

Constitution of Zion's United Church of Christ of Taborton

Article I NAME

- I. The corporate name of this church shall be Zion's United Church of Christ of Taborton of Sand Lake, New York.

Article II OUR MISSION AND VISION

- Z** *Zion's United Church of Christ of Taborton is a congregation that worships God through the ministry of Jesus Christ,*
- I** *in this, we praise God and rejoice in the resurrection of our Lord and Savior.*
- O** *Opportunities are provided, by which, everyone can learn more and better understand God, our church family and ourselves.*
- N** *Needing guidance and direction from the Holy Spirit we create a welcoming environment of love, openness, and honesty;*
- S** *striving to accept diversity and uniqueness where we are all free to contribute and participate with integrity and peace.*
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- U** *Using our strengths, gifts and abilities to teach and encourage Christian values in our covenant with God, we share the Good News of Jesus Christ.*
- C** *Committed and dedicated, we seek to build and continue providing a strong Christian foundation.*
- C** *Creating a nurturing fellowship to actively reach out and minister to others, we wish to participate in new ways to share the love of God to those in need.*
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- T** *Through creative worship, thoughtful prayer, community involvement and personal example, we celebrate and foster a positive environment that encourages and honors the gifts of all people.*
- A** *As we provide creative and enriching worship while gathering for services, education and fellowship, we become enthusiastic stewards by giving of our time, talents and treasures.*
- B** *By focusing our ministry within our church and beyond, we hope to engage others in the wonderful ways of the Lord.*
- O** *Our congregation facilitates and empowers the proclamation of the gospel and the worship of God through fine arts and artistic expression. This creative aspect is a unique way in which our congregation is joined together.*
- R** *Renewal and reconciliation is always needed to serve the whole of God's creation. We initiate priorities for spiritual growth and covenant together to nurture each other's gifts.*
- T** *To provide our youth with the tools and resources to face the world as Christians is a necessity of our Church . We encourage, strengthen and care for their fellowship, their ministry to others and their participation throughout the church and community.*
- O** *Outreach to as many as needed is our mission to the community in which we live; we rely on the power of the Holy Spirit to help guide us in achieving our goals.*
- N** *Nurturing the relationship between our church family and our Lord, Jesus Christ, is of utmost importance. Each of us joyfully seeks, trusts and obeys our Savior enabling us to experience the intimacy and closeness of God.*

Article III FAITH AND COVENANT

- I. The members of this church agree to maintain the institution of the gospel, to submit ourselves to the orderly administration of the affairs of the church, and to walk together in brotherly love and in the ways of our Lord.
- II. This Church recognizes the Bible as the sufficient rule of faith and practice, and believes that living in accordance with the teachings of Jesus Christ is the true test of fellowship. We believe in the freedom and responsibility of the individual soul and the right to private judgment. The following statement of faith is one expression of this Spirit:

Statement of Faith

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ
and our God, and to your deeds we testify:

You call the worlds into being,
create persons in your own image,
and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness
and sin.

You judge people and nations by your righteous will declared
through prophets and apostles.

In Jesus Christ, the Man of Nazareth, our crucified and risen Savior,
you have come to us
and shared our common lot,
conquering sin and death
and reconciling the world to yourself.

You bestow upon us your Holy Spirit,
creating and renewing the church of Jesus Christ,
binding in covenant faithful people of all ages, tongues,
and races.

You call us into your church
to accept the cost and joy of discipleship,
to be your servants in the service of others,
to proclaim the gospel to all the world,
and resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.

You promise to all who trust you
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
your presence in trial and rejoicing,
and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen.

Article IV PURPOSE

- I. The avowed purpose of this church is to covenant with God and one another to be a Christian community, to participate in appropriate and recognized ecumenical organizations, and to support one another in witnessing to the word of God in our living.

Article V POLITY

- I. The authority of the church rests in the congregation, composed of all of its active members, who exercise the right of control in all of its affairs, subject to the laws of the State of New York relating to religious corporations.
- II. This Church is a part of the United Church of Christ, participating in its activities and supporting its mission. It shall sustain a covenantal relationship with the Hudson Mohawk Association of the New York Conference of the United Church of Christ.

Article VI WORSHIP

- I. The Board shall not have the authority to change the time of the main Sunday worship service without the approval of the congregation.
- II. Additional worship services may be scheduled by, and with mutual consent of, the pastor and the Board.
- III. The nature and order of the main Sunday worship service shall be the privilege and responsibility of the called pastor, in consultation with the Worship Committee.

Article VII MEMBERSHIP

- I. Active membership in our Church shall consist of baptized persons who sincerely intend to lead a Christian life, who affirm the mission of our Church, and who desire, to the best of their ability, to attend worship, to participate in its activities, and to support it financially.
- II. Upon recommendation of the Pastor or the Board, individuals seeking membership shall be received at a service of public worship by confession of faith, confirmation, reaffirmation of faith, or by letter of transfer from another Christian church.
- III. Being a Church Member is a privilege for all. Members shall, to the best of their ability, be committed and dedicated to the life of the church to include attendance at worship services, church activities and meetings.
- IV. Active members may vote in congregational meetings, serve on the Board, hold Officer positions within the Church [in accordance with Articles XI and XII], and be entitled to other benefits as may be available and are customary within our Church.

