

Glen Ridge Congregational Church  
Glen Ridge, New Jersey

Constitution and Bylaws  
With amendments through April 29, 2018

CONSTITUTION

ARTICLE I

Name, Polity And Objectives

*Section 1 – Name*

This Church shall be known as the Glen Ridge Congregational Church. It is a religious corporation organized under the laws of the State of New Jersey. It is a member congregation of the United Church of Christ acting through its organizational structures.

*Section 2 – Polity*

This Church is an independent ecclesiastical body, subject to no other organization in matters of doctrine, order and discipline, and its government is vested solely in its voting members and officers as here-in provided.

This Church will extend to other Christian churches and seek from them cooperation, advice and assistance in the spirit of Christian love and fellowship.

*Section 3 – Objectives*

- a. To provide for and maintain the public worship of Almighty God in accordance with the faith and practice of the United Church of Christ.
- b. To maintain such educational, philanthropic and missionary work as the members may elect.
- c. To aid in any endeavor that will make for a higher spiritual and moral life in our community.

Article II

Faith and Services

*Section 1 – Doctrine And The Statement Of Faith*

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the test of true fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his or her own conscience, under the enlightenment of the Holy Spirit. The following Statement of Faith therefore is the expression of the spirit in which this Church interprets the Word of God.

## *The Statement of Faith*

We believe in You, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to Your deeds we testify:

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by Your righteous will, declared through prophets and apostles.

In Jesus Christ, the Man of Nazareth, our crucified and risen Savior, You have come to us, and shared our common lot, conquering sin and death, and reconciling the world to Yourself.

You bestow upon us Your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us unto Your Church to accept the cost and joy of discipleship, to be Your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at His table, to join Him in His passion and victory.

You promise to all who trust You, forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, Your presence in trial and rejoicing; and eternal life in Your realm which has no end.

Blessing and honor, glory and power be unto You! Amen.

### *Section 2 – Services*

- a) Services of worship shall be held at stated hours each Sunday and at such other times as shall be determined by the Church Council
- b) The Sacraments
  - 1) The sacrament of the Lord's Supper shall be celebrated at least four times annually, and at such other times as the church council may determine
  - 2) The baptism of adults and the baptism or christening of children shall be administered at such times as the Minister or, in his or her absence, the Church Council may appoint.
- c) Other services of worship, prayer and inspiration may be held as determined by the minister and the Church Council.

## Article III

### Membership

#### *Section 1 – Qualifications*

All persons may become members of this Church who have been baptized and who have been confirmed or have made public confessions of faith in Jesus Christ as Lord and Savior, who manifest a sincere purpose to lead a Christian life and who assent to the spirit of this Covenant:

We covenant with God and one another to be the church of Jesus Christ, loving God and our neighbors.

With God's help:

We shall come together to glorify and worship God, proclaim the Good News of Jesus Christ and celebrate God's presence among us;

We shall teach ourselves and our children the faith of the Church and shall together follow in the ways of Christ;

We shall share our beliefs by word and example and be a welcoming and caring home community where all persons may find their faith;

We shall grow spiritually, nurture and strengthen each other, share our joys and concerns and treat each other and all people with respect, compassion, and dignity;

We shall go where God calls us to offer faith and encouragement, extending a helping hand to all God's people;

We shall participate in the ministries and mission of the United Church of Christ.

Relying on the power of God's Holy Spirit, we go forth to live and serve as Christians.

### *Section 2 – Conditions*

The membership of this Church shall consist of those who present satisfactory letters of transfer from other Churches or affirm their purpose to lead a Christian life. In all cases they shall be accepted upon vote of the Church Council.

### *Section 3 – Reception*

Persons accepted by the Church Council shall be received as members at a Communion Service or at another time as the Church Council may determine.

### *Section 4 – Voting Privileges*

Members in good standing shall have the right to vote upon all questions, except upon those affecting the real property of the church, in which instance only those members who have reached the age of majority, as defined by the State of New Jersey, shall have the right to vote.

### *Section 5 – Transfer And Termination Of Membership*

- a) Any member in good and regular standing who desires a letter of dismissal and recommendation to another Christian church, upon written request, is entitled to receive it. General letters addressed to no particular church shall not be granted.
- b) Members whose addresses have long been unknown or who for a period of two years, in spite of kindly approaches, have not communicated with the church, or contributed to its support, may, by vote of the Church Council, be transferred to an inactive list. From the date of such transfer, such persons shall cease to be reported as active members and shall not be considered in good and regular standing. If, after the expiration of another year, their addresses are still unknown or they are unwilling to renew their active connection with this Church, their names may be dropped from the rolls by a further vote of the Church Council.

