

UNITED CHURCH OF CHRIST
of
Robesonia, PA

Constitution

&

By-Laws

*Draft Revision:
November 11, 2022*

DATES OF PARENT CONGREGATIONS

- 1792 - Zion German Reformed Church, Womelsdorf
1867 - Zion Reformed Church
1934 - Zion Evangelical & Reformed Church
1957- Zion United Church of Christ

- 1876 - St. Daniel's Reformed Church, Robesonia

- 1888 - St. Paul's Reformed Church, Robesonia

- 1903 - St. Paul's Reformed Church, Robesonia
Merger of St. Daniel's & St. Paul's
- 1934 - St. Paul's Evangelical & Reformed Church
1957 - St. Paul's United Church of Christ

ADOPTION AND REVISIONS

Adopted on: _____
To go into effect: Sunday, January 1, 2023

CONSTITUTION of the UNITED CHURCH of CHRIST
of
ROBESONIA, PA

ADOPTED AS OF -- Date

PREAMBLE

- 1.0.001 The United Church of Christ of Robesonia, formed as a result of the merger of the congregations of St. Paul's United Church of Christ in Robesonia and Zion United Church of Christ in Womelsdorf on January 1, 2023, recognizes itself as a Local Church of the United Church of Christ. The United Church of Christ was formed June 25, 1957 by the union of the Evangelical and Reformed Church and The General Council of the Congregational Christian Churches of the United States in order to express more fully the oneness in Christ of the churches composing it, to make more effective their common witness in Him, and to serve His kingdom in the world. We, the United Church of Christ of Robesonia, hereby adopt this Constitution.
- 1.0.002 We recognize our historical roots to include the founding of the congregations of Zion German Reformed Church in Womelsdorf in 1792, St. Daniel's Reformed Church in Robesonia in 1876, St. Paul's Reformed Church in Robesonia in 1888, the merged St. Paul's Reformed Church in Robesonia in 1903, the merger of the Evangelical & Reformed Church denomination in 1934, and the merger founding the United Church of Christ denomination in 1957.
- 1.0.003 The United Church of Christ of Robesonia acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

ARTICLE I. NAME

- 1.1.005 The name of this Church shall be the United Church of Christ of Robesonia, Pennsylvania.

ARTICLE II. PURPOSE & MISSION

- 1.02.010 The avowed purpose and mission of this Church is to share God's word and love with all, worship God, preach the gospel of Jesus Christ, celebrate the Sacraments, provide a home for spiritual growth and nurture; to use our individual talents to build up the Body of Christ, rendering loving and joyful service toward our fellow humankind, especially to those in need, giving witness to God's grace in both word and deed; to realize Christian Fellowship and Unity within this Church and the Church Universal; and to strive for righteousness, justice, and peace.

ARTICLE III. AFFILIATION

- 1.03.015 DENOMINATION:
This congregation recognizes itself as a local church of the United Church of Christ, and it shall be governed by the Constitution and By-Laws of that denomination.

This congregation shall participate in the Pennsylvania Southeast Conference and the Covenant Association of the United Church of Christ or their successive bodies.

ARTICLE IV. DOCTRINE

- 1.04.025 DOCTRINE:
The Articles of Faith of the Congregation shall be those of the United Church of Christ of which it is a member.

ARTICLE V. STRUCTURE

1.05.030 COVENANTAL POLITY:

Within the United Church of Christ, the various expressions of the church relate to each other in a covenantal manner. Each expression of the church has responsibilities and rights in relation to the others, to the end that the whole church will seek God's will and be faithful to God's mission. Decisions are made in consultation and collaboration among the various parts of the structure. As members of the Body of Christ, each expression of the church is called to honor and respect the work and ministry of each other part. Each expression of the church listens, hears, and carefully considers the advice, counsel, and requests of others. In this covenant, the various expressions of the United Church of Christ seek to walk together in all God's ways.

1.05.035 THE CONSISTORY:

The Board of Directors of the Corporation shall be called the Consistory. The Consistory shall be composed of the Pastor(s), Elders, Deacons, Trustees, and Youth Representatives. It shall have jurisdiction and oversight of the Congregation and its organizations. It shall organize as provided for in the By-Laws.

1.05.040 OFFICERS:

Officers of the Consistory shall be the officers of the Corporation.