V. Transfer of Membership

- A. Any member who desires a letter of transfer to another Christian church or wishes to be released from membership, with or without a certificate of church membership, shall upon request be entitled to receive it from the Board.

VI. Inactive Membership

- A. A member, who has not communicated with the Church for a period of two (2) years, shall be contacted in writing, at his/her last known address. The individual will be informed that his/her membership is being transferred from an active to an inactive membership list, unless the member advises the Church otherwise.
- B. Individuals, whose membership has been transferred to an inactive membership list, shall no longer be counted as active for the purpose of determining the Church's membership list for the Hudson Mohawk Association regarding per capita assessment¹, and will not be entitled to function as an active member within the congregation.
- C. Exceptions will be made for absent students, members of the Armed Forces, the sick, the homebound, and others in special circumstances. Written notification should be given to the Membership Committee whenever possible.
- D. Any member who has been transferred to an inactive membership list may request, in writing, that the Board reactivate his or her membership.
1. The membership committee shall recommend, to the Board, individuals whom should be placed on an inactive membership list.
 2. The membership committee shall recommend, to the Board, individuals who are requesting to reactivate their membership.
- E. Any individual, whose membership has been transferred to an inactive membership list, shall not be entitled to voting privileges.
- F. A person may remain an inactive member indefinitely.

- VII. It will be the responsibility of the Membership Committee to keep the active and inactive membership lists current and make recommendations to the Pastor and Board.

Article VIII GOVERNING BODY

- I. The governing body of this Church shall be the active membership assembled at the Annual Congregational Meeting and other special church meetings. The majority vote of active members present at the meeting shall be the action of the Church (except where otherwise stated). A quorum² shall consist of 20% of the active membership.

- II. The Congregation shall delegate a Board, which will be empowered to conduct the business of the Church in between congregational meetings.

Article IX MEETINGS

I. Annual Congregational Meeting

- A. The annual congregational meeting of Zion's United Church of Christ of Taborton shall be held on the first Sunday in February. The minister, or a Board member, will announce at a regular worship service, the date, time, and place of the annual congregational meeting on the three (3) Sundays immediately preceding the meeting.
1. In the event of inclement weather, the annual congregational meeting will be held on the Sunday following the originally scheduled meeting.
 2. In the event that quorum² for the annual congregational meeting cannot be established at that meeting, the meeting will be held on the Sunday following the originally scheduled meeting.
 3. Exception: An Urgent Meeting or Special Congregational meeting called for the purpose of filling Board or Officer vacancies do not need to be announced three (3) Sundays preceding the meeting.
- B. The purpose of the annual congregational meeting is to appoint a Board for the current calendar year and to conduct any and all business as it relates to the operation of the Church.
- C. The Board Moderator shall call the meeting to order, facilitate the meeting, and choose two (2) inspectors of election to receive and count the ballots cast.
- D. The annual congregational meeting will be conducted in the following format:
- 1) call to order
 - 2) record minutes
 - 3) establish quorum²
 - 4) present purpose of the meeting
 - 5) present motion for action
 - 6) permit discussion
 - 7) vote on motion
 - 8) adjournment.
- E. The Clerk shall establish quorum² for the annual congregational meeting. A quorum² shall constitute 20% of the active membership. The Moderator or Assistant Moderator shall serve as the Clerk in the absence of the Clerk.
- F. Any proxy vote shall be considered in establishing quorum.

- G. The Board must give notice of the business to be transacted at the annual congregational meeting.
- H. The Board must notify the congregation of board terms which have been completed. A slate for candidates to these positions, as recommended by the Nominating Committee, shall be presented to the congregation to vote upon. The term for the newly elected Board members shall be three (3) years and commence at installation.
- I. The officer positions of Moderator, Assistant Moderator, Clerk, and Treasurer shall be elected at each Annual Congregational Meeting. The terms for the newly elected Officers shall be one (1) year and commences immediately [in accordance with Article XII].
- J. The date of the annual congregational meeting can only be changed as voted upon at a regularly scheduled annual meeting. The new date of the Annual Meeting shall not be less than six (6) months, nor more than thirteen (13) months from date at which it was changed. All terms of office for Board Members and Officers shall be adjusted to coincide with the new date of the annual congregational meeting.
- K. If quorum cannot be established, please refer to Section IV under Article IX.

II. Special Congregational Meeting

- A. The purpose of a special congregational meeting is to conduct business for a specific issue which requires the congregation's decision before the next regularly scheduled annual congregational meeting.
- B. The minister, or a Board member, shall announce at a regular worship service, the date, time and place of the special congregational meeting on the three (3) Sundays immediately preceding the meeting.
 - 1. In the event of inclement weather, the special congregational meeting shall be held on the Sunday following the originally scheduled meeting.
 - 2. In the event that quorum² for the special congregational meeting cannot be established at that meeting, the meeting shall be held on the Sunday following the originally scheduled meeting.
- C. A special congregational meeting may be called by the Board on its own motion and/or on written request of at least ten (10) active members of the congregation.
- D. The Board Moderator shall call the meeting to order, facilitate the meeting, and choose two (2) inspectors of election to receive and count the ballots cast.
- E. A special congregational meeting will be conducted in the following format:
 - 1. call to order

2. record minutes
 3. establish quorum²
 4. present purpose of the meeting
 5. present motion for action
 6. permit discussion
 7. vote on motion
 8. adjournment.
- F. The Clerk shall establish quorum² for all special meetings. A quorum² shall constitute 20% of the active membership. The Moderator or Assistant Moderator shall serve as the Clerk in the absence of the Clerk.
- G. Any proxy vote shall be considered in establishing quorum.
- H. The Board must give notice of the business to be transacted at the special congregational meeting.
- I. If quorum cannot be established, please refer to Section IV under Article IX.

