

FAITH UNITED PROTESTANT CHURCH
BY-LAWS OF THE CHURCH COUNCIL,
ITS MINISTRIES AND ITS COMMITTEES

ARTICLE I

The Constitution of Faith United Protestant Church shall be the authority for the composition, the responsibilities and the authorities of the Church Council and its officers, and the committees and ministries thereof.

The by-laws may expand on the organization or responsibilities of the Church Council and its committees and ministries, but shall not conflict with or change its composition or responsibilities as specified by the Constitution. The Constitution shall govern any conflict between these by-laws and the Constitution.

ARTICLE II
OFFICERS

- A. The officers of Faith United Protestant Church shall be the Moderator, Vice-Moderator, Corporate Secretary, Finance Officer and Treasurer. The officers shall be elected by the voting members of this church from a slate presented by the Nominating Committee of the Church Council at the annual meeting to serve for terms of two years. At the conclusion of said term, the Vice Moderator shall accede to the position of Moderator for a term of two years. No person shall serve more than one consecutive term as Vice Moderator or Moderator of Faith United Protestant Church. The Corporate Secretary, Finance Officer and Treasurer may serve no more than two consecutive two-year terms. The duties for each officer shall be as follows:
1. Moderator: It shall be the primary responsibility of the Moderator to serve as the chair of the Church Council and to serve as the primary executive official of the church government. In addition to chairing the meetings of the Church Council and preparing the agenda for such meetings with the pastor and Vice Moderator, it shall be the responsibility of the Moderator to convene and chair congregational meetings as necessary. It shall also be the responsibility of the Moderator to perform other duties as specified by the constitution and the by-laws.
 2. Vice Moderator: It shall be the primary responsibility of the Vice Moderator to assume the responsibility of the Moderator in the event said officer is unable to fulfill the responsibility. The Vice Moderator shall chair the Budget Committee of the Financial Ministry, sit on the Finance Committee, and also perform other duties as specified by this constitution and the by-laws.

3. Corporate Secretary: The Corporate Secretary shall keep the records of the church, be responsible for the minutes of the meetings of the church and perform all other duties pertaining to the office of Secretary. The Corporate Secretary, with the support of staff, shall be responsible for the accuracy of the membership roll of Faith United Protestant Church containing the names and addresses of the members; dates of transfers to the inactive list and from the inactive to the active list; dates and manner in which membership is terminated; customary records of baptisms and marriages; and the issuance of letters and transfers.
4. Finance Officer: The Finance Officer shall be responsible for maintaining the financial accounts of the church in accordance with generally accepted accounting principles and for the presentation of reports of financial position and results of operation monthly or at such time as the Council may prescribe. The Finance Officer shall chair the Finance Committee, which shall be accountable to the Church Council for the oversight and management of the finances of Faith United Protestant Church, and shall be a member of the Budget Committee.
5. Treasurer: The Treasurer shall be responsible for the receipt, care and, by authorization of the Church Council or the congregation duly given, the investment and disbursement of all funds of the church. The Treasurer shall be a member of the Finance Committee and the Budget Committee. Security bonds shall be obtained for the Corporate Secretary, the Finance Officer and the Treasurer.

ARTICLE III MEETINGS

- A. The Church Council shall hold a regular meeting at least once a month, on a day, time and place to be designated by the Council at its first meeting following the annual meeting of the congregation. Additional meetings may be held by resolution of the Church Council. Ten members present shall constitute a quorum for the transaction of business at any regular or special meeting of the Church Council.
- B. All regular and special meetings of the Church Council, its committees and ministries may be attended by any member of the church except when such meetings are declared by the chair of the meeting to be in executive session.
- C. Voting shall be by voice vote unless any member present requests a vote by ballot. All questions properly coming before meetings of the Church Council shall be decided by majority vote of the members present and voting, except for amending these by-laws and voting to remove officers, which shall require the vote of not less than two-thirds of the members present and voting.
- D. The committees and ministries of the Church Council shall set a date, time and location for regular meetings; additional meetings may be called as necessary.

