



God is still speaking



Constitution

Preamble

We, the Congregation of Immanuel Congregational United Church of Christ, believing that the Constitution under which this church has operated as written on February 27, 1877 and as most recently amended on May 21, 2006 requires change; and believing that it is impractical to further amend this instrument, do hereby repeal all previous constitutions and bylaws and terminate all committees, groups, and teams, and adopt the following constitution and bylaws approved by a 2/3 majority of the congregation in attendance at the regularly scheduled annual meeting of Immanuel Congregational United Church of Christ on this the XX day of January in the year 2009.

Article I - Name

The name of this church is "Immanuel Congregational United Church of Christ", and is hereinafter referred to as "the church". The church is located in Oxford, Michigan and is incorporated under the laws of the State of Michigan. The church is part of the United Church of Christ as described in the Constitution and Bylaws of the United Church of Christ.

Article II - Statement of Faith

The church acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred 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 affirms the responsibility of the church in each generation to make this faith its own.

Article III- Purpose

The avowed purpose of the church shall be to worship God, to preach the Gospel of Jesus Christ, to share our faith beyond our doors, and to celebrate the Sacraments of Holy Baptism and Holy Communion; to realize Christian Fellowship and unity within this Church and the Church Universal; to render loving service toward humankind and to strive for righteousness, justice, and peace.

Article IV - The Covenant

We covenant with one another to seek and respond to the Word and Will of God, and to walk together in the ways of the Lord, made known and to be made known to us. We believe that God is still speaking.

We pray for the coming of the realm of God, and we look with faith toward the triumph of righteousness and eternal life.



God is still speaking



Article V - Membership

The church welcomes into its membership any person who accepts its covenant and makes confession of faith, re-affirmation of faith, or provides a letter of transfer from another church. Each member shall have one vote on all matters acted upon at congregational meetings. Membership in this church shall end upon notice of acceptance into another church, or by action of the Church Council as described in the Bylaws.

All members of this church are expected to strive to follow the principles set forth in the Covenant and to seek meaningful ways to support the principles which this church upholds. They are specifically expected to share in the life and work of the church, to contribute to its support and benevolences, and to care for its spiritual welfare.

Article VI - Government

The ultimate governing body of the church shall be the membership assembled in a congregational meeting, where a majority vote of the members present at the meeting shall express the will of the church, except for issues where a two-thirds vote (2/3) is required by this Constitution or the Bylaws of Immanuel Congregational United Church of Christ ("The Bylaws").

The Council shall be the primary executive body of this church. It shall maintain general oversight of all the activities of the church, plan prayerfully for the church's future, provide a forum for communication among the various teams and officers, and resolve differences amongst them.

The Church utilizes "Teams" to manage and conduct the work of the church as described in the Bylaws. To serve specific purposes, Special Ministry Teams may be created by members called to ministry, or appointed by the church council, or chosen at a congregational meeting.

All officers, council members, team leaders, delegates, and chairs of church organizations shall be members of the church. In selecting members to serve on the various offices or teams of the church, a diverse representation reflecting the total membership shall be sought.

All meetings of the congregation, the church council, and the various teams shall include prayer and shall stress thoughtful deliberation of church policy and appropriate study to keep the church mindful of its essential purpose. All meetings of the church council and the various Teams shall be open to all members, except as noted in the Bylaws.

Separate bylaws shall describe details of the church's operation consistent with the general provisions of this Constitution.



God is still speaking



Article VII - Polity

The Church shall be a part of the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 04, 1961 and as subsequently amended relating to local churches. They include but are not limited to the following:

"We are bound together by our common faith in Jesus Christ, as Son of God, Savior, and sole head of the church" (Constitution and Bylaws of the UCC, Preamble, par. 2).

"Our mutual Christian concern, dedication, and responsibility for one another creates a bond which is not one of rules and regulation, but instead one discerned in common, and in community" (Article III, par. 6).

"The UCC holds a biennial gathering of the General Synod, where delegates from throughout the church come together to discern God's call as made known to us for the UCC" (Article IX, par. 53). The General Synod speaks to the church and not for the church.

"Each expression of the church has responsibilities and rights in relation to the others, to the end that the whole church will seek God's will and be faithful to God's mission" (Article III, par. 6).

"A local church becomes a part of the UCC by uniting with other local churches in a covenantal relationship" (Article V, par. 17).

