

BYLAWS  
OF  
GOOD SHEPHERD  
UNITED CHURCH OF CHRIST  
CARY, NC

Good Shepherd United Church of Christ Bylaws

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Good Shepherd United Church of Christ Bylaws

RECORD OF ISSUE

ISSUE DATE	REASON FOR REISSUE	MODIFIED BY
September 11, 2005	Initial release adopted at Congregational Meeting	Carolyn Lundin
June 10, 2007	Amendment to Staff Relations Committee regarding Safe Church Policy Addition of Response Team Policies and Procedures Music Committee amendments Amendment to redefine membership	Kathy Boyer
June 12, 2011	Five year review	Carolyn Lundin
December 4, 2011	Amendment to Article VI regarding the qualifications of the Senior Pastor (Co-pastors)	Carolyn Lundin
June 3, 2012	Amendment to Article VI, Section D, modifying the descriptions of Treasurer and Assistant Treasurer Added the description of Offering Counter Amendment to Article VII.B.6. regarding the Stewardship Ministry	Robert Lundin
June 5, 2016	Five year review Clarified membership definitions Added Absentee Voting Added provision for Treasurer's term extension Adjusted Standing Ministries to reflect current needs Added these standing committees: Worship, Discernment, Open and Affirming, Caring for Creation Made styles and formatting consistent Formatted for duplex printing Added headers and footers with page numbers Converted table of contents to Word automated style	Kathy Boyer Robert Lundin
June 4, 2017	Amendment to Article VI, Section D, replacing Treasurer by creating Office of the Treasurer	Gordon Welles Kathy Boyer
June 2, 2019	Amendment to Article VII, adding Section D, Church Structure Evolution	Kathy Boyer
June 13, 2021	Amendment to Article VII,	
June 5, 2022	Five Year Review	Amy Murray

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	Changes to names of Ministries Merging of past seven ministries into six Changes to terms of service Changes to make-up of Council Staff Relations Committee details streamlined Music Committee redefined Modifications to Office of the Treasurer	Kathy Boyer Todd Weber Bob Bedi
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# Good Shepherd United Church of Christ Bylaws

## **Article I. Name**

This church is incorporated as Good Shepherd United Church of Christ (the Church).

## **Article II. Purpose of Good Shepherd United Church of Christ**

The purpose of this Church is to provide for the public worship of God and to fulfill the functions of a church as set forth in the covenant embraced by all members at the time they join.

## **Article III. Constitution and Bylaws**

The Constitution of Good Shepherd United Church of Christ shall serve as the Church's guiding doctrinal document, addressing its primary mission and ministries as a family of Christian faith. This document shall also provide general information about the managerial structure of the Church. The Constitution shall be reviewed by Church Council at least once every ten (10) years and shall be amended as needed by a 67% vote of members present at a meeting of the congregation, provided a quorum (of at least 50% of the active membership) is present and at least two weeks published advance notice of the meeting has been given. The Constitution takes precedence over the Bylaws.

The Bylaws of Good Shepherd United Church of Christ shall serve as the Church's guiding operational document, addressing its organizational structure and processes for ongoing management of the Church. The Bylaws shall be reviewed by Church Council at least once every five (5) years and shall be amended as needed by a majority vote of members present at a meeting of the congregation, provided a quorum (of at least 25% of the active membership) is present and at least two weeks published advance notice of the meeting has been given. The Bylaws must be in conformity with the Constitution.

## **Article IV. Membership**

### A. Types of Members

#### 1. Active members:

##### a. Regular

Regular members are those whose primary membership is in this Church.

##### b. Associate members

Associate members are those who temporarily reside in this area and/or those who for any reason wish to retain primary membership in their home church. A person who wishes to participate in the life of this Church while maintaining membership in another church may be received as an associate member by the same process as regular members are received. Associate members shall have all rights and duties as regular members except the right to a Letter of Transfer to another church.

#### 2. Inactive

Inactive members are those members who have not attended this Church, have not participated in Church activities, and have not contributed financially to this Church for a period of at least two years.



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### B. Voting Rights

All active and associate members have the right to participate and vote in any congregational meeting. Inactive members are not eligible to vote unless they reestablish their active membership prior to the date of the vote.

### C. Assessment of Membership

In January of each year the Steward of the Congregational Care Ministry and the Pastor(s) shall meet to review the membership roster and determine who should be contacted about their membership status. An active member is a member of Good Shepherd United Church of Christ who has attended Church, participated in Church activities or contributed financially to the Church within the past two years.

Once a member is designated as inactive, that member should be sent a letter or otherwise contacted, asking for an expression of their wishes regarding continuation of membership. Persons who request continuation of membership shall remain on the roll as inactive members.

A regular member may be granted a Letter of Transfer to a church of which they wish to join, upon their request or upon the request of that church. The Letter of Transfer must include the name of the receiving church.

A member may ask to be released from membership. The membership shall then terminate and the member's name shall be removed from the list of members.