## Article IV

### *Section 1 – Officers*

- a) The officers of this Church shall be the minister(s), the members of the Church Council, a Historian, an Auditor, a Parish Clerk, and one or more Assistant Treasurers.
- b) The minister(s) shall become a member of this Church at his or her first opportunity.

All other officers shall be members of this Church at the time of their election.

### *Section 2 – Minister(s)*

The Minister and any Associate or Assistant Minister shall be called by the church upon the recommendation of the Pastoral Search Committee as provided in Article V, Section 3. Whenever the term “minister” is used herein, it shall include all persons called under the provisions of this paragraph.

He or she shall be called for an indefinite time, dismissed or retired by action taken at the Annual Meeting provided an announcement of such proposed action has been included in the notice of the meeting or at a special meeting called for the purpose, by a vote of two thirds of the members present and eligible to vote, provided that no less than 10% of the members of the Church are present.

The minister may be installed, retired or dismissed in accordance with the practice of the United Church of Christ.

The Minister is the Christian leader of the church.

He or she shall seek to enlist men and women as followers of Christ, preach the gospel, administer the Sacraments, exercise the privileges and responsibilities of religious teacher and counselor in public and in private, and have under his or her care all services of public worship.

He or she shall, with the assistance of the Church Council, serve the Christian interests of the Church and community, introduce new members into the life of the Church and care for the members and friends of the Church in need.

He or she shall administer the activities of the Church in accordance with the policies established by the Church Council.

The Associate and/or Assistant Minister, if any, shall perform such duties as prescribed by the Church Council in consultation with the Minister to fulfill the needs of the church during his or her term.

### *Section 3 – Elections*

- a) The members of the Church Council, historian, Auditor, Parish Clerk, Assistant Treasurer, and elected ministry members shall be elected at the annual meeting, or at a special meeting called for the purpose, by a vote of a majority of the members who are present and eligible to vote; and shall hold office for the terms specified, or until their successors have been elected and qualified.
- b) The Moderator – President, Vice President, and Secretary shall be elected for a one-year term and may not serve more than three consecutive terms.
- c) Chairpersons of the Standing Ministries and the Treasurer may serve two consecutive terms of two years and may not be elected to the Council again until after the lapse of one year. This restriction does not apply to any person whose immediate prior service on the Church Council is one year or less, or to a person being elected to serve as President/Moderator or vice president.
- d) The Auditor shall be elected for a two-year term and may not serve more than two successive terms

e) Nominations

Nominations must be made by the Nominating Committee or by petition in accordance with the following procedures:

1) Nominations by the nominating committee

Not later than the fourth Sunday prior to the week in which a meeting (annual or special) for election of officers is to be held, the Nominating Committee shall submit to the Secretary its nomination(s) for the office(s) to be filled, and the Secretary shall cause the same to be published in the issue of the Church weekly Newsletter for the third Sunday prior to the week of such meeting.

2) Nominations by Petition

Nominations other than those by the Nominating Committee must be made by petition, signed by at least ten (10) members of the Church, giving the name, address and prospective office for each nominee, and submitted to the Secretary not later than the second Sunday prior to the week in which the election meeting is to be held.

f) Election Notices

The Secretary shall cause to be published in the Church weekly Newsletter for the Sunday prior to, and the Sunday of, the week in which an election meeting is to be held, a formal notice of such meeting, including the names of all candidates for office as nominated by the Nominating Committee and by petition.

## *Section 4 – Church Council*

(a) Purpose

The Church Council shall serve as the governing body for the Church, acting on behalf of the Church in relation to policy decisions and operating procedures between meetings of the Church. The Council, in a team relationship with the Church staff, shall be responsible for giving leadership and guidance to the total life of the Church.

(b) Authorization

The Council is created by the Church and shall be responsible to it. All actions of the Council shall be subject to a directing vote of the Church meeting.

(c) Responsibilities

All members of the Council shall serve in the role of Deacons in relation to the performance of functions peculiar to the Diaconate. Council members shall also serve as the legal trustees of the Church. The following functions reside in the Council, but may be delegated to its Ministries (standing committees) in accord with the By-Laws when desirable and legally permissible:

- (1) The Council shall be responsible with the Minister(s) for the worship life of the Church, for the regular administration of the Sacraments, for the Christian nurture of the congregation and the community and
- (2) for the outreach of the Church into the world. It shall be responsible for the supply of the pulpit and the appointment of an Interim minister. No one person shall be employed as Interim minister for more than six months except upon authority of the Church Council.