This relationship is one characterized by trust, mutual commitment, promises, and the kind of shared experiences which are rooted in commitment to God. All parts of the church: Detroit Metropolitan Association, Michigan Conference, and Wider Church participate in this relationship, discerning God's will together.

Article VIII - Dissolution

Should this church dissolve, its assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IX - Amendments

Amendments to the Constitution and Bylaws may be made at any duly called congregational meeting by a two-thirds (2/3) affirmative vote of the members present.

Any member may submit to the Moderator a proposed change to the Constitution and Bylaws in writing. The Moderator shall publish the text of the proposed change prior to the next duly called Congregational meeting.

It shall be the responsibility of the Council to appoint a special ministry team to review the Constitution and Bylaws of the church every five (5) years.



God is still speaking



Bylaws

Article I - Worship

- 1) Regularly scheduled services of public worship shall be held every Sunday and at any other time designated by the Pastor and the Worship Team.
- 2) Worship Services may be temporarily suspended in extreme situations by the Pastor and the Moderator, or a duly appointed representative of the Moderator.
- 3) The Worship Team shall determine other services of worship, inspiration, prayer, and study.
- 4) The church recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.
- 5) The Sacrament of Holy Communion shall be celebrated on a schedule set annually by the Worship Team and the Pastor and shall take place a minimum of six times during the calendar year. The invitation to the communion table shall be such as to include all who wish to participate, including children at the discretion of a parent or legal guardian.
- 6) The Sacrament of Baptism shall be administered in the presence of the worshipping congregation. It shall be administered to those taken into the church as members (if they have not previously been baptized) and to children, one of whose parents or legal guardian stands in covenant with the church.

Article II - Membership

Membership in this church shall be open to any person who makes a public confession of faith in Jesus Christ as Lord and Savior during a service of worship. Any person uniting with this church is expected to have been or to be baptized.

- 1) Application for Membership may be made by:
 - a) Confirmation, or
 - b) Confession of faith, or
 - c) Letter of transfer from another Christian church, or
 - d) Re-affirmation of faith.
- 2) The Council shall review and affirm all applications for membership.
- 3) Responsibilities and Privileges of an active member shall include:
 - a) Regularly attending worship and participating in the Lord's Supper and,
 - b) Sharing our God-given gifts with and through this faith community and,
 - c) Tithing 10% of our income to the work of the church and,
 - d) Growing closer to God and each other by participating in spiritual growth opportunities and,
 - e) Diligently seeking the spiritual welfare of the membership and the community and,
 - f) Attending congregational business meetings and lending voice & vote, and,
 - g) Serving the ministries of the church (teams, committees, council, personal ministry)
 - h) Being entitled to a full share in the company and spiritual blessings of the church, and to the services of its Minister(s), officials and others, as well as to the Christian sympathy and concerns of the congregation.
- 4) Letters of Transfer:
 - a) Members may request a letter of transfer to the church of their choice.



God is still speaking



- b) Letters of Transfer shall be issued at the discretion of the Council.
- 5) Termination of Membership:
 - a) A member whose address is unknown, who is geographically removed, or who for a period of one year has not attended the church's worship or contributed to its support shall be removed from the membership list.
 - b) Members who are in active military service, shut-ins, absentee students, or those considered unique cases by the Council may be exempted from the membership requirements.
 - c) The termination of membership shall be at the discretion of the Council.
- 6) Restoration of Membership:
 - a) Every member has the right to make an appeal to the church against termination of membership.
 - b) If a member removed from membership returns to an active relationship with the church, the Council may restore that person to the active membership list.
 - c) Restoration of membership shall be addressed at the discretion of the Council.
- 7) The membership list will be reviewed and updated annually and approved by the Council. The Clerk will communicate any changes to the individuals and the church.

