



# **Pilgrim United Church of Christ**

**Durham, NC**

**By-laws**

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**BYLAWS**  
**Pilgrim United Church of Christ of Durham**

Approved by the congregation APRIL 17, 2005  
Amended July 2007, September 2010, and January 2011

**ARTICLE I. NAME**

This congregation shall be known as the Pilgrim United Church of Christ of Durham, located in Durham, North Carolina, hereinafter referred as "this congregation", "the congregation", "this church", or "the church."

**ARTICLE II. PURPOSE**

The aim of this congregation shall be to witness to the Gospel of Jesus Christ by

- maintaining regular services of worship
- preaching the Gospel of Jesus Christ
- celebrating the sacraments
- providing religious instruction
- nurturing Christian fellowship and unity within this congregation and the Church Universal
- rendering loving service to humanity, striving for righteousness, justice, peace and freedom.

**ARTICLE III. POLICY**

Section 1. Relationship to National Body

This congregation shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and Bylaws of the United Church of Christ, adopted July 4, 1961, relating to local churches.

Section 2. Government

The government of this congregation is vested in its members who exercise the right of control in all its affairs, subject, however, to the Laws of the State of North Carolina relating to corporations not-for-profit. The governing body of this congregation shall be the membership assembled in congregational meeting. Its administration is by its officers, staff, boards, and official committees whose coordinating body is the Church Council, the membership and duties of which are described in these Bylaws and any additional rules that may be set forth in Personnel Policies; provided, however, those additional rules shall not conflict with these Bylaws.

## ARTICLE IV. DOCTRINE

Pilgrim United Church of Christ acknowledges as its sole Head Jesus Christ, the Son of God and Savior. It acknowledges as kindred partners in Christ all who share in this confession. It looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It claims as a contemporary expression of this faith the Statement of Faith of the United Church of Christ. It affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among protestant Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

## ARTICLE V. MEMBERSHIP

### Section 1. Church Policy

Membership in this congregation is open to any person who has been baptized and has been confirmed or has made a public confession of faith in Jesus Christ as Lord and Savior. In accordance with the gospel covenant that binds into unity "faithful people of all ages, tongues, and races," membership is open to all without regard to gender, race, sexual orientation, social, economic, physical or mental condition.

Members shall pledge themselves, insofar as they are physically able, to attend the regular worship of the congregation and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the congregation; to contribute to its support and benevolences; to seek diligently the spiritual welfare of the congregation and the community; and to continue to nurture one's Christian faith and understanding.

### Section 2. Admission of Members

Those uniting with this congregation may do so in one of three ways: baptism and profession of faith; confirmation of baptismal vows; or reaffirmation of faith and either presentation of a letter of transfer from another church or personal attestation of prior church membership. Prospective members shall meet with the Minister and/or the Board of Deacons and then may be received into this congregation at any service. This congregation recognizes both infant and adult baptism performed in the manner selected by the individual.

### Section 3. Associate Members.

Persons who desire to keep membership in their home church but who wish to affiliate with this congregation may become associate members of this congregation. Associate members shall adhere to the policies and principles of this congregation, shall enjoy all its rights and privileges, and shall share responsibilities. Prospective associate members shall meet with the Minister and/or the Board of Deacons and then may, at any service, be received into the congregation as associate members.

#### Section 4. Transfer of Membership

Any member so requesting shall be granted a letter of transfer. Or, if preferred, a member may depart with a certificate of membership.

#### Section 5. Voting by Members

All active members, including associate members, shall have the right and responsibility to vote in church matters, subject to the following provisions. Inactive members, as defined below, shall not have the right to vote. Any member whose address is unknown or who for a period of two years--in spite of kindly approaches--has not attended worship services or contributed to the support of this congregation may, by vote of the Board of Deacons be designated an inactive member. Whenever possible, a person shall be notified before being so designated. Any inactive member who desires to become an active member shall meet with the Minister and/or Board of Deacons. The member then may be designated an active member upon vote of the Board of Deacons. Any person who has been an inactive member for one year may, by vote of the Board of Deacons be removed from membership in this congregation. Whenever possible, a person shall be notified before being removed from membership. The Board of Deacons shall report to Church Council at its next meeting any action the board takes under this paragraph.

Children are an important part of this congregation, and shall be eligible to vote in church matters upon becoming members of the congregation by one of the ways specified in Section 2 above.