III. Urgent Meeting

- A. The purpose of an Urgent Congregational Meeting is to address an issue requiring immediate action. Immediate action shall include, but not be limited to, allegations of misconduct (administrative, ministerial or otherwise), theft, liability, discord, etc.
- B. An urgent meeting will be called in the following manner.
1. Any member can bring an urgent situation to the Minister and/or a Board member.
 2. Two (2) members consisting of the minister and/or 2 Board members will call an urgent meeting.
- C. The minister or a Board Member shall announce the meeting in a timely manner. This may require a telephone campaign to inform congregation members that a meeting will take place.
1. Exception: An Urgent Meeting does not need to be announced three (3) Sundays preceding the meeting.
- D. An urgent meeting is not bound by the same guidelines of a congregational meeting. Therefore it will not be bound by Subsection IV under Article IX. If quorum is not established at an urgent meeting, business should be conducted due the issue requiring immediate action.
- E. An urgent meeting will be conducted in the following format:
1. call to order

2. record minutes
 3. establish quorum²
 4. present purpose of the meeting
 5. present motion for action
 6. permit discussion
 7. vote on motion
 8. adjournment
- F. Board Member, or someone appointed by the Board, shall:
1. call the meeting to order
 2. establish quorum²
 3. select to two (2) inspectors of election to receive and count the ballots cast
 4. facilitate the meeting - an urgent meeting shall be facilitated in the same as any other congregational meeting as outlined above.
- G. The Secretary of the Board, or someone appointed by the Board, shall record the minutes of an urgent meeting.
- H. Quorum² for an urgent meeting shall consist of 10% of the active membership.
- I. Any proxy vote shall be considered in establishing quorum.
- IV. Lack of Quorum – In the event that quorum is not established, the following procedures will be followed to order to conduct church business. These procedures will be in effect only for Annual Meetings and/or Special Congregational Meetings. An Urgent Meeting is not bound by the same guidelines of a congregational meeting; therefore, because of the nature of an urgent meeting, will be exempt from this procedure.
- A. Establish what number is needed to meet quorum for the current scheduled meeting.
 - B. Any proxy vote shall be considered in establishing quorum.
 - C. Create an attendance list for the meeting which is taking place.
 - D. Allow the meeting to continue and business to be conducted.
 - E. Vote – members vote by written ballot.
 - F. These ballots are NOT counted, but placed in a sealed envelope and locked in the filing cabinet until the meeting is continued.
 - G. When discussion has concluded, the meeting is “recessed” until the following Sunday and the meeting is continued with “new” attendees be counted in establishing quorum.

- H. At the continued meeting, establish that quorum has been met (by the minimum number needed, which was established at the first meeting) with new attendees, (refer to the previous attendance list if necessary). Attendees of the previous meeting DO NOT HAVE to attend the continued meeting, but may do so if desired. NOTE: All votes by previous attendees cannot be changed at the continued meeting.
- I. Conduct business the same as before. NOTE: no new business can be added to the agenda.
- J. Vote – written ballots for the new attendees are taken and then combined with the ballots from the previous meeting.
- K. If business being conducted requires more than one motion/vote, written ballots are taken for each item and placed in separate sealed envelopes.
- L. ALL votes are counted, at the final meeting, to determine if the motion passes or fails.
- M. Meeting is recessed.

Article X VOTING

- A. All active members are qualified voters at all congregational meetings. Active members who are unable to attend a congregational meeting shall be permitted to vote by proxy³.
 - 1. Voting by proxy³ shall permit an active member to designate another active member to vote on his or her behalf. Active members in attendance may only serve as proxy³ for one active member not in attendance.
 - 2. All congregational meetings shall be announced to the active membership of the church at least 3 weeks prior to taking place. It is the responsibility of the active member to be aware of the scheduling of such meetings, obtain any written materials necessary to make an informed decision, and take steps to vote by proxy³ if the member will be unable to attend the congregational meeting due to one of the following reasons:
 - ◆ Health difficulties
 - ◆ Being homebound
 - ◆ Being unavailable due to business, education, military service, vacation or temporary relocation. Any active member who will be temporarily relocating must notify the Clerk, in writing, of their new and/or temporary address

Any written materials provided to the congregation can also be obtained by contacting the Clerk by written request.
 - 3. The active member who wishes to designate a proxy³ for a congregational meeting must obtain, complete, and return the Church Proxy³ Form to the Clerk no later than 3 days prior to the congregational meeting. The Church Proxy³ Form will be dated

for the current congregational meeting. Proxy³ designees are not transferable. No exceptions will be made to this rule.

