



# CONSTITUTION

and

# BY-LAWS

ST. PAUL'S UNITED CHURCH OF CHRIST

Kutztown, Pennsylvania

## **TABLE OF CONTENTS**

Constitution	Page 3 - 4
Section 1 Members and their Duties	Page 5
Section 2 Church Government and Structure	Page 5-7
Section 3 Officers and their Duties	Page 7-9
Section 4 Committees	Page 9-11
Section 5 Employees	Page 12
Section 6 Organizations	Page 13-14
Section 7 Pastor(s), Licensed and Commissioned Ministers	Page 14
Section 8 Amendments	Page 15
Index	Page 16

## CONSTITUTION

### ARTICLE I NAME

The name of this Church is St. Paul's United Church of Christ of Kutztown, Pennsylvania. The address is 47 South Whiteoak Street, Kutztown, Pennsylvania.

### ARTICLE II MISSION STATEMENT

We, the family of St. Paul's UCC, guided by the teachings of Jesus Christ, are committed to carry His good news. We celebrate God's presence by sharing God's unconditional love with fellowship, worship, and service to others. We pray for God's wisdom and compassion to lead us in our endeavors.

### ARTICLE III STRUCTURE

This Church is a not-for-profit corporation under the laws of the Commonwealth of Pennsylvania. It 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 By-Laws of the United Church of Christ, adopted July 4, 1961 and as subsequently amended, relating to local churches.

### ARTICLE IV GOVERNMENT

The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject, however, to the laws of the Commonwealth of Pennsylvania relating to churches and not-for-profit corporations.

### ARTICLE V CORPORATE POWERS

The Church may in its corporate name sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purpose of the Church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objectives and purposes of the Church.

## ARTICLE VI DISSOLUTION

Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, after all debts have been cleared, shall be voted by consistory of a 2/3 vote to be distributed according to trust laws and abiding by the trust wishes.

The consistory will choose up to 10 charities suggested by the members. Each remaining member will be given 3 shares to be distributed to the charities of their choice.

# BY-LAWS

## SECTION 1 MEMBERS OF THE CONGREGATION AND THEIR DUTIES

### ARTICLE I

Baptized persons who have been duly received into full communion by Confirmation, Letter of Transfer, or Reaffirmation of Faith, and have not been excluded by the process of Christian discipline, shall be communicant members of this Congregation and shall be entitled to all its rights and privileges.

### ARTICLE II

It shall be the duty of every member of this Congregation to live a sober, righteous, and Godly life, and to labor faithfully in bringing others to Christ, to obey the laws and rules prescribed in the Word of God, abide by the Constitution and By-Laws of this Church, to contribute liberally and in proportion to his/her means to the support of the Church, to attend faithfully the public services of the Church, to partake regularly of the Holy Communion, and to engage in private devotions.

### ARTICLE III

Each member is encouraged to make a financial contribution, to partake of the Holy Communion and attend public worship. In this fellowship each member may choose the method of communication and items they wish to receive (newsletters, giving envelopes).

### ARTICLE IV

The fiscal year of the Church shall be the calendar year.

## SECTION 2 CHURCH GOVERNMENT AND STRUCTURE

### ARTICLE V

All responsibility for the life, work, and mission of the Church shall ultimately rest in the hands of the congregation.

### ARTICLE VI

Every member of the Congregation shall be entitled to vote at all elections for Pastor and Consistory members, and on any questions submitted to the Congregation by the Consistory for action.

## ARTICLE VIII

The annual meeting of the Congregation shall be called by the Consistory during the month of November. The Consistory is authorized to call all special meetings of the Congregation, when in its judgment, it is advisable to do so. One month's public notice to the congregation shall be given of the time, place, and purpose of a special Congregational meeting. The Secretary of the Consistory shall keep a full and accurate record of all the proceedings and all meetings of the congregation.

## ARTICLE VIII

An election for Elders and Deacons shall be held at the Annual Meeting of the Congregation. All elections for members of Consistory shall be determined by majority of the votes cast.

## ARTICLE IX

Nominations for the office of Elders and Deacons shall be made by the nominating committee to the congregation by presenting the name of one or more persons for each office to be elected. One additional nominee for each office may be nominated by members of Consistory.

## ARTICLE X

The Consistory shall elect annually a delegate and alternate delegate from its current membership to represent the Congregation at the Pennsylvania Southeast Conference. They shall also be delegates to the Pennsylvania Southeast Conference whenever the Pennsylvania Southeast Conference meets in general conference.