If an inactive member cannot be contacted or does not respond to attempts to contact them regarding membership, the member's name will be removed from the list of members.

## **Article V. Meetings**

The church calendar for Good Shepherd United Church of Christ will be as follows:

The fiscal year shall run from January 1 to December 31. The program year shall start on July 1 and run through June 30.

There shall be no fewer than two congregational meetings held each year. The Annual Meeting shall be held prior to the start of the program year, and the Budget Meeting shall be held prior to the start of the Fiscal Year. Both meetings shall be held on dates and at times set by the Church Council with a minimum of two weeks published advance notice.

A quorum shall be defined as 25% of the active membership present and received absentee ballots unless otherwise stated. At the discretion of the Moderator, or by the request of any member present, secret ballots may be used in the transaction of any business. All meetings are open with the exception of discussions of a sensitive nature as determined in advance by vote of the Church Council.

### A. Annual Meeting

The agenda for the Annual Meeting shall include:

1. Presentation of the reports of officers, ministries, and committees.
2. Election of the officers, stewards and associates for the upcoming year.

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3. Transaction of any other business that may be brought before the congregation.

### A. Budget Meeting

The agenda for the Budget Meeting shall include adopting the budget for the coming year and the transaction of any other business that may be brought before the congregation.

### B. Special Meetings

#### 1. Special Meetings of the Congregation

Special meetings of the congregation shall be called by the Clerk when requested by the Pastor(s), the Moderator, three officers or Church Council members, or any ten members of the congregation.

#### 2. Special Meetings Calling for the Employment or Dismissal of a Pastor

Votes conducted at special meetings which call for the employment or the dismissal of a pastor or for accepting the resignation of a pastor shall be done by secret ballot. These meetings shall be held in accordance with the following procedures:

##### a. Calling New Pastors

The procedure calling for new pastors shall be as follows:

The Church Council shall appoint a Pastoral Search Committee. The Pastoral Search Committee shall consist of 7 to 9 members representing the diverse makeup of the congregation. The committee shall follow the recommended procedure of the United Church of Christ, shall negotiate the proposed terms of call with the preferred candidate, and shall announce to the congregation the name and qualifications of the preferred candidate at least two weeks prior to a special congregational meeting called by the Moderator for the purpose of electing a pastor. The quorum of this meeting shall be 50% of the active membership. A 67% vote, by secret ballot, of the members present at this meeting shall be required to call new pastors. The call shall be for an indefinite period. The newly elected pastor(s) shall be installed in accordance with the recommended procedure of the United Church of Christ and shall then be received into membership of Good Shepherd United Church of Christ.

##### b. Selecting an Interim Pastor

The Moderator of the Church Council shall appoint an ad-hoc Interim Pastor Search Committee consisting of at least three members, at least one of whom is a member of the Church Council and at least one of whom is a member of the Staff Relations Committee. The ad hoc committee shall identify candidates who are ordained and possess a standing recognized by the United Church of Christ. The Interim Pastor Search Committee shall negotiate the terms of call with the preferred candidate prior to presenting him/her to the Church Council for approval. Upon approval of the Church Council, the candidate shall be presented to the congregation at a special congregational meeting for approval by a majority, by secret ballot, of the members present. The call shall be for a definite period, not

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exceeding one year, but may be extended by mutual agreement of the Interim Pastor and the Church Council.

c. Dismissing Pastors

A special congregational meeting may be called for the purpose of requesting the resignation of a pastor. The quorum for this meeting is 50% of the active membership. If a 67% majority of this meeting requests, by secret ballot, the pastor's resignation, and the resignation is not presented within 60 days, the Church Council shall terminate the pastor's tenure.

d. Accepting a Pastor's Resignation

The pastor shall present the resignation to the Church Council 60 days prior to the date it is to become effective. The Church Council shall, in consultation with the pastor, determine when the resignation shall become effective and shall promptly notify the congregation that the pastor has resigned.

C. Notification of Meetings

Prior to any regular or special meeting of the congregation, a notification of at least two weeks is required. This notice shall be posted in the weekly bulletin and in any other method of communication thereof that would notify the active members (a special mailing, newsletter, email blast, posted on the Good Shepherd website, etc.). It shall include at a minimum the purpose, place, date, and time of the meeting.

D. Procedures for Absentee Voting

For all votes requiring a secret ballot, an active member may submit an absentee ballot.