Article III - Congregational Meetings

- 1) The church shall meet at least once annually. Twenty percent (20%) of the members of the church shall constitute a quorum, except as noted in the Bylaws.
- 2) In accordance with the laws of the State of Michigan concerning notification of called meetings:
 - a) CONGREGATIONAL CHURCHES (EXCERPT) Act 53 of 1901 - 458.305 Notice of meetings; amendments.
"Notice of meetings of said corporation, specifying the time, place, and object thereof, shall be read from the pulpit on the 2 successive Sundays preceding such meeting on which services shall be held: Provided, however, That in case it is proposed to amend the articles of association, the proposed amendment, together with a notice of the meeting called for its consideration, shall be read from the pulpit on the 3 successive Sundays, immediately preceding such meeting on which services shall be held; and the proposed amendment shall not itself be amended, in any material point, in the meeting so called for its consideration: And Provided further, That if there should be no public services at which the notice herein required may be given, said notice may be posted on the church door or published in the town, city or county newspaper whose circulation among the members is greatest, for 3 weeks preceding such meeting, specifying the time and place and object thereof."
- 3) The Annual Meeting shall be held in the month of January to receive annual reports of officers, boards, committees, and teams; to elect officers; and to act upon other such business as shall properly come before the meeting.
- 4) The program year of the church, and the terms of all elected officers and committee members, shall commence on February 1 and end on January 31.
- 5) The fiscal year of the church shall be the calendar year.
- 6) Special meetings shall be called by the Moderator upon request of the Pastor, the Church Council, or a petition signed by no fewer than 20% of the members of the church, stating the purpose of the proposed meeting. The Moderator shall schedule the special meeting no sooner than two weeks and no later than six weeks from the date of the request, or the receipt of the petition. These time limits shall apply to the scheduling of all Congregational Meetings.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

- 7) All matters before a congregational meeting shall be decided by majority vote of members present, except as noted below.
- 8) Meetings without Notice – The church may at any regular service, such as Sunday Worship, Mid-week Service, Family Night, act upon, without special notice, appointment of delegates, or upon any business not related to the church as a corporate body.
- 9) All the members of the Church shall be entitled to one vote, except upon subjects pertaining to the expenditures of money, including the calling or dismissal of the minister, or upon subjects pertaining to the property of the church where under the laws of the state only persons of full age are voters.

Article IV - Church Council

- 1) The Church Council shall be the overall policy and planning body of the church. It shall have complete power to supervise and coordinate the plans and activities of the teams and organizations of the church, and to plan prayerfully for its future.
- 2) The Church Council shall:
 - a) Be composed of the Moderator, who shall act as chair; the Vice Moderator; the Clerk, who shall act as secretary; the Treasurer; the Pastor; the chairs of the Standing Boards; one (1) member at large; and one (1) of the church's delegates to the Michigan Conference of the United Church of Christ, when neither delegate is not already serving on the Church Council in another capacity.
 - b) Establish regular meeting times at its first meeting after the Annual Meeting. Notice of regular meetings shall be printed in the worship bulletin on the Sunday preceding the meeting and shall be provided to all members of the Church Council by the Clerk.
 - c) Shall be responsible for the hiring and oversight of all church employees. Where such employees will work with pastoral staff, the Church Council will strongly weigh the views of pastoral staff when performing this oversight function.
 - d) Approve all uses of church buildings or properties for purposes not specified or covered by these Bylaws with the exception of funerals.
 - e) Ensure that all committees and teams function within the boundaries of this constitution and bylaws.
- 3) No person may represent more than one (1) group on the Church Council. Members, excluding the Pastor, shall appoint alternates to represent them on the Church Council in the event they cannot be present at any meeting
- 4) At least three (3) months prior to the Annual Meeting, the Church Council and the Pastor will assemble for the purpose of church nominations. The Moderator will chair the review and the Pastor shall be an advisor to the Nominating process. It will be the responsibility of the Council to bring to the Annual Meeting nominations for all elected positions.
- 5) With the involvement of the Pastor will extensively study and review the priorities of the church and the effectiveness of the mutual ministry at least every three years using the resources of the UCC Michigan Conference and other pertinent sources and not in relation to salary review.
- 6) Entertain a recommendation for the Pastor or other employee's compensation from the Pastoral/Member Relations Committee and make a determination regarding any changes to employee compensation.
- 7) Consist of members of the church not employed by the church, and shall be elected by majority vote of the members present at the annual meeting.
- 8) Shall be members of the church for a period of one year prior to the date of election or appointment.
- 9) Members of the Council including all elected officials, appointed delegates, and members at large shall strive to be spiritual models and leaders.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

Article V - Officers

There shall be four regular Officers of the church: the Moderator, the Vice Moderator, the Clerk, and the Treasurer. Each officer of the church shall submit a written report covering the activities of the church for the past year to the Clerk one (1) month prior to the Annual Meeting.

