

CONSTITUTION

and

BYLAWS

of the

Community Congregational Church

Manitou Springs, Colorado

Revised January 27, 2019

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CONSTITUTION

OF THE

COMMUNITY CONGREGATIONAL CHURCH

Manitou Springs, Colorado

Revised January 27, 2019

ARTICLE I: NAME

The name of this church shall be “Community Congregational Church of Manitou Springs, Colorado.”

ARTICLE II: PURPOSE

The purpose of this Church shall be to bind together followers of Jesus Christ, share in the worship of God, follow the study of God’s word and will, render Christian service to others and make God’s will dominant in the lives of people, individually and collectively.

ARTICLE III: FORM OF GOVERNMENT

The governance of this church is vested in its members, (hereinafter called “the congregation”), who in accordance with the provisions of this Constitution and related Bylaws exercise the right of control in all its affairs. It is subject to the control of no other ecclesiastical body, but it accepts the covenant obligations of mutual counsel, cooperation, and fellowship with other churches of the United Church of Christ.

As such, this church shall be a part of the United Church of Christ (hereinafter referred to as (UCC), and it shall sustain that relationship as described in the portions of the Constitution and By-Laws of the UCC relating to local churches. This church shall hold standing in, and be a member of the Rocky Mountain Conference, and the Southeastern Association of the UCC.

ARTICLE IV: PRINCIPLES

Section A. Teachings

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Individual members shall have the undisturbed right to follow the word of God according to the dictates of their own conscience under the enlightenment of the Holy Spirit. This Church observes two sacraments: Holy Baptism and Holy Communion. It recognizes them to be vital channels of God's grace and love to God's people. The following statement of faith therefore, is not a test, but an expression of the spirit in which this Church interprets the Word of God.

Section B. 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

Section C. Congregational Covenant

We, the members of The Community Congregational Church of Manitou Springs, covenant together to share the continuing story of God's love, especially in the life and teachings of Jesus Christ. Through our Church and individual lives, we use the unique gifts God has given us to worship God, deepen our personal faith and be a constant in our ministries to all people.

ARTICLE V: MEMBERSHIP

Section A. Members

The members of this church shall be persons who have expressed a desire to unite with it, understand its teachings (Art IV Sect A), and who have accepted the congregational covenant of this Church:

1. on presentation of letters of transfer
2. on reaffirmation of faith
3. on confession of faith and baptism, if not previously baptized, or
4. through the rite of confirmation in this Church.

Section B. Categories of Membership

The Church recognizes three categories of membership:

1. Active members are members who have joined the Church as described in Section A. They attend the Church regularly and contribute to its financial and spiritual support.
2. Inactive members are people who have joined the Church but who have given up regular attendance and no longer support the Church financially. Members are declared inactive after meeting these conditions for a period of one year. Inactive members are terminated after remaining inactive for one year.
3. Affiliate members are members who have joined the Church as described in Section A. They attend the Church regularly and contribute to its support. However, along with their association with this Church, they may be members of another church. Examples of this would be people who spend the summer in this area, but they winter elsewhere; members of the military who are maintaining their membership in their home church; people with very strong ties to another church who do not wish to give up their membership there. Affiliate members may vote in Church elections and belong to Church boards and committees. They may not serve as officers of the Church or chair Boards or Committees.

Section C. Transfer

Any member in good and regular standing who desires a letter of transfer to another church is entitled to receive it upon request. Members of the inactive list may, upon request, be placed on the active list in order that a letter of transfer may be issued. Only letters of transfer addressed to a specific church will be granted. Letters of transfer become effective on the date on which the notice of acceptance is received. The Church Office shall administer the transfer.

Section D. Reinstatement

Any person whose membership has been terminated or who has been placed on the inactive list may be restored to regular membership upon expressing such a desire and, in case of termination, upon re-acceptance of the church covenant and teachings.

Section E. Duties

To the best of their ability, members are expected to be faithful in all duties essential to the Christian life, to attend the services of the Church, to give for its financial support, to share in its organized work and to seek the spiritual and general well-being of its members, the community and all people.