### ARTICLE VI. OFFICERS

#### Section 1. Election and Term of Office

The officers of the church shall be elected by the congregation for a two-year term. After serving two consecutive terms, an officer shall be ineligible for one year for re-election to that office. A person who has served one-half or more of one term as an officer shall be considered to have served a full term. An officer may be removed from office by a two-thirds vote of the congregation at a meeting called for that stated purpose.

#### Section 2. Moderator

The Moderator is the lay leader of the congregation and, as such, may actively participate in the planning and promotion of the overall church program. The Moderator shall plan and preside at all meetings of the congregation and at all meetings of the Church Council. In the Moderator's absence or at the Moderator's request, the Chairperson of the Board of Deacons shall preside. In case of a tie vote, the Moderator, or that person serving as Moderator, may vote to break the tie. The Moderator shall serve as one of the three trustees of the Pilgrim Endowment.

#### Section 3. Secretary

The Secretary shall keep accurate minutes and records of all meetings of the congregation and of the Church Council. With cooperation of church office staff, the Secretary shall:

- prepare all official letters, reports and communications from the congregation

including denominational reports and letters of transfer;

- keep on file all important papers;
- be responsible for giving proper notice of all business and budget meetings;
- be responsible for maintenance of a correct membership roll, including names, dates of reception and removal;
- be responsible for maintenance of a record of baptisms, marriages, deaths, and any other such data as the church may deem advisable.

#### Section 4. Treasurer

The Treasurer shall receive and keep in faithful trust all monies of the church. The Treasurer shall keep current budgeted funds, specific gifts, and endowment funds separate and shall not invade one for another's use. The Treasurer shall keep an accurate record of all receipts. The Treasurer shall pay all bills approved by the appropriate board, committee, or member of the church staff within the limits of the current budget and shall keep an accurate record of all expenditures, designating the amount and purpose of each expenditure. The Treasurer shall invest all idle funds of the church under guidelines established by the Board of Trustees. The Treasurer may establish such banking and investment accounts as may be required with the approval of the Board of Trustees and shall keep accurate records of each. The Treasurer shall complete and file appropriate federal and state tax returns. The Treasurer shall be bonded in such an amount as shall adequately cover the funds handled and shall submit the books annually to the Auditor. The Treasurer shall serve as one of the three trustees of the Pilgrim Endowment. Finally, the Treasurer shall make a monthly report to the Board of Trustees and the Church Council and a yearly report at the Annual Meeting of the congregation.

### ARTICLE VII. CHURCH COUNCIL

#### Section 1. Membership

The following persons shall be voting members of the Church Council: Moderator (Chairperson); Secretary; Treasurer; Senior Minister; Minister of Christian Education; Chairpersons or other designated representatives of the Board of Deacons, Board of Christian Education, Board of Trustees, and Board of Christian Service; Church Auxiliary President; and two members-at-large. Other members of the church staff shall be council members ex officio and without vote. Boards may elect alternate representatives to Council. Any member of the congregation may attend the Church Council meetings with voice but not vote. The Moderator shall vote only in case of a tie.

#### Section 2. Meetings: Quorum

The Church Council shall meet regularly at such times as it shall determine. Two-thirds of the voting membership of the Council shall constitute a quorum and shall be able to conduct business. Should one person be representing more than one Council position, the number of positions represented shall be counted in the quorum. Each

person present will have only one vote. It is expected that the regular representative or a voting alternate will represent each Board at all meetings.

### Section 3. Duties

The function of the Church Council is to review, coordinate, promote, and evaluate the overall program of the congregation. It shall be the responsibility of the Church Council to provide a forum for the hearing of disagreements within the congregation and to attempt to mediate those disagreements. It shall receive, review, amend as necessary, and approve the budget as recommended by the Budget Committee before it is submitted to the congregation. It shall receive, review, and approve all major budgetary changes recommended by the Board of Trustees during the fiscal year before submitting them to the congregation. Major budgetary changes are defined as increases or decreases in the consolidated budget or any budgetary transfers among the three major budget categories: benevolences, church facilities, and church program. It shall approve the Nominating Committee's nomination for replacement of all members-at-large of the Church Council, officers, and board members when vacancies occur during the term and advise those nominated of the appointment. It shall consider and approve all suggested amendments to the personnel policies of the church. It shall have the power to waive the two-term limitation for officers and board members at the request of the Nominating Committee, provided that the committee has made a concerted effort to fill the position with a new person before requesting the waiver. It shall receive, review, and approve recommendations to call ordained ministers; other ministers, and hire other employees. In the exercise of its responsibilities the Church Council shall receive the full cooperation of the boards and committees of the church. It shall appoint or delegate the responsibility for appointing members to each ad hoc committee.