1) Moderator

The Moderator shall:

- a) Be elected to serve for a term of one (1) year.
- b) Preside over all congregational meetings.
- c) Chair meetings of the Church Council.
- d) Act as Chair of the Nominating Team.
- e) Guide the Church Council to develop and implement long-range planning for the future.
- f) Accept all resignations.
- g) Resign the office of Moderator in writing to the Church Council.
- h) Be authorized to sign checks.

2) Vice Moderator

The Vice Moderator shall:

- a) Be elected to serve for a term of one (1) year.
- b) Attend all council meetings
- c) Have a vote at council
- d) Fulfill the role of Moderator in the absence of the elected Moderator.
- e) Coordinate Human Resources duties as directed by the church council.
- f) Perform duties as assigned by the Moderator and supported by the council.
- g) Be authorized to sign checks.

3) Clerk

The Clerk shall:

- a) Be elected to serve for a term of one (1) year.
- b) Keep records of:
 - i) All congregational meetings.
 - ii) Minutes of the meetings of the Church Council publicly posted for the benefit of the congregation.
 - iii) All policies adopted by the Church Council in a manner readily available to all members.
 - iv) All members, noting the date and manner of admission or termination.
 - v) Baptisms, marriages and funerals conducted by the church, and shall report on these events at the Annual Meeting.
- c) Notify:



God is still speaking



- i) The Council of all changes of membership status.
- ii) Members of their election or appointment.
- iii) Those concerned with any action taken at a congregational meeting.
- d) Accept all reports presented at the Annual Meetings, and note any corrections made to such reports.
- e) Issue members' letters of transfer and recommendation to another church upon request, and notify the churches to which such letters are addressed.
- f) Issue the Call to congregational meetings.
- g) Perform other duties required by the Church Council.

4) Treasurer

The Treasurer shall:

- a) Be elected to serve for a term of one (1) year.
- b) Receive all monies belonging to the church and keep accurate records of all operating, endowment, and special funds, securities, receipts and disbursements of the church.
- c) Act as an agent of the Financial Team, and as Council shall direct, to maintain the investment accounts of the church. The Treasurer shall deposit, or cause to be credited to the church, all investment income in such manner as the Council shall direct.
- d) Promptly pay all bills and salaries as directed by the Financial Team. Checks require signatures from two authorized representatives of the church.
- e) Disburse the monies received from special funds and outreach funds in accordance with the orders of the board or committee which is charged with the collection and disbursement of such funds. The Treasurer shall keep separate and accurate accounts of all receipts and disbursements for each fund handled.
- f) Render an accounting of the financial condition of the church at the Annual Meeting and at other times upon request.
- g) The Treasurer is not authorized to disburse funds given for any specific use in excess of the annual amount budgeted. Expenses paid in excess of the annual amount budgeted requires approval of the church council.
- h) Perform other duties as usually pertain to the office of Treasurer.
- i) Call a Budget Meeting during October to create the annual budget for the coming fiscal year. The annual budget will be reviewed as part of the Annual Meeting in January.
- j) Be authorized to sign checks.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

k) **Article VI Boards, Committees, and Teams**

All Committees and teams are encouraged to utilize the talents of the church membership, as they feel called, to serve in supporting the work of the church

The church will be organized into three ministries each with specific responsibilities:

1. Continual Gifts Ministry
2. Property Ministry
3. Christian Life Ministry

1) **Continual Gifts Ministry**

The Continual Gifts Ministry shall:

- i) Represent to the congregation and council the work, needs, and status of the Committees and Teams of a financial nature including but not limited to: Stewardship Committee, Counting Committee, Financial Committee, Memorial Committee, and any special ministry team approved by the council.
- ii) Identify one (1) representative elected from amongst the Standing Committees and Teams to serve a term of one (1) year. May not be Treasurer.
- iii) Representative will serve as voting member on the church council and shall represent to the council the interest of the committees and teams comprising the Continual Gifts Ministry.

a) **Stewardship Committee**

The Stewardship Committee shall:

- (1) Consist of at least two (2) members elected at the Annual Meeting to serve a term of one (1) year.
- (2) Be responsible for encouraging the principles of Christian stewardship in the church.
- (3) Plan and carry out a stewardship drive and perform other duties relevant to the stewardship program of the church.
- (4) Promote and supervise the mission of the church in the world by informing the congregation about the United Church of Christ's charitable and mission activities
- (5) Plan the church's participation in UCC charitable and mission activities, and solicit necessary support.
- (6) Coordinate and evaluate church activities and programs related to social issues and the church's participation in issues of justice and peace.