At the time of the meeting notice, the Church Council will provide absentee voting packets for members who wish to use them. The absentee voting packet includes the ballot and two envelopes. Printed on the smaller envelope is only the date of the meeting. The larger envelope lists the date of the meeting, a place for the member to print his or her name and address. The meeting date fields on both envelopes are filled out prior to the member receiving the packet. (Figures 1 and 2)

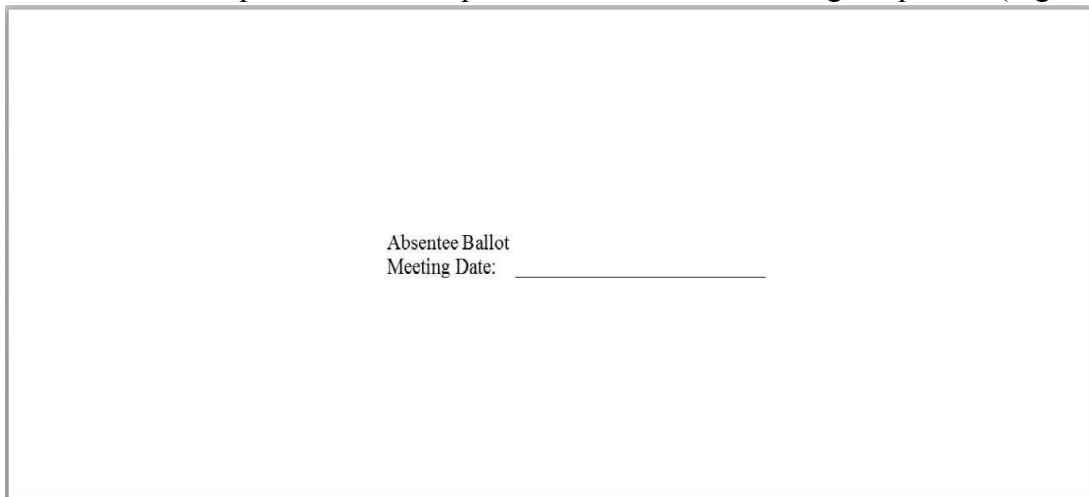


Figure 1 Inner Envelope



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### F. Voting Majority

Unless otherwise provided by the Constitution, business matters which are put to a vote shall be decided by a majority of the members who are present and voting.

### G. Meeting Format

All congregational meetings shall be conducted according to "Robert's Rules of Order."

## **Article VI. Members of Church Council**

It is the right of any member of Good Shepherd United Church of Christ to be elected to any Church office, adhering to the following guidelines:

- Members of the same family cannot serve concurrently as Moderator and Treasurer
- Members of the same family cannot serve concurrently as Treasurer and Assistant Treasurer
- Members of the same family cannot serve concurrently as Member-at-Large for the Church Council
- Members of the same family cannot serve concurrently on the Staff Relations Committee
- Members of the same family cannot serve concurrently on the Nominating Committee
- Members of the pastors' families cannot serve as Moderator, Treasurer, or as a member of the Staff Relations Committee

### A. Senior Pastor (Co-Pastors)

The Senior Pastor (Co-Pastors) shall be an ordained minister with full standing in the United Church of Christ, or be able to achieve ordination in the United Church of Christ. The Senior Pastor (Co-Pastors) shall have charge of the worship services of the Church and shall carry on a ministry of preaching, pastoral care, and leadership. As ordained leader (co-leaders) of the congregation of which they shall be a member, they shall be a voting member of Church Council, all ministries and committees, and are entitled to be present at any meeting of any Church sanctioned group except officially called meetings when his or her tenure, salary, or behavior is under discussion.

### B. Associate Pastor

The Associate Pastor shall be an ordained minister with full standing in the United Church of Christ or be able to achieve ordination with full standing in the United Church of Christ, or a licensed minister with full recognition in the Eastern North Carolina Association. The duties of the Associate Pastor shall include all aspects of pastoral ministry with specific duties being agreed upon by the Senior Pastor (Co-Pastors), the Staff Relations Committee, and the Associate Pastor. The Associate Pastor shall be a voting member of the Church Council and member ex-officio of the Church ministries and committees as designated by the Senior Pastor (Co-Pastors).

### C. Moderator

The Moderator shall chair all business meetings of the congregation and shall chair the Church Council. When necessary, the Moderator shall assist in the implementation of general decisions made by the Church Council. The Moderator may appoint ad hoc committees and shall be responsible for dismissing such committees at the termination of their assignments. Upon approval

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of the Church Council, the Moderator will have signatory authority on behalf of the Church. The Moderator may postpone or cancel congregational meetings for just reasons and in consultation with the pastor(s).

The Moderator shall be elected by the Church to a term of two years and may not serve successive terms. However, the Moderator may serve any number of non-successive terms.

A Moderator-elect shall hold a seat on the Church Council beginning the second year of the current Moderator's term in preparation for serving as Moderator the following year. There shall be no Moderator-elect the first year of the Moderator's term.

The past-Moderator shall hold a seat on the Church Council the year following the expiration of the term, that being the first year of the successor Moderator's term.

### D. Office of the Treasurer

The Office of the Treasurer shall have charge of the funds of the Church, accounting for all income, paying all bills, and keeping open and true accounts of all the fiscal transactions of the Church under policies set by the Church Council and with approval of the Church. The Office of the Treasurer prepares the proposed annual budget of the Church in consultation with the Church Council and presents the budget for consideration to the Church at the Budget Meeting.