1.05.045 SPIRITUAL COUNCIL:

The Spiritual Council shall consist of the Pastor(s) and the Elders of the current Consistory. It shall have original jurisdiction in the matters of disciple, except in the case of the Pastor(s). It shall appoint a Communion Coordinator Elder to lead the Elders in providing the elements for the Lord's Supper, and when requested by the Pastor(s), organize ~~Elders~~ **persons** to aid in their distribution. It shall admit members into full communion upon their request, issue Letters of Transfer to members in good and regular standing, and be responsible for the Spiritual Discipline of the Congregation.

1.05.050 ELDERS:

An Elder is a member of the Church, chosen by the Congregation from among the Confirmed Members of the Church and ordained and installed into office. This person shall assist and support the Pastor(s) in the spiritual affairs of the Church. An Elder shall be an example to others, watch faithfully over the spiritual interests of the Congregation, maintain order in the House of God, aid in visiting the sick, and minister, according to their ability, to the edification and comfort of all members. The manner of election, term of office, rights, and duties shall be defined in the By-Laws.

1.05.055 DEACONS:

A Deacon is a member of the Church, chosen by the Congregation from among the Confirmed Members of the Church and ordained and installed into office. This person shall aid in the securing of funds necessary for the support of the Church in its various activities, foster the Principle of Stewardship, and dispenses the charity of the Church. The manner of election, term of office, rights, and duties shall be defined in the By-Laws.

1.05.060 TRUSTEES:

The Trustee is a member of the Church, chosen by the Congregation from among the Confirmed Members of the Church and installed into office. This person is elected to look after all things entrusted to the Congregation; the property and its maintenance, use and development; the assets and securities, and general supervision of the physical needs of the Church. The manner of election, term of office, rights, and duties shall be defined in the By-Laws.

1.05.065 YOUTH REPRESENTATIVE:

A Youth Representative is a member of the Church, chosen by the Congregation from among the Confirmed Members of the Church and installed into office. This member is to be between thirteen (13) to twenty (20) years of age. The manner of election, term of office, rights, and duties shall be defined in the By-Laws.

ARTICLE VI. MEMBERSHIP

1.06.070 GENERAL MEMBERSHIP

All baptized persons who have affiliated themselves with the corporation are members thereof. The body of members considered as a unit shall be called congregation. In accordance with the Gospel covenant which, through the Holy Spirit renews the church and binds us into a covenant unity of “faithful people of all ages, tongues, and races”, membership is open to all baptized persons.

1.06.075 CONFIRMED MEMBERS

Baptized persons who have been duly received into communion of the congregation by the Spiritual Council by Profession of Faith by means of: Confirmation, Letter of Transfer, Confession of Faith, or Reaffirmation of Faith, and have not been excluded by the process of Christian discipline, shall be Confirmed Members of this congregation. The voting privileges of membership in the congregation are exclusively vested in the Confirmed Members.

1.06.077 ASSOCIATE MEMBERS

Baptized persons who regularly participate and support the ministries of this church, but whose formal church membership lies within another congregation, may be recognized by the Spiritual Council as “Associate Members” and have voice but not vote within the congregation.

1.06.080 DUTIES and PRIVILEGES of MEMBERS

The duties and privileges of members shall be provided for in the By-Laws.

1.06.085 VOICE and VOTE

Confirmed Members in good and regular standing shall have the right to voice and vote in the Congregation, and also to represent the Congregation on the Consistory or other judicatories of the Church as provided in the By-Laws.

1.06.090 CONDUCT

It is expected that the members will conduct themselves according to the example of Christ, and the teachings of the Church. Members guilty of misconduct, which brings reproach upon the Church shall be disciplined according to the rules of discipline.

1.06.095 REVIEW of ROLLS

The membership roll of the Congregation may be reviewed each year by the Spiritual Council, preferably at the end of the calendar year, to determine the status of its members.

ARTICLE VII. MEETINGS

1.07.100 MEETINGS:

The Congregation shall have an Annual Meeting and other meetings as are provided for in the By-Laws.

1.07.105 QUORUM:

The presence in person at a meeting of 20 confirmed members shall constitute a quorum. If a quorum is not present, the meeting may adjourn from time to time until a quorum is present. The Consistory shall periodically suggest an amendment to the Constitution that represents a number that approximates ten percent of the Confirmed Members.

1.07.110 PARLIAMENTARY PROCEDURE

In questions of parliamentary procedure, *Roberts' Rules of Order; Newly Revised*, or its successor edition, shall be observed.

