

**BYLAWS OF
CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST**

**ARTICLE I
MEMBERSHIP RESPONSIBILITIES**

Members shall strive to do the following (as defined in our Membership Policies):

1. Attend the regular worship of the Church and the celebration of the Lord's Supper;
2. Live a Christian life;
3. Share in the life and work of the Church;
4. Contribute to its support and benevolences; and
5. Seek diligently the spiritual welfare of the membership and the community.

**ARTICLE II
STATUS OF MEMBERSHIP**

Active membership status shall be defined as anyone who fulfills the responsibilities listed under membership responsibilities above.

If after one year, an active member has not met some or all the membership responsibilities above, the member's status shall become that of an Associate Member.

In the next year and after communication with the Pastor and Church Council (hereafter referred to as "Council"), if the member has not re-established active membership, their status shall become that of an inactive member.

**ARTICLE III
TERMINATION OF MEMBERSHIP**

Any member may, on his or her own request, be granted a letter of transfer. If wishing to join a body not in fellowship with this Church, he or she may be released with a certificate of Church membership.

If a member requests in writing to be released from his or her membership obligations, the Church shall patiently endeavor to secure his or her continuance in its fellowship; but failing in such effort, the Church will grant the request and terminate the membership. Such a request shall be presented to the Church Secretary, acknowledged by the Pastor and the Council, and the appropriate letter of release, signed by the Pastor and the President of the Council, shall be issued.

Inactive members shall be removed from the rolls (membership listing) of the Church after two years according to the Status of Membership above.

**BYLAWS OF
CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST**

**ARTICLE IV
CONGREGATIONAL MEETINGS**

1. The Annual Meeting of the Congregation shall be held in the first quarter of each calendar year. A quorum shall consist of 10% of the active members as defined in Article II of these bylaws.
2. Each year, in the fourth quarter of the calendar year, an annual budget for the succeeding year shall be presented to the membership for approval. This means, for example, that in the fourth quarter of the calendar year of 2019, a budget will be presented for the calendar year of 2020.
3. Special Congregational meetings may be called by Council or by a petition to the Council signed by not less than 5 percent of the active members. The Council shall call such meetings within three weeks from the receipt of the petition, and an adequate notice of such meeting shall be provided to the membership. Only such business as has been mentioned in the call to the special Congregational meeting may be transacted at such special meetings.
4. Under certain circumstances, especially in the case of emergencies, Council will attempt to address all emergencies in a manner consistent with their responsibilities as laid out in the Constitution, Bylaws, and Policies. This includes using any means necessary to achieve a 10% active congregational assent to do emergency repairs or costs for such emergency needs.
5. All Annual and Special Meetings of the Congregation will be announced on the two successive Sundays prior to said meeting.

**ARTICLE V
LEADERSHIP TEAMS**

Duties of Church Council:

1. The Council shall be the executive body of the Church. It shall be composed of the Pastor and at least 7 at large members of the Congregation. It shall transact the business of the Church, provide for the auditing of the financial accounts, and provide adequate support of the paid staff of the Church. It shall keep a complete and accurate record of its proceedings, be the custodian of all Church records, and report to the Congregation at its regular and special meetings through the Council President. The Council shall guide the Financial Secretary and Treasurer on all fiscal matters, including the payment of bills in accordance with the budget.
2. The Council members shall be duly elected by a majority vote cast at the annual Congregational Meeting each year or at a duly called special Congregational

BYLAWS OF CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST

Meeting. Each person nominated to the Council shall have accepted that nomination prior to the vote.