4. The Moderator or Assistant Moderator shall serve as the Clerk in the absence of the Clerk. In the absence of the Moderator and/or Assistant Moderator, the Board shall appoint some other individual to act as the Clerk.
 5. The Clerk shall sign each Church Proxy³ form that is completed and returned within the allotted time frame. The Clerk shall make one copy of each form and bring the original and copy to the congregational meeting. The Clerk shall keep the original and give the copy to the active member present who is the designated proxy³.
 6. The Clerk shall provide the active member in attendance with a ballot for his/her vote and one for his/her proxy³ vote. In the case of a verbal vote, the designated proxy³ shall be able to express his or her vote and then the proxy³ vote.
 7. At the completion of the congregational meeting, all original and copies of completed proxy³ forms shall be immediately destroyed.
 8. The completed Church Proxy³ Form is only valid for one congregational meeting.
 9. In the event a meeting date is changed due to inclement weather or lack of quorum², proxy³ ballots shall be transferred to the newly scheduled meeting. If the member is able to attend the newly scheduled meeting, the proxy vote shall stand.
- B. All business coming before the congregation at the annual congregational meeting or any special meeting shall be decided by majority vote of the active members. There are two exceptions:
1. A two-third (2/3) affirmative vote of the active membership is required to amend the Constitution.
 2. A three-quarter (3/4) affirmative vote of the active membership is required when a Pastor is called to serve the church or to be released from call.
- C. The minister, as a member, shall be permitted to vote or to make motions at the annual congregational meeting or any special congregational or urgent meetings. The minister shall also be permitted to provide clarification and/or theological reflection.
- D. The Clerk shall have the current active membership list available at the annual congregational and any congregational meeting to verify any concerns related to active membership.

Article XI BOARD

- I. The Board shall be the executive body of this church. It shall consist of twelve (12) active members from the congregation. Seven (7) or more of its members shall constitute a quorum².

- II. The Board may recommend, to the Nominating Committee, a slate of potential board/officer candidates for the coming year, as well as for any vacancies which may occur.
- III. Serving as a Board Member is a privilege for all. Board Members shall, to the best of their ability, be committed and dedicated to associated responsibilities as well as attendance at meetings, church activities and worship services.
- IV. The Board shall select an individual, from its own membership, to function as a recording secretary for the Board; with duties to include but not be limited to recording minutes of all Board meetings, handling all correspondence relating to the Board, recording minutes of all congregational meetings and assisting the Moderator in preparing the annual congregational meeting packet.
- V. Board members shall be elected by majority vote at the annual congregational meeting. They shall be elected for a term of three years. Board members can serve up to two (2) consecutive terms (six [6] years).
- VI. In the event of a Board vacancy, the Nominating Committee shall secure a slate of active member candidates from the congregation to fill the vacant position for the remainder of the term. This candidate shall be approved by the Board and serve out the remainder of the term for the vacated board seat.
 - A. A congregational meeting that has been called for the purpose of voting on a replacement for a Board vacancy shall occur at the next worship service.
 - B. The meeting shall be conducted in the same format as any special congregational meeting. (*See Article IX*)
- VII. Spouses shall not be permitted to serve on the Board at the same time.
- VIII. The elected Board shall be commissioned at the Sunday worship service immediately following the annual congregational meeting.
- IX. The Board shall be the policy-making body and shall transact business of this church. All acts and deliberations of the Board are subject to the will of and revision by the active membership. The Board is responsible for:
 - A. Carrying out the decisions made by the congregation.
 - B. Providing adequate support for staff and committees.
 - C. Making all meeting minutes available to the congregation.
 - D. Making all financial decisions regarding the church.
 - E. Approving compensation for the pastor and staff.
 - F. Keeping complete and accurate records of its proceedings.
 - G. Being the custodian of all church records.
 - H. Reporting to the church members at annual congregational meetings and any special congregational meetings.

- I. Maintaining custody and control, for maintenance and mission use, of all real and personal property belonging to the church.
- X. The Board shall instruct the proper officers on all fiscal matters, including payment of bills, with a monthly review by the Board.
- XI. The Board may authorize any expenditure of \$2,000 or less. It must receive the approval of the congregation for anything in excess.
(EXCEPTION: In the event of an emergency, the Board is authorized to expend whatever is necessary. The Board shall report these expenditures to the congregation at its next Sunday service of worship or by written notification within thirty (30) days.
- XII. In addition to the stated committees, the Board shall appoint any other committees as it may deem necessary. The Board is responsible for making sure that committees are formed and that they conduct business in accordance with this Constitution.
- XIII. The Board may also form committees that will further serve this church (such as planning committee, personnel committee or other adhoc committees, as necessary).
- XIV. The Board shall meet at least once every month for the transaction of such business as may properly come before it. (Meetings normally should include prayer and should emphasize policy deliberations.) Special board meetings are subject to the Moderator's call.
 - A. A special board meeting can be called by the Moderator or by two or more Board members. Notification must be given by personal communication or by mail.
 - B. All Board meetings are open to active members of the congregation. The Board does have the privilege of calling a closed session when it is necessary due to the sensitive nature of the issue being discussed.
- XV. In the event the number of Board members changes to less than twelve (12), the new board must not be less than seven (7) members. This change must be approved by the congregation.
- XVI. The Board shall have the authority to secure interim or supply ministers.
- XVII. The Board shall have no authority to call the pastor to serve or remove the called pastor from service.
 - A. Should it become necessary to modify the Pastor's job description, the Board shall work cooperatively with the Pastor and the Pastor-Parish Relations Committee to accomplish that goal.

