



Pullen

Memorial Baptist Church

Constitution and Bylaws

First Constitution and Bylaws Adopted April 20, 1958

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Pullen Memorial Baptist Church

Constitution

Article I

Name

The **Pullen Memorial Baptist Church** is named in memory of John T. Pullen (1852-1913), distinguished citizen, philanthropist, and devout Baptist layman of Raleigh.

Article II

Identity and Organization

This church is a Christian community, holding to the basic Baptist tradition of democracy and the right of the individual, under the guidance of God's spirit, to the free exercise of conscience and faith within the voluntary association of like-minded believers. This fellowship strives to give witness to God's all-inclusive nature while affirming that our story is grounded in the life and teachings of Jesus. This church seeks community and renewal in doing justice, loving kindness, and walking humbly with God. (Micah 6:8)

The affairs of Pullen Memorial Baptist Church shall be the responsibility of all members, who shall discharge this responsibility by democratic action, according to this Constitution and Bylaws.

Article III

Purpose

It shall be the purpose of this congregation to worship God; to communicate God's love by the preaching and teaching of God's ongoing revelation; to promote the reconciling and redemptive work of Jesus in individual and social living, and in the care of God's creation; to nurture one another and to maintain a fellowship of mutual concern and respect; to provide instruction concerning the nature of God as revealed to us most clearly in the teaching and ministry of Jesus and in Christian literature, history, and the ongoing life of the church; to foster a vital faith able to meet the challenge and change of the total life of our community, nation and world; to bear creative witness to the historic Baptist principles of individual choice of relationship to God, separation of church and state, and the autonomy of the local congregation; and to support God's work with gifts, prayers, and actions.

Article IV

Membership

Any person who is committed to those precepts set forth in the two preceding articles is eligible for membership. Such person shall become a member of the church upon request and when received before the church in conference. For purposes of this article, the church is in conference at any regularly scheduled time the total membership has the opportunity to assemble for the purpose of worship, fellowship, education or training, or at any regular or special business meeting.

Resident members who have absented themselves from the church for two years, and of whom no satisfactory information can be gained, and non-resident members who have failed to respond to the communications from the church for a period of two years, may in the discretion of the pastor

and the Congregational Care Council be placed on an inactive member list. Inactive members shall not be counted in computing the membership of the church for any purpose. Names of inactive members who show no activity for an additional two years may be dropped from the church roll upon recommendation of the pastor and the Congregational Care Council and by vote of the church in a business meeting.

Article V **Ordinances**

The ordinances of this church, understood as symbols, shall be (1) Baptism, the mode of which is immersion, and (2) The Lord's Supper.

Article VI **Affiliations**

Pullen Memorial Baptist Church is independent in organization and authority. It is voluntarily affiliated with such other bodies as are found desirable for the fullest realization of the purpose of the church. These include, but are not limited to, Alliance of Baptists, Association of Welcoming and Affirming Baptists, Baptist Peace Fellowship of North America, Church Women United, Community of the Cross of Nails, The Interfaith Alliance of Wake County, and North Carolina Council of Churches. The measure and character of our participation in these organizations, and our voluntary cooperation with other organizations shall be determined by vote of the church in a business meeting.

Article VII **Staff and Officers**

The Bylaws shall set forth the manner of election of staff and officers, the duties of the pastor and officers, and the terms of officers.

Staff: The staff shall consist of all persons in the employment of this church.

Officers: The officers shall be the trustees, archivist, clerk, assistant clerk, librarian, treasurer, and assistant treasurer. Persons serving as officers shall be members of this church.

Article VIII **Councils, Committees, Coordinators, Ministry Groups, and Mission Groups**

The work of the church shall be implemented through a structure of councils, committees, and coordinators. Each committee and coordinator shall be accountable to an assigned council or committee. The membership, manner of election or designation, terms of office and duties of the councils, standing committees, and coordinators named shall be as set forth in the Bylaws. Chairs of all councils and standing committees shall be members of this church.

Councils:

Pullen Memorial Baptist Church shall have councils which include: Congregational Care, Coordinating, Deacon, Education, Missions and Outreach, and Worship. The Congregational Care, Deacon, Education, Missions and Outreach, and Worship Councils shall each have one representative on the Coordinating Council. The Bylaws shall specify the membership and the duties of each council. At-large members serving on councils shall be members of this church.