### Section 4. Term of Office: Members-at-large

Members-at-large to the Church Council shall be elected to serve a term of two years; the terms shall be staggered so that one member-at-large is elected in even years and one is elected in odd years. After serving two consecutive terms, a member-at-large shall be ineligible for re-election for one year. A person who has served one-half or more of one term as a member-at-large shall be considered to have served a full term.

### Section 5. Standing Committees and Appointments

The following committees and individuals are considered standing committees and appointments of the Church Council: Assistant Treasurer(s), Historian, Budget Committee, and Pastor-Parish Relations Committee. These committees shall be responsible to the Church Council for the duties described below:

#### ASSISTANT TREASURER(S)

The Assistant Treasurer(s) shall assist the Treasurer in carrying out the specific responsibilities of the Treasurer's office. Specific duties of the Assistant Treasurer(s) shall include a) receiving and keeping accurate records of all church contributions and depositing them in a manner directed by the Board of Trustees, and b) notifying contributors as to the status of their pledges. The Assistant Treasurer(s) shall be



bonded in such an amount as shall adequately cover the funds that are handled.

#### HISTORIAN

The Historian shall keep an accurate and continuing record of the activities and achievements of the church, presenting a yearly report in written form at the Annual Meeting of the congregation. This report shall include the record of births, baptisms, marriages, deaths, and a membership summary. The Historian shall work with the church staff to see that a complete file of the church bulletins and a record of memorial gifts be kept and shall be responsible for having the memorial gifts recorded in the Book of Remembrance. These records shall be kept in the church archives. On the Church Council the Historian's role is that of a resource person, helping the Council to function in the context of historical awareness.

#### DELEGATES TO UCC MEETINGS

The Church Council shall appoint, as needed, delegates to represent the church at meetings as stipulated by the Eastern North Carolina Association, Southern Conference of the United Church of Christ.

#### Budget Committee

This committee shall consist of a representative from each of the boards of Deacons, Trustees, Christian Education, and Christian Service as selected by those boards. In addition, there shall be one (1) member-at-large as selected by the Moderator. The representative of the Board of Trustees shall preside as chairperson. The term of office shall be one year. The Treasurer shall assist the committee in an advisory capacity. The committee shall be responsible for preparing the annual budget, including projected income (with possible carry over) and projected expenditures (with estimated deficits) for the coming year, which it shall submit to the Church Council. The Budget Committee shall also be responsible for presenting the budget to the congregation, providing information to the Stewardship Committee, and for making final budget recommendations to the Church Council after the Stewardship program has concluded. The Budget Committee shall be organized in August of each year and shall present the preliminary budget to the congregation no later than a date set by Church Council. It shall continue to meet and advise the Church Council until the congregation has adopted a final budget.

#### Pastor-Parish Committee

This committee shall consist of four members, including at least one Deacon, which will be appointed by the Church Council. This committee facilitates communication between the pastors and the membership. The committee will act as an advisory group to the pastors, conveying ideas, hopes, expectations, and concerns of the members. It also serves to support the pastor's leadership, specifically interpreting to the congregation the roles, functions and needs of the pastors. This committee

provides a forum in which matters may be raised and discussed in confidence, if desired.

## ARTICLE VIII. BOARDS, COMMITTEES AND ORGANIZATIONS

### Section 1. Boards, Committees and Organizations Defined

The work of the church shall be accomplished through such boards, committees, and organizations as are established in these Bylaws. Boards set forth herein may not be dissolved or have their duties substantially altered except by a two-thirds vote of those present and voting at a meeting of the congregation, provided at least two-weeks notice of such a vote has been given to the congregation.

A Board may establish, on its own or by recommendation of the Church Council, a standing committee. The Church Council should be informed of any such standing committee formed by a Board. The duties of such a committee shall be specified in its charge at the time of its creation, as shall the method of appointing members to the committee. The committee shall report regularly to the sponsoring board. A standing committee sponsored by a board may be dissolved by a majority vote of the sponsoring board. This paragraph shall not prevent a board from establishing subcommittees of its own members or recruiting persons not members of the board to assist the board in its work.

