  
16           Care Center”) shall be operated by the Church as an outreach into the  
17           community, and to obtain maximum utilization of the physical facilities. The  
18           budget shall be administered by the Child Care Center Director with  
19           oversight by the Child Care Center Committee and ultimately the  
20           Administration Board.
- 21           2.       The Child Care Center Director and all Child Care Center Staff shall be  
22           considered members of the Church Staff and be responsible for the  
23           implementation of the philosophy and policies of the Church approved by  
24           the Administration Board. The Director shall be a non-voting member of the  
25           Child Care Committee.

1 **ARTICLE 13 PASTORAL LEADERSHIP**

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

3 A. General Provision: The Administration Board shall develop and approve any  
4 call agreement and job descriptions for all pastors called to serve the  
5 Congregation. The Senior Pastor will have primary responsibility for ministerial  
6 and administrative duties as set forth below.

7 B. Ministerial Duties:

8 1. take responsibility for the spiritual guidance of the Church, to carry out the  
9 pastoral, priestly and prophetic roles to which they are called in Christian  
10 ministry.

11 2. engage in necessary pastoral counseling.

12 3. provide an effective outreach to the community as part of an educational  
13 effort to teach and practice the principles of Christian love and justice in the  
14 world outside the Church.

15 4. take responsibility for all services of public worship, to include proper  
16 administration of the sacraments.

17 C. Administrative Duties:

18 1. take responsibility for administering the activities of the Church with the  
19 assistance of the Church Moderator, Chair of Ministries and Chair of  
20 Administration in coordination with the Ministries Board, the Administration  
21 Board and the Church's Ministries and Committees.

22 2. serve as ex-officio members of the Ministries Board, the Administration  
23 Board and the Coordinating Council.

24 3. be ex-officio members of all official Church bodies of which they are not  
25 already designated members except for the Pastoral Relations Committee.

26 4. supervise all staff, either directly or through designees, and recommend the  
27 hiring of new employees to the Administration Board.

28 5. make reports of the Church's work at the Spring and Winter Congregational  
29 meetings and Special meetings as appropriate.

1           6.     ensure that the staff provides a program for adults, youth and children that  
2                   is consistent with the mission, beliefs and worship life of the Church.

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

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

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

22        B.     The official pastoral relationship shall be approved at a Regular or Special  
23                   Congregational Meeting called for that purpose, by a 2/3 vote of the Members  
24                   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 Administration 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 Administration  
9 Board in conjunction with the Ministries Board shall appoint a representative  
10 Pastoral Search Committee, whose duty shall be to seek interim Pastoral  
11 Leadership, with the guidance of the Holy Spirit, and in consultation with the  
12 Conference. The candidate approved by the interim Pastoral Search  
13 Committee shall be referred to the Administration Board with a  
14 recommendation to hire. The called interim Pastor shall not be considered as  
15 a candidate for the permanent Pastoral Leadership position.

16 **ARTICLE 14 FINANCE**

17 A. The Administration Board shall include in the Church's expense budget,  
18 provisions for support of Our Church's Wider Mission and other  
19 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  
22 organizations.

23 C. Opportunity shall be offered to all Members of the Church and the Congregation  
24 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 Administration 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 10 days preceding the time set for such meeting. This provision  
18 may be waived by 2/3 majority of Corporate Members voting at the meeting to allow no  
19 fewer than 7 days notice. Written notice is deemed received when delivered in person  
20 or posted on the IUCC website or when mailed or when transmitted by electronic mail to  
21 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 Church  
4 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 have  
7 been paid in full shall be transferred to the Conference or its successor body of the United  
8 Church of Christ for the work of the Conference in the Greater Southern California Nevada  
9 Area.

10 **ARTICLE 19 INDEMNIFICATION OF DIRECTORS, OFFICERS, AND OTHER AGENTS**

11 **Section 1 RIGHT OF INDEMNITY**

12 To the fullest extent permitted by law, the Church shall indemnify its directors, officers,  
13 employees, and other persons described in California Corporations Code § 9246(a),  
14 including persons formerly occupying any such position, against all expenses, judgments,  
15 fines, settlements and other amounts actually and reasonably incurred by them in  
16 connection with any “proceeding,” as that term is used in that section, and including an  
17 action by or in the right of the Church, by reason of the fact that the person is or was a  
18 person described in that section. “Expenses,” as used in these bylaws, shall have the  
19 same meaning as in that section of the California Corporations Code.