ARTICLE VI: OFFICERS

The officers of the Church will be elected by the membership and will be active Church members. Officers' duties and terms of office will be specified in the Bylaws of the Church. Officers are Moderator, Vice Moderator, Recording Secretary and Treasurer.

ARTICLE VII: CHURCH COUNCIL

1. The Church Council shall consist of the Minister (ex officio without vote), Moderator, Vice Moderator, Recording Secretary, Treasurer and representatives from the following: Christian Education, Membership, Memorial, Missions, Music, Scholarship, Stewardship, Trustees, Worship Support Board, and Women's Fellowship. All Church members are welcome to attend on a non-voting basis.
2. The Church Council shall be the principal administrative body of the Church.

ARTICLE VIII: MINISTER(S)

Section A. Election, Duties, Performance Review

1. **Election.** The Minister shall be called for an unlimited term of office by a two-thirds majority of the active and affiliate Church membership in attendance at a regular or special meeting. When a vacancy occurs in the Pastorate, the Church Council shall appoint a special committee of seven persons for the purpose of canvassing available ministers, in cooperation with the Rocky Mountain Conference Minister, the Church and Ministry Committee of the Association and others. This committee, having settled upon the one who in their judgment should be called to the Pastorate, shall introduce the candidate to the Church and at a duly called meeting propose the candidate's election. When a minister has been elected and has accepted the call, the Minister shall become a member of the Church and the Association to which the Church belongs at the first opportunity. The Association to which the Church belongs shall be invited to install the Minister in accordance with established procedures and traditions.
2. **Duties.** The Minister shall have charge of the spiritual welfare of the Church, including functioning as the Chief Administrative Leader of the Church with the assistance of its various organizations. All paid staff persons, except the Bookkeeper, shall be under the Minister's direction. In cooperation and consultation with the Church Council the Minister shall:
 - a. Preach the gospel
 - b. Administer the sacraments
 - c. Conduct or provide all services of public worship
 - d. Seek to promote the spiritual welfare of the Church membership
 - e. Seek to enlist persons as followers of Christ
 - f. Represent the Church in spiritual and Church activities in the community and be encouraged to share in the work of the total fellowship of the United Church of Christ
 - g. Provide guidance to all Boards and Committees as an ex officio member without vote.
 - h. Maintain and abide by all ordained clergy guidelines as recommended by the Rocky Mountain Conference of the United Church of Christ
 - i. Maintain a current Certificate of Boundary Training on file in the Church Office
 - j. Administer performance/salary review yearly to paid Church employees with input from pertinent Boards

- k. Have the direct responsibility for hiring and discharging paid church employees, such action to be taken only after a two-thirds majority vote by the pertinent board and a concurrence by the Church Council through a two-thirds majority vote
- 3. Performance Review. The Minister shall have an annual performance/salary review by the Church Council.

Section B. Resignation of Minister

1. While the term of the Minister shall be indefinite, the Church may at any time by two-thirds vote at a special meeting called for that purpose, request the Minister's resignation, with the expectation that it will be presented within sixty days.
2. Likewise, the Minister shall give sixty-day notice in case the Minister wishes to leave of the Minister's own volition.
3. By mutual consent the sixty day notice of resignation or dismissal of the Minister may be reduced or extended by such time as is mutually agreeable.
4. In case of loss of ministerial standing by the Association or Rocky Mountain Conference on the part of the minister, relations shall cease at once.

Section C. Interim Minister

1. Appointment. When a vacancy occurs in the position of elected minister, an interim shall be approved by the Church Council after selection by an appropriate committee in accordance with conference guidelines and its sanctions.
2. Duties and Responsibilities. The Interim Minister shall endeavor to
 - a. Fulfill the duties of minister,
 - b. Prepare the congregation to receive a permanent minister by nurturing an environment conducive to a smooth and orderly transition.
3. Terms of service. The appointment of an interim minister is for an unspecified period which will end not less than thirty days before a called minister is to assume the pulpit.
4. Ineligibility. The interim will not be eligible for the position of elected minister and may not submit an application for the position.
5. Contract. The contract to be used in employing an interim minister will be kept in the Policies and Procedures Manual.