b) **Counting Committee**

The Counting Committee shall:

- (1) Consist of at least four (4) people, no less than three who will be responsible for accurate counting of the church funds at any given time.
- (2) Be appointed by the Treasurer and approved by unanimous vote of the church council for a term of one (1) year.
- (3) Exclude the Treasurer who shall not sit on this committee.
- (4) Receive, record, and deposit all offerings and other monies collected on the first Sunday following the day in which they were collected.

c) **Financial Committee**

The Financial Committee shall:



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

- (1) Consist of no less than one (1) members elected at large from the congregation, and the Treasurer. Members shall be elected at the Annual Meeting to serve a term of one (1) year from the date of election.
- (2) Have oversight of all buildings, grounds, contracts, investments, insurance, and other assets, in accordance with the provisions of these Bylaws, for the support and maintenance of the church.
- (3) Without the specific consent of the congregation, the team shall not expend or in any way dispose of the funds of the church, to incur debts, or to lease or transfer any real estate.
- (4) With the support and involvement of the Council and all standing committees and teams, prepare an annual operating budget for the church for presentation to, and adoption by, the church at the Annual Meeting.
- (5) Appoint a qualified person who shall be responsible for reviewing all the accounts and financial records of the church and who shall make an annual report to the church.

d) **Memorial Team**

The Memorial Team shall:

- (1) Consist of no less than one (1) member(s) that have felt called or have responded to a request of the church leadership to serve.
- (2) Serve a term long enough to satisfy the immediate memorial needs of the church.
- (3) Meet as required
- (4) Work with financial board to review and make recommendations for the handling of memorials to the church.

2) **Property Ministry**

The Property Ministry shall:

- i) Represent to the congregation and council the work, needs, and status of the Committees and Teams that manage the physical aspects of the church including but not limited to: Building & Grounds Committee, Technology Team, Kitchen Team, and any special ministry team so approved by the council.
- ii) Identify one (1) representative elected from amongst the Standing Committees and Teams to serve a term of one (1) year.
- iii) Representative will serve as voting member on the church council and shall represent to the council the interest of the committees and teams comprising the Property Ministry.

a) **Building & Grounds Committee**

- (1) Consist of at least one (1) member elected at the Annual Meeting to serve a term of one (1) year.
- (2) Facilitate the maintenance and improvement of church property, including the buildings, grounds and furnishings.
- (3) Facilitate the purchase of materials necessary for cleaning, maintenance, and repair.
- (4) Make regular inspections of the properties including the church proper and any outlying buildings or residences.
- (5) Establish priorities for repairs and improvements; provide for regular service on all equipment and take prompt maintenance action in emergency situations.
- (6) Facilitate the lawn mowing and snow removal.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

- (7) Plan workdays to involve members in the repair and maintenance of church properties.
- (8) Conduct its relations with all tenants of the church and church properties in a fair and businesslike way, including attending to tenant maintenance issues in a prompt and thorough manner.
- (9) Review and approve church usage requests.

b) **Technology Team**

The Technology Team shall:

- (1) Consist of at least two (2) volunteers who shall serve as long as they feel called.
- (2) Ensure adequate coverage for sound / computer / visual technologies during worship services, church meetings, and functions.
- (3) Maintain computers, software, and technical equipment and make recommendations to the Building & Grounds Committee for improvements and required upgrades.
- (4) Identify team replacements or additional members as necessary.

c) **Kitchen Team**

The Kitchen Team shall:

- (1) Consist of at least two (2) volunteers who shall serve as long as they feel called.
- (2) Be encouraged to successfully complete classes required to satisfy Health Requirements for the State, County, and Township.
- (3) Coordinate volunteers for church functions requiring the preparation and serving of food and refreshments. This includes but is not limited to: Salad Luncheons, Coffee Hour, Special Meals.
- (4) Oversee the kitchen facilities and equipment to ensure proper cleaning and care.
- (5) Recommend to the Building & Grounds Committee, necessary facility improvements and equipment upgrades.