The Office of the Treasurer shall consist of the Treasurer and no more than two Assistant Treasurers who shall be elected by the Church for two-year terms and may not serve successive terms in the same position.\*

The Treasurer and First and Second Assistant Treasurers may serve any number of non-successive terms in their respective positions. After serving a two-year term, the First Assistant Treasurer will typically hold the position of Treasurer for two years; the Second Assistant Treasurer will typically become the First Assistant Treasurer, each serving a two year term in their respective positions. The succession process described is optimum but not mandatory.

The Assistant Treasurers will assist the current Treasurer, but will not hold a seat on the Church Council.

The Treasurer shall be responsible for all financial activities of the Church, including the supervision of the Assistant Treasurers; the duties assigned to the Assistant Treasurers will be determined by the Treasurer, in consultation with the Assistant Treasurers and the Church Council.

The Treasurer and Assistant Treasurers must be bonded and have been a member of the Church for at least one year.

\*In an emergency or unique situation, the term of the Treasurer may be amended on the recommendation and approval of the Church Council and presented to the congregation for a vote.

Offering Counters enter any collected offering after each service into the Church's financial records using the financial software and process approved by the Council and serve under the direction of the Second Assistant Treasurer. There must be two Offering Counters per offering recording

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session. One counter enters the data into the system. After printing out the offering report, the other counter will review the collected checks and currency and verify the information on the report. The checks are endorsed and the offering is deposited in accordance with procedure defined by the Treasurer.

The Second Assistant Treasurer will recruit enough Offering Counters so that two Offering Counters are available to record the offering every Sunday. An Offering Counter must be a member of the Church, submit a financial disclosure form to the Second Assistant Treasurer for processing, agree to be available twice a month to count the offering, and not divulge any individual's offering information to anyone other than the Treasurer or Assistant Treasurer(s).

The Office of the Treasurer will:

- a. Seek the support of the congregation in fulfilling the proposed annual budget by conducting an annual pledge drive;
- b. Approve and coordinate all fundraising events. The following four fund raisers do not require annual approval: 1) One Great Hour of Sharing, 2) Strengthen the Church, 3) Neighbors In Need, and 4) The Christmas Fund (for retired pastors);
- c. Maintain an ongoing program of stewardship education and planned giving for the congregation;
- d. Oversee capital fundraising campaigns when necessary.

### E. Clerk

The Clerk shall keep an accurate account of the minutes from Church Council and congregational meetings and perform such other duties as usual pertaining to the office of clerk or secretary of an assembly.

The Clerk shall assemble an annual report consisting of the annual reports from each of the ministries, the Church Council, the Pastor(s), the Treasurer, and any other committees, groups, or individuals representing the Church.

The Clerk shall keep a faithful record of important historical events in the life of the Church, which could include ordinations, installations, anniversary celebrations, building dedications, and other occasions. This recorded account of the on-going history of the Church shall be included as part of the Annual Reports.

The Clerk shall be elected by the Church for a term of two years with eligibility for one successive term.

## **Article VII. Church Council, Ministries, and Committees**

### A. Church Council

The Church Council shall consist of the Senior Pastor (Co-Pastors), Associate Pastor, Moderator, Moderator-Elect/Past Moderator, Treasurer, Clerk, one Member-at-Large, and the steward of each standing ministry or its designee. All members of the Church Council must be members of Good Shepherd United Church of Christ. A youth representative can also be selected at the discretion of

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the Nominating Committee. A Member-at-Large will be selected from congregational members with no previous membership on Church Council.

The Church Council shall specifically consider and formulate long range goals for the Church. At the beginning of the program year, the Church Council shall establish meeting dates for the remainder of the year to consist of no fewer than eight meetings annually. The 6 C's (Community, Cross-Cultural, Creative, Covenant, Communion, and Children) are intended to provide focus and balance for the mission and ministries of Good Shepherd United Church of Christ. The ministry Stewards and Moderator will review the 6C's objectives and goals from the previous year and outline a process to involve the ministries and congregation in determining the objectives and goals for the year to come.

The Church Council shall constitute the trustees of the Church. Together they shall have charge of the Church's financial affairs and property. They shall establish the procedures for the receipt and distribution of money and securities. For the protection of the Treasurer and the Church, the Church's financial records shall be reviewed by an independent source chosen by the Church Council when a new Treasurer takes office. The Church Council shall also approve procedures and rules for the use and rental of Church property and long-term rentals. They may enter into any contract or execute and deliver any instrument necessary for the operation of the Church and its facilities. Only with specific authority given by vote of the congregation, shall the Council have the power to buy, sell, mortgage, or transfer real property. They are responsible for the safekeeping of legal documents and important papers (deeds, mortgages, monies, agreements, loans, contracts, etc.) pertaining to this Church and its property. The Council may delegate the authority to implement the policies and procedures to any ministry or officer.

The Church Council shall coordinate activities and mediate disputes between the ministries. It will be the Council's responsibility to appoint members to represent Good Shepherd United Church of Christ at meetings of the Southern Conference and Eastern North Carolina Association as well as other denominational meetings, etc.