Section D. Associate Minister

1. **Election.** An Associate Minister may be called for an unlimited term of office by a two-thirds majority of the active and affiliate Church membership in attendance at a regular or special meeting.
2. **Duties.** The Associate Minister shall complement the general ministries of the Church, under the direction and counsel of the Senior Minister. Specific duties shall be defined by the formal job description on file in the Church Office.
 - a. The Associate Minister shall maintain and abide by all ordained clergy guidelines as recommended by the Rocky Mountain Conference of the United Church of Christ.
 - b. The Associate Minister shall maintain a current Certificate of Boundary Training on file in the Church Office.
3. **Performance Review.** The Associate Minister shall have a performance/salary review on an annual basis.

ARTICLE IX: CONGREGATIONAL MEETINGS

Section A. Worship

Services of worship shall be held at given hours on each Sunday. The time for service shall be determined by the Church Council subject to approval by vote of the congregation.

Section B. Annual Meeting

The Annual Meeting shall be held no later than mid-February, on a date appointed by the Church Council, to hear the yearly reports of the Officers, Boards, Committees and Groups; to elect Officers; to adopt a budget for the new year; to review plans for the new year and to transact all other business brought before the meeting. The time, date and place of the meeting shall be mailed by electronic means and/or by postal service to all active members at least ten days before the meeting. The mailing shall constitute official notification with the date on the Certificate of Mailing recognized as the notification date of the meeting.

Section C. Special Meetings

Special meetings for business may be held on call of the Moderator or Church Council. Notification of the time, date, place and nature of the business to be transaction shall be mailed by electronic means and/or by postal service to all active members at least ten days before the

meeting. The mailing shall constitute official notification with the date on the Certificate of Mailing recognized as the notification date of the meeting.

Section D. Conduct of Meetings

All Church meetings will be conducted according to Robert's Rules of Order.

Section E. Absentee Voting

The Recording Secretary will be responsible for administering absentee voting in accordance with accepted policies and procedures established by the Church Council. Absentee ballots will not count toward a quorum.

Section F. Quorum

At all business meetings, a quorum shall consist of fifteen percent of the active members of the Church. The Recording Secretary shall supply the Moderator with a list of active members at least twenty-four hours before the meeting.

ARTICLE X: PROPERTY

Acting through the Church Council, the Church may hold, buy, sell, transfer and manage real property. Upon dissolution of the Church, all assets will be transferred to one or more non-profit 501(C3), to be determined by the membership at the time of dissolution. At the time of dissolution, the Church will follow IRS rules.

ARTICLE XI: CONSTITUTIONAL CHANGES

This Constitution may be amended at any meeting of the active members provided that the notice of the time of the meeting and the substance of the proposed amendment shall be made available to all members. Seventy-five percent (75%) of the votes cast shall be necessary to adopt any amendment to the Constitution. Housekeeping or corrective changes which do not alter the intent of the Constitution may be made by the Church Council.

BYLAWS

OF THE

COMMUNITY CONGREGATIONAL CHURCH

Manitou Springs, Colorado

Revised January 27, 2019

ARTICLE XXI: OFFICERS

Section A. Moderator

There shall be a Moderator elected by the membership, in odd numbered years, to a term of two years and limited to two successive terms. The responsibilities of the Moderator include

1. Leading and being responsible to the membership for the efficient and proper operation of all Church activities.
2. Presiding and chairing all meetings of the Church Council.
3. Presiding and chairing all meetings of the Congregation and
4. Other duties as appropriate and warranted by the situation.

Section B. Vice Moderator

There shall be a Vice Moderator elected by the membership for a one-year term. This position will be for the purposes of training and support of either first-year Moderators, or potential Moderators. The responsibilities of the Vice Moderator include

1. Taking over the duties of the Moderator when the Moderator cannot be present.
2. Assisting the Moderator in all ways possible.
3. Performing duties assigned by the Moderator.
4. Succeeding to the position of Moderator if for any reason the Moderator is unable to complete the term of office.