- (3) The Council shall assist in the introduction of new members into the life of the Church, and shall instruct the Parish Clerk as to necessary revisions in the membership roll at the last regular Council meeting of the year.
- (4) The Council, with the Minister(s) and Church School Coordinator, shall be responsible for the Religious Education policy and programs of the Church.
- (5) It shall be the duty of the Church Council to maintain, protect and preserve all the property of the Church; to regulate the use thereof; to raise all funds for the work of the church; and to make all proper and necessary expenditures therefor. All such expenditures shall be made through the Treasurer from the general funds of the Church.
- (6) The Council is authorized to accept and administer gifts, and if there shall be any doubt as to the intent of the donor, the Council shall interpret the intent.
- (7) The Council shall select a bank or banks where the funds of the Church shall be deposited, and it shall designate, in accordance with the Bylaws, the persons having exclusive authority to sign notes, checks or other papers in the name of the Church, as far as they relate to the temporal or business affairs of the Church.
- (8) No debt shall be contracted or liability incurred or contract made and entered into by or in behalf of this Church unless authorized by the Church Council, and unless the resolution authorizing the same shall be duly entered in the minutes.
- (9) The Church Council shall have the power to buy, acquire, sell, mortgage, lease, transfer or otherwise dispose of any real property of or for the Church, only after such action has been authorized by specific vote of the Church meeting.
- (10) The Council shall submit to the annual meeting of the Church for ratification a budget of the estimated receipts and expenditures, including benevolences. The budget, as ratified at the annual meeting, shall guide and limit expenditures by the Council through the current year. The budget shall not prevent the Council from expending such additional sum or sums during the year as they may deem necessary for the preservation of the Church property or for unforeseeable emergencies. The expenditure of any such sum or sums which in total exceed(s) 5% of the annual budget shall be approved by a Church meeting.
- (11) The President of the Council, or such other Council member as designated by the Council shall execute all contracts on behalf of the Church.
- (12) The Council shall fix or approve the salaries and conditions of employment for all employees of the Church. The Council shall appoint all salaried employees of the Church except the Minister(s) and personnel of the Pilgrim Nursery School
- (13) The Council shall have all powers granted by the laws of the State of New Jersey made and provided.

(d) Membership

The Council shall consist of no fewer than 14(14) members made up of the following:

- (1) Moderator who shall also serve as Church Council President, Church Council Vice President, Secretary of the Church and of the Council, and Treasurer of the Church.
- (2) Chairpersons of the Ministries (standing committees) of the Council as described in the Bylaws
- (3) An active member of the Board of the Women's Association.
- (4) The chair of the Nominating Committee shall be a voting member of the Church Council.
- (5) The professional staff of the Church shall be ex officio members of the Council and all Ministries (standing committees) without a vote.

(e) Officers

The officers of the Church Council shall be elected at the Annual Meeting of the Congregation upon nominations of the Nominating Committee. At least one of these officers shall be an active member of the Board of the Women's Association of the Church.

(f) Ministries (Standing Committees)

The primary work of the Council shall be done through its Ministries (standing committees). Ministry action affecting the Congregation as a whole or another Ministry directly must be brought before the Council. The Chairpersons of the Ministries shall be elected by the Church for two-year terms and may not serve for more than two consecutive terms. In addition, up to six, but not less than four, members of each Ministry shall be elected by the Church for two-year terms and may not serve more than two consecutive terms. As needed, additional members of the Ministries may be nominated by the Chair and approved by the Council for one year terms. All Ministries shall keep minutes of each meeting and file a copy thereof with the secretary of the Council

(g) Meetings

The Council shall meet at least eight times a year. There shall be no more than 45 days between meetings except during June 15 – September 15. Ministries shall meet as often as necessary to perform the functions for which they are responsible, but not less than five times a year. Unless otherwise specified a quorum for meetings of the Council and its Ministries shall consist of a simple majority of the membership.

(h) Relationship to the Congregation

The Church Council shall submit to the Annual Meeting of the Church a report of its official acts and proceedings during the year, and through the Treasurer a full statement of the financial condition of the Church. The records and papers of the Church Council shall be open to inspection by the members of the Church.