20 **Section 2 APPROVAL OF INDEMNITY**

21 On written request to the Administration Board by any person seeking indemnification  
22 under California Corporations Code § 9246(b) or § 9246(c), the Administration Board  
23 shall promptly determine under California Corporations Code § 9246(e) whether the  
24 applicable standard of conduct set forth in § 9246(b) or § 9246(c) has been met and, if  
25 so, the Administration Board shall authorize indemnification.

1 **Section 3 ADVANCEMENT OF EXPENSES**

2 To the fullest extent permitted by law and except as otherwise determined by the  
3 Administration Board in a specific instance, expenses incurred by a person seeking  
4 indemnification under these bylaws in defending any proceeding covered by those  
5 sections shall be advanced by the Church before final disposition of the proceeding, on  
6 receipt by the Church of an undertaking by or on behalf of that person that the advance  
7 will be repaid unless it is ultimately determined that the person is entitled to be  
8 indemnified by the Church for those expenses.

9 **Section 4 INSURANCE**

10 The Administration Board shall have the right to authorize and direct the officers of the  
11 Church to cause the Church to purchase and maintain insurance to the full extent  
12 permitted by law on behalf of its officers, directors, employees, and other agents,  
13 against any liability asserted against or incurred by any officer, director, employee, or  
14 agent in such capacity or arising out of the officer's, director's, employee's, or agent's  
15 status as such.

**REVISION / AMENDMENT HISTORY**

<b>Date Enacted</b>	<b>Modifications</b>
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.
May 16, 2010	Added The Ministry of Adult Programs and The Ministry for Young People. Removed Christian Education Committee.
May 20, 2012	Added The Stephen Ministry.
January 19, 2014	Added The Ministry of Music to Ministries and removed Music Committee from Standing Committees. Clarified Senior Pastor and other Pastor(s) positions. Update Appendix A: Organization Chart. Updated definitions section. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
June 1, 2014	Removed the Ministry of Congregational Participation and reassigned its responsibilities to the Chair of the Ministries Board and other ministries. Established the Ministry of New Member Development. Aligned interest groups with the appropriate ministries. Removed the position of Historian as a church officer. Moved positions of Church Photographer and Newsletter Editor to the Outreach Ministry. Established the Technology Committee. Moved Winter Congregational Meetings to the fourth Sunday in January. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.

***Bylaws of Irvine United Congregational Church***

February 1, 2015	Added transgender to Membership Qualifications. Clarified that a quorum is established only by Corporate Members. Updated general duties of standing committees, committees, task forces and other bodies of the church as follows: meeting regularity, taking of minutes (if required), and reporting of said minutes and reports (if required) to forming body. Added clarification that only Corporate Members can vote on any official matter (i.e., special meetings, financial matters, etc.) Updated Fund Development Committee's responsibilities. Changed the name of the "Human Relations" Committee to the "Human Resources" Committee and updated its responsibilities. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
May 17, 2015	Updated Article 8 as follows: "posting to the IUCC website" as one of the modes of delivering the proposed budget; changed the required number of days prior to the Congregational meeting to distribute the proposed budget from 14 days to 10 days; added a waiver provision to allow for a change in the number of days required to disseminate the proposed budget. Updated Article 12 by adding a new Standing Committee, the Finance Committee. Updated Article 16 to coordinate with the changes made in Article 8, Section 1(B). Added "Licensed Pastor" to the definitions and updated "Pastoral Staff" due to adding Licensed Pastor to definitions. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
January 31, 2016	Changed the name of the Ministry of Outreach to the Ministry of Communications. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
January 29, 2017	Created the Ministry of Deacons and updated the Ministry of Worship's responsibilities. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
May 18, 2018	Updated Article 9, Section 2D to include a provision whereby an otherwise termed-out officer may be elected to an additional term under special circumstances.

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***Bylaws of the Irvine United Congregational Church***

June 2, 2019	Changed the name of the Ministry of New Member Development to the Membership Ministry. Added new responsibilities to the Membership Ministry, Human Resources Committee and Technology Committee. Created the Bylaws, Policies and Procedures Committee. Made changes to ensure editorial consistency, reduce redundancy, and conform the Bylaws to actual practice.
February 9, 2020	Changed the name of the Ministry for Young People to the Ministry with Young People.
June 28, 2020	Added Article 8, Section 6, a provision for congregational meetings via electronic means.
January 31, 2021	Created the Ministry of Diversity and Inclusion. Updated the Vision Statement. Changed the voting status of the Ministries Board Youth Representative from non-voting to voting (except on financial matters). Added Article 19, Indemnification of Directors, Officers, and Other Agents.

ORGANIZATION CHART