3. Nominations to Council may be made from the floor of the annual Congregational meeting or other special Congregational Meeting, however the person being nominated must attend the meeting so that the nominations can be accepted prior to the vote.
4. When elected to Council, each person who has been elected for the first time to Council shall be publicly ordained to their position on Council. For those who have previously served on Council, a public installation shall occur prior to their first official meeting. This ordination/installation will normally occur near the end of the first quarter of each new year.
5. Vacancies in the Council shall be filled by Council for any unexpired term.
6. Council shall meet to conduct the ordinary business of the Congregation at least 6 times per year.
7. Council is commissioned to approve any and all standing committees and any and all committees deemed necessary to conduct the work of the Congregation. All committees shall be responsible to the Congregation through Council.
8. Council shall have jurisdiction and oversight of the Congregation and all its organizations. In all cases, unless there are legal difficulties, Council shall be the trustees of the Congregation (defined as those who hold and exercise authority for the normal business of the Congregation)
9. All specific duties and responsibilities of members of Council are laid out in the "Ways of Work" documents associated with Council.

Duties of Council Officers:

1. President: It is the duty of the Council President to see that all meetings of the Council and Congregation are officially called and conducted. The President shall on behalf of the Council form committees as to serve and further the purpose of the church and may act as an ex-officio member of Council committees. The President shall do all in his/her power to assist the Pastor and facilitate the work of the Church.
2. Vice-President: The Vice President shall preside at all meetings where the President is not present and also when business pertaining to the President is before the Congregation. Everything shall be done in the Vice-President's power to help the President.
3. Council Secretary: Council Secretary shall keep a record of all transactions at the meetings of the Congregation and of the Council, issue the call to all regular meetings at the request of the President, and attend to all correspondence.

BYLAWS OF CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST

Duties of Standing Teams and Committees:

The Standing Teams and Committees of Chestnut Hill Church UCC shall consist of a Finance Team, Vitality Team, Personnel Team, Worship Team, Outreach & Missions Team, and Trustees Committee. Each member of these standing teams and committees shall be nominated at a duly called Congregational Meeting following the same procedures outlined in the section on the Council.

1. The Finance Team are members of the Church and has responsibility for the financial activities of the Church. The team shall consist of the Treasurer (as ex officio), the Financial Secretary, and members of the Congregation as elected at the annual Congregational Meeting (suggested number of members is at least 3 plus the Treasurer). The specific roles and responsibilities of the Finance Team are laid out in their Ways of Work document. It shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.
2. The Vitality Team are members of the Church and has responsibility for the vitality and evangelism activities of the Church. The specific roles and responsibilities of the Vitality Team are laid out in their Ways of Work document. It shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.
3. The Personnel Team are members of the Church and has responsibility for all activities related to the employees of the Church. The specific roles and responsibilities of the Personnel Team are laid out in their Ways of Work document. It shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.
4. The Worship Team are members of the Church and has responsibility for the worship activities of the Church. The specific roles and responsibilities of the Worship Team are laid out in their Ways of Work document. It shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.
5. The Outreach & Missions Team are members of the Church and has responsibility for the outreach activities (providing opportunities for mission and all activities which could be considered outreach or missions) of the Church. The specific roles and responsibilities of the Outreach & Missions Team are laid out in their Ways of Work document. It shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.
6. The Trustees Committee are the members of the Congregation responsible for the maintenance and upkeep of all physical properties of the Church. Their roles and responsibilities are laid out in their Ways of Work document. The Board of Trustees

**BYLAWS OF
CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST**

shall maintain a record of their meetings, items discussed, and present such information to the Council each time that they meet. An annual report shall also be made at the annual Congregational Meeting.