2) **Christian Life Ministry:**

The Christian Life Ministry shall:

- (1) Represent to the congregation and council the work, needs, and status of the Committees and Teams that provide **for the spiritual** fulfillment of the church including but not limited to: Worship Committee, Congregational Care Committee, Christian Education Committee, and any special ministry team so approved by the council.
- (2) Identify one (1) representative elected from amongst the Standing Committees and Teams to serve a term of one (1) year.
- (3) Representative will serve as voting member on the church council and shall represent to the council the interest of the committees and teams comprising the Christian Life Ministry.

a) **Worship Committee**

The Worship Committee shall:

- (1) Consist of no less than two (2) members as required by the needs of the congregation. Members shall be elected at the Annual Meeting, each to serve a term of one (1) years from their date of election.
- (2) Engage in Christian witness and evangelism, assist the Pastor in promoting the spiritual interests of the church, and participate in the work of ministry.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

- (3) With the support of the pastor, plan and carry out the worship services of the church.
- (4) Receive applications for church membership and verify that the requirements of membership have been met. New members shall be formally received into membership during a worship service.
- (5) Promote and support the educational programs for inquiries, new member education, and youth confirmation.
- (6) Conduct an annual review of the membership list of the church and present a list of members to the Clerk at a meeting of the Church Council no later than two months prior to the Annual Meeting. If a member is fully separated from the fellowship, worship, service and support of the church for a period of one year, the "Worship and Fellowship Team, acting for the church, shall make kindly inquiry to discover the reason for such separation. If such a member remains inactive for an additional three months, the Worship & Fellowship Team may, after proper inquiry, remove the member's name from membership.
- (7) Provide for the supply of the pulpit in the absence of, or upon request from, the Pastor.
- (8) They shall provide elements for the Sacrament of Holy Communion and aid in its celebration and distribution.
- (9) Provide for and recruit lay participation in worship, such as the following: acolytes, bell ringers, greeters & servers, ushers, and liturgists.
- (10) Appoint a search committee to secure the services of an Interim Minister when necessary. This committee shall contact the Area Minister of the Detroit Metropolitan Association of Michigan Conference of the United Church of Christ to request an interim minister. After consultation with the Pastoral Search Committee and the Council, a contract shall be drawn, specifying the Interim Minister's duties and hours of service required per week, and offering compensation in accordance with the then-current guidelines of the Michigan Conference of the United Church of Christ. The Interim Minister Search Committee will reach accord with, and select, the candidate of their choice.
- (11) Shall secure the services of a Music Director when necessary.
 - (a) The council shall review the recommendation of the Worship and Fellowship Team in approving the hiring or dismissal of the Music Director.
 - (b) The Music Director if appointed, shall serve as a member of the Worship and Fellowship Committee.
 - (c) The Music Director shall present an annual program to be approved by the Worship and Fellowship Committee for the program year of the church.

b) **Christian Education Committee**

The Christian Education Committee shall:

- (1) Consist of at least two (2) members elected at the Annual Meeting to serve a term of one (1) year from their date of election.
- (2) Supervise and direct the total Christian Education Program in the church, including Sunday school, Youth Group, and Adult Education.
- (3) Recruit and train teachers for Sunday school, and advisors to assist with the Youth programs.
- (4) Ensure that adequate facilities and materials are available for all educational programs; and keep members of the church informed as to the educational programs and educational needs of the church.
- (5) Be responsible for providing infant and nursery care during worship services or other events.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

c) **Congregational Care Committee**

The Congregational Care Committee shall:

- (1) Consist of at least two (2) members elected at the Annual Meeting to serve a term of one (1) year from their date of election.
- (2) Provide for opportunities for social interaction amongst members and guests of the congregation.
- (3) Arrange all church events for Christian fellowship including dinners, receptions, and special occasions.
- (4) Visit the sick and elderly
- (5) Send cards of condolence or congratulations
- (6) Provide hospitality for the congregation, visiting speakers, or conferences

2) **Council**

Council shall have oversight of the following areas

a) **Pastoral – Parish Relations Committee**

The Pastoral Relations Committee shall:

- (1) Consist of three (3) members who shall be elected for a term of one (1) year.
- (2) Meet at least quarterly on dates to be established by the committee and the Pastor at its first meeting.
- (3) Keep all matters discussed in meetings of the Pastoral Relations Committee in the strictest confidence. At the discretion of the committee, the Chair shall report significant issues to the appropriate board, committee, Council or congregation at their next regularly scheduled meeting.
- (4) Serve both as an advisory group which shares the ideas, hopes, and concerns of the congregation with the Pastor; and as a support group which interprets the roles, functions and needs of the Pastor to the congregation.
- (5) Share its insights and recommendations with the Church Council at the time of the annual review of the Pastor and other employees of the church.
- (6) Make recommendation to the Church Council regarding changes to the Pastor's salary and compensation package.
- (7) Present a report to the congregation in support of the Annual Meeting.
- (8) Record meeting minutes for members of the Pastoral-Parish Relations Committee and Moderator. A copy of the minutes shall be kept in a secured file within the church office.