Upon recommendation of a Board, or upon its own recommendation, the Church Council may establish a standing committee that reports directly to the Church Council. The duties of such a committee shall be specified in its charge at the time of its creation, as shall the method of appointing or electing members to the committee. The committee shall report regularly to the Church Council. Such a committee may be dissolved by majority vote of the Church Council.

The Church Council may from time to time establish ad hoc committees. The duties of such a committee shall be specified in its charge at the time of its creation, as shall the method of appointing or electing members to the committee. The committee shall report regularly to the Church Council. An ad hoc committee shall be dissolved upon completion of its charge.

### Section 2. General Provisions

#### MEMBERSHIP AND TERMS OF SERVICE

One-half of the membership of each board shall be elected annually to serve a term of two years. Each board shall have the number of members specified in Article VIII, Section 3 of these Bylaws unless specified otherwise. After serving two consecutive terms, a board or committee member shall be ineligible for re-election to that board for one year. A person who has served one-half or more of one term on a board shall be considered to have served a full term. No individual may serve on more than one board concurrently. The Ministers shall be ex officio members of all boards. A member of a board who fails to attend three consecutive meetings or otherwise fails

to meet the obligations of office may be removed from office upon request of the Chairperson of the affected board and approval of the Church Council. A member wishing to resign from a board shall submit a letter of resignation to the chairperson of the particular board. A chairperson of a board wishing to resign shall submit a letter of resignation to the Church Council.

#### MEETINGS AND QUORUMS

Boards shall meet regularly at times to be determined by the groups. A majority of the membership of a board shall constitute a quorum.

#### OFFICERS OF BOARDS

Officers of each board shall be a chairperson, a vice-chairperson, and a secretary. At its first meeting following the election of its new members, each board shall nominate and elect the officers of the board. The duties of these officers shall be those usually pertaining to these offices. The secretary, besides keeping an accurate record of attendance and the minutes of each board meeting, shall assist the chairperson in the preparation of a written report for the annual meeting of the church. The secretary shall submit a written copy of all minutes of board meetings to the Office Secretary for filing.

#### COMMITTEES

The relationship between boards, The Church Council, and committees shall be one of communication, mutual and continuing support, advice, and assistance. Each board or Church Council shall appoint committee members and assist in clarifying the duties of those committees related to it. In addition, Ministers shall serve as advisors to all committees. Committees shall report regularly to their related boards or to the Church Council on decisions and actions of the committee, and the related board shall be responsible for seeing that such decisions and actions are consistent with the interest of the church as a whole. Where these decisions and actions are felt to be inconsistent with the interests of the church, the related board or Church Council may amend the decisions and actions.

#### Section 3. Membership

All church members are eligible to be elected to the boards of the Church. All active participants in the congregation (member and non-members) are eligible to be elected or appointed to committees. The boards and committees shall consist of the number of persons listed below:

Board of Deacons - 10 to 12 members  
Board of Trustees - 8 to 12 members  
Board of Christian Education - 6 to 8 members  
Board of Christian Service - 6 to 8 members  
All committees - a minimum of 3 members

The Church Auxiliary is an integral and official freestanding component of the church.

## Section 4. Description

### NOMINATING COMMITTEE

**Membership and Term of Office.** This committee shall be composed of eight members of the church who shall be elected for terms of two years each, with the terms of office for one-half of the committee expiring each year. The Senior Minister shall be a non-voting, ex-officio member of this committee. After serving two consecutive terms, a member shall be ineligible for reelection for one year. The Church Council shall make nominations for this committee, and the names of four people shall be submitted to the congregation at the Election Meeting, with the election of the Nominating Committee being considered as a separate item at that time. The floor should be opened for other nominations from the congregations.

**Quorum.** A majority of the membership of this committee shall constitute a quorum.

**Functions and Responsibilities.** It shall be the duty of this committee to determine what positions are to be filled and in consultation with the boards of the church and the Church Council to prepare an organization chart and a brief job description for each office. The Nominating Committee shall report to the Church Council prior to circulating its recommendations to the church membership. The recommendations will be circulated at least two weeks before the Election Meeting. Prior to making its recommendations, the Nominating Committee shall consult with each board to discuss the work of the committees related to that board. The Nominating Committee shall strive to discover the leadership interests and abilities of church members. It shall recommend for election the following:

- one nominee for each of the Officers of the church where there is a vacancy;
- one slate of candidates for each Board;
- one nominee for each member of the Nominating Committee where there is a vacancy (as recommended by Church Council);
- one nominee for each position of member-at-large for the Church Council.