Article XII OFFICERS

- I. Officers of the Board of Zion's United Church of Christ of Taborton shall consist of a Moderator and Assistant Moderator. Officers of Zion's United Church of Christ of Taborton shall consist

of a Treasurer and a Clerk. All officers shall be elected, by majority vote, at the Annual Congregational Meeting.

- II. Any individual holding an Board Officer position must be an active member and must have served on the Board for at least one (1) year prior to election.
- III. Serving as an Officer is a privilege for all. Officers shall, to the best of their ability, be committed and dedicated to associated responsibilities as well as attendance at meetings, church activities and worship services.
- IV. All Officers are accountable to the Board of Zion's United Church of Christ of Taborton.
- V. Terms of Office
 - A. All officer positions are elected annually at the Annual Congregational Meeting.
 - B. The office of Moderator may serve up to two (2) consecutive terms.
 - C. The office of Assistant Moderator may serve up to two (2) consecutive terms.
- VI. When individuals have reached the term limit for the position they held, that individual cannot serve in the same capacity for a period of two years.
- VII. In the event of an Officer vacancy, the Nominating Committee shall secure a slate of active members who are eligible, either from the Board and/or the congregation, at a special congregational meeting called for that purpose.
 - A. A congregational meeting that has been called for the purpose of voting on a replacement for an Officer vacancy shall occur at the next worship service.
 - B. The meeting shall be conducted in the same format as any special congregational meeting.
(See Article IX)
- IX. Officer Eligibility Requirements and Responsibilities
 - A. Moderator
 - 1. The Moderator must be at least twenty-one (21) years of age.
 - 2. The Moderator shall be a member of the Board and will have the choice to vote or not to vote.
 - 3. The Moderator shall see that all meetings of the Board are properly called, shall open and conduct all such meetings, and shall see that all official decisions are carried out.
 - 4. The Moderator shall oversee the activities of the church officers.
 - 5. The Moderator shall represent the church at association and conference meetings and other ecclesiastical activities or will delegate another individual to do so.

6. The Moderator, together with the Clerk, are the only officers authorized to sign all contracts, loans and/or deeds in the name of the congregation as directed by the Board or the congregation at a congregational meeting.
7. The Moderator, the Assistant Moderator, and the Treasurer are the only officers authorized to sign any and all financial records, except the Pastor's discretionary checking account.
8. The Moderator shall serve as a member ex-officio⁴ on all committees of the church. Attendance at committee meetings shall be left to the discretion of the Moderator.

B. Assistant-Moderator

1. The Assistant Moderator must be at least twenty-one (21) years of age.
2. The Assistant Moderator shall be a voting member of the Board.
3. The Assistant Moderator shall assist the Moderator with all responsibilities.
4. The Assistant Moderator shall assume any and/or all duties of the Moderator in the absence and/or vacancy of the Moderator.
5. The Assistant Moderator, the Moderator, and the Treasurer are the only officers authorized to sign any and all financial records, except the Pastor's discretionary checking account.
6. The Assistant Moderator shall serve as a member ex-officio⁴ on all committees of the church. Attendance at committee meetings shall be left to the discretion of the Assistant Moderator.

C. Clerk

1. The Clerk must be at least twenty-one (21) years of age.
2. The Clerk shall keep all records and transactions for all meetings of the congregation and the Board.
3. The Clerk shall handle all correspondence related to the church.
4. The Clerk shall maintain the official membership roll of the church keeping an up-to-date list of all members' names and addresses in cooperation with the Membership Committee.
5. The Clerk shall record all baptisms, confirmations, weddings, and deaths relating to the church.

6. The Clerk shall provide an annual report to the congregation at the annual congregational meeting.
7. The Clerk, together with the Moderator, are the only officers authorized to sign all contracts, loans and/or deeds in the name of the Congregation as directed by the Board and/or the congregation at a congregational meeting.
8. The Clerk shall serve as a member of the Membership Committee.
9. The Clerk shall be an ex-officio⁴ member of the Board.

D. Treasurer

1. The Treasurer must be at least twenty-one (21) years of age.
2. The Treasurer shall keep the church's financial records. The Treasurer shall be responsible for disbursements, by check, for all expenditures.
3. The Treasurer shall not handle any cash, make deposits, or record any individual donations.
4. The Treasurer, the Moderator, and the Assistant Moderator are the only officers authorized to sign any and all financial records as approved by the Board or the Congregation.
5. The Treasurer shall report to the Finance Committee.
6. The Treasurer shall bring recommendations of the Finance Committee to the Board and will carry out financial decisions made by the Board and/or the Congregation.
7. The Treasurer shall attend monthly board meetings and provide a monthly report of the church's finances.
8. The Treasurer shall provide an annual report to the congregation at its annual congregational meeting.
9. The Treasurer shall conduct an annual audit of the Pastor's discretionary checking account, while maintaining recipient confidentiality.
10. The Treasurer shall serve as a member of the Finance Committee but shall not hold the position of Chairperson of that committee.
11. The Treasurer shall be an ex-officio⁴ member of the Board.