*Section 5 – Moderator*

The duties of the Church Moderator who shall also be the Church Council President shall be to draft agenda in consultation with the Church Secretary and the Minister for all business meetings of the Church congregation and to preside over such meetings.

In the event the Moderator shall be unable to fulfill the duties of the office because of illness or absence from the community, the Vice President of the Church Council in consultation with the Minister and Secretary of the Church shall serve as Moderator pro tem.

*Section 6 – Treasurer*

The Treasurer shall have the custody of all monies and current funds of the Church, including funds for benevolence, which shall be deposited in the bank or banks designated by the Church Council. He or she shall keep correct account of all financial matters making no expenditures except upon approval of the Church Council.

He or she shall make a full report to the Church at the annual meeting of all receipts and disbursements for the year, and may append there to the financial reports of the various Church organizations.

*Section 7 – Assistant Treasurers*

The Assistant Treasurers shall assist the Treasurer in the management of Church accounts.

### *Section 8 – Secretary*

The Church Secretary, who shall also be the Church Council Secretary, shall keep the minutes of all meetings of the Church and of the Council. He or she shall enter all orders, acts and proceedings in a book kept for the purpose. He or she shall have the custody of the common seal of the Church (which shall consist of a die showing a circle containing the name “Glen Ridge Congregational Church”, and in the center,” New Jersey 1907”), and all papers, deeds, writings, documents and books relating to the business affairs of the Church, and shall affix the seal and attest the signature of the President of the Church Council to all contracts.

He or she shall issue the call for all meetings of the Church, in the manner prescribed by this Constitution, and shall attend to all advertisements or notices relating thereto. The Secretary shall notify all officers of their election, file the necessary reports with the State of New Jersey, and secure the bonding of financial officers as directed by the Church Council.

### *Section 9 – Parish Clerk*

The Parish Clerk shall supervise the keeping of the register of the Church members, with the dates and classification of their admission, and a record of dismissals and deaths; also a record of baptisms and weddings, with their respective dates.

Upon authorization of the Church Council he or she shall also issue letters of transfer to other Churches.

It shall be the clerk’s responsibility to make a monthly written report to the Church Council, advising them of changes in the Church records as described above. It shall also be his or her responsibility to make a similar report for the whole year to the congregation at its Annual Meeting.

### *Section 10 – Historian*

The Historian shall keep a history of the Church and collect and preserve such documents and papers as relate thereto.

### *Section 11 – Auditor*

The Auditor shall not hold any other office in the Church and shall be responsible for the auditing of the books of the Treasurer of the Church and report at the following Annual Meeting, or at any special meeting called to fill a vacancy in the office of the treasurer.

## ARTICLE V COMMITTEES OF THE CHURCH

### *Section 1 - Nominating Committee*

There shall be a Nominating Committee of nine (9) members plus the Chair, not officers of the Church, elected at the Annual Meeting, whose duty it shall be to nominate persons for election to:

- (a) The various offices to be filled at the following Annual Meeting or at any Special Meeting.
- (b) All members-at-large of special committees created or during the Church year.
- (c) Delegates to the New Jersey Association and the Central Atlantic Conference. Delegates are elected to two-year terms and limited to two consecutive terms

This Committee shall consist of the immediate past President of the Church Council or his or her designee; one representative selected by the Women’s Association; one represented selected by the Young People’s Society and six members at large.

The Church members-at-large are to serve for two years with three members being elected each year.



In preparing for a meeting involving elections, the Chair of the Nominating Committee shall arrange with the Church Secretary for the publication of all nominees in accordance with Article IV, Section 3 (e)(1) hereof.

The Nominating Committee shall maintain records of suggested nominees and their qualifications.

The report of the Nominating Committee shall in no way abridge the right of any members of voting age to make nominations by petition as provided in Article IV Section 3 (e)(2) hereof.

### *Section 2 – Pastoral Relations Committee*

There shall be a Pastoral Relations Committee consisting of up to five members chosen annually by the Minister and the President of the Church Council, with the approval of the Council.

The Pastoral Relations Committee shall support and maintain open relationships and communication between the professional staff and members of the congregation.

The Committee shall schedule meetings with the Minister twice yearly and with all other professional staff annually. Additional meetings will be scheduled as requested.

### *Section 3 – Special Committees*

Special Committees may upon due motion from the floor be appointed by the presiding officer at any Annual or special meeting of the Church. Special Committees may also be appointed, as circumstances may require, by the Church Council. The terms and duties of such Special Committees shall be designated at the time of the appointment.

The following Special Committee is specifically provided for herein.