In addition, the committee shall fill vacancies when they occur, submitting a written recommendation to the Church Council for approval with the exact term of office indicated. The Nominating Committee shall work to bring new members into leadership positions in the church, to seek as wide as possible representation of the congregation in the nominations for positions of leadership. Therefore, the committee shall solicit recommendations for nominations from the congregation at large.

The committee shall keep an accurate, up-to-date list of all the elected positions in the church, the persons elected to those jobs, and the term of office for each. Whenever necessary, the Nominating Committee shall be responsible for recommending to the church a Pulpit Committee as provided for in Article IX, Section 4 of these Bylaws.

### PULPIT COMMITTEE

Whenever a vacancy occurs in the Senior Minister position, a Pulpit Committee shall be

formed for the purpose of recommending a candidate to fill the position. (Identifying an interim minister candidate and recommending that person to Council is the responsibility of the Board of Deacons). The Nominating Committee shall be responsible for recommending to the church, at a meeting called for that purpose, nine members to serve as a Pulpit Committee. The nominees shall include at least two members of the Board of Deacons, and the Nominating Committee shall take care to include as wide as possible representation of the congregation. One nominee shall be designated by the Nominating Committee to serve as chairperson. The congregation may offer additional nominations from the floor at the congregational meeting when nominations are received. The nine nominees receiving the largest vote will serve as the Pulpit Committee. The Pulpit Committee shall be advised by Church Council on priorities for the position to be filled and the terms of the call. The Pulpit Committee shall be responsible for its own rules, organization, and agenda. It shall not be constrained by time. It shall make regular progress reports to the Church Council within the limits of the committee's rules of confidentiality. The Pulpit Committee shall request that the Board of Trustees establish a budget for the Committee. At an appropriate time the Pulpit Committee shall consult with the Board of Trustees to make certain there are sufficient funds available for the new minister's compensation. When the committee is ready to make a recommendation to the congregation and has given the congregation an opportunity to meet the candidate, the committee shall present the name of the candidate at a called meeting of the congregation held expressly for the purpose of receiving the recommendation of the Pulpit Committee. At this time, the Pulpit Committee shall inform the congregation of the terms under which the minister is to be called. Any vacancies that shall occur on the Pulpit Committee shall be filled by using the same process as is used to select the original committee. This same process will be followed for the search for an Associate or Assistant minister.

#### BOARD OF DEACONS

**Membership and Term of Office.** All church members who have demonstrated a steadfast concern for the church and its witness are eligible to be deacons. This Board shall be composed of ten to twelve members of the church who shall be elected for terms of two years each, with the terms of office for one-half of the Board expiring each year. (See Article VIII, Section 2).

**Functions and Responsibilities.** The Board of Deacons shall give leadership to the church's ministry; supporting the minister in serving the spiritual needs of the members. Board members shall stay informed of needs of individuals and the congregation and shall communicate with the Minister and congregation regarding those needs. Deacons shall do all in their power to foster a spirit of Christian love within the church family and the community at large.

Directly and through committees related to the board (both elected and appointed by the Board), the Deacons shall be responsible for worship services including music; pulpit supply; assisting in serving the Sacraments; evangelism; spiritual and membership growth; introducing new persons into the life of the church; aiding the sick, bereaved, and the troubled; and contributing members to appropriate committees.

The Board shall elect a Budget Committee representative who shall report back to and seek counsel from the Board. The Board shall make an annual survey of the church roster and report to the Church Council any changes in membership standing.

When necessary, the Board shall be responsible for searching for and recommending an interim senior minister. The Board shall present the candidate to Council for approval and, when approved, introduce the interim minister to the congregation.