b) **Pastoral Search Team**

In instances where a Pastoral vacancy exists, the council with input from the church, shall appoint a Search Team who shall follow Conference and Association guidelines in selecting a candidate for the Congregation's approval as the Pastor.

The Pastoral Search Team shall:

- (1) Consist of at least five (5) active members of the church, chosen from within the congregation to be approved by the council.



God is still speaking



- (2) Prepare a church profile which shall be approved by the Church Council.
- (3) Utilize the counsel of the Area Minister of the Southeast Association of the Michigan Conference of the United Church of Christ for current operational guidelines as well as recommendations for salary and benefits. The team may request profiles and other relevant information concerning potential candidates from the Area Minister or from the Conference Placement Office of the Michigan Conference.
- (4) Seek and recommend a candidate for the vacancy with the cooperation of the Association, Conference, and others.
- (5) State the contractual terms of the relationship in the Call. The Pastor, the church, the Association, and the Clerk of the Conference shall each receive a copy of the Call.
- (6) Invite the Southeast Area Association to sit as an Ecclesiastical Council for the purpose of installing a new Pastor when the Call has been accepted.

c) **Public Relations Team**

The Public Relations Team shall:

- (1) Consist of at least one (1) volunteer(s) who shall serve as long as they feel called.
- (2) Be responsible for all aspects of publicizing the church and its sponsored activities to the wider community; including but not limited to production and dissemination of press releases, paid display advertising, church brochures, the church newsletter, the church website.
- (3) Have oversight of the format of printed or electronic materials prepared for publication
- (4) Promote a common visually-unified format for all church signs, publications, and communications

Article VII – Special Ministry Teams

The congregation or the Pastor, with the approval of the Church Council, may appoint such teams as may be deemed necessary. Such committees shall not conflict with any board or standing committee and must report to a single board of the church to be designated by the Council at time of approval.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

Article VIII – Rules governing Council, Boards, Committees, and Teams

- 1) All Boards, Committees, and Teams shall schedule regular meetings, at any interval which supports and facilitates their work. Meetings shall be called by the Chair of each body who shall give at least one (1) week's notice, and who shall provide a written agenda with the call to the meeting.
- 2) A quorum for any Board, Committee, or Team shall be at least one-half (1/2) of the body's total number of voting members. All decisions shall be by majority affirmative vote.
- 3) All Boards & Committees shall hold their first meetings during the first month after the Annual Meeting. In the event of a change in body leadership, the outgoing leader for each board or committee will chair this first meeting to oversee the selection of the new chairperson, and offer guidance to the incoming members.
- 4) Boards, Committees, or Teams which administer their own budgets shall prepare a projected budget for the upcoming program year. They will submit this proposed budget for deliberation by the Financial Committee by a date identified by the Financial Committee.
- 5) With the exception of the Pastoral Parish Relations Team, each standing Board, Committee, and Team shall elect a presiding chairperson at their first meeting. Recording secretaries shall be identified by each body at their first meeting who will keep accurate and detailed minutes of the deliberations and actions for that body, and with the exception of the Pastoral Parish Relations Team will send the minutes to the Pastor, Moderator, and all team members within one (1) week of the meeting.
- 6) Any vacancy among the elected positions of the church shall be filled by a member selected by the Church Council.
- 7) Should a member of any body of the church fail to attend at least 60% of that body's regular meetings during any six-month period, that member shall be deemed to have resigned. The vacancy must be reported at the next meeting of the Church Council.
- 8) No later than one (1) month prior to the Annual Meeting, the chair of all boards, committees, and teams of the church shall submit to the Clerk an annual written report summarizing the activities of their group for the past year.
- 9) Any questions which may arise with respect to the execution or interpretation of this Constitution and Bylaws shall be determined by a two thirds (2/3) majority of the Church Council.
- 10) All meetings of the church, council, and teams shall be conducted in compliance with parliamentary procedure as specified in *Roberts' Rules of Order*.