The Church Council shall prepare its proposed annual budget and submit it to the Treasurer.

The Member-at-Large shall be nominated by the Nominating Committee and elected by the congregation. The Member-at-Large shall serve a one-year term. The purpose of the Member-at-Large and the youth representative is to act as liaisons between the congregation and the Church Council.

### B. Standing Ministries

The Church shall elect stewards and associates to serve in its six standing ministries. Each ministry will have a steward and at least one associate. The steward or a designee will be the representative of the ministry on the Church Council. The steward of each ministry must be a member of Good Shepherd United Church of Christ and preferably would have served in that ministry for at least one year. The designee to represent the ministry at Church Council must also be a member of Good Shepherd United Church of Christ.

The steward shall have a term of one year with eligibility for a second one-year term. No steward shall be nominated for re-election after having served two consecutive one-year terms until at least



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one year has expired after the conclusion of the second term.\* Associate stewards may serve an unlimited term of service. Ideally, one of the associate stewards will step up into the role of steward at some point in time after serving as an associate. A ministry steward may recruit additional members to fulfill the responsibilities of the ministry.

Any steward and associate(s) elected to a ministry are expected to fulfill their responsibilities on the ministry; if not, they should resign so that a replacement may be nominated by the Nominating Committee and appointed by the Church Council. Approximately 50% of the ministries' stewards and associates shall be elected each year.

Each ministry shall prepare its proposed annual budget and submit it to the Treasurer in a form and at the time prescribed by the Church Council.

Each ministry may designate a committee to fulfill a specific purpose of its ministry as defined by the Constitution and these Bylaws.

Each standing ministry shall meet at least four times a year (suggested to meet quarterly) and the steward will report their activities regularly to the Church Council.

The Church secretary shall also be provided with any and all operating procedures developed and maintained by the ministries for archival purposes.

\*If we are unable to find a person to fulfill the role of steward of a ministry after the current standing steward's term has been fulfilled, and the current standing steward agrees to serve one more year, they may do so with the approval of the Church Council.

### 1. Worship Ministry

The purpose of this Ministry is to help the congregation fulfill its covenant "*to joyfully share in worship*" and to minister to the needs of the congregational members. This Ministry should focus efforts related to the 6 C's, giving particular attention to Covenant and Communion.

The Ministry shall be responsible for:

- a. Working with the Pastor(s) concerning regular and special services of worship and shall see that the sacraments are administered properly;
- b. Preparing the sanctuary for worship (responsibilities which include preparing for communion, providing flowers and candles in the sanctuary, securing and supervising ushers, preparing liturgical space for worship, and organizing acolytes and liturgists);
- c. Collaborating with and supporting the Music Committee;
- d. Collaborating with and supporting the Worship Committee;
- e. Collaborating with and supporting the Memorial Garden Committee;
- f. Collaborating with and supporting the Discernment Committee;
- g. Collaborating with the sound and video tech team;
- h. Planning spiritual growth opportunities during the Church year;

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### 2. Faith Formation Ministry

The purpose of this Ministry is to help the congregation to fulfill its covenant "*to study and practice the word of God*" by providing educational opportunities and programs for all ages. This Ministry should strategically plan efforts to engage children and families by focusing on the 6 C's, giving particular attention to Children and Communion.

Working with the Director of Faith Formation, this ministry will:

- a. Recruit and support Church school teachers and other class leaders, assign and assure adequate space, order and evaluate curriculum, and provide educational equipment and general supplies;
- b. Encourage participate in educational opportunities provided by the conference and the wider Christian community;
- c. Oversee the nursery during worship and Church activities;
- d. Coordinate youth group activities and events for families with younger children;
- e. Consider holistic short and long-term family engagement goals;
- f. Provide training, conduct background checks and keep records of employees and volunteers working with our children and youth in compliance with our Safe Church policies with the assistance of a Staff Relations contact as specified in Staff Relations section c.

### 3. Relationship Ministry

The purpose of this Ministry is to help the congregation to fulfill its covenant "*to bind our lives together in trust and love as a family in Jesus Christ*" by building a loving community among the people of Good Shepherd United Church of Christ. This Ministry should focus efforts related to the 6 C's, giving particular attention to Communion.

This ministry shall be responsible for:

- a. Promoting fellowship within the Church by initiating, arranging, and coordinating social occasions attended by persons affiliated with the Church;
- b. Being a point of contact to help coordinate special events being held at the Church by outside groups or other Ministries;
- c. Arranging for refreshments following the worship service;
- d. Assisting in establishing and overseeing adult or Church-wide fellowship groups;
- e. Maintaining kitchen supplies, cooking utensils, equipment, appliances and condiments, for use by Church ministries, committees, members, and friends.

### 4. Congregational Care Ministry

The purpose of this Ministry is to help the Church fulfill its covenant "*in celebrating God's love for all people and creation*" through the proclamation of the Good News of Jesus Christ. This Ministry should focus efforts related to the 6 C's, giving particular attention to Cross-Cultural, Creative and Community.