Related Committees. The following committees whose major responsibilities are cited below shall be appointed by and report regularly to the Board of Deacons:

- i. *Fellowship Committee*: It shall be the responsibility of this committee to plan, coordinate, and supervise church activities designed to promote fellowship and hospitality among members, friends, and guests of the church.
- ii. *Flower and Decorating Committee*: The Chairperson of this committee shall have the responsibility for recruiting persons to take care of flowers and decorations in the church. In consultation with the pastor, using flowers, candles and other decorations, they will help to create a setting for worship in the sanctuary and throughout the church. They shall keep a record of memorial flowers. When major changes in church furnishings and other changes of an aesthetic nature are planned, consultation with this committee is encouraged.
- iii. *Music Committee*: It shall be the responsibility of this committee to act as liaison between the congregation and church music staff, and, when necessary, be responsible for searching for and recommending interim or long-term church music staff to Church Council for approval. The committee shall consist of five to eight members, including at least one member of the Board of Deacons who shall be the chairperson, at least one choir member, and one individual from the congregation not generally associated with music activities. The committee shall be appointed by the Board of Deacons.
- iv. *Ushering Coordinators*: Two ushering coordinators appointed by the Deacons shall have the responsibility for recruiting members to distribute church bulletins, seat worshipers, receive offerings, and assume initiative in maintaining an atmosphere of worship in church services.

#### BOARD OF TRUSTEES

This Board shall be composed of eight to twelve members of the church who shall be elected for terms of two years each, with the terms of office for one-half of the Board expiring each year. (See Article VIII, Section 2).

The Church Treasurer will be a non-voting, ex-officio member of the Board.

Functions and Responsibilities. The function of the Board of Trustees is to manage the

financial and legal business of the church. It shall hold in trust all church properties/ but it shall have no power to buy, sell, or otherwise encumber tangible property except as specifically authorized by vote of the congregation. It shall establish and maintain a policy on the investment of church funds and may delegate to the Treasurer the responsibility to make investment decisions within limits of this policy. It shall elect a Budget Committee representative from its membership who shall report back to and seek counsel from the Board. The Board of Trustees shall administer the budget during the fiscal year, making such minor budgetary changes as are necessary and recommending major budgetary changes to the Church Council. It shall be responsible for bonding, insurance, legal documents, deeds, mortgages, and notes. Legal documents shall be executed by the chairperson, vice-chairperson, and secretary of the Board. It shall establish and maintain policies on the financial operations of the church and on the use of church facilities. It is also responsible for maintaining the daycare facility currently utilized by the Durham Nursery School Association and shall liaise with organization as necessary.

The Board of Trustees shall see that the church property is properly maintained, that a long-range plan is developed for the physical plant, and shall be responsible for all major improvements or unusual repairs to the facilities.

Related Committees. The following committees and individuals, whose major responsibilities are cited below, shall be appointed by and report regularly to the Board of Trustees:

- i. *Auditor*: The auditor shall conduct an annual audit of the books of the Church Treasurer. The auditor shall report the findings of the audit at the Annual Meeting of the church.
- ii. *Stewardship Committee*. This committee, consisting of three or more members, shall be responsible for organizing the stewardship campaign to underwrite the budgetary and human resource needs of the church. They shall recruit additional members to help as they deem necessary. The committee shall organize one campaign per year, usually culminating in November.
- iii. *Buildings and Grounds Committee*: This committee, which shall include at least one member of the Board of Trustees), shall be responsible for the routine maintenance of and improvements to the building(s) and grounds of the church, working in consultation with the Board of Trustees. They shall, in concert with the Board of Trustees, develop and implement a routine maintenance plan for church facilities.
- iv. *Columbarium Committee*: It shall be the responsibility of this committee to oversee the operation of the Columbarium site, and recommend to the Trustees procedures for its maintenance, ideas for its improvement, and policies governing its use. It shall report to Church Council annually. It shall consist of the senior minister and three additional members, appointed by Church Council. [The term of each member shall be two years. In contrast to other standing committees, members

may extend their terms if they so desire, with approval by the Church Council.

#### BOARD OF CHRISTIAN EDUCATION

This Board shall be composed of six to eight members of the church who shall be elected for terms of two years each, with the terms of office for one-half of the Board expiring each year. (See Article VIII, Section 2). The Ministers and youth advisor(s) shall be non-voting, ex-officio members of the Board.

**Function and Responsibilities.** The Board of Christian Education shall assist the ministers with the educational ministry of the church. It shall be responsible for the Church School and any other activities concerned with the overall educational function of the church. It shall also be responsible for providing childcare during services and fellowship events. It shall elect a Budget Committee representative, who shall report back to and seek counsel from the Board.

When necessary, the Board shall be responsible for searching for and recommending a (permanent or interim) Director of Christian Education or an ordained Minister of Christian Education. If the Board so chooses, it may appoint a search committee for this task. The Board shall present the candidate to Council for approval and, when approved, introduce the Director or Minister of Christian Education to the congregation.