Standing Committees and Coordinators:

This church shall have standing committees and coordinators for the on-going activities of the church. The Bylaws shall specify the standing committees and coordinators and the duties of each. Coordinators and those serving on the Nominating; Personnel; Finance; Building and Grounds; and Gifts, Endowments, Memorials, and Scholarships committees shall be members of this church.

Special Committees:

Special committees, including search committees, may be named to address specific, identified, time-bound issues by the Coordinating Council or by the pastor. Members of search committees shall be members of this church. Members of any other special committees are not required to be members of this church. The membership shall be notified of all newly-created special committees as part of regular written communication.

Subcommittees:

Subcommittees may be named by any council or standing committee. Members of subcommittees are not required to be members of this church. The membership shall be notified of all newly created subcommittees as part of regular written communication.

Ministry Groups:

Ministry groups may be formed by any council in order to address needs or interests within the congregation. Each ministry group shall be represented on its forming council. Members of ministry groups are not required to be members of this church. The membership shall be notified of all newly formed ministry groups as part of regular written communication.

Mission Groups:

Mission groups may be formed by the Missions and Outreach Council in order to address the mission and outreach interests of the church. Each mission group shall be represented on the Missions and Outreach Council. Members of mission groups are not required to be members of this church. The membership shall be notified of all newly formed mission groups as part of regular written communication.

Article IX **Meetings**

The church shall meet regularly for worship, fellowship, education, religious training, and church business.

Parliamentary Guide:

Robert's Rules of Order shall be the parliamentary guide for all business meetings.

Regularly Scheduled Business Meetings:

Regularly scheduled business meetings to conduct the affairs of the church shall be held on the third Sunday in February, the third Sunday in October, and the second Sunday in November. A chair of the Coordinating Council shall preside. If a chair is not present, a moderator pro-tempore shall be named by the members present.

The membership shall be notified in writing by email, or by first class mail as appropriate or requested, at least twelve days prior to a regularly scheduled business meeting. The notification shall announce the agenda of the meeting, including, where possible, the substance of reports and of the proposals to be voted on. Other items may be brought up for

discussion by members, but a vote may not be taken at that time. Actions taken at regular business meetings are subject to the restrictions set forth in the Constitution and Bylaws.

Notwithstanding any other provision of this Constitution and Bylaws, if the pastor and chairs of the Coordinating and Deacon Councils, or a majority of them, determine in consultation that it is not safe or appropriate for the congregation to meet in person for a regularly scheduled business meeting, the Coordinating Council shall enact emergency procedures for adoption of a proposed budget (October), confirmation of the Nominating Committee's nominees for the upcoming year (November), and/or adoption of a final budget (February). Under such circumstances, the emergency procedures enacted by the Coordinating Council may include cancellation, postponement, or other change of the date of a regularly scheduled business meeting, authorization of remote or virtual meetings, and/or delegation of authority to make decisions concerning the adoption of a budget and the confirmation of nominees to any one or more councils, committees, officers, and/or staff members.

Special Business Meetings:

Special business meetings may be called to deal with important matters that may arise between regular meetings and that require action by the membership before the next regular meeting. Special business meetings may be called by the pastor or by the chair of the Coordinating Council. The chair of the Coordinating Council shall call a special business meeting upon the written request of a minimum of twenty-five members. A chair of the Coordinating Council shall preside. If a chair is not present, a moderator pro-tempore shall be named by the members present.

The membership shall be notified in writing by email, or by first class mail as appropriate or requested, at least twelve days prior to a special business meeting. The written notification shall announce the agenda for the meeting, including, where possible, the substance of the proposals to be voted on and reports already identified for the agenda. The membership may consider or take action only on the items on the agenda contained in the written notification. Actions taken at special business meetings are also subject to the restrictions set forth in the Constitution and Bylaws.

Quorum and Voting:

Those members present at a business meeting shall constitute a quorum. Only members, as defined in Article IV, may vote, and a majority of votes cast shall be decisive, except as otherwise provided in the Constitution and Bylaws.

Meeting Minutes:

The Coordinating Council shall review the minutes of all church business meetings for accuracy and, in consultation with the Clerk, make any necessary changes.

Article X
Records

All church records, other than those in current use, shall be kept in a central location, such as the church office, in a file or files especially provided for them. Minutes of the church business meetings, treasurer's reports, minutes of all council and standing committee meetings, Pullen Mission Women reports, and other church reports shall be filed with the archivist at the end of the church year, or within thirty days thereafter. Requests for examination of records not of a confidential nature shall

be made through the church staff, who may refer such requests to the archivist for disposition. Any member shall have the right of reasonable access to the church membership rolls for church-related purposes only.

