

1 Bylaws of the West Liberty United Church of Christ
2 2015
3 Adopted during Special Congregational Meeting, February 21, 2016
4

5 AUTHORITY
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7 The following bylaws are enacted by the Church Board in accordance with Article V,
8 Section 3, Paragraph (p), *et seq* of the Constitution of the West Liberty United Church of Christ
9 (2015). All bylaws must be consistent with the Constitution and designed to provide guidance,
10 assistance and structure for the Pastor, Deacons, Officers, Representatives and Leadership
11 Teams. The provisions of the Constitution expressly supersede the bylaws.

12 ARTICLE I
13 Membership
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15 RESERVED.
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17 ARTICLE II
18 Government and the Governing Body
19

20 RESERVED.
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22 ARTICLE III
23 The Pastor
24

25 Section 1 – Mission of the Pastor of the Church
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27 (a) The Pastor shall provide effective leadership through conduct that honors the
28 mission and diversity of the congregation of West Liberty United Church of Christ and honors
29 the polity and traditions of the United Church of Christ.

30 (b) The Pastor shall maintain her or his ministerial standing in the United Church of
31 Christ.

32 (c) The Pastor shall undertake a program of continuing education that maintains
33 familiarity with current biblical and theological scholarship that informs the Pastor's preaching
34 and teaching activities.

35 (d) The Pastor shall attend meetings of the Church Board and Leadership Teams on a
36 regular and consistent basis and shall work collaboratively with church officers, leaders and
37 leadership teams to plan and implement congregational activities.

38 (e) The Pastor shall conduct baptism and communion services in accordance with the
39 beliefs and practices of the United Church of Christ. When requested, the Pastor shall take
40 communion to shut-ins and those people confined to hospital rooms.

41 (f) The Pastor shall assume leadership in a visitation program with particular emphasis
42 on members in the hospital, members who have been released from a hospital, but are unable

43 to assume normal activities, shut-ins and the elderly and new families moving into the
44 community.

45 (g) The Pastor shall enter or cause to be entered into church records the names of all
46 people that she or he has baptized, confirmed, married and buried, as well as records of all
47 communicant members.

48 (h) The Pastor shall provide counseling services to members requesting help with personal
49 and spiritual matters, keeping in confidence all personal information revealed during counseling
50 except those types of information that state or federal laws require to be reported.

51 (i) The Pastor shall disseminate through available church communication systems pertinent
52 information about the activities of the United Church of Christ.

53 (j) The Pastor shall work collaboratively with other area clergy and spiritual leaders to
54 promote religious services and ministries in the community.

55 (k) The Pastor shall make periodic reports to the congregation and the Board of her or his
56 activities.

57 Section 2 – Eligibility

58 RESERVED.
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60 Section 3 – Calling a Pastor

61 RESERVED.
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63 Section 4 – Tenure of the Pastor

64 RESERVED.
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66 Section 5 - Termination of a Pastor

67 RESERVED.
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69 ARTICLE IV

70 Deacons

71 Section 1 – Mission of the Deacons
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73 (a) The Deacons shall meet on at least one occasion prior to January 1 in order to elect
74 a Chairperson to represent the Team on the Church Board beginning with the January Board
75 Meeting and advise the Church Board accordingly. In addition, prior to the January meeting of
76 the Church Board, the Deacons shall designate an Assistant Moderator to preside over any and
77 all Church Board Meetings, Quarterly Congregation Meetings or Special Congregational
78 Meetings that the elected Church Moderator is unable to attend over the course of the ensuing
79 calendar year. The Deacons may designate an Assistant Moderator that is the same person as
80 the existing Chairperson of the Deacons. The Assistant Moderator will not have the authority to
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86 vote as a member of the Church Board unless he/she is voting in his/her capacity as the
87 Chairperson of the Deacons.
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89 (b) The Deacons shall assist the Pastor and provide leadership in shepherding the
90 church. This ministry includes caring for existing members of the congregation as well as
91 welcoming and inviting guests.
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93 (c) The Deacons will provide and distribute elements for Communion at all Sunday
94 worship services and all special worship services where Communion is to be served.
95

96 Section 2 – Number, Election and Tenure
97

98 RESERVED.
99

100 ARTICLE V
101 The Church Board
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103 Section 1 – Board Members & Eligibility
104

105 RESERVED.
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107 Section 2 - Organization and Government
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109 RESERVED.
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111 Section 3 - Powers and Duties of the Board
112