The Board shall initiate any new ministries deemed advisable in the area of education. The Board shall be responsible for recruiting Church School teachers as well as youth advisors and for filling vacancies when they occur. The Board shall be attentive to denominational campus ministry programs at local colleges and universities.

**Related Programs.** The following programs, whose major responsibilities are cited below, shall be responsible to and report regularly to the Board of Christian Education:

- i. *Church School:* The Church School is responsible for a sound, relevant program of Christian education for all ages.
- ii. *Youth Groups:* Youth groups shall be responsible for enhancing Church School ideals and promoting community and Christian fellowship among the youth of the church. An advisor appointed by the Board shall provide leadership.
- iii. *Adult Programs:* Adult and intergenerational programs shall be provided to address basic Christian beliefs, including bible study, and discussions of current events, social action, films and books.
- iv. *Educational Resources:* The board shall be responsible for books and other educational resources, and shall appoint a librarian and/or a committee to oversee this function as appropriate.



## BOARD OF CHRISTIAN SERVICE

This Board shall be composed of six to eight members of the church who shall be elected for terms of two years each, with the terms of office for one-half of the Board expiring each year. (See Article VIII, Section 2).

**Function and Responsibilities.** The Board of Christian Service shall seek to stimulate effective application of Christian faith to human society with the hope of proclaiming the Lordship of Christ over the whole of life. It shall study the relationship between Christian faith and social issues in order to lead the congregation to responsible action in witnessing to the social implications of the gospel. The Board shall recommend to the congregation projects and individuals who need the help and support of the congregation, and it shall lead and coordinate these social outreach programs and activities with the goal of involving the entire congregation. It shall elect a Budget Committee representative, who shall report back to and seek counsel from the Board. The Board shall keep the congregation informed of the needs of Our Church's Wider Mission and other forms of Christian Service throughout the world and shall encourage donations to these. The board will lead and encourage efforts to involve the congregation in local organizations and ministries such as DCIA, Durham Interfaith Hospitality Network, and the Reconciliation and Reentry program.

## CHURCH AUXILIARY

The Church Auxiliary strives: to cultivate the spirit of Christ in every area of human life; to promote mission study and giving to Our Church's Wider Mission; to support special church offerings; and to undergird the whole program of the United Church of Christ in community, nation, and world. It supports special needs of the local church. It elects its officers and determines meeting dates, programs, and projects. Membership is open to all members and friends of the church. The president or coordinator shall represent the group on the Church Council. The Church Auxiliary is affiliated with Church Women of the Eastern North Carolina Association and the Church Women of the Southern Conference of the United Church of Christ.

## ARTICLE IX. THE SENIOR MINISTER

### Section 1. Calling the Minister

The congregation shall call a minister, to be known as the Senior Minister, to preach freely the Word of God as the minister's conscience directs; to administer the Sacraments; to cooperate with individuals, groups, and agencies in bringing about Christian practices in daily living. A Pulpit Committee shall be formed for this purpose (Article VIII, Section 4, Pulpit Committee). The Senior Minister shall be the chief administrative officer(s) of the church and as such shall be responsible for the supervision of all the church staff as well as for the day-to-day program of the church.

### Section 2. Length of Service

The minister shall be called for an indefinite term by a two-thirds vote of the members of the congregation present and voting at a meeting called for this specific purpose.

Should the minister wish to leave this church, sixty days' notice shall be given unless a shorter notice is accepted by the Church Council.

A pastoral relationship may be dissolved by an affirmative vote of two-thirds of those present and voting at a special meeting called to consider the question. Such a vote would require a minister's resignation to become effective within sixty days. This action would only be taken following careful deliberation and consultation between the Board of Deacons and the Conference Minister.

### Section 3. Duties

In addition to those duties and responsibilities defined above, the Senior Minister:

1. Is responsible, with the Board of Deacons, for the worship services with primary emphasis upon the preaching ministry of the church.
2. Has primary responsibility for the sacraments of the church, weddings, and funerals.
3. Exercises a primary part of the pastoral ministry through visiting of the sick and bereaved, shut-ins, and others, and through counseling members and others as requested.
4. Is responsible, with the Board of Christian Education, for confirmation classes and special studies and is a resource person for Church School classes.
5. Is responsible for visitation with new and prospective members.
6. Has responsibility for the total administration of the church program, including the supervision of all church staff as provided for in the Personnel Policies of the church, except that the custodial services are the responsibility of the Board of Trustees.
7. Is available to advise all church groups and committees; may share specific responsibilities with other staff.
8. Serves as representative of the congregation to community and denomination; shall be responsible for keeping the congregation abreast of major denominational and community (national, regional, and local) religious affairs; shall be encouraged to participate in these affairs if appropriate.
9. Shall present a written review of the year's ministry at the Annual Meeting of the congregation.