ARTICLE VIII. ADMINISTRATION

1.08.115 CONGREGATIONAL MEETINGS:

The supreme legislative and administrative power of the Congregation is vested in the Congregation itself, assembled in meeting duly and legally called, as provided in the By-Laws.

1.08.120 CONGREGATIONAL PREROGATIVE:

It is the prerogative of the Congregational Meeting to decide such questions as the buying and selling of property, building projects, extensive repairs of Church property, the call and rejection of a Minister, questions of the policy of the Congregation, as well as changes in the Constitution and By-Laws. For the administration of all other business, the administration of the Church is entrusted to the Consistory.

ARTICLE IX. THE PASTOR(S)

1.09.125 SEARCH COMMITTEE

It shall be the responsibility of the Search Committee, appointed by the Consistory to seek a candidate for a vacancy in the office(s) of the Pastor(s).

The Search Committee may request the Conference Minister or Associate Conference Minister to secure relevant information about any minister whom it wishes to consider for the vacancy.

The Search Committee shall present the Candidate to the Consistory, and if approved by the Consistory, the Search Committee shall present to the congregation the name of the candidate it recommends to fulfill the vacancy. The acceptance by the candidate of a favorable vote of the congregation constitutes a call.

1.09.130 PASTORAL ENDING

As soon as a pastoral vacancy occurs, it shall be reported to the Conference Minister and to the Committee On Ministry. The Consistory shall work with the Committee On Ministry and the Conference for an appropriate Service of Release.

1.09.135 TIME of PASTORAL VACANCY

The Church is to follow the policies and procedures of the United Church of Christ in filling a pastoral vacancy. In filling a vacancy or in securing supply ministers for the period of vacancy, the Search Committee may seek the counsel of the Conference Minister, Associate Conference Minister, or their designee.

1.09.140 MINISTERIAL STANDING

A Pastor serving the congregation shall have appropriate ministerial standing in accordance with the oversight of the Committee On Ministry of the Association.

1.09.145 CALL COVENANT

The Call Covenant and Call Agreement shall follow the guidelines of the Conference.

In the call, the terms of the relationship shall be stated, including the agreement of the Church to participate in the Pension Fund of the United Church of Christ, the Minister's Health Insurance program and other terms agreed between the candidate and the Committee. The Minister, the Church, the Association, and the Conference Minister shall each receive a copy of the Call.

1.09.150 INSTALLATION

When a Minister accepts a Call to this Church, the Church and they shall join in requesting the Association to arrange for a Service of Installation. The Call Covenant shall be signed by the proper officer of the Association and by the Conference Minister.

1.09.155 PASTORAL TERM

The Settled Pastor(s) shall be elected for an indefinite period. In order to terminate this relationship, three months' notice (or less upon agreement by both parties) shall be given by either party. The procedure shall be in accordance with the Constitution and By-Laws of the United Church of Christ.

ARTICLE X. PROPERTY

1.10.160 PROPERTY

The Congregation may in its corporate name, sue and be sued, hold and purchase, and receive title, by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell, or convey the same in accordance the laws of the state.

ARTICLE XI. SOCIETIES

1.11.165 SOCIETIES and ORGANIZATIONS

All societies and organizations of the Congregation shall be subordinate to the Consistory, and shall report annually to the Congregation.

ARTICLE XII. DISCIPLINE

1.12.170 DISCIPLINE

Discipline, in the case of unchristian conduct or other actions for discipline lies in the hands of the Spiritual Council, except in the case of the Pastor(s). Discipline of Pastor(s) lies in the Committee On Ministry of the association.

ARTICLE XIII. DISSOLUTION and MERGER

1.13.175 DISSOLUTION

In the event that the United Church of Christ of Robesonia, would cease to exist through dissolution, disposition of the funds shall be at the discretion of the Consistory with the approval of the Congregation at a special meeting specifically called for the dispensing with the total assets of the United Church of Christ of Robesonia. Funds are to be disposed in a manner that is in accordance with the purpose of the originating donations. Congregational approval shall require a two-thirds (2/3) vote. It is specifically recommended that the assets that are available at a time of dissolution be distributed to local charitable organizations or churches, with first consideration being given to those affiliated with the United Church of Christ.

No member may receive financial benefit due to the dissolution of the congregation.