Article XIII CHURCH COMMITTEES

- I. All committees shall conduct business in accordance with this Constitution.
- II. All committees and/or groups shall report to the Board on a monthly basis. Committees shall conduct their activities in cooperation with the Board and maintain discretion and confidentiality where appropriate.
- III. Serving on a committee is a privilege for all. Committee members shall, to the best of their ability, be committed and dedicated to associated responsibilities as well as attendance at meetings, church activities and worship services.
- IV. All standing committees shall prepare an annual report to submit to the Board.
- V. The Moderator, Assistant Moderator, and Pastor shall serve as a member ex-officio⁴ on all standing committees. Ex-officio⁴ members shall be given notice of all committee meetings.
- VI. All committee members, who are not ex-officio⁴ members, shall have voting privileges on the committee they are serving.
- VII. Each committee must have a Board liaison member. Refer to each committee section for specific committee membership requirements.
- VIII. The Board shall approve all committee memberships. All committees shall strive to be representative of the congregation.
- IX. Special committees shall be organized at the discretion of the Board. On any committee, there shall be at least one (1) at-large member from the congregation and no more than one (1) Board member.
- X. Any active member of the congregation may request approval from the Board to formulate a new committee.
- XI. Individuals, who are nonmembers of the church and have requested approval from the Board, may serve on committees unless otherwise stated.
- XII. Standing committees of Zion's United Church of Christ shall be:
 - A. Worship Committee
 1. Under the guidance of the Pastor, the responsibility of the Worship Committee shall be to create worship services that meet the needs of our congregation. This committee shall also plan special services.
 2. The Worship Committee shall work cooperatively with any other committee whose input is required. *For example – Sunday School participating in the worship service may require input from the Christian Education Committee.*

3. The Worship Committee shall consist of the Pastor, at least one (1) choir member, at least one (1) usher, at least one (1) communion steward, at least one (1) Sunday School representative, the organist/music director, the bulletin typist, at least one (1) Board member and at least one (1) at-large member from the congregation,
4. The Worship Committee shall not have authority to change the time of the main Sunday worship service without the approval of the congregation.
5. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

B. Christian Education Committee

1. Under the guidance of the Pastor, the responsibility of the Christian Education Committee shall be to foster and facilitate the purposes and objectives of Christian education for the entire congregation, and facilitate the youth ministry program of the church.
2. The Christian Education Committee shall consist of all Sunday School Teachers, at least one (1) youth group advisor, at least one (1) youth group representative, at least one (1) Board member, and at least one (1) at-large member from the congregation.
3. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

C. Stewardship Committee

1. The purpose of the Stewardship Committee shall be to foster ideas and empower the congregation to use the abilities God has given each of us to help others and grow in our ministry.
2. The Stewardship Committee shall make recommendations to the Board and/or the Pastor regarding stewardship.
3. The Stewardship Committee shall consist of one (1) member from the Mission and Outreach Committee, one (1) member from the Finance Committee, at least one (1) Board member and at least two (2) at-large members of the congregation.
4. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

D. Finance Committee

1. The Finance Committee shall be responsible for the offering stewards.

- a) The offering stewards shall collect, organize and deposit all moneys contributed to the church which include pledges, envelopes, loose offerings, and special offerings.
 - b) The Treasurer shall not handle any cash, make deposits, or record any individual donations.
2. The Finance Committee shall be responsible to oversee stewardship drives and any extra financial programs, with the approval of the Board, to help raise money for the church.
 3. The Finance Committee shall oversee all financial investments and designated funds (ie: flower, memorial, improvement, etc.).
 4. The Finance Committee shall conduct an annual audit of all financial records. The results shall be given to the Board.
 5. The Treasurer shall report to the Finance Committee.
 6. The Finance Committee shall consist of the Treasurer, no more than one (1) Board member, at least one (1) money counter, and at least two (2) at-large members from the congregation.
 7. Only active church members may serve on the Finance Committee.
 8. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).
 9. The Pastoral Compensation Committee will be a subcommittee of the Finance Committee.
 - a. The purpose of the Pastoral Compensation Subcommittee shall be to facilitate a responsible discussion of pastoral compensation while protecting the relationship between the pastor and the congregation.
 - b. The Pastoral Compensation Subcommittee shall be responsible for making a fair and just recommendation to the Board regarding the annual compensation package for the Pastor, based on the following criteria:
 1. available resources of the church
 2. ministerial performance of the Pastor
 3. compensation request of the Pastor
 4. New York Conference Guidelines for Clergy Compensation
 5. compensation of comparably trained and employed professionals in this community.