This ministry shall be responsible for:

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- a. Arranging for greeters to welcome visitors and congregation at worship services (which includes supplying and encouraging the use of name tags) and keeping a roster of visitors;
  - b. Providing information on Good Shepherd United Church of Christ and the United Church of Christ to first-time local visitors;
  - c. Maintaining regular contact with members of the congregation (which will include updating the prayer list as well as a list of shut-ins and members that are hospitalized); provide cards, visits, meals, and/or visits to those who are in need.
  - d. Following up with new members to help them engage in the ministries of the congregation.
  - e. Conducting an annual review of the membership roll in conjunction with the Office of the Treasurer and Pastor(s).
  - f. Maintaining the time and talents Ministry Surveys as necessary to assess the congregation's gifts and encourage the other ministries to make use of these gifts;
5. Mission and Outreach Ministry
- The purpose of this Ministry is to help the congregation "*to celebrate God's love for all people and creation*" by sponsoring Church activities in ministering to the needs of the local and world community. This Ministry should focus efforts related to the 6 C's, giving particular attention to Community and Cross-Cultural.

The Ministry shall be responsible for:

- a. Conceiving, choosing, prioritizing and implementing plans for the congregation to minister to the needs of our community, nation, and world with its time, talents and resources;
- b. Educating the congregation regarding social concerns and issues by soliciting ideas and offer training to members on ways they can get involved in projects;
- c. Maintaining a constant reflection on what it means to live out GSUCC's Welcome Statement by providing opportunities for continuing education and understanding of how this Church can be a welcoming place for all people within the Church and in the community.
- d. Encouraging the participation of the congregation in special offerings (e.g., Neighbors In Need, Christmas Fund, Strengthen the Church, and One Great Hour of Sharing) and events that are in line with the tasks and objectives for the 6 C's;
- e. Mobilizing Good Shepherd United Church of Christ to be a model of racial and ethnic reconciliation by embracing and celebrating diversity;
- f. Identifying and alerting the congregation of new and unforeseen needs and making Church programs and opportunities known to the community;
- g. Collaborating with and supporting the Caring for Creation Committee by informing and educating our congregation and our communities about the threats to creation and finding ways that we can help mitigate these threats. Help to develop good practices and to become good stewards of God's creation and work for her renewal.
- h. Developing and maintaining the Church's presence on the internet, including the

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Church website and all social media/networking sites.

### 6. Building and Grounds Ministry

The purpose and responsibility of the Building and Grounds Ministry is for the care, custody, and maintenance of the Church buildings, their contents, grounds, and other property belonging to Good Shepherd United Church of Christ. The Ministry is also responsible for ensuring compliance with the rules for use of Church property established by the Church Council. This Ministry should focus efforts related to the 6 C's, giving particular attention to Covenant.

This Ministry is responsible for:

- a. Maintaining an inventory of all physical assets greater than \$1,000 and purchasing insurance to adequately cover the property and liability, the buildings and their contents;
- b. Defining and instituting procedures for insuring the environmental health, safety, and security of the buildings, ensuring that the Church property is a safe and clean environment for all to enjoy
- c. Ensuring that all those with signature authority on the Church General Fund checking and savings accounts are appropriately bonded;
- d. Planning and scheduling maintenance of the buildings, including the coordination of periodic volunteer workdays;
- e. Establishing rules and procedures and coordinating the rental of the facility to Church members and outside groups. Leases over 30 days must be approved by the Church Council;
- f. Defining and implementing a procedure for soliciting bids for repair work, maintenance, modification, or other services that may be required;
- g. Receiving and disposing of material donations:
  1. Being the point of contact for receiving donations of furnishings and equipment for the Church,
  2. Making an assessment of the appropriateness, need and use of the donations,
  3. Researching and recommending to the Church Council the acquisition and disposal of substantial assets and facilities (valued over \$1000);
- h. Identifying the tasks and duties necessary to sustain the day-to-day and week- to-week operation of the Church and assign responsibility for performing these tasks and duties;
- i. Recruiting and overseeing volunteers, employees, and contractors involved in the repair, maintenance, or improvement of the buildings and grounds (e.g., custodial care of the buildings, contracted repair or improvements, landscaping, and lawn care).
- j. Ensuring compliance with state and local codes and regulations pertaining to development on and use of GSUCC building and grounds.
- k. Working in conjunction with the Church office to schedule use of the facilities by internal and external groups, avoiding scheduling conflicts, and ensuring rules and policies for such use are adhered to;
- l. Working with the Church office to ensure adequate quantities of paper goods and custodial supplies are on-hand at all times.

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### C. Standing Committees

Individuals who serve as members of a Standing Committee shall either be appointed annually, or join due to an interest or skill they can offer to the Committee.