113 RESERVED.
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115 ARTICLE VI
116 Officers
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118 Section 1 – Officers & Eligibility
119

120 RESERVED.
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122 Section 2 - How Elected and Tenure
123

124 RESERVED.
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126 Section 3 – Moderator
127

128 (a) The Moderator shall ensure that all Leadership Teams meet on at least one
129 occasion after the election of all new officers and team members and before the January Board
130 Meeting. The Church Moderator will furthermore ensure that the Property Team, the Pastoral
131 Relations Team, the Education Team, the Worship Team and the Hospitality & Special Events
132 Team elects an eligible Chairperson to represent each Leadership Team on the Church Board
133 beginning with the January Board Meeting.
134

135 Section 4 – Clerk

136 (a) The Clerk is expressly authorized to utilize the assistance of the church secretary
137 and any other employees of the church in order to fulfill her/his duties, organize, store and
138 maintain records, disseminate meeting minutes, receive documents for filing and submit annual
139 reports.

140
141 (b) The Clerk shall produce and preserve a record of all discussions and business
142 transactions at every meeting of the Church Board, all Quarterly Congregational meetings and
143 all Special Congregational meetings.

144
145 (c) The Clerk shall maintain up-to-date and accurate records of the membership of the
146 Church and the current status of church members.

147
148 (d) The Clerk shall make the minutes of any Quarterly Congregational Meeting and any
149 Special Congregational Meeting available to any active member of the congregation upon
150 request.

151
152 (e) The Clerk shall receive and file all reports that have been submitted to the Church
153 Board and shall receive and file all official church documents.

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155 (f) The Clerk shall provide SONKA with all required annual report data and other
156 pertinent information upon request.

157 Section 5 - Financial Secretary

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160 (a) The Financial Secretary shall share information regarding all funds collected by the
161 Church from all sources with the Treasurer on a weekly basis.

162
163 (b) The Financial Secretary shall provide envelopes for receiving donations and
164 offerings to the church.

165
166 (c) The Financial Secretary shall maintain a complete and accurate record of
167 contributions made by individuals who use designated offering envelopes.

168
169 (d) The Financial Secretary shall follow the guidelines of the Internal Revenue Service
170 regarding charitable gifts. The Financial Secretary shall therefore evaluate each donation in
171 order to ascertain whether or not any goods or services were provided by the church in
172 exchange for the contribution. If the funds were received in exchange for goods or services, the
173 Financial Secretary should record the details for the year-end receipt.

174
175 (e) At the conclusion of each calendar year, the Financial Secretary shall provide each
176 contributor with a summary receipt and, if applicable, indicate on the receipt that "no goods or
177 services were provided to the donor as a result of this gift."

178
179 (f) The Financial Secretary shall not provide receipts for cash offerings or checks that
180 are not enclosed in offering envelopes unless the offering clearly indicates a reference to an
181 offering envelope number or is otherwise expressly requested at the time of the gift.

182
183 (g) The Financial Secretary shall maintain all funds received as memorials in a separate
interest-bearing account from the church's operating fund. The memorial records should clearly

184 indicate the names of each donor, the amount of the contribution and the manner in which the
185 gift will be or has been used.

186 (h) The Financial Secretary shall provide an acknowledgement to each Memorial Fund
187 donor.

188 Section 6 – Treasurer and Assistant Treasurer

189 (a) The Treasurer shall use Generally Accepted Accounting Principles (GAAP).

190
191 (b) The Treasurer shall periodically engage a Certified Public Accountant (CPA) to
192 review procedures and compliance.
193

194
195 (c) The Treasurer shall prepare and maintain monthly financial statements and shall be
196 fiscally accountable to the Church Board, the Leadership Teams and the Congregation.
197

198 (d) The Treasurer shall provide information and data to the Finance Team for budget
199 preparation.
200

201 (e) The Treasurer shall maintain all financial records using account software and shall
202 ensure that the data is backed up on a monthly basis.
203

204 (f) The Treasurer shall post and total all accounts monthly and reconcile to the bank
205 statement.
206

207 (g) The Treasurer shall monitor monthly expenses to the budget and review cash flow
208 with the Finance Team.
209

210 (h) The Treasurer shall accrue payroll deductions monthly and submit payments as
211 required (at least quarterly) for all federal, state and local obligations, including School District
212 taxes and UCC designated funds.
213

214 (i) The Treasurer shall file semi-annual Workers' Compensation forms and pay
215 premiums when due.