Article XI **Real Property**

The acquisition and disposition of real property and the expansion or major renovation of the church building and grounds shall be the responsibility of all members of the church. Proposals relating to these matters shall be presented to the Deacon Council for their consideration. Written notification of the Deacon Council's recommendation regarding these proposals then must be sent to each member by first-class mail, or by email as appropriate or requested, at least twelve days prior to the business meeting at which these proposals are to be discussed. If a formal motion is initiated, approval of the wording of such a motion will require the favorable vote of a majority of the church members present at the business meeting. Final action on the motion shall be subject to a ballot mailed via U.S. Postal Service to the church membership, with approval requiring the favorable vote of at least two-thirds of the members casting ballots.

Article XII **Amendments**

This Constitution may be amended at a business meeting by a favorable vote of three-fourths of the members present and voting, provided the proposed amendment shall have been sent, by first-class mail or by email as appropriate, to the membership of the church at least twelve days prior to the meeting at which the vote is to be taken.

Bylaws

Article I

Proposals for Church-Wide Consideration

Proposals for church-wide consideration may be initiated by any member, staff member, officer, council, standing committee, special committee, subcommittee, coordinator, ministry group, or mission group. Proposals shall be submitted in writing to a Coordinating Council Chair and shall be considered at the next scheduled council meeting after their formal receipt. The Coordinating Council may make recommendations but may not prevent proposals from being considered by the membership.

Unless otherwise agreed to by the initiator(s), a proposal shall be placed on the agenda of the next regular or special business meeting of the church following the meeting of the Coordinating Council as specified in the previous paragraph.

Article II

The Church Staff

The church shall have a pastor and such other elected and non-elected staff positions as shall be authorized and selected in accordance with these Bylaws and the Personnel Committee's policies and procedures. Elected staff shall be defined as those with "Pastor" or "Minister" in their title. All other positions shall be non-elected staff.

All new staff positions shall be authorized by the membership at a business meeting. Positions that reconfigure existing staff functions, temporary positions (one year or less), and hourly paid positions shall not be considered new staff positions and do not require authorization by the membership. Minor changes in job descriptions do not require authorization by the membership. Staff job descriptions, including functions, duties, responsibilities, relationships, and qualifications, as well as the size and composition of search committees, shall be in the policies and procedures of the Personnel Committee and shall be readily available to the membership. If the Personnel Committee wants to make significant changes in job descriptions, it shall solicit comments on their proposals from the membership, present their proposals to the Coordinating Council for approval, and inform the membership of any changes that are made.

Elected Staff:

General Provisions:

Selection:

Search committees shall select all elected staff for presentation to and consideration by the membership of the church unless a search committee exemption is granted by the Coordinating Council. Search committee exemptions may be requested by the Personnel Committee for all elected positions and shall be granted by approval of the Coordinating Council. All search committees shall be appointed by the Coordinating Council and shall include a Personnel Committee member appointed by the Personnel Committee. The size and composition of the search committee for an elected staff person shall be as prescribed for each authorized position by the Personnel Committee. Only one candidate may be presented for consideration by the membership at a time.

Election:

The Coordinating Council shall provide written notice to the membership of a meeting to vote on an elected staff recommendation from a search committee or, in the case of a search committee exemption, the Personnel Committee. The notice shall be sent by email, or by first class mail as appropriate or requested, at least twelve days prior to the date of the meeting. The notice shall include a detailed summary of the recommended candidate's qualifications and any minority report of the search committee, or, in the case of a search committee exemption, of the Personnel Committee and/or the Coordinating Council. A three-fourths favorable vote of those members present and voting in the meeting shall be required to elect a candidate for an elected staff position.

Tenure:

The tenure of each elected staff person shall continue until terminated either by written resignation of the staff person or by the church, according to the Personnel Committee's policies and procedures.

Job Descriptions:

The Personnel Committee shall develop a specific job description for each elected position, which shall be approved by the Coordinating Council. Any significant changes in a job description shall also require approval by the Coordinating Council. The membership shall be notified of new job descriptions and any significant subsequent changes to existing job descriptions.

Pastor:***Selection:***

The search committee for the pastor shall be composed of seven to ten members, at least one of whom shall be a member of the Personnel Committee.