All other assets not otherwise designated may be remitted to the Pennsylvania Southeast Conference of the United Church of Christ or its succeeding body.

1.13.180 MERGER

A two-thirds (2/3) majority vote is required for a merger with another congregation(s), at a congregational meeting specifically called for this action.

If a merger occurs, the Consistory, with congregational approval, will determine how the assets are to be designated. Funds are to be designated in a manner that is in accordance with the purpose of the originating donations. A two-thirds (2/3) majority vote of those present and voting is required for this action.

1.13.185 CONSISTORY DURING DISSOLUTION

The official character of the Consistory members shall continue until such matters involving dissolution or merger is complete. The Spiritual Council shall be responsible to grant Letters of Transfer to all members to whatever church they may decide. The Spiritual Council shall be responsible that the membership of all homebound/shut-in members are transferred to another church for their spiritual care. Upon the final acts involving dissolution or merger, the official duties of the Consistory shall cease.

ARTICLE XIV. AMENDMENTS

1.14.190 AMENDMENTS

Additions and alterations of this Constitution and/or By-Laws may be proposed at a regularly called meeting of the Consistory, which shall consider the same and report to the next duly called meeting of the Congregation. Such additions and alterations to the Constitution and By-Laws can be adopted by a two-thirds (2/3) majority vote of the members present and voting.

BY-LAWS of the UNITED CHURCH of CHRIST ROBESONIA, PA

PART I. OBLIGATION TO THE UNITED CHURCH OF CHRIST

2.01.200 DELEGATES

Two Delegates shall be nominated by the Nominating Committee and elected by the congregation to serve as delegates for the Pennsylvania Southeast Conference and Covenant Association meetings. Delegate terms are for two years, without limit of renewal, to be served by members who are in good and full standing. An additional Youth Delegate shall be elected in like manner for meetings of the Pennsylvania Southeast Conference, for a one year term without limit of renewal, following the age specifications of the Conference. The Youth Delegate is to be from among the Baptized Members, and either be a Confirmed Member or be enrolled in the Confirmation Class. In the event of a vacancy, the Consistory shall appoint an individual to serve as Delegate. In the event a Delegate is unable to attend a Conference or Association meeting, a replacement may be appointed by consensus of the President, Vice President, and Pastor(s), if there is no objection by the Consistory.

2.01.205 WIDER MISSION

The Congregation shall regularly contribute toward the support of Our Church's Wider Mission (OCWM) of the United Church of Christ.

2.01.210 REPORTING

The Congregation, either through the Office Secretary, Consistory Secretary, its Pastor(s), or competent officer, shall make reports to the Pennsylvania Southeast Conference and the Covenant Association of the United Church of Christ, as may be required of it, and in every way submit to just and lawful discipline.

PART II. PRIVILEGES AND DUTIES OF MEMBERS

2.02.215 PRIVILEGES

All members are entitled to a full share in the fellowship and spiritual blessing of the Church, and to the service of its Pastor(s), officials, and other workers, as well as to the Christian sympathy and support of all members.

2.02.220 VOICE and VOTE

All Confirmed Members of this Church in good standing, are entitled to voice, vote, and to hold office unless otherwise stated in the Constitution and By-Laws.

2.02.225 DUTIES

It is the duty of all members to take an active part in all the functions of the Church for the glory of God possible, and the uplift of humankind. This includes:

- (1) regular attendance at divine worship services;
- (2) regular participation in study services (such as Bible study or Sunday school);
- (3) fervent prayer for the welfare of the Church;
- (4) a Family Altar and daily devotions in the home (a sacred place and time in which the family prays together);
- (5) careful attention to the religious training of the Youth;
- (6) liberal financial and moral support toward local maintenance and benevolent undertakings of the church, including Our Church's Wider Mission;
- (7) obedience to the church's established law and authorities;
- (8) untiring zeal in bringing the unchurched under the church's influence;
- (9) a spirit of Christian Love toward all her members; and
- (10) membership and active participation in the organizations of the Church wherever possible.

2.02.230 CONTACT INFORMATION

It is the responsibility of all members to provide the Consistory through the Office Secretary or Consistory Secretary their current contact information, including: physical address, mailing address, phone number, and electronic mail address.

PART III. CONGREGATIONAL MEETINGS

2.03.235 ANNUAL MEETING

The Annual Meeting of the Congregation shall be held each year on a Sunday in November. The Consistory shall determine the time and place. The proper statistical and spiritual reports shall be given, and pertinent matters shall be presented. At least two weeks notice shall be given to the congregation of the date, time, and location of the meeting.