216 (j) The Treasurer shall file all annual federal, state and local tax forms, including Form
217 941 and all Forms 1099.
218

219 (k) The Treasurer shall segment, trace and disburse funds from designated offerings.
220

221 (l) The Treasurer shall prepare and submit all forms necessary to the Ohio Secretary of
222 State to maintain non-profit tax status every five years (last registration in 2014).
223

224 (m) The Treasurer shall disburse payroll funds to employees and funds due for
225 contractual obligations to self-employed individuals when due.
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227 ARTICLE VII
228 Leadership Teams

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230 Section 1 - Name and Size

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RESERVED.

Section 2 - How Elected, Eligibility and Tenure

RESERVED.

Section 3 – Mission of the Property Team

(a) The Property Team shall meet on at least one occasion after the October election of all team members and prior to January 1 in order to elect a Chairperson to represent the Team on the Church Board beginning with the January Board Meeting. The Chairperson need not be the senior member of the Team, but must be an active member of the congregation.

(b) The Property Team shall inspect all properties at least once per quarter and identify potential maintenance and update needs.

(c) The Property Team shall monitor expenditures relative to the annual budget.

(d) The Property Team shall review the performance and qualifications of the custodian on at semiannual basis.

(e) The Property Team shall coordinate with the Finance Team on an annual basis to assess the Church's needs for property, casualty and liability insurance and make recommendations to the Board.

(f) The Property Team shall provide the Church Board and the Pastor with an approved contractor list for emergency repairs.

(g) The Property Team shall, in the interest of the church, assume responsibility for the upkeep and care of the church building, the parsonage and the surrounding areas.

(h) The Property Team shall make recommendations to the Church Board regarding purchases and repairs.

(i) The Property Team shall plan for future property needs, repairs and replacements for budget planning.

(j) The Property Team shall coordinate with the Pastoral Relations Team in the event that updates or modifications are requested by a housed pastor.

Section 4 – Mission of the Pastoral Relations Team

(a) The Pastoral Relations Team shall meet on at least one occasion after the October election of all team members and prior to January 1 in order to elect a Chairperson to represent the Team on the Church Board beginning with the January Board Meeting. The Chairperson need not be the senior member of the Team, but must be an active member of the congregation.

280 (b) The Pastoral Relations Team shall identify specific ways to solicit and encourage the
281 sharing of ideas, dreams, hopes, expectations and concerns of the congregation with the
282 Pastor.

283
284 (c) The Pastoral Relations Team shall meet with the Pastor on a monthly basis in order
285 to share feedback with the Pastor and to discuss the needs of the Pastor.

286 287 Section 5 – Mission of the Finance Team

288
289 (a) The Finance Team shall meet on at least one occasion after the October election of
290 all team members and prior to the January Board meeting in order to discuss the financial status
291 of the Church and the overall mission of the Team.

292
293 (b) Even though the Treasurer is the Constitutional representative of the Finance Team
294 on the Church Board, the Team may elect a separate Chairperson to conduct and lead the
295 mission of the Team.

296 297 Section 6 – Mission of the Education Team

298
299 (a) The Education Team shall meet on at least one occasion after the October election
300 of all new team members and prior to January 1 in order to elect a Chairperson to represent the
301 Team on the Church Board beginning with the January Board Meeting. The Chairperson of the
302 Education Team need not be the senior member of the Team, but must be an active member of
303 the congregation.

304
305 (b) The Education Team shall continuously review and explore new opportunities for the
306 education of all age groups.

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308 (c) The Education Team shall remain in continuous consultation with the Pastor and
309 Sunday School teachers to ensure that all materials and methods being used are consistent
310 with the mission of the West Liberty United Church of Christ.

311
312 (d) The Education Team shall encourage teachers of all age groups to use multi-media
313 teaching aids whenever possible.

314
315 (e) The Education Team shall assist the Sunday School staff in planning special events
316 such as Rally Day and the Christmas Program.

317
318 (f) The Education Team shall manage the ordering of educational materials, including
319 the cancelation of orders as necessary, and shall notify the Treasurer of the status of all orders
320 and cancellations.

321
322 (g) The Education Team shall provide leadership for Vacation Bible School.

323 324 Section 7 – Mission of the Worship Team

325
326 (a) The Worship Team shall meet on at least one occasion after the October election of
327 all team members and prior to January 1 in order to elect a Chairperson to represent the Team
328 on the Church Board beginning with the January Board Meeting. The Chairperson need not be
329 the senior member of the team, but must be an active member of the congregation.