Duties:

- As spiritual guide of the congregation, the pastor shall perform such duties relating to the office as preaching, teaching, counseling, and visitation.
- As administrative head of the church, the pastor shall have general supervision of all employees of the church. Responsibilities shall include recommending to the Personnel Committee persons for employment as members of the non-elected staff.

Councils and Committees:

- The pastor is a member, without vote, of all councils and committees of the church with the exception of the Personnel Committee. The pastor shall attend Personnel Committee meetings at the request of the committee chair.

Non-Elected Staff***General Provisions:******Selection and Conditions of Employment and Tenure:***

Other than a church administrator, persons in authorized non-elected positions shall be employed by the Personnel Committee upon recommendation of the pastor after consultation with the relevant supervisor. If the membership authorizes the position of Church Administrator, the administrator shall be employed by the Personnel Committee upon recommendation of the pastor and a search committee named in accordance with the Personnel Committee's policies

and procedures.

Conditions of employment and tenure of non-elected staff shall be subject to the Personnel Committee's policies and procedures.

Article III

Officers, Councils, Standing Committees, and Coordinators

General Information:

Process for Nominations and Elections:

- The Nominating Committee shall name at least one nominee for every position whose term expires at the end of the year. The Nominating Committee shall report nominations at the November business meeting. Prior to a vote by the membership, there will be an opportunity for nominations from the floor.
- Officers, at-large council members, at-large committee members, and coordinators shall take office at the beginning of the calendar year.

Duties: Officers, councils, standing committees, and coordinators shall:

- Develop and maintain a statement of policies and procedures as appropriate and as approved by the Coordinating Council. The Finance Committee, however, should approve the policies and procedures of the Gifts, Endowments, Memorials and Scholarship Committee;
- Prepare a written annual report of accomplishments and current activities;
- Transmit copies of minutes and/or all other official records (such as up-to-date policies and procedures, annual reports, etc.) to their succeeding officers, chairs, or coordinators and to the archivist within thirty days of the end of the calendar year.

Staff Designations to Councils, Committees, and Coordinators:

- The pastor shall designate those staff members who serve on councils and committees and may designate staff to serve as liaisons to coordinators. Staff members shall not have a vote on councils or committees.

Officers:

General:

Composition and Tenure:

- Officers shall be members of the church.
- Officers shall serve three-year terms and until their successors take office.
- Officers may serve consecutive terms.
- Vacancies may be filled by the Coordinating Council acting on nominations from the Nominating Committee.

Archivist:

Duties:

- Be custodian of the permanent records of the church;
- Perform such other related duties as may be requested by the Archives and History Coordinators;

Church Clerk and Assistant Clerk:

Duties of Church Clerk:

- Be present or designate a member to be present at every Sunday worship service to record persons coming for membership;
- Record or designate a member to record the minutes of all business meetings of the church;
- Update the Constitution and Bylaws as approved by the congregation;
- Ensure that the current version of the Constitution and Bylaws is available to the congregation.

Duties of Assistant Clerk:

- Perform the duties of the church clerk in the absence of the church clerk.

Librarian:

Duties:

- Acquire, assemble, and organize materials related to the church and its ministry;
- Work with members and staff in the acquisition and use of materials best suited to the programs of the church;
- Offer help and guidance to individual library users;
- Promote use of library facilities;
- Serve as a member of the Education Council and the Library Committee.

Treasurer and Assistant Treasurer:

Duties of Treasurer:

- Develop and oversee the implementation of policies regarding the receipt and disbursement of all funds of the church in collaboration with the Finance Committee;
- Make written, detailed reports annually to the Finance Committee, and such other reports as the Finance Committee or Coordinating Council may request;
- Oversee the performance of independent audits as directed by the Finance Committee;
- Serve as a member of the Finance Committee; and Gifts, Endowments, Memorials, and Scholarships Committee;
- Furnish bond in an amount set by the Finance Committee, the premiums being paid by the church.

Duties of Assistant Treasurer:

- Perform the duties of the treasurer in the absence of the treasurer;
- Furnish bond in an amount set by the Finance Committee, the premiums being paid by the church.

Trustees:

Composition:

- Trustees are composed of three at-large members.

Duties:

- Perform such duties as are required by law, subject to the direction and approval of the church membership, e.g., hold title to church property and execute legal documents related to real property.
- The trustees shall select a trustee during the first month of the calendar year to serve a one-year term on the Gifts, Endowments, Memorials, and Scholarships Committee.