**ARTICLE VI
THE OFFICE OF PASTOR AND TEACHER**

1. Election and term of office:
 - a) Vacancies in the office of Pastor:
 - i. As soon as a pastoral vacancy occurs, it shall be reported to the appropriate Conference Staff Member. It shall be the responsibility of the Pastoral Search Committee, appointed by the Council, to seek a candidate for a vacancy in the office of Pastor. In filling a vacancy or in securing supply ministers for the period of vacancy, the Council shall seek the counsel of the Conference Search and Call Committee. The Pastoral Search Committee may request the conference staff secure relevant information about any Pastor it wishes to consider for the vacancy.
 - ii. After an appropriate search, as outlined by the Conference Search and Call guidelines, the Pastoral Search Committee shall present to the Congregation the name of the candidate it recommends to fill the vacancy. A three-fourths vote of the voting members present constitutes a call.
 - iii. The Call Agreement, updated annually, shall include the terms of the relationship between the candidate and the Congregation. The Pastor, Council Secretary, and the Conference shall each receive a copy of the call.
 - iv. When a Pastor accepts a call to this Church, the Pastoral Search Committee and the Pastor shall join in requesting the Conference to arrange for a service of installation or recognition.
 - b) Term of Office: The Pastor shall be elected for an indefinite period. In order to terminate this relationship, two months' (60 days) notice shall be given by either party, unless by mutual consent, an earlier date is agreed upon. The procedure for the dismissal of the Pastor shall require a two-thirds vote of the eligible voting members present at a duly called Congregational Meeting. A majority of those present and voting is necessary for the acceptance of the Pastor's resignation. When either party decides to terminate the relationship, notice of such termination shall be sent by the President of the Council to Conference Minister.
2. Rights: As long as he/she is the Pastor, no other minister shall perform any religious ceremony in the Church without his/her consent. To invite a speaker, either during a temporary absence of the Pastor, or for special occasions, the consent of the Pastor is necessary. The Pastor shall provide a notification to Council of all substitute Pastors.

**BYLAWS OF
CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST**

3. Associate or Assistant Pastor: The Church may at its discretion choose an Associate or Assistant Pastor(s). Election of such Associate or Assistant Pastor shall be subject to the same procedures as outlined above (except as desired by the Council to eliminate procedures for a Pastoral Search Committee).

**ARTICLE VII
CONGREGATIONAL ESTABLISHED ENDOWMENT FUNDS**

Chestnut Hill Church UCC has, in the past, received endowments from individuals. Trust documents for such funds establish how the funds are to be distributed and upon dissolution of the Church, how those funds are to be distributed.

Should Chestnut Hill Church UCC establish, by Congregational approval, an endowment fund, the Congregation shall have final approval of all established documentation. An Endowment Committee shall also be established to manage these funds and their distribution.

The Endowment Fund Committee will consist of five members, all of whom will be active members of the Church, not serving on the Council. The members of the Endowment Fund Committee will serve three-year terms. No member shall serve more than two consecutive terms. After a lapse of one-year, former members of the Endowment Fund Committee may be re-elected. The Nominating Committee of the Council will identify candidates for election to the Endowment Committee.

In the event of a vacancy on the Endowment Fund Committee, the Council will appoint a member to the Committee until the next Annual Meeting of the Congregation. The Committee will evaluate all requests for program support and make recommendations for levels of support to the Council.

In the event that Chestnut Hill Church UCC ceases to exist either through merger or dissolution, disposition or transfer of these funds shall be at the discretion of the Congregation in conformity with the approved congregational constitutions and in consultation with denominational staff to which the Congregation belongs at such time. Consultation with the denomination may be desired for the continuation of the Endowment Fund obligations.

**ARTICLE VIII
CHURCH FISCAL YEAR**

The Church fiscal year shall be from January 1 to December 31.

**BYLAWS OF
CHESTNUT HILL CHURCH UNITED CHURCH OF CHRIST**

**ARTICLE IX
AMENDMENTS**

Amendments to these Bylaws may be made at any duly called Congregational Meeting. All such proposed amendments shall be submitted in writing to the Council. Such proposed amendments will then be provided to all active members in good standing at least one month prior to such called meeting and the meeting shall be announced by the Pastor on two consecutive Sundays prior to the meeting. For the amendments to become a part of the bylaws, a two-thirds affirmative vote of the active membership present shall be required.

Approved by the Congregation of Chestnut Hill Church UCC on February 16, 2020.