330

331 (b) The Worship Team shall plan and implement music and worship experiences that
332 reflect the seasons of the church year.

333 (c) The Worship Team shall staff musicians for regular and special worship services.

334 (d) The Worship Team shall assume responsibility for the purchase and care of choir
335 robes, music materials, and musical instruments of the church.

336 (e) The Worship Team shall promote membership in the choir.

337 (f) The Worship Team shall assume responsibility for the altar flowers, including special
338 observances, for all worship services and shall encourage members to make floral contributions
339 for services.

340 (g) The Worship Team shall oversee seasonal or special sanctuary decorations that add
341 a visual dimension to the worship experience.

342 (h) The Worship Team shall secure volunteers from the congregation and provide
343 necessary training for the ministries of Greeter, Usher, Acolyte, Scripture Reader, Children's
344 Message and any other ministries related to the worship service envisioned by the Team.

345 Section 8 – Mission of the Hospitality & Special Events Team

346

347 (a) The Hospitality & Special Events Team shall meet on at least one occasion after the
348 October election of all team members and prior to January 1 in order to elect a Chairperson to
349 represent the Team on the Church Board beginning with the January Board Meeting. The
350 Chairperson need not be the senior member of the Team, but must be an active member of the
351 congregation.

352

353 (b) The Hospitality & Special Events Team shall strive to plan and implement events that
354 bring people together for community, fellowship and learning.

355

356 (c) The Hospitality & Special Events Team shall assume responsibility for ensuring that
357 food and refreshments are provided at all congregational fellowship events.

358

359 Section 9 – Mission of the Memorial Team

360

361 (a) The Memorial Team shall meet on at least one occasion after the October election of
362 all team members and prior to the January Board meeting in order to discuss the status of the
363 memorial funds on deposit and the overall mission of the Team.

364

365 (b) Even though the Financial Secretary is the Constitutional representative of the
366 Memorial Team on the Church Board, the Team may elect a Chairperson to lead the mission of
367 the Team. The Chairperson need not be the Financial Secretary or the senior member of the
368 Team.

369

370 (c) The Memorial Team shall routinely review the balance in the Memorial Funds as
371 provided by the Financial Secretary.

372

373 (d) The Memorial Team will establish and maintain a list of potential projects to which
374 memorial contributions may be directed.

375

376 (e) The Memorial Team shall strive to honor the direction of the original gift and
377 whenever possible, consult with family/friends of the decedent.

378
379 (f) The Memorial Team shall submit a recommendation to the Church Board for the
380 expenditure of Memorial Funds.

381
382 Section 10 – Mission of the Nominating Team

383
384 (a) The Nominating Team shall meet on at least one occasion in January in order to
385 discuss the mission of the Team for the forthcoming year.

386
387 (b) Even though the Moderator is the Constitutional representative of the Nominating
388 Team on the Church Board, the Team may elect a Chairperson to lead the mission of the Team.
389 The Chairperson need not be the Moderator or the senior member of the Team.

390
391 (c) The Nominating Team shall review the current slate of officers and leadership team
392 members and determine which officers and team members will remain on active teams.

393
394 (d) The Nominating Team shall explain the specific duties and expectations for each
395 officer and leadership team member to each potential nominee.

396
397 (e) The Nominating Team shall obtain the informed consent of all nominees contacted
398 to fill vacant officer and leadership team positions.

399
400 (f) The Nominating Team shall prepare a slate of nominees for presentation at the
401 October Board Meeting and verify that all nominees are active members when required by the
402 Constitution.

403
404 ARTICLE VIII
405 Missionary Aide Society

406
407 (a) The Missionary Aide Society shall designate one of its members to serve as a
408 Representative on the Church Board for the next calendar year. The Society shall notify the
409 Church Board of its selected representative prior to the January Board Meeting. The
410 Representative of the Missionary Aide Society must be an active member of the congregation.

411
412 (b) RESERVED.

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414
415 ARTICLE IX
416 Youth Representative

417
418 (a) The Youth Representative should plan to participate in all Board Meetings and
419 Congregational Meetings in fulfillment of his/her mission.

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421 (b) RESERVED.

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423 ARTICLE X
424 Amendments

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426 Section 1 – Procedure for Amending the Constitution

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RESERVED.

Section 2 – Form of Proposed Amendments

RESERVED.

Section 3 – Calling a Meeting to Consider a Proposed Amendment

RESERVED.

Section 4 – Notice of a Meeting to consider a proposed Constitutional Amendment

RESERVED.