Section C. Recording Secretary

The Recording Secretary shall be elected by the membership, in even numbered years, for a term of two years and limited to two successive terms. The responsibilities of the Recording Secretary include

1. Keeping a faithful record of the proceedings of meetings of the congregation and meetings of the Church Council.
2. Performing other duties as usually pertain to the office of Recording Secretary.
3. Providing copies of complete Constitution and Bylaws to all Board chairpersons and Moderator annually.

Section D. Treasurer

The Treasurer shall be elected by the membership, in odd numbered years, for a term of two years and limited to two successive terms. The responsibilities of the Treasurer include

1. Making regular monthly reports to the Church Council and Trustees as to the status of local operating funds and keeping an accurate record of all receipts and disbursements,
2. Making available, upon request, to the Boards and Committees the status of their budgeted funds,
3. Submitting the accounts to an auditor or auditing committee bi-annually,
4. A Bookkeeper shall be under the Treasurer's direction,
5. The Treasurer and Bookkeeper are the only Church personnel who will have access to detailed confidential records regarding contributions or pledges to the Church.
6. The Treasurer shall ensure that all Invested Funds are to be prudently invested for long term growth of principle and total returns.

ARTICLE XXII: CHURCH COUNCIL

1. The Church Council shall advise the Moderator on all Church matters and shall be the policy-making body of the Church. It shall appoint members to fill vacancies in Church Offices, Boards and Committees on the basis of nominations submitted by the appropriate Committee or Board. Such appointments are good only until the next annual meeting. It shall appoint Committees as needed. It shall conduct an annual performance/salary review of the minister(s) with a minimum of five Church Council members. It shall update job descriptions when necessary. It shall have the sole authority to approve withdrawals from the Investment Funds to meet current expenses.

The Church Council may conduct by electronic methods the resolution of any urgent business matter(s) as needed.

2. It shall be responsible for the administration and interpretation of these Bylaws. On matters of interpretation, settlement will be made by a simple majority vote of the Council, with the Vice Moderator voting only in case of a tie. A quorum shall consist of at least seven voting members.
3. The Council may require a report on the activities of any Church Board, Committee or Group.
4. The Council may remove officers of the Church and members of Boards and Committees they find to be guilty of malfeasance or negligence in the performance of their duties by a two-thirds majority vote at a closed meeting of the entire Church Council. Persons considered for removal must be notified in writing of the Council's intent to consider their removal. They will be invited to attend this meeting.
5. Delegates to represent the Church officially at Conference meetings, associations and meetings shall be appointed by the Church Council.
6. If a Sponsoring Board concludes to hire or discharge a paid Church employee, said Board must submit to the Church Council for due consideration, a proposal having been agreed to by said Board by a two-thirds majority. Upon receipt of said proposal from a Sponsoring Board, a two-thirds majority vote of the Church Council shall be required to hire or discharge a paid Church employee. The Minister will be advised of the Church Council's action so that the Minister can carry out the mandate of the Board and the Church Council.
7. The Church Council shall appoint a Clergy/Congregation Relations Standing Committee to support and maintain healthy relationships between the congregation and clergy, referencing UCC guidelines.
8. The Church Council shall establish Policies and Procedures for absentee voting.

ARTICLE XXIII: BOARDS, COMMITTEES AND GROUPS

Section A. Definitions

1. A Board is a permanent working group established to oversee some continuing aspect of the functioning of the Church through policies approved by the Church Council. Each Board may be a sponsoring Board, coordinating and/or establishing policies for work of specific paid Church employees.

2. A Committee is a temporary working group established to oversee a particular temporary aspect of the functioning of the Church.
3. A Group is a gathering of people, sanctioned by the Church through Church Council approval, who share a common goal or interest and meet regularly for social and spiritual fellowship.