## ARTICLE XI

Whenever a vacancy occurs on the Consistory board by death, resignation, or any other way, the office shall be filled by a member in the Congregation, by a majority vote of the Consistory.

## ARTICLE XII

The Consistory shall have charge of the general affairs of the Congregation, shall call all Congregational meetings, order collections for the assessment of the Pennsylvania Southeast Conference and for other benevolent purposes, distribute monies to charities, provide for an audit of the Treasurer's account, and make due provisions for the support of the Pastor and all general expenses of the Congregation. It shall keep a full and accurate record of its own proceedings, be the custodian of all Congregational records and property, and submit any and all records to the Pennsylvania Southeast Conference when occasion requires it and the Pennsylvania Southeast Conference requests it.

Roberts' Rules of Order, revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Constitution and By-Laws.

A quorum for all consistory business shall consist of 9 (nine) members of Consistory.

## SECTION 3 THE CONSISTORY AND THEIR DUTIES

### ARTICLE XIII

The Consistory shall have oversight and shall govern of the Church and all the organizations and committees of the Church. Consistory shall elect annually from among themselves the following Consistory officers: President, Vice-President, Treasurer and Consistory Secretary.

### ARTICLE XIV

It shall be the duty of the President to conduct Consistory meetings, as well as meetings of the Congregation, and to see to the execution of all resolutions. The President is empowered to sign all contracts, loans, vouchers, and deeds in the name of the Congregation. The President shall appoint all committees and be an ex-officio member thereof.

### ARTICLE XV

The Vice President shall preside at all meetings of the Consistory and the Congregation in the absence of the President. In case of death, resignation, disqualification or removal of the President, he/she shall perform all of the duties of the President until a succeeding President is elected. He shall do all in his power to help the President and make his administration easier.

## ARTICLE XVI

The Secretary of Consistory shall keep minutes of the meetings of the Congregation and the Consistory, issue notices of regular meetings and special meetings, and attend to all correspondence.

## ARTICLE XVII

The Consistory shall hold monthly meetings. Special meetings may be called at such other times as are necessary by the President. In the event of his absence or inability or unwillingness to act, the Vice President may call a special meeting but only when requested to do so by a majority of the members of the Consistory. The Annual Reorganization Meeting shall be held in January. Newly elected members and officers will begin their term following installation in January. These members should attend the January meeting.

## ARTICLE XVIII

The consistory of this Church shall be eight Elders and twelve Deacons, who shall be elected by the Congregation at the annual congregational meeting as follows: two Elders to be elected for a term of four years; four deacons shall be elected for a term of three years. No member of the consistory shall succeed himself on the Consistory after serving one term without being out of office for one (1) year.

## ARTICLE XIX

It shall be the duty of the Elders to faithfully watch over the spiritual interests of the Congregation, to aid in visiting the sick, and to provide the elements for Holy Communion.

## ARTICLE XX

The Spiritual Council consists of the 8 sitting Elders currently serving on the Consistory. They are charged with assisting the Pastor oversee the spiritual interests of the congregation, including, but not limited to, visiting the sick, providing the elements of Holy Communion, guarding the doctrine of the Church, maintaining strict and whole-some discipline and receiving new members into full communion of the church.

In the absence of the Pastor, an Elder may be chosen to preside.

## ARTICLE XXI

It shall be the duty of the Deacons to cooperate with the officers of the consistory. The Deacons shall aid in securing the necessary funds for the support of the Church in its various activities and foster the principles of stewardship.



## ARTICLE XXII

If any member of the consistory is absent from six regular monthly meetings in each year of their term of service to the Consistory without adequate reason, the position can be declared vacant.

## SECTION 4 COMMITTEES

## ARTICLE XXIII

The President of Consistory shall, after the annual re-organization, appoint a Consistory member to all regular standing committees. The chairman of a committee may enlist the services of non-Consistory members for membership on his/her committee. Each committee shall report to the Consistory.

### A. DEACONS

Some of the deacon responsibilities are:

- To minister to the outward needs of the church
- To aid in securing funds necessary for the support of the church
- To relay the needs of the church to the congregation
- To encourage the spirit of liberal and cheerful giving of time, talent, and monies in support of the church.
- To maintain sight of the true spiritual character of the role of a deacon.

### B. FELLOWSHIP COMMITTEE

The Fellowship Committee hosts gatherings to facilitate fellowship within the church community. Typically these events are held after the worship service on Sundays. Many have a theme and activities in which members and friends may participate.

