

Mountain View United Church Bylaws

Revisions v3.As approved at a congregational meeting held _____2010

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Mountain View United Church Bylaws

Revisions v3.1

As approved at a congregational meeting held _____, 2010

1. CHURCH NAME

- 1.1. The name of this union church, a Colorado Corporation, shall be the Mountain View United Church.

2. RELATIONSHIPS WITH PARTICIPATING DENOMINATIONS

- 2.1. Denominations. This church shall be a union church of the United Methodist Church, The Presbyterian Church (U.S.A.) and the United Church of Christ (the Denominations), and shall be the subject to the governing articles of the three Denominations.
- 2.2. Discipline. All members of the church shall be under the discipline of the Council according to rules agreed upon (1) in harmony with the governing articles of the three Denominations where they coincide, (2) in harmony with the mandatory provisions of the governing articles of any one Denominations where the others are permissive, and (3) at the choice of the Council where they may be contradictory.
- 2.3. Appeals or Complaints. Appeals or complaints against the actions of the Council shall be made only to one Denominational judicatory, at the choice of the member or members making the complaint. Jurisdiction in the matter shall then remain with this same Denomination in accordance with the Articles of Incorporation, Bylaws, and guidelines of Ecumenical Ministries, Inc. ("EMI") until the matter is settled.

3. DOCTRINE AND WORSHIP

- 3.1. Faith and Doctrine. Mountain View United Church shall be guided in its faith and doctrine by the historic creeds and confessions of the church universal, the participating Denominations, and its Statement of Belief.
- 3.2. Sacraments. Baptism and the Lord's Supper (Communion) shall be the two recognized sacraments. No specific form of either is required. However, the church shall provide for a variety of points of view and experience in regard to sacraments and services of worship.

4. MEMBERSHIP

- 4.1. Qualifications for Membership. Membership shall be open to any person who wishes to share in the fellowship of the church, regardless of race, age, ethnicity, gender identity, religious background, marital status, sexual orientation, economic status, or personal ability.
- 4.2. New Members. New members shall be received into the union church by confession of faith, or by reaffirmation of faith when transferring by letter from another church.
 - 4.2.1. Prior to being received as a member of the church, persons shall meet with the Pastor, or pastoral representative of the church, to determine the course of preparation to become a member of the church.
 - 4.2.2. The church shall regularly offer a class structured to assist in preparation for membership.

5. TERMINATION OF MEMBERSHIP

- 5.1. Termination of membership will result under either of the two following conditions:
 - 5.1.1. At the request of the member.
 - 5.1.2. At the end of one year of non-participation, an individual's name shall be placed on an inactive membership list. Inactive memberships may be terminated.
- 5.2. The Council or its designee shall be responsible for managing the membership rolls. Lists of members to be designated as inactive or terminated shall be acted on by the Council.
- 5.3. Any person whose membership has been terminated may be considered for reinstatement by written request to the Council.
- 5.4. Letters of Transfer. Any member may receive a letter of transfer to another church on written request.

6. THE COUNCIL

- 6.1. Representative Body. The church shall be governed by a representative body, known as the Council, elected by the congregation from among its active members. Election of Council members shall be held at the annual congregational meeting. The Council members shall be the legal trustees of the church corporation and shall have administrative powers as they may be defined in the governing articles of the three Denominations.
- 6.2. Council Members. Terms. Officers. Vacancies. The Council shall consist of not less than seven (7) nor more than eleven (11) elected members. Members shall be elected to a term of two years. Council members shall be eligible for re-election for a total of up to three (3) consecutive terms. Outgoing members

shall serve through the election of officers at the first Council meeting following the annual congregational meeting.

- 6.2.1. The moderator shall be elected from among existing Council members. The moderator will remain on Council for one year following his/her term as “immediate past moderator.” The outgoing moderator shall preside at the annual congregational meeting and at the first Council meeting following Council elections.
 - 6.2.2. The vice moderator shall be elected by the Council from its membership for a term of one year. The same person may, but not must, serve as moderator the following year. In the absence of the moderator, the vice-moderator shall preside at Council and/or congregational meetings.
 - 6.2.3. The secretary shall be elected by Council from its membership for a period of one year. The same person may serve as secretary for two (2) consecutive years. The secretary shall be custodian of all church records and shall take minutes at Council and congregational meetings.
 - 6.2.4. The treasurer shall be appointed by Council from the active church membership, and shall attend Council meetings. The treasurer is responsible for keeping the financial records of the church, making financial reports to Council, and responsible for payable accounts.
 - 6.2.5. Any vacancy occurring on the Council shall be filled by Council for the balance of the term of the vacating member.
- 6.3. Areas of Operations. The Council shall conduct the affairs of the church as they relate to the administration of business, policies, budget, and programs.
 - 6.4. Report to Denominations. The Council shall submit reports as required by each Denomination.
 - 6.5. Council Meetings. The Council shall meet as necessary to conduct required business of the church, but no less than six (6) times per year. All meetings of Council shall be open to the membership of the church. Council meetings may be called by the pastor, the moderator, or by any three Council members. A quorum for the transaction of business shall consist of a simple majority of the Council membership.
 - 6.5.1. Email or Phone. Council may vote on specific issues by phone or email as needed, in accordance with the procedures set by Council. Such votes shall be reported in the minutes of the next regular Council meeting.
 - 6.6. Executive Committee. The executive committee shall consist of the Pastor, Moderator, Vice-Moderator, Secretary and Treasurer. The executive committee shall address sensitive and confidential matters, and the conduct of the business of the church between Council meetings. The meetings of the executive committee may be closed to the general membership.