- c) The Pastoral Compensation Subcommittee shall be appointed by the Board upon selection by the Moderator and Assistant Moderator with approval of the Pastor.
- d) The Pastoral Compensation Subcommittee shall consist of five members with one member being replaced each year. The term of each member shall be a maximum of five years. This committee shall have representation from the following areas:
 - 1. one (1) member from the Pastor and Parish Relations Committee
 - 2. one (1) member from the Finance Committee
 - 3. one (1) member from the Board
 - 4. two (2) at-large members from the Congregation.
- e) The Pastoral Compensation Subcommittee shall work cooperatively with the Pastor and the Board. It shall make a recommendation to the Board for the Pastor's compensation package for the following year by November of the current year.
- f) Only active church members may serve on the Pastoral Compensation Subcommittee.
- g) This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

E. Membership Committee

- 1. The purpose of the Membership Committee is to maintain active and inactive membership lists of the congregation in conjunction with the Clerk.
 - a) The Clerk shall have the current active membership list available at any congregational meeting to verify any concerns related to active membership.
- 2. The Membership Committee shall make recommendations to the Board and the Pastor regarding membership.
- 3. The Membership Committee shall consist of the Clerk, at least one (1) Board member, and at least one (1) at-large member from the congregation.
- 4. Only active church members may serve on the Membership Committee.
- 5. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

F. Nominating Committee

1. The Nominating Committee shall prepare a slate of potential officer and board candidates. When making nominations, the Nominating Committee shall include representation of age and gender.
 - a) In the event of a Board or Officer vacancy, the Nominating Committee shall secure a slate of candidates from the active membership who are eligible, either from the Board and/or congregation.
2. The Nominating Committee shall prepare a slate of candidates to serve on the Pastoral Search Committee.
 - a) This slate of candidates will be presented to the Board.
 - b) Upon the approval of the Board, the slate of candidates will be presented to the congregation at its next worship service.
3. The Nominating Committee shall consist of no more than one (1) Board Member, one (1) member from the Pastor and Parish Relations Committee and at least two (2) at-large members from the congregation.
4. Only active church members may serve on the Nominating Committee.
5. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

G. Pastor and Parish Relations Committee

1. The purpose of the Pastor and Parish Relations Committee shall be to facilitate a creative relationship between the Pastor and people in ministry of this church and address any issues that might arise in communication between the Pastor and the church. The committee shall assist the Pastor and the people in making their roles more effective.
2. In instances involving a misunderstanding between the Pastor and the people, it is the committee's duty to bring both sides together in order to affect a better understanding.
3. Confidentiality shall be maintained by all committee members.
 - a) While confidentiality must be maintained, it shall also be understood that the Pastor and Parish Relations Committee is accountable to the Board and in some cases may share information about the issues while maintaining discretion.
4. The Pastor and Parish Relations Committee shall be appointed by the Board upon selection by the Moderator, Assistant Moderator and the Pastor.

5. The Pastor and Parish Relations Committee shall:
 - a) consist of five (5) members, including no more than one (1) Board member, with one member being replaced each year (in accordance with No. 4 above).
 - b) Year No. 1 – three (3) members from the Pastoral Search Committee that called the Pastor, one (1) Board member and one (1) at-large member from the congregation.
 - c) Year No. 2 - two (2) members from the Pastoral Search Committee that called the Pastor, one (1) Board member and two (2) at-large members from the congregation.
 - d) Year No. 3 - one (1) member from the Pastoral Search Committee that called the Pastor, one (1) Board member and three (3) at-large members from the congregation
 - e) Year No. 4 – one (1) Board member and four (4) at-large members from the congregation.
 - f) Year No. 5 and succeeding years – one member will be replaced each year per individual's five-year term.
 - g) There must always be one Board member serving on the committee. However, no more than one (1) Board member, at any given time, may serve on the Pastor and Parish Relations Committee.
6. Once the Pastor and Parish Relations Committee is formed, the Pastor cannot remove any individual at will.
7. In the event of a Pastoral vacancy, the Pastor and Parish Relations Committee shall be dissolved and a new committee formed in accordance with the above eligibility requirements. (See 4 and 5 above.)
8. A member of this committee shall serve on the Nominating Committee.
9. A member of this committee shall serve on the Pastoral Compensation Committee.
10. Only active church members may serve on the Pastor and Parish Relations Committee.
11. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

H. Pastoral Search Committee

1. The Pastoral Search Committee shall be formulated, by the Nominating Committee, when a pastoral vacancy occurs and shall be responsible for searching for a candidate.
2. As soon as a pastoral vacancy occurs, it shall be reported to the New York Conference Executive of the United Church of Christ. The procedure followed in searching for a pastoral candidate and issuing a call shall be the recommended Conference procedure. The Pastoral Search Committee shall have the responsibility for following this procedure for filling the vacancy for the permanent pastor.
3. The Pastoral Search Committee shall be representative of the congregation and consist of no more than twelve (12) and no less than (7) members, including no more than one (1) Board Member.
4. Only active church members may serve on the Pastoral Search Committee.
5. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

I. Mission and Outreach Committee

1. The Mission and Outreach Committee shall be responsible for facilitating this vital ministry of the congregation in the following ways:
 - a) Research and identify possible mission and outreach projects that our church may wish to become involved in and make the necessary recommendations to the Board.
 - b) Facilitate our congregation's participation in mission and outreach projects as approved by the Board.
 - c) Work cooperatively with the Pastor and the Christian Education Committee to educate the congregation regarding the importance of mission and outreach.
 - d) Coordinate the scheduling of and the publicity for the additional major United Church of Christ offerings that are taken throughout the year (*for example: Veterans of the Cross, Just Peace Appeal, One Great Hour of Sharing, Strengthen the Church, Neighbors in Need, Hunger Action Fund*) and other offerings that are authorized by the Board (such as response to an emergency or disaster, food collection at Thanksgiving and Christmas). Work cooperatively with the organizations in the congregation that also sponsor mission projects (such as blanket Sunday and health kits).