### *Section 4 – Pastoral Search Committee*

A Pastoral Search Committee of eleven (11) members shall be elected at a duly convened meeting of the Church membership when the need for Minister, Associate Minister or Assistant Minister arises.

The Church Council shall present to the Chairman of the Nominating Committee five (5) nominees, not necessarily members of the Church Council, to serve on the Pastoral Search Committee.

The Nominating Committee shall present a slate of six (6) nominees from the Church-at-large.

The Chair of the Nominating Committee shall arrange with the Secretary for the publication of all names presented by the Church Council and the Nominating Committee in an issue of the Church Newsletter within ten (10) days after such nominations are made.

Nominations to represent the church-at-large, by petition signed by ten (10) members, may be submitted to the Chair of the Nominating Committee. All names presented by petition must be presented within seven (7) days of the publication of the nominees selected by the Nominating Committee and be published with the Nominating Committee's selections in two consecutive issues of the Church newsletter prior to the meeting held for the election of the Pastoral Search Committee.

The President of the Church Council shall convene the elected Pastoral Search Committee and act as temporary Chair until the Pastoral Search Committee has elected a permanent Chair who shall not at the time be serving as President of the Church Council. He or she shall also arrange for an appropriate denominational officer to brief the Pastoral Search Committee on recommended procedures of such a body.

The election of the Chair and the briefing of the Committee shall take place within three weeks of the time that the Pastoral Search Committee has been elected.

## ARTICLE VI

### VACANCIES

#### *Section 1 – Minister(s)*

Vacancies in the office of Minister, Associate or Assistant Minister shall be filled in accordance with Article IV, section 2.

#### *Section 2 – Other Officers and Committees*

Vacancies in any other office of the Church (Article IV, Section 1), in the Ministries (Standing Committees), and in the Nominating Committee shall be filled within thirty (30) days after such vacancy occurs by majority vote of the Council on nomination by the Nominating Committee. Any person elected to fill such a vacancy shall hold office until the regular expiration date of the term. The Church Council alone shall fill vacancies which occur within the Standing Ministries up to a term of two years.

#### *Section 3 – Special Committees of the Church*

Vacancies in any Special Committee of the Church shall be filled in accordance with the provisions under which the particular committee was established, or if not specified, as in Section 2 of this Article.

## ARTICLE VII

### USE OF CHURCH BUILDING

- (1) The Church building is to be maintained primarily for the religious and educational meeting of the Church and Church School, and for the activities of the organization directly connected with the Church. Since the Church, however, is intended to serve the community in a larger sense, the Church building may be used for such community activities as are not inconsistent with its character as a Church edifice.
- (2) Application for its use must be made to the Church Council who may, within the limits imposed by paragraph 1 of this Article, permit its use for such community purposes. They may not, however, grant the Sanctuary or Chapel for private use other than for baptisms, weddings, funerals, or other religious functions. Spaces other than the Sanctuary and Chapel may be used as indicated in paragraph 1. Fees charged for the use of such spaces not be greater than that required to cover the cost of heat, light and service incident to such use.

## ARTICLE VIII

### MEETINGS

#### *Section 1 – Annual Meeting*

Annual Meetings of the Church shall be held on a date in January or February as designated by the Council. The reports of the Church Council, Ministries and auxiliary organizations shall be made and the election of officers and ministry members shall take place at that time.

#### *Section 2 – Special Meetings*

Special meetings of the Church may be called by the Church Council or upon the written request to the Secretary of ten (10) members of the Church, who shall specify in writing the nature of the business to be transacted. No business other than that specified shall be transacted at such meeting.

#### *Section 3 – Notifications*

The Secretary shall notify members of all Church meetings by posting a notice describing the purpose thereof in open view at or near the place of meeting for ten (10) days prior thereto; and such notice shall be printed in the weekly Newsletter or announced from the pulpit or both on the Sunday prior to and the Sunday of the week of the meeting.

#### *Section 4 – Quorum*

Twelve percent of the enrolled membership, as tabulated by the Parish Clerk prior to the Annual Meeting, shall constitute a quorum for the transaction of all business at any meetings of the Church except as otherwise provided for herein.

#### *Section 5 – Voting*

The majority vote of those present at any lawfully called meeting who are eligible to vote shall be final, except as provided for in Article III, Section 4; Article IV, Section 2; and Article XI, Section 1.

Voting at any meeting, including the election of officers, may be either by written ballot or voice vote, as determined by a majority of the members who are present and eligible to vote.