2.03.240 SPECIAL MEETINGS

Special Congregational Meetings may be called by the Pastor(s) or Consistory.

Upon written request of 10% of the Confirmed Members, the Consistory shall issue a call for a meeting within two weeks after the request has been received. Proper notice shall be given of the time, place and purpose of the special Congregational Meeting. Only such business as has been mentioned in the call may be transacted at special meetings.

2.03.245 VIRTUAL and ABSENTEE

The Consistory shall determine by a two-thirds (2/3) majority vote of the Consistory if virtual and/or absentee voting will be permitted for a Congregational Meeting. If virtual or absentee voting is permitted the Congregation is to be informed of that option and the means to follow that option at least two weeks prior to the meeting.

Absentee voting should only be used in limited special or extreme circumstances, as (1) it limits the ability for individuals to be moved in understanding by the Spirit through covenantal discussion with their fellow disciples; and (2) it does not allow for voting on proposal that is amended during Congregational Meeting discussion

PART IV. NOMINATIONS, ELECTIONS, TERMS OF OFFICE

2.04.250 CALENDAR YEAR

The official year of the Congregation shall be from January 1 to December 31.

2.04.255 NOMINATIONS

Nominations shall be presented for the office of Elder, Deacon, Trustee, and Youth Representative by the Nominating Committee and affirmed by the Consistory. The Congregation at the Annual Congregational Meeting, shall have the opportunity to make additional nominations to each office and then vote on the final list of nominees.

2.04.260 REQUIREMENT of STANDING

All nominees must be members in good and regular standing in the church. An individual must be a member in good standing for at least the previous four years before becoming ordained as an Elder. An individual must be a member in good standing for at least the previous year before becoming ordained as a Deacon. An individual must be a member in good standing for at least the previous six months before becoming a Trustee. An individual must be a Confirmed Member to be a Youth Representative.

2.04.265 ORDINATION and INSTALLATION

The service of Ordination and Installation shall be at the discrepancy of the Pastor(s) and the Consistory.

2.04.270 TERMS

Elders, Deacons, and Trustees shall be elected for a term of two years.

Elders, Deacons, and Trustees may serve for two consecutive terms, plus the remainder of an unexpired term, for a maximum of sixty-six (66) months with the same title; afterwards an individual needs to be off of Consistory for at least one year before becoming eligible to serve on Consistory again. Youth Representatives shall be elected for a one year term, renewable for up to four consecutive terms, plus the remainder of an unexpired term, for a maximum of fifty-four (54) months, before needing to be off of Consistory for at least a year before serving on Consistory again.

2.04.275 VACANCY

When death, resignation, or loss of standing causes a vacancy, it shall be the duty of the Consistory to appoint a member to fulfill the unexpired term.

2.04.280 ELECTION of PRESIDENT and VICE PRESIDENT

In regard to the election of the President and Vice President, annually a member shall be elected to serve on Consistory as an Elder or Deacon for a two year term, the first year of which shall be for the office of Consistory Vice President, and the second year shall be for the office of Consistory President. The Nominating Committee shall nominate the individual for election at the Annual Congregational meeting. In the event that the office of President becomes vacant due to death, resignation, or loss of standing, the Vice President assumes the role of President, and the Consistory shall appoint a member to fulfill the remainder of the Vice President's term. That appointed member would need the affirmative vote of the congregation at the next Annual Congregational Meeting.

2.04.285 NOMINATING COMMITTEE

The Nominating Committee shall be composed of the Consistory Elders. The Pastor(s) are ex-officio members of the Nominating Committee. The Consistory may appoint two additional at-large Elders to serve on the Nominating Committee. The chairperson and vice-chairperson of the Nominating Committee shall be elected by the Nominating Committee from among the Consistory Elders. As long as there are other Consistory Elders serving, the Consistory President, Vice President, Treasurer, and Financial Secretary are not eligible to serve as the chairperson. The chairperson shall call and moderate the Nominating Committee meetings, delegate responsibilities to the Committee, regularly report progress to Consistory, and present the slate to the Congregation. In the absence of the chairperson, the vice chairperson assumes those duties.