### Section 4. Supplying the Pulpit

The Senior Minister in consultation with the Board of Deacons shall, when necessary, arrange for a guest preacher.

### Section 5. Sabbatical Leave

Sabbatical leave will be granted periodically to the Senior Minister. The purpose of the leave is to provide the minister the opportunity for refreshment and renewal, and for study and reflection on their ministry. Requirements for sabbatical leave, such as the length

of required service and the amount of the leave granted shall be set out in a written agreement that is part of the minister's terms of employment. This agreement shall be prepared by the Pulpit Committee with the advice and approval of the Church Council. Prior to the use of sabbatical leave, details regarding the planned sabbatical, including the dates the leave is used, the minister's expectation of what he/she hopes to accomplish, and the congregation's expectation that the minister will return to the position, will be set out in an agreement with the minister that is prepared by the Board of Deacons and approved by the Church Council. Following the Sabbatical the minister will report to the congregation on what was accomplished during the leave.

#### Section 6. Associate and Assistant Minister

The congregation may elect other ministers who shall be ordained and whose terms of call are as prescribed under Sections 1. and 2. of this Article. Specific duties of the associate or assistant minister shall be established by the Board of Deacons in consultation with the Senior Minister and approved by the Church Council at a meeting called for this specific purpose and announced to the church membership at least two weeks prior to the meeting. Whatever these duties, the associate or assistant minister shall at all times answer to the congregation through the Senior Minister, to whom the associate and assistant minister shall report and be responsible for the discharge of assigned duties. The associate and/or assistant minister shall have annual salary and benefits established in the same manner as the Senior Minister.

### ARTICLE X. BUSINESS MEETING

#### Section 1. Business Meeting

The congregation shall have two regular business meetings during each year: the Election Meeting and the Annual Meeting. The precise date for each is to be established by the Church Council. The Council may determine to hold the Election Meeting and the Annual Meeting as one combined meeting. A review and vote on the budget for the upcoming year can be incorporated into either the Election Meeting or the Annual Meeting.

#### Section 2. Notification

The membership shall be notified at least two weeks prior to all called meetings of the congregation. Such notification may be given by publication in the church newsletter, church bulletin, by letter, or by email.

#### Section 3. Special Meetings

Special meetings of the congregation shall be called by the Church Council at the request of the Minister, the Moderator, or by 15 members who present a petition to the Church Council stating the reason for their request. The Church Council at its next meeting shall authorize notification of the congregation of the time, place, and purpose of such special meeting. Business not included in the notification shall not be acted upon.

Section 4. Meeting Place and Quorum

The meeting place for all official meetings of the congregation shall be the church or such other place stated in the call for the meeting. A quorum shall consist of ten percent of the members eligible to vote. All motions shall carry by simple majority except motions to call or dismiss a minister, amend the Bylaws, or to sell or encumber real property, each of which shall require a two-thirds (2/3) majority of members present and voting.

Section 5. Business Procedures

All business procedures in the church shall be conducted according to Robert's Rules of Order, Newly Revised

ARTICLE XI. AMENDMENTS

Amendments to these bylaws may be made at any regular or special meeting of the congregation by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed text of such amendments shall be made available to the membership at least two weeks in advance of the meeting and said notice shall include the date for official consideration. Such notification shall be by letter or by notice published in both the church newsletter and the church bulletin. All proposed amendments shall be brought before the Church Council prior to notification but do not require approval of the Church Council to be presented to the congregation.

ARTICLE XII. PROPERTY

Upon dissolution of the congregation, its assets and all property and interests of which it shall then be possessed after retirement of outstanding obligations, including any devise, bequest, gift, or grant contained in any will or other instrument in trust or otherwise, made before or after such dissolution, shall be transferred to the Southern Conference of the United Church of Christ.

We certify that these Bylaws were adopted as amended by the congregation of Pilgrim United Church of Christ of Durham on January 30, 2011. In witness whereof, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_ L.S.  
Moderator

\_\_\_\_\_ L.S.  
Secretary