Councils:**General:****Composition and Tenure:**

- At-large council members shall be members of the church. Other council members are not required to be members of the church.
- Council chairs shall be selected from their at-large council members.
- Council chairs shall continue to serve until their successors are elected.
- At-large council members shall serve three-year terms, with one-third being elected annually.
- At-large council members shall not serve consecutive terms on the same council.
- At-large council members shall serve on only one council at a time.
- Vacancies in at-large positions may be filled by the Coordinating Council acting on nominations from the Nominating Committee. Any members serving less than half of a full term shall be eligible for re-nomination to full terms.
- Mission groups, ministry groups, and committees who have representative members on any council shall select one of their members to serve as their representative to the appropriate council. Representative members shall serve one-year terms.
 - A vacancy occurring in one of these positions representing a mission group, ministry group, or committee shall be filled by that group or committee.
- The pastor shall be a member of all councils.

Organization:

- Councils shall elect officers and organize themselves as appropriate for carrying out their duties.
- Except for the Coordinating Council, each council shall select a representative during the first month of the calendar year to serve a one-year term on the Coordinating Council.

Duties:

- Be concerned with the spiritual and material welfare of the church;
- Prepare budget requests as necessary for their work.

Congregational Care Council:**Composition and Tenure:**

- This council shall be composed of six at-large members and one representative from each ministry group formed by the council.
- In addition to the pastor, one or more designated staff members shall serve on this council.

Duties:

- Coordinate the related efforts of the groups represented on the council;
- Review and maintain an accurate membership roll of the church in coordination with the staff and as provided by the Constitution;
- Coordinate welcoming of new persons and pastoral care of the congregation in consultation with staff.

Coordinating Council:**Composition and Tenure:**

- This council shall be composed of six at-large members; one representative from each council; and one representative from the Buildings and Grounds, Finance, and Personnel committees. Members of other standing committees and coordinators accountable to this council shall be encouraged to attend as needed.
- The pastor shall be the designated staff member who serves on the Coordinating Council.

Duties:

- Coordinate the related efforts of all councils, committees, and coordinators;
- Advise and assist the pastor in all matters related to the interests of the membership;
- Consider proposals of a church-wide nature from any member, staff member, officer, council, standing committee, special committee, subcommittee, coordinator, ministry group, or mission group. The Coordinating Council shall not have veto power over such proposals;
- Select representatives to official meetings of those organizations with which the church is affiliated according to the Constitution;
- Promote collaboration among the officers, councils, standing committees, coordinators, and church staff in fulfilling the goals of the church program in a coordinated, efficient, and timely manner;
- Plan Leadership Day;
- Upon recommendation of the Nominating Committee, appoint persons to fill vacancies of unexpired terms of service of officers, councils, committees, and coordinators;
- Nominate two members for the Nominating Committee to be voted on at the November business meeting;
- Appoint search committees and chairs for vacancies in elected staff positions;
- Review the minutes of all church business meetings for accuracy and, in consultation with the clerk, make any necessary changes;
- Approve new job descriptions and significant changes to personnel policies and to existing job descriptions developed by the Personnel Committee for staff positions;
- Approve the policies and procedures documents of officers (as appropriate); all councils; all standing committees, except for Gifts, Endowments, Memorials, and Scholarships Committee; and coordinators (as appropriate);
- Compile a list of all council and committee chairs and submit the list to the church administrator by February 1.

Deacon Council:**Composition and Tenure:**

- This council shall be composed of twelve at-large members.

Duties:

- Advise and assist the pastor in all matters related to the vision and long-range interests of the church;
- Be responsible for long-range planning and appoint ad hoc planning groups as needed;
- Provide advice and guidance for the implementation of long-range plans;
- Work with the pastor and staff in determining the manner and occasions for observance of the ordinances of the Lord's Supper and Baptism and assist in preparations for and observance of these ordinances;
- Consider all proposals related to real property as provided in the Constitution;
- Prepare and maintain statements of policy regarding the church's affiliations and changes of affiliation with other organizations as named in the Constitution;
- Consider issues that relate to the fundamental identity and purpose of the church and recommend any action, if needed, to the appropriate body;
- Address issues that prevent councils or committees from functioning effectively.

Education Council:**Composition and Tenure:**

- This council shall be composed of six at-large members, the librarian, and one representative from each of the following committees: Adult Education, Children's, Library, Wednesday Night, Young Adult, and Youth.
- In addition to the pastor, one or more designated staff members shall serve on this council.