PART V. THE CONSISTORY

2.05.290 CONSISTORY MEMBERS

The administration of the Congregation is vested in the Consistory, composed of the Pastor(s), five (5) Elders, five (5) Deacons, two (2) Trustees, and two (2) Youth Representatives. The Pastor(s) have voice but not vote on Consistory.

2.05.295 CONSISTORY QUORUM

A majority of the members of the Consistory shall constitute a quorum.

2.05.300 CONSISTORY BUSINESS

The Consistory shall transact the business of the Church, make provision, for the preparation and raising of the budget for Our Church's Wider Mission, distribution of alms through the Deacons, auditing of financial accounts, and make complete provision for the adequate support of the staff of workers. It shall keep a complete and accurate record of its proceedings, be the custodian of all Congregational records, and report to the Congregation at its regular and special meetings.

2.05.305 RECORDS

The Consistory shall direct the Office Secretary or the Consistory Secretary to keep a complete record of Baptisms, Confirmations, Communicants, Reception of New Members, Transfers, Erasures, Suspensions, Marriages, and Deaths. All records shall be the property of the Congregation, shall be kept in a safe place, and upon dissolution shall become the property of the Pennsylvania Southeast Conference, or its succeeding body.

2.05.310 EXPENSES

The Consistory shall approve a Financial Policy that specifies approval and process needed for expenses to be paid made.

2.05.315 CONGREGATIONAL APPROVAL

Any purchase that exceeds \$10,000.00 worth of changes to the physical building or grounds needs prior Congregational approval, whether the amount exceeds the Committee's or Church's Budget or not, and regardless of whether or not the project is a pre-paid gift. The Consistory may not exceed the budget by more than ten percent (10%) without congregational approval.

2.05.320 SUBORDINATE COMMITTEES

The Consistory shall appoint such committees as it may find necessary to accomplish its work. Each committee should have a name, purpose, chairperson, and vice chairperson.

2.05.325 CONSISTORY MEETINGS

The Consistory shall meet at least nine (9) times a year.

All meetings of the Consistory, unless in executive session, are open to all members of the Congregation.

2.05.327 EXECUTIVE SESSION

An executive session may be called by the President or Pastor(s), if there is no objection by the majority of the Consistory; or an executive session may be called by the majority of the Consistory. An executive session consists of the members of Consistory, as provided for by the Constitution and ByLaws, and may include any additional persons agreed upon by the majority of the Consistory, which may be the case for consultants, witnesses, representatives from the wider UCC, and the like.

2.05.330 ORGANIZATIONAL MEETING

An Organizational Meeting shall be held at the December Consistory meeting, or following the Annual Congregational Meeting, or at a special meeting called before January 1 of the upcoming year, with appropriate notice given to both the Consistory and Consistory Elect. Those eligible to vote at the Organizational Meeting for the upcoming year's Consistory officers include those who will be serving on Consistory as of January 1 of the upcoming year. In the event that the Organizational Meeting is unable to take place by December 31, the current officers roles will continue until the beginning of the January Consistory meeting.

2.05.335 CONSISTORY OFFICES

The Consistory shall organize itself in the following manner: President, Vice President, and Consistory Secretary, who shall hold office for one calendar year, and shall make recommendations for such committees or boards as shall best serve the purpose of the Church. The offices of President and Vice President are elected onto the Consistory by the congregation as provided for in the bylaws. If the offices of Consistory Secretary, Financial Secretary, or Treasurer is filled by a non-Consistory member, those individuals have voice but not vote on Consistory.

2.05.340 MEETING STRUCTURE

Special meetings are subject to the call of the Pastor(s) or the President. Meetings shall be according to Robert's Rules of Order, proceed with purpose, and open and close with prayer.

2.05.345 PRESIDENT

It is the duty of the President to see that all meetings of the Consistory are regularly called by the Consistory Secretary, to open and conduct such meetings, and to see to the execution of all resolutions. They shall announce all regular and special meetings of the Congregation on two successive Sundays, and instruct the Consistory Secretary or Office Secretary to send a call to such meetings to every member ~~by mail~~. The President, in conjunction with the Vice President and Consistory Secretary, is empowered to sign all contracts, deeds, notes, mortgages, and any other written instruments in the name of and on behalf of the congregation.

2.05.350 VICE PRESIDENT

The Vice President shall preside at all meetings where the President is not present and also when business pertaining to the President and their administration is before the Congregation. They shall do all in their power to help the President and to make their administration easier.