- 6.7. Decisions made the executive committee shall be reported to Council at the next regularly scheduled meeting.
- 6.8. Removal of Members. If a Council member is absent from 3 or more consecutive meetings, the Council may vote to remove the member from the Council.

7. FINANCIAL MANAGEMENT

- 7.1. The financial affairs of the church shall be the responsibility of Council.
 - 7.1.1. The church finances shall be audited by a Council-appointed ad hoc committee every two years and/or when the Treasurer is replaced. The committee shall consist of a minimum of 2 members, no more than one of whom may be a member of Council, and the incoming and outgoing treasurer may not serve. Council may require an independent audit of church finances at any time.
 - 7.1.2. Council shall assure that prudent policies are implemented to account for all monies received by the church.
 - 7.1.3. Council shall maintain such insurance coverage for the church as necessary to reasonably protect the church's real property and hard assets, and to assure protection of the church against legal action brought by outside parties.
- 7.2. Mission/Giving. The Council or its designated committee(s) shall annually plan for special offerings
- 7.3. Council approval shall be required prior to any church sponsored special fund raising projects.
- 7.4. Council has the authority to designate persons authorized to sign checks and to require bonding for any of the following positions: church treasurer, financial secretary, and any persons designated to receive, deposit and/or disburse church funds.
- 7.5. Apportionments to the Denominations. Financial support shall be paid to each Denomination individually. The payments will be in equal amounts, one third (1/3) of the total budgeted amount to each.

8. THE PASTOR

- 8.1. Pastoral Standing. The pastor of the church shall be ordained, eligible for ordination, or have dual standing in one of the participating Denominations. The pastor shall be subject to the discipline of his/her Denomination.
- 8.2. Selection of Pastor.
 - 8.2.1. When the congregation is seeking a pastor, a Pastor Search Committee shall be created, and consist of seven members: two members designated by Council and five elected at large at a duly called

- congregational meeting. In addition, Council will coordinate with the Ecumenical Ministries, Inc., to determine appropriate Denominational representation on the search committee.
- 8.2.2. The selection process will be guided by the Articles, Bylaws, and guidelines of Ecumenical Ministries, Inc.
 - 8.2.3. Candidates from each Denomination shall be considered regardless of which Denominational selection process is chosen to guide the search. Only candidate materials submitted directly from Denominational bodies shall be considered.
 - 8.2.4. A special congregational meeting shall be called for the purpose of calling a pastor. One candidate shall be presented. The congregation shall then vote either to accept or reject the candidate. A two-thirds majority of those members present at the meeting is required to approve the candidate.
- 8.3. Performance Review. The Pastor's performance and compensation review shall be the responsibility of the Staff Parish Relations Committee (SPRC). The review shall be conducted annually in accordance with to the Ecumenical Ministries, Inc., Bylaws and guidelines, and the Pastor's Denominational guidelines.
- 8.4. Responsibilities. The Pastor shall oversee and direct the church's paid staff and shall be responsible for annual paid staff performance reviews. In matters of discipline and termination of paid staff, the Pastor shall coordinate actions with SPRC.
- 8.5. The Pastor shall remain in good standing with his or her Denomination.
- 8.6. The Pastor is an ex-officio member of the Council and all committees.
- 8.7. The dismissal of a pastor shall be initiated by the SPRC, which shall bring a recommendation to Council. In the event of such recommendation, the Council shall consult the appropriate Denominational body.