ARTICLE IV
COMMITTEES

- A. The standing Committees of the Church Council shall be:
 - 1. Personnel Committee
 - 2. Nominating Committee
 - 3. Pastoral Relations Committee
 - 4. Finance Committee
 - 5. Budget Committee
 - 6. PADS Committee

- B. The Personnel Committee shall review and evaluate the performance of the pastor and all other staff with the pastor on an annual basis. The Personnel Committee shall make recommendations to the Church Council regarding performance development, compensation, and selection and termination for all staff. The Chair of the Personnel Committee shall be a member of the Church Council elected by the congregation for that position. Up to four additional members shall be appointed by the Church Council.

- C. The Nominating Committee shall prepare a slate of candidates from among members of this church for election to the Church Council and constitutional ministries. This committee will maintain a current list of available and interested persons in coordination with the Ministry of Care and Nurture's spiritual gifts program, and shall recommend to the Church Council, for its appointment, the names of persons to fill the unexpired terms for any vacancies in elected positions. However, should a vacancy occur in the position of Vice Moderator, the recommendation of the Nominating Committee, approved by the Church Council, shall be submitted to a special election, called by the Church Council within three weeks of the vacancy, to fill the unexpired term. The Chair of the Nominating Committee shall be a member of the Church Council elected by the congregation for that position. Up to four additional members shall be appointed by the Church Council.

- D. The Pastoral Relations Committee shall serve as support to the pastor and as an ombudsman between the membership and organizations of Faith United Protestant Church and its pastoral staff. Church Council membership is not necessary to serve on this committee; in fact, the initial composition of the Pastoral Relations Committee shall include members of the Search Committee (s) which called the pastor(s).

- E. The Finance Committee shall consist of the Finance Officer as the Chair, Vice Moderator, Treasurer, and up to three additional members appointed by the Council. Quorum is established at 51% of active members. The Finance Committee shall establish and coordinate the financial policy and be responsible for the oversight and management of the finances and legal maintaining the financial accounts of the church in accordance with generally accepted accounting principles, and for the presentation of reports of the financial position and results of operation of the church monthly or at such times as the Council may prescribe.

- F. The Budget Committee shall consist of the Vice Moderator as the Chair, Finance Officer, Treasurer, and up to three additional members appointed by the Council. The Budget Committee shall prepare a **balanced** annual budget.
- G. The PADS Committee shall consist of one At Large Council Member and up to four additional members appointed by the Council. The PADS Committee shall provide and coordinate the South Suburban PADS emergency shelter program at Faith United Protestant Church.

ARTICLE V MINISTRIES

- A. The ministries of the Church Council shall be:
 - 1. Worship and Music Ministry
 - 2. Christian Education Ministry
 - 3. Building and Grounds Ministry
 - 4. Financial Ministry
 - 5. Fellowship Ministry
 - 6. Reaching Out Ministry
 - 7. Care and Nurture Ministry
- B. Members of the ministries shall be elected by the congregation from a slate presented by the Nominating Committee at the annual meeting for terms of two years, which shall be arranged so that the terms of one-half of said members shall expire each year.
- C. Worship and Music Ministry
 - 1. The Worship and Music Ministry shall assist ordained staff in planning and coordinating worship services using a sound theological position.
 - 2. Its responsibilities shall include but not be limited to:
 - a. Provide acolytes for worship services
 - b. Provide nursery services for worship services
 - c. Provide services necessary for communion during worship services
 - d. Provide greeters for worship services
 - e. Prepare chancel for worship
 - f. Provide ushers for worship services
 - g. Assist ordained staff in planning/coordinating regular and special worship services
 - h. Provide for the inclusion of inspiring music in worship, including student, adult and bell choirs
 - i. Provide sound operators for worship services
 - 3. It will appoint committees as deemed necessary.

D. Christian Education Ministry

1. The Christian Education Ministry shall oversee the educational opportunities for all age groups
2. Its responsibilities shall include but not be limited to:
 - a. Design and implement an appropriate educational philosophy for Faith United Protestant Church
 - b. Facilitate educational opportunities for all ages through a broad range of programs
 - c. Design and oversee, with pastoral staff, a comprehensive confirmation program for Faith United Protestant Church
3. The standing committees of the Christian Education Ministry shall include:
 - a. Student Education
 - b. Adult Education