2.05.355 SECRETARY

The Consistory Secretary shall keep a record of all transactions at the meeting of the Consistory and the Congregation and issue the call to all regular meetings at the request of the President, present minutes of all previous meetings for approval at Consistory meetings, and fulfill the duties of Clerk of the congregation.

2.05.360 FINANCIAL SECRETARY

The Financial Secretary, appointed by Consistory, shall keep an accurate record of the financial contributions of the members and income of the church. They shall send, at least, an annual statement to the members of the Congregation informing them of their stewardship to the Church. The Financial Secretary shall submit a monthly income report to the Consistory and an annual income report for the Congregation.

2.05.365 TREASURER

The Treasurer, appointed by Consistory, shall receive all monies of the Church, for both benevolent and Congregational support. They shall make a monthly report to the Consistory and write checks as directed by the Consistory. An annual report shall be given to the Congregation. They shall prepare their record book for an annual audit.

2.05.370 YOUTH REPRESENTATIVES

By consensus of the President, Vice President, and Pastor(s) youth under the age of eighteen (18) years old may be excused by the President for matters of discussion deemed inappropriate for a minor. If consensus cannot be reached, then the Consistory shall move to executive session without the youth present to vote solely on whether or not the youth should be excused; the youth is excused if a simple majority is reached to excuse the youth.

PART VI. THE SPIRITUAL COUNCIL

2.06.375 LEADERSHIP

The Pastor(s) shall lead the Spiritual Council, with the Lead Administrative Pastor serving as Chair. If the Congregation is without a Pastor, one of the Elders on the current Consistory shall be chosen to preside. A majority of the members present shall constitute a quorum.

2.06.380 MEETINGS

Meetings shall be held at the call of the Pastor(s) or two Elders, to consider and act upon applications for membership, requests for Letters of Transfer, and to discuss and devise plans for quickening the Spiritual Life of the Congregation. A Letter of Transfer shall specify the Congregation to which a person is dismissed. If a Receipt of Transfer is not received, at the discretion of the Spiritual Council, the transfer may be noted as the last day of the year in which the Letter of Transfer was issued.

2.06.385 ECCLESIASTICAL COUNCIL

The Spiritual Council shall exercise discipline in the Congregation. The Consistory shall establish an Ecclesiastical Council discipline and reconciliation process.

2.06.390 NEGLECT of DISCIPLESHIP

If a member shall neglect to partake of Holy Communion, or neglect to contribute to the support of the Church, or neglect to participate in public corporate worship for one or more years, the member may be admonished by the Spiritual Council without need of an Ecclesiastical Council process. For such individuals, the Spiritual Council shall discern a process: (1) to warn such a member in Christian love as a believer that their membership status is in jeopardy; (2) give opportunity of no less than three months to that member for repentance; and (3) remove that member from the rolls of Confirmed Members if the member continues to neglect to commune, contribute, or share in public corporate worship, by action and discretion of the Spiritual Council. Exception to this action may be granted to shut-ins, the infirmed, students, missionaries, military personnel, and others living away from home by discretion of the Spiritual Council.

2.06.395 NEGLECT of CONTACT INFORMATION

If a member shall neglect to partake of Holy Communion, or refuse to contribute to the support of the Church, or continue to be absent from public worship for one year, for whom there is no current contact information, the Spiritual Council shall make at least two public notifications of the congregation requesting persons to provide contact information for said member. This may include announcements in the newsletter, bulletin, special mailing, and/or verbally during the worship announcements. If contact information is not received within three months after the second notification, the Spiritual Council may remove said member from the rolls of Confirmed Members without further process.

2.06.400 RECONCILIATION

A person who was removed from the membership rolls by action of the Spiritual Council may rejoin the Church by Reaffirmation of Faith or Letter of Transfer with consent of the Spiritual Council and in accordance with the guidelines of the Ecclesiastical Council process.

PART VII. STANDING COMMITTEES

2.07.405 NUMBER OF STANDING COMMITTEES

There shall be five (5) Standing Committees. The names and responsibilities of each shall be determined by the Consistory.