Section B. Membership

1. All members of Boards or Committees must be members of the Church, either regular or affiliate. Affiliate members may not chair Boards or Committees.
2. With the exception of the Board of Trustees, Board members may be volunteers of their time and talent and may be recruited as needed.
3. A member may serve on, but not chair, more than one Board simultaneously.

Section C. Finances

1. All Boards, Committees and Groups which manage financial assets will make a report to the Church annually in time for inclusion in the Annual Report.
2. All Boards, Committees and Groups which have access to the Church's financial assets will prepare a budget proposal for submission to the Trustees in compliance with the established budgeting calendar of the Church.
3. All financial records for all organizations with the Church will be kept in a format acceptable to both the Treasurer and the Trustees.

ARTICLE XXIV: BOARD RESPONSIBILITIES

Section A. General Provisions

1. Each Board shall determine its own policies and procedures.
2. Board Chairpersons shall be elected at the Annual Meeting and may serve two, one year terms. Each Chairperson, except the Trustees, may select a minimum of two or more board members for unlimited one year terms.
3. The Chairperson of the Board, or a substitute if necessary, shall be the Board's representative to the Church Council. The chairperson shall call the first meeting following the Church Annual Meeting and before the next Church Council Meeting.
4. All Boards should meet monthly or as needed.

5. All non-budgeted expenses shall be approved by the appropriate Board or Committee and by the Trustees.

Section B. Board of Trustees

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Board of Trustees shall consist of seven members, including the Chairperson, elected at the Annual Meeting for two-year staggered terms. They may be nominated and elected to any number of successive terms.
2. The Board shall prepare an annual operating budget in conjunction with the departments of the Church. The proposed budget shall be presented to the Church Council for review at its December meeting. Upon acceptance by the Church Council, the budget shall be mailed by electronic or other means to the congregation for approval at the Annual Meeting in January or February.
3. The Board of Trustees shall be responsible for all the property and local operational funds of the Church, always subject to the laws of the State of Colorado, the ordinances of the City of Manitou Springs and the Articles of Incorporation.
4. The Board shall have no power to buy, sell, mortgage or transfer real property of the Church without prior approval through vote of the Church membership. The Board shall solicit at least two bids for any work to be done on Church property amounting to \$2,500 or more. Boards, Committees and Group may spend budgeted funds allocated to them unless directed otherwise by the Board of Trustees. The Board shall have the authority to reallocate budgeted funds.
5. The Board shall be responsible for custodial service to the buildings and grounds.
6. Unbudgeted expenditures in excess of \$5,000 must be approved by the congregation.
7. Cumulative unbudgeted expenditures in excess of \$5,000 must be reported to the congregation within thirty days.
8. In coordination with the Treasurer and Minister, the Board will engage the services of a professional auditor for the Church accounts as may be necessary to meet legal requirements or to support their work.

Section C. Board of Christian Education

This Board will operate under the General Provision of Article XXIV, Section A. A student member may be chosen to fill a seat on the Board at the beginning of each school term.

The Board of Christian Education is responsible for the courses of study for all areas of Christian Education offered by the church. It shall provide for the selection and training of teachers and

assistants. The Board of Christian Education is responsible for the appointment of leaders, sponsors and/or advisors of organized Youth Groups and for the overall supervision of their programs.

Section D. Membership Board

This Board will operate under the General Provision of Article XXIV, Section A. The Board shall help integrate new members into the larger life of the Church family with counsel and input from the Pastor.

Section E. Memorial Board

This Board will operate under the General Provisions of Article XXIV, Section A. It shall be the responsibility of the Board to receive, record, acknowledge and allocate funds for suitable memorials for the Church in consultation with families.

Section F. Board of Missions

This Board will operate under the General Provisions of Article XXIV, Section A. The Board shall be responsible for all matters of benevolence pertaining to the mission of the Church as well as mission activities of the congregation (e.g. Mission Trips, Outreach Opportunities, etc.).

Section G. Board of Music

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Board shall be responsible for hiring temporary and special musicians as needed.
2. The Board of Music shall work in cooperation with the Minister to supervise the music program of the church. It shall have responsibility for the quality of the music, its acceptability to the Church and its appropriateness to the accompanied service.