Members of the Staff Relations Committee shall serve a two-year term with the option of serving a consecutive two-year term. No member shall be reappointed after having served two consecutive two-year terms until at least one year has expired after the conclusion of the second term. Terms shall be staggered so as to ensure continuity. Any member appointed to this committee is expected to fulfill their responsibilities on the committee; if not, they should resign so that a replacement may be appointed by the appropriate body and approved by Council to fulfill the remainder of their vacated term.

Ex officio members of a Standing Committee shall have the option to serve as long as they hold the position which makes them eligible to serve on that committee. If a person eligible to serve as an ex officio member of a Standing Committee chooses not to serve in that capacity, an appropriate replacement for that person will be named by the Nominating Committee and confirmed by Church Council.

#### 1. Nominating Committee

The Nominating Committee shall be responsible to choose from among the congregation those individuals best qualified to fill all vacancies among the officers and ministries and to place them in nomination for the election by the Church membership at the Annual Meeting. The Committee shall also nominate to the Church Council individuals to fill any unexpired officer's or Steward's terms.

The Church Council shall annually appoint at least three persons, all of whom are members of Good Shepherd United Church of Christ, to serve on this committee. Members of the pastors' families or members of the same family cannot serve concurrently on the Nominating Committee.

#### 2. Staff Relations Committee

The Staff Relations Committee shall be accountable to the Church Council. The Staff Relations Committee shall consist of at least four members of Good Shepherd United Church of Church appointed by the Church Council. The Senior Pastor (Co-Pastors) and the Church Council must concur on the appointments. Appointees for the Staff Relations Committee shall demonstrate maturity, patience, flexibility, and Christian character that command the respect and admiration of the congregation and the pastoral staff. They should also exhibit a vital interest in the life of the Church, the ability to maintain confidentiality, trustworthiness, and an ability to respect different points of view and to reconcile differences. The Staff Relations Committee shall meet at least four times per year, keeping its discussions confidential, but reporting to the Council or congregation concerning areas of discussion and any necessary action items.

The responsibilities of the Staff Relations Committee are divided into Personnel Policies and Procedures, Pastoral and Staff Relations and "Safe Church Policy Concerning Abuse Prevention":

- a. Establish and administer personnel policies and procedures as provided in the GSUCC Personnel Policies:

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1. Establish and administer written personnel policies for all pastors, and paid staff employees and volunteers.
  2. Establish written position descriptions for all pastors and paid staff members. Annually review and, when needed, update those position descriptions with pastor(s) and paid staff members and with the Church Council.
  3. Annually review salary and benefits provisions for all pastoral and paid staff members as part of the proposed annual budgeting process, make recommendations to the Treasurer.
  4. Review and approve all contracts for personnel services.
- b. Supporting pastoral and staff relations:
1. Provide an opportunity for the pastoral staff to reflect in confidence about any appropriate personal or professional issues or concerns,
  2. Share affirmations and concerns of individuals or groups in the Church regarding the relationship between the pastor(s) and congregation,
  3. Conduct a staff support dialogue at least semi-annually with each pastor and paid staff member to review needs, issues, concerns, and meet their personal and professional developmental needs and to enhance their ministry.
- c. Oversee “Safe Church Policy Concerning Abuse Prevention” program, administered by the Director of Faith Formation with designated assistance by Staff Relations contact. Duties include:
1. Administering Safe Church training for all employees and designated volunteers.
  2. Overseeing the distribution and collection of completed Disclosure Forms from all employees\* and designated volunteers at least every other year, or during the year, as candidates are presented for service to the Church.
  3. Placing completed Disclosure Forms in secure locations, with access limited only to members of the committee and pastoral staff.
  4. Checking references on Disclosure Forms in accordance with Church policy, prior to authorization of employment\* or volunteer status.
  5. Checking all appropriate public records, such as criminal history and registered sex offender, prior to authorization of employment\* or volunteer status.
  6. Upon review of Disclosure Forms and associated activities, formally authorizing or prohibiting the employment\* or volunteer status of candidates under review.
  7. Overseeing the Response Team tasked with hearing and acting upon all complaints filed against employees\*, volunteers, members or visitors in accordance with the Church’s Safe Church Policy and Procedures.

[\* Handled by Staff Relations contact.]

### Response Team

The Response Team, will convene as necessary to hear and adjudicate (or assist in resolution) all complaints against pastoral staff, paid employees, Church volunteers, or any individual as

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specified in the Church's "Safe Church Policy Concerning Abuse Prevention" and "Response Team Policies & Procedures."

The Response Team shall be appointed annually by the Church Council and consist of no fewer than three members, a minimum of one of whom is also a member of the Staff Relations Committee. Other members can be chosen from the membership of the Staff Relations Committee or by nomination from the Church Moderator and unanimous approval of the Church Council. The Response Team shall be accountable to the Staff Relations Committee.

A minimum of three members of the Response Team, including at least one male and one female, must be available to hear each specific complaint. The appointed members of the Response Team shall be responsible for serving through the conclusion of each complaint which is initiated during their term of service.