### C. FINANCE COMMITTEE

Oversees the Church Finances and is responsible for preparing the Church budget every year. The Finance Committee shall present a proposed budget to the Consistory at the Consistory's September meeting. Upon the Consistory's approval, the proposed budget will be made available to the congregation in the notice of the annual meeting in November, according to Section 2, Article 7. At the annual meeting of the congregation, the congregation shall adopt a budget for the forthcoming calendar year. For un-budgeted expenditures, the Consistory shall approve all bills before payment and shall instruct the proper officers to make said payments. The Financial Committee shall be responsible for the administration of memorial monies.

#### D. MISSION COMMITTEE

The Mission Committee's purpose is based upon the Mission Statement of St. Paul's: "We the family of St. Paul's United Church of Christ, guided by the teachings of Jesus Christ, are committed to carry His Good News. We celebrate God's presence by sharing God's unconditional love with fellowship, worship, and service to others. We pray for God's wisdom and compassion to lead us in our endeavors."

#### E. PASTOR/PARISH RELATIONS

This committee seeks to facilitate an open line of communication to address the mutual concerns of the pastor and the congregation. It is a place to talk about needs, celebrate successes, solve problems, and work out differences within the framework of confidentiality.

#### F. PERSONNEL COMMITTEE

The Personnel Committee discusses personnel evaluation issues and concerns. They also discuss salaries and present a proposed budget annually to the Finance. The Personnel Committee is responsible for all employee interviews and recommends to consistory all new employees. The Pastor is a member of this committee.

#### G. PRAYER LINKS

Prayer Links is a Christian group of believers dedicated to praying daily for the church at large and for any believer who requests specific prayers for themselves and/or others who have given permission for prayer.

#### H. PROPERTY COMMITTEE

The Property Committee oversees the upkeep of the church building, grounds and parking lots. They also present a proposed budget each year to the Finance Committee.

#### I. REVITALIZATION/EVANGELISM COMMITTEE

The revitalization continues to grow at St. Paul's. As the Body of Christ we strive to share our faith with others inside and outside the walls of the church. This is Christ's Great Commission.

#### J. SMALL GROUPS

We believe that the Body of Christ grows and benefits by the experiences we have in small groups. Therefore, we provide opportunities to join with others to study, discuss, grow and learn about various Christian principles and practices, theology and Bible study.

#### K. TECHNOLOGY COMMITTEE

The Technology Committee keeps the church current with computer equipment, copiers, audio-visual and other electronic equipment. They are responsible for the church website, social media communications and overseeing audio-visual presentations as they relate to the worship life of the church. This committee provides training and maintains a list of trained people qualified to help with technological equipment for special events.

#### L. VISITATION/COMMUNION

The Visitation/Communion Committee assists and supports the minister to serve Holy Communion to all our members who are hospitalized, residing in nursing homes or who are homebound and not able to receive communion at our Sunday worship service.

#### M. WORSHIP

The Worship Committee plans and co-ordinates worship activities for the church. Additionally this committee is responsible for making the necessary preparations for baptisms, receiving new members, Holy Communion and other special worship services. a multitude of other tasks are completed by this committee to provide meaningful worship experiences.

Subcommittees:

1. Altar Committee
2. Music Committee
3. Technical Support Committee

SECTION 5  
EMPLOYEES

ARTICLE XXIV

Consistory shall employ the necessary staff members as may be required to execute the program of the Church and shall prescribe their duties. The Consistory shall provide for indemnification of its members against damage or loss incurred as a result of Consistory activities. The Consistory shall provide for bonding of staff against damage or loss incurred in the performance of their duties. Legal counsel shall be retained by the Consistory. The Pastor is responsible for the supervision of the staff's daily activities.

The Treasurer shall have charge of all monies and shall make all payments approved by the Consistory and signed by the Treasurer and the President. He/she shall render a monthly report to the Consistory and an annual report to the Congregation. The Consistory shall determine the hiring or dismissal of the Treasurer. The Treasurer shall be bonded.

In addition to the Treasurer, the duties of the Financial Secretary shall be prescribed by the Consistory. His/her duties shall include handling of Church monies and he/she shall be bonded by Consistory. The Consistory shall determine the hiring or dismissal of the Financial Secretary.

SECTION 6  
ORGANIZATIONS

ARTICLE XXV  
CHRISTIAN EDUCATION

The responsibility for the planning and administration of the educational work of St. Paul's United Church of Christ shall be vested in the Board of Christian Education.