9. COMMITTEES

- 9.1. Council, at its discretion, shall create committees to carry out the mission of the church and all committees shall report to Council.
- 9.2. Each committee shall keep Council informed of its activities and decisions, and shall report to Council at Council's request. Each committee shall provide a written report of its activities to Council for each annual congregational meeting. Unless otherwise limited, membership on each committee is open to all interested persons in the congregation.
- 9.3. Nominating Committee

- 9.3.1. There shall be a standing nominating committee of no less than three active members elected from and by the congregation at the annual congregational meeting.
 - 9.3.2. Members of this committee shall be elected to a one-year term and restricted to serving no more than two consecutive terms. No member of a nominating committee may simultaneously serve as a member of Council. The nominating committee will endeavor to obtain continuity in its structure from year to year by encouraging one or two committee members to stand for re-election each year.
 - 9.3.3. The nominating committee shall be responsible for identifying capable and willing members of the church to serve as members of Council, the nominating committee, SPRC, and any pastoral search committees in accordance with these bylaws, as well as filling any special requests of Council.
 - 9.3.4. Vacancies in the committee may be filled by Council appointment to fulfill the vacated term.
- 9.4. Staff Parish Relations Committee
- 9.4.1. There shall be a standing Staff Parish Relations Committee (SPRC) of no less than five members, two elected from and by the congregation from among its active members at the annual congregational meeting, two appointed by the Council and one appointed by the Pastor. The Council and Pastor shall present their appointments for SPRC membership following the annual congregational meeting, or as soon as possible after a vacancy is created by the resignation of one of their respective choices.
 - 9.4.2. Members of the SPRC elected by the congregation shall serve two year terms and be eligible for three consecutive terms. Members appointed by Council and the pastor shall serve one-year terms and may be reappointed for a second consecutive term.
 - 9.4.3. The SPRC serves as liaison between the congregation and church staff. SPRC shall meet monthly, or as needed, and is responsible for performance review of the pastor, and for such other related tasks as may be specified by Council.
 - 9.4.4. The SPRC is responsible for the discipline of the pastor in accordance with the Denominational guidelines.
 - 9.4.5. The SPRC will hire paid staff in cooperation with Council.
 - 9.4.6. The SPRC shall develop and maintain all paid staff job descriptions.

10. CHURCH BUSINESS YEAR.

- 10.1. The church business year shall be the calendar year.

11. CONGREGATIONAL MEETINGS

- 11.1. Annual Congregational Meeting. The annual congregational meeting shall be held within one month of the end of the church business year. Prior to this meeting, the Council, the officers of the church, the pastor, and all church committees and organizations shall submit their annual reports in writing to the Council for distribution at the annual meeting. New members of Council, the Nominating Committee and Staff Parish Relations Committee, representatives to the Ecumenical Ministries, Inc., and Denominational representatives shall be elected at this meeting. The annual budget shall be presented for approval.
- 11.2. Special Congregational Meetings. Special congregational meetings may be called by the Council, by the moderator, by the Pastor, or by a petition to the Council signed by not less than 10 percent of the members of the congregation. The Council shall schedule such meetings within one month of the date of receipt of the petition.
- 11.3. The Council shall send adequate notice (minimum of 14 days) of all special and annual congregational meetings to the membership. Adequate notice should include posting written notice of the meeting in the church, e-mail where members' addresses have been provided to the church, and verbal announcement at two worship services. At any special congregation meeting only those matters in the stated agenda shall be considered.
- 11.4. Quorum. A quorum for any congregational meeting shall consist of 15 percent of the total active membership.
- 11.5. Procedure. Meetings shall be conducted by the moderator in a fair and organized manner. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.
- 11.6. Proxy votes. Proxy votes will not be accepted.
- 11.7. Absentee Votes. Absentee votes may be delivered in person to the church office prior to any Congregational Meeting. The name of the voter will be recorded, and the ballot sealed to be counted with the ballots cast at the meeting. Members choosing to utilize absentee ballots will not be permitted to vote at the meeting. If, before a vote is taken, it is determined by congregational consensus that the issues under consideration have been substantially altered, then no absentee ballots will be counted on those issues so altered.

12. THE FUTURE OF THE UNION CHURCH

- 12.1. Dissolution. The church may be dissolved by a two-thirds majority of two congregational meetings, held not less than two months and not more than one year apart, subject to the concurrence of the immediate judicatories involved. If the union church should at any time cease to operate under these Bylaws, disposition of all property, real or personal, of the church shall determined by Ecumenical Ministries, Inc.

- 12.2. Withdrawal. If it seems wise at any time to dissolve the relationship to the participating Denominations or if one or more of the participating Denominations wishes to withdraw, such withdrawal should be done in accordance with the By-Laws of Ecumenical Ministries, Inc.

13. AMENDMENTS

- 13.1. Congregational Meeting. Notice. Vote. These Bylaws may be altered and amended by a two-thirds vote of the quorum present at any annual or special congregational meeting. A notice specifying the time of the meeting and proposed amendment or amendments must be laid out in writing before the church membership not less than 14 days prior to the meeting.
- 13.2. Origination of Amendments. Amendments to these Bylaws may originate with the filing of a petition with the Council, which petition is signed by 10 percent of the active members; or amendments to these Bylaws may be proposed by the Council, provided that a two-thirds majority of the Council members approve the proposed amendment.
- 13.3. These bylaws and any subsequent amendments to them will become effective immediately upon passage by the congregation. An amendment may specify a different effective date as part of its content.