Article IX - Staff

- 1) The Pastor
 - a) The Pastor shall be called or dismissed at a congregational meeting called for that purpose, by a two-thirds (2/3) affirmative vote of active members, with voting to be done by secret ballot. In order to terminate this relationship, a maximum three (3) months' notice shall be given by either party. When the relationship is initially established or terminated, notice of such action shall be sent to the Clerk of the Michigan Conference of the United Church of Christ, and to the Division on Church & Ministry of the Detroit Metropolitan Association.
 - b) The Pastor shall have charge of the spiritual affairs and welfare of the church and responsibility for the conduct of the services of public worship. The Pastor shall seek to enlist people as followers of Christ, preach the Gospel, administer the Sacraments, have care of services of worship, and oversee the Christian education of the congregation. The pastor shall be an ex-officio member of all boards and committees and shall have a seat without vote on the Church Council.
 - c) The Pastor shall become a member of the church and shall have standing in the Detroit Metropolitan Association of the Michigan Conference of the United Church of Christ.
 - d) The Pastor shall give a monthly update of her/his activities concerning pastoral care to the Worship & Fellowship Committee.



God is still speaking



- e) The Pastor shall give a monthly update of her/his activities and meetings to the Council.
 - f) The Pastor will maintain an active association with local clergy and keep the congregation informed of religious activities and events in the greater community.
 - g) Specific duties and responsibilities of the Pastor are delineated in the Job Description approved by the Church Council and Pastor.
- 2) Other Staff - The Church may hire such other professional / non-professional (student / lay) staff as it deems necessary. All such staff is subject to the supervision of the Pastor in accordance with plans approved by the council. Specific duties and responsibilities of these positions shall be delineated in job descriptions approved by the council.

Article X - Official Delegates

- 1) Two delegates shall be elected at the Annual Meeting for a term of one (1) year and shall be regular members of the church. These delegates shall serve to represent the church at meetings of the Southeast Area Association and the Michigan Conference of the United Church of Christ.

The Church Council is responsible for sending church members to any agencies, organizations or outreach programs of interest to the church and it shall be the responsibility of these members to report to the appropriate team or committee.



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

Background

Committees and Teams

Council

Pastoral Relations Team
Human Resources Team
Pastoral Search Team
Interim Search Team
Public Relations Team
UCC Delegates

Christian Life Ministry



Worship Committee
Christian Nurture Committee
Congregational Care Committee

Property Ministry



Building & Grounds Committee
Technology Team
Kitchen Team

Continual Gifts Ministry



Counting Committee
Financial Committee
Stewardship Committee
Memorial Team



God is still speaking

IMMANUEL
UNITED CHURCH
OF CHRIST

Immanuel - Minimum manpower requirements

	Council	Required	As Called	
Council				
Moderator	x	x		Elected
Vice Moderator	x	x		Elected
Clerk	x	x		Elected
Treasurer	x	x		Elected
Member at Large	x	x		Elected
Church Delegate to Mich Conf	x	x		Elected
Pastoral Relations 1		x		Elected
Pastoral Relations 2		x		Elected
Pastoral Relations 3		x		Elected
Public Relations 1			x	Volunteer
Pastoral Search 1			x	Volunteer
Pastoral Search 2			x	Volunteer
Pastoral Search 3			x	Volunteer
Pastoral Search 4			x	Volunteer
Pastoral Search 5			x	Volunteer
GIFTS - Chair is one of the following				
Stewardship 1	x			Appointed by Team
Stewardship 2		x		Elected
Counting 1		x		Elected
Counting 2		x		Appointed by Treasurer
Counting 3		x		Appointed by Treasurer
Counting 4		x		Appointed by Treasurer
Financial 1		x		Appointed by Treasurer
Memorial 1			x	Elected
				Volunteer
PROPERTY - Chair is one of the following				
Building and Grounds	x			Appointed by Team
Tech 1		x		Elected
Tech 2			x	Volunteer
Kitchen 1			x	Volunteer
Kitchen 2			x	Volunteer
CHRISTIAN LIFE - Chair is one of the following				
Worship 1	x			Appointed by Team
Worship 2		x		Elected
Christian Ed 1		x		Elected
Christian Ed 2		x		Elected
Congregational Care 1		x		Elected
Congregational Care 2		x		Elected
Total	9	23	11	