- e) Work cooperatively with the Finance Committee to make an annual recommendation to the Board regarding “Our Church’s Wider Mission (OCWM)” contribution for the following fiscal year.
 2. The Mission and Outreach Committee shall be constituted to be representative of the congregation and shall consist of at least one (1) Board member, at least one (1) youth representative and at least two (2) at-large members from the congregation.
 3. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).
- J. Historical Committee
1. The Historical Committee shall be responsible for maintaining, preserving, and educating the congregation regarding the history of our church.
 2. The Historical Committee shall consist of at least one (1) Board member, the Clerk, and at least one (1) at-large member from the congregation.
 3. This committee is accountable to the statements (*I-IX*) under this Article (*Church Committees*).

Article XIV PASTOR

- I. The Pastor of this church shall be called to or removed from service by a three-fourths (3/4) affirmative vote of the active members present at a congregational meeting called for this purpose.
- II. All terms and conditions of the Pastor’s call shall be included in the Letter of Call.
- III. The Pastor shall serve this church without limitation of time.
- IV. The Pastor shall be properly ordained and be confirmed by and maintain ministerial standing in the Hudson Mohawk Association of the New York Conference of the United Church of Christ.
- V. The pastoral relationship may be dissolved either by the Pastor, or by the Congregation, at a congregational meeting called for that purpose. Written notification of such intention must be given three months in advance by either the Pastor or the Congregation. The three-month provision may be waived by mutual consent.
- VI. The responsibilities of the Pastor shall include:
 - A. leading the worship
 - B. preaching the gospel
 - C. administering the sacraments
 - D. providing pastoral care and spiritual direction
 - E. promoting the spiritual welfare of the church and those whom it serves

- F. helping to facilitate the overall ministry of the church by involvement in program development, education, mission, stewardship, community outreach, and ecumenical involvement.
- VII. The Pastor shall be a member of the church and a member ex-officio⁴ of the Board, all committees, and all organizations of the church.
 - A. The Pastor, as a member of the church, shall be permitted to vote and make motions at congregational meetings
 - B. The minister shall be permitted to provide clarification and/or theological reflection.
- VIII. The United Church of Christ Manual on Ministry and the Church and Ministry Committee of the Hudson Mohawk Association of the New York Conference of the United Church of Christ shall be resources for both the Pastor and the Church for any concerns regarding pastoral conduct. The Church and Ministry Committee may be called upon to act as a mediating presence, if necessary.
- IX. The Pastor may, with the approval of the Board, have a discretionary checking account. This account shall be used, at the Pastor's discretion, to meet the needs within the church and/or the community. This account shall be audited, on an annual basis, by the Treasurer while maintaining recipient's confidentiality.

Article XV PARLIAMENTARY PROCEDURE

- I. *Robert's Rules of Order*⁵ shall be the parliamentary authority for all matters of procedures not specifically covered by this Constitution.

Article XVI AMENDMENTS

- I. Amendments to this Constitution may be made at any duly called congregational meeting by a two-third (2/3) affirmative vote of the active members present.
- II. Public announcement of the proposed amendment changes must be made two (2) weeks prior to the called meeting.

Article XVII DISSOLUTION OF THE CHURCH

- I. In the unlikely event that this church should find it necessary to dissolve, the wishes of the congregation are to take steps to preserve the spirit, history and vision of the people of this Taborton church and honor its heritage. To further that goal, the following are stipulated:
 - A. If and when it becomes necessary to dissolve this church, all assets, property and interests of which it shall then possess, including devise, gift or grant contained in any will or other

instrument, in trust or otherwise made before such dissolution shall occur shall become the property of the denomination that this church is affiliated with at the time of dissolution, with the stipulation that the cemetery continue to be maintained in perpetuity and that the historical records be preserved.

- II. Changing the name of this church, its denominational affiliation or the location of its house of worship does not constitute a dissolution of this church.

This Constitution has been revised and accepted by the active members of Zion's United Church of Christ of Taborton, as voted upon at the Special Congregational Meeting on the 9th day of November 2003.

This Constitution, dated November 9th, 2003, and including revisions listed below, supercedes all previous documents as they relate to the Constitution of this Church.

- February 5, 2006** – ***Constitution amended to remove terms limits for Treasurer and Clerk.***
February 21, 2010 – ***Constitution amended to add procedures for lack of quorum.***
February 6, 2011 – ***Constitution amended to include proxy vote to be part of establishing quorum.***
February 3, 2013 – ***Constitution amended to change expenditures by Board approval from \$1,200 to \$2,000.***
May 21, 2017 – ***Corrected copy.***

¹Per capita assessment – an annual contribution made per member to the Hudson Mohawk Association.

²Quorum – minimum number of members who must be present for valid transaction of business

³Proxy - The written authorization to act in place of another

⁴Ex-officio shall mean “voice, but no voting privileges”.

⁵*Robert's Rules of Order Newly Revised* - guide to parliamentary procedure. 2000 Edition