2.07.410 STANDING COMMITTEE LEADERSHIP

The chairpersons shall serve for a two year term, renewable once, plus the remainder of an unexpired term, for a total of sixty-six (66) months, before needing at least a one year break before becoming chair of that same committee again. The vice chair shall be a member of Consistory, shall serve a two year term, and shall be the primary liaison with Consistory. A second member of Consistory shall serve on each Standing Committee for a two year term as the secondary liaison with Consistory. To provide experienced leadership overlap, the terms of the chairperson and vice chair shall start on the same year, and the secondary liaison's term shall start on the alternating year.

2.07.415 STANDING COMMITTEE NOMINATIONS

Nominations for Standing Committee Chairpersons shall be presented by the Nominating Committee and affirmed by the Consistory at their regular November meeting. The Congregation at the Annual Congregational Meeting shall have the opportunity to make additional nominations to each office and then vote on the final list of nominees.

2.07.420 COUNCIL of DEACONS

The Council of Deacons consists of the Deacons serving on Consistory. The Pastor(s) are ex-officio members. The Council of Deacons shall annually elect from its membership a Head Deacon to lead the Council of Deacons.

PART VIII. PASTOR-PARISH RELATIONS COMMITTEE

2.08.425 PPRC STRUCTURE

A committee for each Pastor(s) shall be established as an advisory group to the Pastor(s) and as support for the Pastor's(s') leadership, to support and maintain an open and healthy relationship between the Pastor(s) and members of the congregation, the name of which shall be Pastor-Parish Relations Committee (PPRC). There shall be five (5) members, each serving a two (2) year term, without limit of succeeding terms. At least one (1) of those five (5) shall be a member of Consistory. The Nominating Committee shall recommend the slate to the congregation at the Annual Congregational Meeting for election by majority vote. Nominees need prior approval of both the Pastor(s) and the Consistory before being elected. In the event of a vacancy, the Pastor(s) shall make a nomination to Consistory for election by majority vote. Upon the call of a new Pastor, five (5) Search Committee members shall be appointed to the Pastor-Parish Relations Committee by the Consistory for that Pastor. A chairperson shall be elected by a majority of the Pastor-Parish Relations Committee, and shall submit a report annually to the Congregation. The President and Vice-President of Consistory, Treasurer, Standing Committee chairs, and staff may not serve on the Pastor-Parish Relations Committee while they are in that office.

PART VIx. THE PASTOR(S)

2.09.430 RESPONSIBILITIES

The Pastor(s) are elected as "Pastor and Teacher" of the Church. The Pastor(s) are to administer the Rites and Sacraments of the Church, preach the Gospel, oversee the equipping of the saints for ministry, and oversee the proper and appropriate teaching and witness of the Christian faith. The Pastor(s) are to keep an accurate record of all services performed and submit a report to the Consistory at each of its regular meetings.

2.09.435 PASTORAL and CONGREGATIONAL ETHICS

The Pastor(s) and Congregation shall follow the ethical guidelines in their relationship to one another as found in the Manual on Ministry of the United Church of Christ.

PART X. FINANCES

2.10.440 STEWARDSHIP

The Consistory Deacons are to foster the Biblical teachings and principles of stewardship within the congregation. A stewardship of time, talent, and treasure shall be observed by members in generous and systematic support of the Causes of the Kingdom of Jesus Christ. Tithing is to be encouraged. The members shall be encouraged to follow a system of proportionate weekly support.

2.10.445 GUIDELINES

The Consistory shall develop and maintain appropriate guidelines to oversee the faithful stewardship of the finances of the Church.

2.10.450 MEMORIAL GIFTS

Memorial gifts shall be held in a Memorial Gift Fund. If the Memorial Gift is not designated for a specific item within eighteen (18) months, the gift shall be transferred to the General Memorial Fund. Under certain circumstances the Consistory can extend the time line for the transfer of the Memorial Gift to either six (6) or twelve (12) month intervals.

PART XI. INDEMNIFICATION

2.11.455 INDEMNIFICATION

Any officer, Consistory member, chairperson, or staff member of the United Church of Christ of Robesonia, to the full extent allowed by law, be indemnified by the Consistory against all judgements, fines, and amounts paid in settlement of, and against all reasonable expenses, including attorney's fees, actually and necessarily, incurred in defense of any lawsuit, proceeding or prosecution (including the appeal thereof) wherein such person is made a party by reason of being such officer or member to the extent such person is not otherwise indemnified by another entity. This provision shall also extent to any lawsuit, proceeding, or prosecution in which such officer or member is made a party in such person's capacity as an officer or member of another organization in which the person serves at the request of any of the above entities or bodies.