Duties:

- Coordinate the related efforts of the groups represented on this council;
- Coordinate all educational ministries of the church, including the library;
- Maintain appropriate policies for staff and volunteers to ensure the safety of children, youth, and vulnerable adults;
- Assess periodically all educational programs of the church and develop long-range goals for these ministries.

Missions and Outreach Council:**Composition and Tenure:**

- This council shall be composed of six at-large members and one representative from each of the following groups: Pullen Mission Women and mission groups formed by this council.
- In addition to the pastor, one or more designated staff members shall serve on this council.

Duties:

- Coordinate the efforts of all missions-related groups and committees;
- Establish outreach policies and procedures in collaboration with officers, councils, standing committees, ministry groups, mission groups, and staff;
- Prepare budget requests for missions and community outreach;
- Consider requests for the formation of new mission groups;
- Seek to engage all members of the Pullen community in missions and outreach;
- Work with other councils to relate missions and outreach activities to the broader life of the church and its ministry in the world.

Worship Council

Composition and Tenure:

- This council shall be composed of six at-large members. Funeral, Sanctuary, and Ushering and Security coordinators may attend as needed.
- In addition to the pastor, one or more designated staff members shall serve on this council.

Duties:

- Guide the overall worship life of the congregation;
- Assist in envisioning and planning worship seasons and services;
- Support the church's music ministry;
- Coordinate the related efforts of the groups accountable to this council.

Standing Committees

General:

Composition and Tenure:

- At-large members of committees shall serve three-year terms, with one-third selected annually.
- At-large members shall not serve consecutive terms on the same committee.
- Committee chairs shall be members of the church and be elected from the at-large committee members.
- Committee chairs shall continue to serve until successors are elected.
- Vacancies in at-large positions may be filled by the Coordinating Council acting on nominations from the Nominating Committee except for vacancies on the Nominating Committee, which are filled directly by the Coordinating Council. Members serving less than half of a full term shall be eligible for re-nomination to full terms.
- The pastor shall be a member of all committees except for the Personnel Committee. The pastor shall attend Personnel Committee meetings at the request of the chair.

Organization:

- Standing committees shall elect officers and organize themselves as appropriate for carrying out their duties.
- Subcommittees of standing committees shall be reconstituted and members appointed annually.

Duties:

- Be concerned with the spiritual and material welfare of the church;
- Prepare annual budget requests as applicable and submit to their related council.

Adult Education Committee:

Composition and Tenure:

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve on the Education Council.

Duties:

- Assist in planning and coordinating Summer Sunday Groups;
- Provide curricular support for Adult Sunday Groups as needed.

Buildings and Grounds Committee:

Composition and Tenure:

- Members of this committee shall be members of the church.
- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Coordinating Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Coordinating Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Siler Garden Committee.

Duties:

- Care for and maintain the church buildings and grounds, with the exception of the Siler Garden;
- Plan for future maintenance or renovations to the church buildings and grounds, with the exception of the Siler Garden;
- Coordinate its work with appropriate councils, committees, and staff.

Children's Committee:

Composition and Tenure:

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Education Council.

Duties:

- This committee shall assist in planning and coordinating activities for faith formation and social interaction of children from infancy through grade five.

Finance Committee:

Composition and Tenure:

- Members of this committee shall be members of the church.
- This committee shall be composed of a minimum of nine at-large members and the treasurer.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Coordinating Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Coordinating Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Gifts, Endowments, Memorials, and Scholarships Committee.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Siler Garden Committee.

Duties:

- Prepare and submit to the membership annually a proposed budget of the estimated expenses of the church for all needs for the upcoming year by:
 - Inviting recommendations concerning the new budget from the membership and from all officers, councils, and standing committees prior to submitting the proposed budget to the membership;
 - Constructing the budget, insofar as practical, so that it parallels the officer, council, and committee structure of the church;
 - Presenting the budget to the membership for consideration at least two months before the beginning of the new financial year;
 - Preparing and submitting to membership, if necessary, a revised budget based on expected income;
- Devise ways and means of securing adequate income to meet the financial requirements of the church;
- Arrange for periodic audits of the financial records of the church;
- Consider all matters that pertain to unexpected expenditures, financial undertakings, or economic problems;
- Regularly inform the membership of the financial and economic condition of the church, and any emergency expenditures requiring transfers from approved line items;
- Develop, in collaboration with the treasurer, policies and procedures to govern all fiscal operations;
- Review and approve the Gifts, Endowments, Memorials, and Scholarships Committee's policies and procedures;
- Consider and determine whether funds may be solicited from congregants for specific internal or external events or programs;
 - Anyone wishing to raise such funds for any purpose shall submit a written proposal to the Finance Committee.
- Determine at the end of each financial year if there are unspent budget funds:
 - If there are unspent budget funds equal to 1% or more of the total budget for the financial year just completed, this committee shall submit to the Coordinating Council a recommendation for the expenditure or retention of the excess. After the Coordinating Council's review, the church membership shall vote on the recommendation at the February business meeting.