The Board consists of Pastor, Superintendent, President, Vice-President, Board Secretary, Teachers and the Youth Advisors and two representatives who shall be elected at the annual Congregational Meeting for a two-year term.

This committee provides Christian Education to the body of St. Paul's UCC by offering classes for ages two through adult. All children's, youth, adult classes and Bible study are their responsibility. They also work with the pastor and Spiritual Council in preparing students for confirmation.

ARTICLE XXVI  
WOMEN'S GUILD

The mission of the Women's Guild is to enhance the spiritual life of the women of the church through the fellowship shared in their activities. These activities enable the Guild to contribute to special projects of St. Paul's and related institutions. The Women's Guild may have its own by-laws.

ARTICLE XXVII

All organizations and committees are subordinate to and under the jurisdiction of Consistory and shall report annually to the Congregation.

SECTION 7  
PASTOR(S) AND LICENSED AND COMMISSIONED MINISTERS

ARTICLE XXVIII

An election for Pastor shall be held according to the Constitution and By-Laws of the United Church of Christ.

ARTICLE XXIX

The Pastor(s) shall be elected for an indefinite period by a majority of the membership at a duly-called meeting of the congregation in accordance with the procedures of the Church, the United Church of Christ, the Covenant Association, and Pennsylvania Southeast Conference. In order to terminate the Pastor's contract, notice shall be given by the pastor or the Consistory in

accordance with the procedures of the United Church of Christ, Covenant Association, and Pennsylvania Southeast Conference and the Conference Minister for appropriate action.

Discipline of the Pastor shall be in conformity with the Constitution and by-laws of the United Church of Christ. When a Pastoral vacancy occurs for whatever reason, the procedures as prescribed in the rules and regulations of the United Church of Christ shall be followed.

#### ARTICLE XXX

When a vacancy in the pastoral office occurs, or when an additional pastor is to be called, it shall be the responsibility of a Search Committee, appointed by the Consistory, to seek a candidate. The Consistory shall appoint the chair of the Search Committee who will inform the Conference Minister and seek the guidance of the Conference staff in the search and call process which shall be conducted according to the Conference Guidelines.

#### ARTICLE XXXI

Any Pastor serving this congregation shall have ordained ministerial standing in the United Church of Christ, dual standing, or ordained ministerial partner standing in accordance with the Constitution and By-Laws of the United Church of Christ. Any Licensed and/or Commissioned Minister shall have standing in accordance with the Constitution and By-Laws of the United Church of Christ and any policies of the local Association and/or Pennsylvania Southeast Conference.

#### ARTICLE XXXII

The authorization and discipline of Pastors and licensed and Commissioned Ministers of this Church shall be accomplished by the procedures of the United Church of Christ and carried out by the duly-authorized bodies of the Association and/or Pennsylvania Southeast Conference.

#### ARTICLE XXXIII

Licensed Ministers shall be elected by the Consistory for renewable one-year terms according to the Constitution and By-Laws of the United Church of Christ and any policies of the Covenant Association and/or Pennsylvania Southeast Conference.

#### ARTICLE XXXIV

Commissioned Ministers shall be elected by the Consistory for specialized ministry according to the Constitution and By-Laws of the United Church of Christ and any policies of the Covenant Association and/or Pennsylvania Southeast Conference.

SECTION 8  
AMENDMENTS TO CONSTITUTION AND BY-LAWS

ARTICLE XXXV

The Constitution and the By-Laws may be amended by the Congregation by a vote of two-thirds of the members present at a duly called meeting for that purpose. A minimum of four week's prior notice of the proposed amendments shall be made available to every member of the Congregation.

## INDEX

	Page:
Annual Meeting .....	6
Baptized Persons .....	5
Church Name .....	3
Committees .....	9 to 11
Consistory Meetings .....	7
Consistory Terms of Office .....	7 to 8
Consistory Vacancy .....	6
Corporate Powers .....	3
Deacons .....	9
Dissolution .....	4
Elders .....	8
Elections and Nominations .....	6
Employees .....	11
Financial Contribution .....	5
Government .....	3
Mission Statement .....	3
Notice of Amendments to the Constitutions and By-Laws .....	15
Organization Reports .....	13
Pastor Discipline .....	14
Pastor Vacancy .....	14
Quorum Vote .....	7
Right to Vote .....	5
Spiritual Council .....	8
Structure .....	3