Section H. Scholarship Board

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Scholarship Board will have full responsibility for awarding scholarships and grants, distribution of funds, and when necessary, in consultation with the Church Council and/or Minister.
2. The Scholarship Board will solicit and review applications and determine scholarship awards.
3. The Board will conduct a review of the Frank E. and Salome B. Smith Trust by meeting with the Trust Officer and Treasurer at least once a year.

4. In the year 2024, when the Frank E. and Salome B. Smith Trust reverts to the Church, there shall be a special congregational meeting called to consider options from the Scholarship Board, and others, as to the disposition of these funds.

Section I. Stewardship Board

This Board will operate under the General Provisions of Article XXIV, Section A. With guidance from the Board of Trustees, this Board shall be responsible for the financial planning and stewardship program of the Church in accordance with the current planning calendar.

Section J. Worship Support Board

This Board will operate under the General Provisions of Article XXIV, Section A. The Worship Support Board shall consult as needed with the Minister on ministerial duties, format and substance of Sunday worship services as well as services on special occasions.

ARTICLE XXV: COMMITTEES

Section A. Nominating Committee

1. The Nominating committee shall consist of the Moderator, The Minister, two representatives from the Church Council and one member from the congregation at large appointed by the Moderator.
2. The Nominating Committee shall nominate for presentation at the Annual Meeting of the Church a candidate for each Officer vacancy, for each Board Chairperson and for each vacancy on the Board of Trustees. It shall obtain the consent of each nominee before presenting the name to the membership.
3. The Nominating Committee, when nominating members for Board and Committee vacancies, should take into account whether there would be a conflict of interest in the nomination.

Section B. Ministerial Search Committee

1. The Ministerial Search Committee shall consist of at least seven members appointed by the Church Council. Members shall be chosen so as to represent a cross section of the Church membership.
2. This Committee will be created when it becomes necessary for the Church to conduct a search for a new minister. It will operate in conformance with Conference guidelines covering the search process.

Section C. Clergy/Congregational Relations Committee

The Clergy/Congregation Relations Standing Committee shall be appointed by the Church Council to support and maintain healthy relationships between the congregation and clergy, referencing UCC guidelines.

ARTICLE XXVI: ADMINISTRATION

Section A. Employees

1. The Church may employ personnel to fill the following paid positions: Minister, Assistant Minister(s), Communications Director, Choir Director, Youth Director, Bookkeeper, Youth Choir Director, Handbell Choir Director, Organists, Pianists, Caretaker, Nursery Attendant(s), Custodian(s) and Seminary Intern. No employee will engage in the practice of nepotism.
 - a. It is understood that not necessarily all these positions need to be filled at any particular time. Other positions may be proposed as needed.
 - b. Any contracts/agreements of any paid employees, or copies thereof, shall be kept on file in the Church Office.
2. All vacancies for permanent paid positions shall be approved by the Church Council in consultation and coordination with the Minister and the appropriate Boards.

Section B. Additional Positions of Responsibility

It is recognized that special temporary positions (paid or unpaid) or committees may have to be created to ensure the smooth functioning of the Church. Such actions will be approved by the Church Council, and if money is involved, the Board of Trustees, before initiation action is taken.

Section C. Policies and Procedures

1. Each Board is required to maintain an up-to-date copy of its Policies and Procedures on file in the Church Office.
2. All administrative policies and procedures which describe the day-to-day functioning of the Church shall be kept up to date.
3. Policies and Procedures may be changed by the governing Board without Congregational approval, but with the approval of the Church Council.

ARTICLE XXVII: BYLAWS CHANGES

These Bylaws may be amended at any meeting of the active members provided that the notice of the time of the meeting and the substance of the proposed amendment shall be made available to all members. Sixty percent (60%) of the votes cast shall be necessary to adopt any amendment to the Bylaws. Housekeeping or corrective changes which do not alter the intent of the Bylaws may be made by the Church Council.