- o If there are unspent budget funds of less than 1% of the total budget for the financial year just completed, this committee shall determine the allocation of the excess and notify the membership of its determination.

Gifts, Endowments, Memorials, and Scholarships Committee:

Composition and Tenure:

- Members of this committee shall be members of the church.
- This committee shall be composed of a minimum of three at-large members, a trustee, the treasurer, and a representative from the Finance Committee.

Organization:

- This committee shall be accountable to the Finance Committee.

Duties:

- Develop and maintain a statement of policies and procedures, subject to the approval of the Finance Committee, to serve as a guide for carrying out its duties; provide a copy of the approved policies and procedures to the Coordinating Council;
- Promote and manage monetary gifts, including bequests, proceeds from life insurance policies, and payable-on-death funds; endowments; memorials (monetary gifts in memory of or in honor of someone); and scholarship funds. Monetary gifts to be managed by this committee do not include gifts and contributions for the operating budget; capital campaigns; and special programs, projects, and missions.

Library Committee:

Composition and Tenure:

This committee shall be composed of a minimum of six at-large members and the librarian.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Education Council.

Duties:

- Maintain the church library.

Nominating Committee:

Composition and Tenure:

- Members of this committee shall be members of the church.
- This committee shall be composed of a minimum of six at-large members.
- Vacancies on this committee shall be filled by the Coordinating Council.

Organization:

- This committee shall be accountable to the Coordinating Council.

Duties:

- Name at least one nominee for every position which has a term expiring at the end of the calendar year;
- Report nominations at the November business meeting at which time there will be an opportunity for nominations from the floor;
- Nominate officers, members of councils and standing committees, and coordinators, in accordance with the Constitution and Bylaws:
 - o Officers:
 - Archivist: 1 church member
 - Church Clerk and Assistant Clerk: 2 church members
 - Librarian: 1 church member
 - Treasurer and Assistant Treasurer: 2 church members
 - Trustees: 3 church members
 - o Councils:
 - Congregational Care: 6 at-large church members
 - Coordinating: 6 at-large church members
 - Deacon: 12 at-large church members
 - Education: 6 at-large church members
 - Missions and Outreach: 6 at-large church members
 - Worship: 6 at-large church members
 - o Standing Committees: The minimum at-large membership of each standing committee shall be as follows:
 - Adult Education: 6
 - Building and Grounds: 6 church members
 - Children's: 6
 - Finance: 9 church members
 - Gifts, Endowments, Memorials, and Scholarships: 3 church members
 - Library: 6
 - Personnel: 9 church members
 - Siler Garden: 6
 - Technology: 6
 - Wednesday Night: 6
 - Young Adult: 6
 - Youth: 6
 - o Coordinators:
 - Archives and History: 2 church members
 - Curatorial and Aesthetics: 2 church members
 - Fellowship and Hospitality: 2 church members
 - Funeral: 2 church members
 - Sanctuary: 2 church members
 - Security: 2 church members
 - Ushering: 2 church members

Personnel Committee:

Composition and Tenure:

- Members of this committee shall be members of the church.
- This committee shall be composed of a minimum of nine at-large members.
- The pastor shall attend meetings of this committee at the request of the committee chair.

Organization:

- This committee shall be accountable to the Coordinating Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Coordinating Council.

Duties:

- Maintain and administer a statement of personnel policies and procedures that shall apply to all staff;
- Act as a liaison between the church membership and staff;
- Facilitate collaborative relationships among staff;
- Appoint one member to serve on every search committee;
- Consult with the pastor in order to:
 - o Develop and maintain job descriptions that specify the duties of each staff position;
 - o Research salary ranges and benefits, and recommend annually to the Finance Committee compensation and benefits for the church staff;
 - o Assure that annual evaluations based on job descriptions are conducted for elected and non-elected positions, and conduct the pastor's evaluation;
 - o Employ, in conjunction with the staff supervisor, persons filling positions that are non-elected staff positions, other than the Church Administrator position;
 - o Employ the church administrator upon the recommendation of the pastor and a search committee appointed by the Personnel Committee;
- Submit for approval to the Coordinating Council new job descriptions and significant changes to personnel policies and to existing job descriptions for staff positions;
- Assure church compliance as an employer with relevant state and federal laws and regulations.