For each complaint, the Response Team shall designate one person to serve as its official spokesperson. This individual will assume all responsibility for disseminating all information to members of the congregation and will also serve as the Church's official spokesperson with members of the media (if solicited) and secular authorities (if circumstances warrant the allegations). All requests for statements and updates from members and other parties must be forwarded to and addressed exclusively by the spokesperson. In preparation for this role, the spokesperson will review training materials on appropriate methods for communicating with congregation members and the media.

All members of the Response Team must complete the Church's Safe Church Training Program before serving on the committee.

### 3. Music Committee

The Music Committee promotes the spiritual growth of the congregation through music, works closely with the Worship Committee, and reports to the Worship Ministry. The Music Committee is composed of the pianist, the choir director, the praise team director, and any interested volunteers from the congregation.

The Music Committee coordinates the planning and preparation of special music for worship, encouraging participation from congregation members and seeking out special guests, as appropriate. This committee is also responsible for any music events outside of worship, such as participation in ecumenical choirs, Church social events involving music, and concerts. The Music Committee is responsible for the maintenance of all music materials and equipment purchased on behalf of the Church.

The budget for the Music Committee is a part of the Worship Ministry budget. The Music Committee manages funds to purchase music materials and licensing agreements, purchases and maintains musical equipment and instruments, compensates musical guests, supports continuing education for music leaders, and any other music needs that arise.

### 4. Worship Committee

Under the leadership of the Senior Pastor, the Worship Committee plans and implements regular and special worship services of the Church. It is composed of representatives from the

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Music Committee, a representative from the Worship Ministry, the Senior Pastor, any staff whose role includes worship, and any volunteers in the congregation who wish to participate.

### 5. Discernment Committee

A Discernment Committee will be chosen by the Worship Ministry when a member of Good Shepherd United Church of Christ has been approved for Member in Discernment in the Eastern North Carolina Association (ENCA) of the United Church of Christ. The Committee will consist of at least four members of Good Shepherd United Church of Christ and the pastor. The members will be chosen from spiritual leaders of the congregation who can provide support for their member who is considering ordination status. The Discernment Committee will meet with the candidate at least quarterly during his/her discernment. Using the Marks of Faithful and Effective Authorized Ministers of the United Church of Christ, the Discernment Committee will help the member reflect on readiness for ordination.

The Discernment Committee will provide an annual report to the Committee on Ministry of the ENCA to share the status of the discernment process. When the Member in Discernment applies for ordination status, the Discernment Committee is required to provide their assessment of the candidate's readiness in the form of a recommendation to the Committee on Ministry.

No budget is required for this committee. The Discernment Committee will keep the Worship Ministry apprised of the candidate's progress toward ordination.

### 6. Memorial Garden Committee

The Memorial Garden Committee shall be responsible for establishing and overseeing the Memorial Garden and its use. This committee will manage the funds stipulated for the Memorial Garden to ensure its presence and continuity. This committee will establish and maintain the guidelines associated with its use.

The Memorial Garden Committee shall be accountable to the Church Council. This committee shall consist of three representatives of Good Shepherd United Church of Christ, one each appointed annually by the Church Council, the Worship Ministry and the Building and Grounds Ministry.

### 7. Caring for Creation Committee

The purpose of the Caring for Creation Committee is to help Good Shepherd United Church of Christ be good stewards of God's Creation. The Mission Statement of this committee is as follows: "Our mission is to help foster awe and appreciation for God's beautiful Creation and develop an understanding of our interdependence with Creation. We want to inform and educate ourselves, our congregation and our communities about the threats to Creation and find ways that we can help mitigate these threats. We want to develop good practices that will help us become good stewards of Creation and work for her renewal. Yes, we are our Mother's keeper!" This Mission Statement was adopted when the Committee was first formed and serves as a guide to help focus this ministry.

This Committee also maintains the church garden and is devoted to educating the congregation about gardening and donating fresh vegetables to the Dorcas Ministries Food Pantry. This



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Committee consists of those who believe in the Caring for Creation Mission Statement and may also enjoy maintaining the church garden. Participants may remain on this Committee as long as they feel called to do so.

### D. Church Structure Evolution

Church Council shall be responsible for the operational structure of the Church. At such times when the size of membership or other circumstances warrants consideration of modifying the number, or responsibilities, of officers, standing ministries and standing committees, Church Council may petition the congregation for permission to temporarily alter the structural criteria established in the Church Bylaws.

Request for temporary structural modification shall be in the form of motion submitted at a regularly scheduled or specially called congregational meeting. The motion shall include the following specifications: 1) rationale for the proposal, 2) specific modifications in the structure to take place, 3) specific time frame for the temporary modification to occur, 4) methodology for evaluating the modification's effectiveness/success and 5) specific actions to be taken by the Church at the end of the time frame. Congregational approval shall be granted by a majority vote of members present at the meeting, provided a quorum (of at least 25% of the active membership) is present and at least two weeks published advance notice of the meeting has been given.