E. Building and Grounds Ministry

1. The Building and Grounds Ministry shall oversee the use, occupancy and care of real and personal property of the church with an eye to maintaining the sanctity of the physical plant.
2. Its responsibilities shall include but not be limited to:
 - a. Oversee use, occupancy and care of real and personal property of the church including Columbarium & Memorial Gardens, sound system and organ
 - b. Develop long-range plan for physical plant development, maintenance and utilization
 - c. Develop policies regarding Faith United Protestant Church's role in providing meeting space and ministry for outside groups
3. The standing committees of the Building and Grounds Ministry shall include:
 - a. Grounds
 - b. Columbarium & Memorial Gardens

F. Financial Ministry

1. The Financial Ministry is responsible for the fiscal matters of Faith United Protestant Church as specified in the Constitution.
2. Its responsibilities shall include but not be limited to:
 - a. Develop and maintain the endowment program for Faith United Protestant Church
 - b. Establish and coordinate the financial policy subject to Church Council approval
 - c. Prepare annual budget
 - d. Advise Church Council on the need for special appeals and appropriate strategies for those appeals
 - e. Develop, staff and oversee annual finance campaign
 - f. Develop and implement fundraising efforts, as needed
 - g. Administer memorial fund in accordance with donor desires and church needs
 - h. Identify appropriate recipients of benevolence funds and oversee the appropriation of funds to recipients
3. The standing committees of the Financial Ministry shall include:
 - a. Endowment
 - b. Fundraising
 - c. Benevolence
 - d. Memorials

G. Fellowship Ministry

1. The Fellowship Ministry shall develop and nurture a deep sense of Christian fellowship among all ages of Faith United Protestant Church.
2. Its responsibilities shall include but not be limited to:
 - a. Oversee operation and growth of student fellowships
 - b. Offer a variety of programs and activities to meet the social and recreational needs of Faith United Protestant Church
 - c. Oversee adult fellowship activities
 - d. Provide support and guidance for special interest groups
 - e. Oversee the coordination of parish events
 - f. Develop appropriate student, young adult and intergenerational ministry programs and activities
 - g. Provide continuing opportunities for spiritual enrichment through retreats, prayer group and other discipleship activities
3. The standing committees of the Fellowship Ministry shall include:
 - a. Adult Social Activities
 - b. Student Fellowships
 - c. Spiritual Enrichment
 - d. Faith Theater

H. Reaching Out Ministry

1. The Reaching Out Ministry shall raise awareness of the congregation to needs in the community and the larger world and develop policies and programs to help meet these needs.
2. Its responsibilities shall include but not be limited to:
 - a. Raise awareness in the congregation on areas of peace and justice in the community and the world
 - b. Establish channels by which Faith United Protestant Church can participate in United Protestant and denominational efforts and programs focusing on the larger mission of the church
 - c. Identify and develop policies and programs to help meet the needs outside the immediate church family
 - d. Support and encourage church growth through strong outreach and evangelism and sponsor new member classes
3. The standing committees of the Reaching Out Ministry shall include:
 - a. Mission & Social Justice
 - b. Communications & Marketing
 - c. New Member

- I. Care and Nurture Ministry
 1. The Care and Nurture Ministry shall oversee providing of on-going care and nurture to Faith United Protestant Church members/constituents. It shall nurture a philosophy of stewardship of service among all members through a comprehensive volunteer program.
 2. Its responsibilities shall include but not be limited to:
 - a. Develop and maintain a comprehensive volunteer program that matches members' spiritual gifts with church programs and needs
 - b. Establish a system for assimilating new members
 - c. Develop and promote the philosophy of stewardship of service by Faith United Protestant Church members for the work of the church in the local as well as larger world
 - d. With pastoral leadership and ministry of the laity, determine the best methods of providing care, concern and nurture to all members/constituents
 - e. Oversee providing of on-going care and nurture of Faith United Protestant Church members/constituents and minister to the disenfranchised, ailing and mourning
 - f. Offer Christian service to our members/constituents by assisting with funerals and other special occasions, providing for Sunday morning refreshments and assisting with other areas of hospitality as needed
 3. The standing committees of the Care and Nurture Ministry shall include:
 - a. Lay Caring
 - b. Christian Service
 - c. Spiritual Gifts

ARTICLE VI AMENDMENTS

These by-laws may be amended at any regular or special meeting of the Church Council by a two-thirds vote of members present.

—Revised 6/12/2011