Siler Garden Committee:**Composition and Tenure:**

- This committee shall be composed of a minimum of six at-large members, a representative from the Building and Grounds Committee, and a representative from the Finance Committee.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- The Committee shall be accountable to the Coordinating Council.

Duties:

- Manage the maintenance and use of the Siler Garden;
- Set fees with the church administrator;
- Ensure adequate development and perpetual care of the garden.

Technology Committee:**Composition and Tenure:**

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Coordinating Council.

Duties:

- Collaborate with staff regarding the technology needs of the church.

Wednesday Night Committee:**Composition and Tenure:**

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Education Council.

Duties:

- Assist in planning and coordinating adult educational activities offered by the church on Wednesday nights.

Young Adult Committee:**Composition and Tenure:**

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Education Council.

Duties:

- Assist in planning and coordinating activities for faith formation and social interaction of college-age students and other young adults.

Youth Committee:**Composition and Tenure:**

- This committee shall be composed of a minimum of six at-large members.
- In addition to the pastor, one or more designated staff members shall serve on this committee.

Organization:

- This committee shall be accountable to the Education Council.
- This committee shall select a representative during the first month of the calendar year to serve a one-year term on the Education Council.

Duties:

- Assist in planning and coordinating activities for faith formation and social interaction of youth in grades 6-12.

Coordinators:**General:****Composition and Tenure:**

- There shall be two coordinators for each position, each serving a two-year term with one selected annually.
- Coordinators shall be members of the church.
- Coordinators may serve consecutive terms.
- Coordinators shall continue to serve until their successors begin their terms of service.
- Vacancies in coordinator positions may be filled by the Coordinating Council acting on nominations from the Nominating Committee.

Organization:

- In addition to the pastor, one or more designated staff members may serve as liaisons to coordinators.

Duties:

- Recruit, train, and schedule team volunteers as needed to fulfill assigned duties. Coordinators may request assistance from the Nominating Committee in recruiting necessary team volunteers.
- Coordinate with councils, committees, and staff as appropriate.

Archives and History Coordinators:**Organization:**

- These coordinators shall be accountable to the Coordinating Council.

Duties:

- Provide support for the archivist;
- Maintain and preserve significant records submitted by the church staff, officers, councils, committees, coordinators, ministry groups, and mission groups;
- Assist staff members and other committees and councils in observing commemorative events significant in the history of the church.

Curatorial and Aesthetics Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Coordinating Council.

Duties:

- Maintain an updated record of art, aesthetic works, and gifted furniture belonging to the church;
- Oversee the display and storage of these items throughout the church building and grounds;
- Accept or decline non-monetary gifts on behalf of the church;
- Make decisions about permanent appointments, furnishings, decorations, and church aesthetics in collaboration with staff;
- Make decisions about disposal of items in collaboration with staff.

Fellowship and Hospitality Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Coordinating Council.

Duties:

- Organize the social activities of the church, including hosting recurring and non-recurring congregation-wide events and activities.

Funeral Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Worship Council.

Duties:

- Prepare and give assistance, including parking, ushering and hospitality, for funerals and memorial services held at the church.

Sanctuary Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Worship Council.

Duties:

- Provide temporary appointments, such as plants, flowers, and banners, in the sanctuary throughout the calendar year and at entrances for special services, including Palm Sunday, Easter, Thanksgiving, and Christmas;
- Ensure that pew supplies are maintained.

Security Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Worship Council.

Duties:

- Create and implement policies for the security of the church building and its occupants during church activities;
- Coordinate security details for church activities, as necessary.

Ushering Coordinators and Team:

Organization:

- These coordinators shall be accountable to the Worship Council.

Duties:

- Organize and supervise ushering and greeting functions for church activities.

Article IV **Financial Year**

The financial year of the church shall be from January 1 to December 31.

Article V **Amendments**

The Bylaws may be amended by a favorable vote of a majority of the membership present and voting at a business meeting, provided that the proposed amendment shall have been sent to the membership of the church at least twelve days prior to the business meeting by first-class mail or by email as appropriate.