#### *Section 6 – Procedure*

All procedural questions not provided for herein regarding any meeting of the Church or the Church Council or any of its ministries shall be resolved by the presiding officer in accordance with “Roberts Rules of Order” or any supplement or revision thereto.

## ARTICLE IX

### FINANCES

- (1) The Church shall seek support by voluntary contributions of individuals and organizations.
- (2) The Church will cooperate in benevolence giving with the New Jersey Association, the Central Atlantic Conference, and the United Church of Christ.
- (3) The Church Council shall include in the budget the per capita contribution for the expenses of the Association and the Conference.
- (4) Permanent Funds in gifts and legacies shall be set aside as desired by the donor or as the Church Council shall determine. The object of permanent Funds shall be to supplement rather than supplant subscriptions.

## ARTICLE X

### ORGANIZATIONS

#### *Section 1 – Cooperation*

The Church welcomes the creation of organizations within its membership which shall help it serve its purposes, and it expects from all of these a maximum of cooperation. All organizations deriving the majority of their membership from the Church shall be regarded as integral parts of the Church.

#### *Section 2 – Reports*

Each organization shall submit a report concerning its activities at the Annual Meeting of the Church and shall forward to the Treasurer of the Church, for information purposes, advisory notes pertaining to the disbursement of all benevolences.

## ARTICLE XI

#### *Section 1 – Amendments*

This constitution may be amended at any Annual Meeting or any special meeting called for that purpose, by a three-fourths vote of all members present and voting, provided: That the proposed amendment or amendments shall have been presented in writing and printed in the official Church publication two weeks prior to the date upon which action is to be taken.

#### *Section 2 – Enabling Act*

The provisions of this constitution shall go into effect January 1, 1965. Any organization or office created or increased in membership by this Constitution shall be brought to full membership by election to office or

appointment to ministry of representatives for the appropriate full terms and partial terms to provide a full complement in each office and organization for the calendar year 1965.

### *Section 3 – Bylaws*

Bylaws this Constitution may be adopted or amended at any Annual Meeting or any special meeting called for that purpose, by majority vote of all members present and voting, provided:

That the proposed Bylaws, amendment, or amendments shall have been presented to the Church Secretary in writing and printed in the official Church publication two weeks prior to the date upon which action is to be taken.

### *Section 4 – Enabling Clause*

At the Annual Meeting of the Church in 1971, the following officers and committee members shall be elected for two-year terms: Moderator, Treasurer, Auditor, two members-at-large of the Church Council, the Chairpersons of the Administration, Children's Education, Fellowship, Stewardship, and Youth Ministry Standing Committees, and one member of each Standing Committee of the Church Council.

The following Officers and Committee members shall be elected for one-year terms: Secretary, Assistant Treasurer, Parish Clerk, Historian, two members-at-large of the Church Council, the Chairpersons of the Adult Ministries, Ecumenical Concerns, Finance, and Worship Standing Committees, and one member of each Standing Committee.

At subsequent Annual Meetings of the Church, all Officers and Committee members shall be elected for the length of terms indicated in the constitution.

### **Adopted December 13, 1964**

Amended on:

January 22, 1969  
May 24, 1970  
January 26, 1972  
December 2, 1973  
January 20, 1980  
January 24, 1982  
January 24, 1988  
January 21, 1990  
January 21, 1996  
December 7, 1997  
January 30, 2000  
April 29, 2018

# BYLAWS

## *MINISTRIES*

### A. MINISTRY OF ADMINISTRATION – PROPERTIES AND PERSONNEL

The Ministry of Administration – Properties and Personnel shall be a standing committee of the Church Council. It shall be responsible for the maintenance, protection and preservation of all the property of the Church and also for staffing and direction of Church personnel and setting all personnel policies. It shall consist of at least six members plus the Chair. In addition a Trustee of the Garden of Memory shall be an ex-officio member. In general the functions of the Ministry shall be:

- 1) To regulate the use of Church property
- 2) To provide supervision of nonprofessional staff
- 3) To establish a personnel policy for all employees
- 4) To establish a salary guide and conditions of employment for all employees

### B) MINISTRY OF ADULT EDUCATION

The Ministry of Adult Education shall be a standing committee of the Church Council. It shall consist of at least 6 members plus the Chair. The Ministry of Adult Education shall be responsible for both programming for the needs of the adults in the Church community and providing opportunities and training for adults in their ministry to the world. In the fulfillment of its commission it shall be the task of this ministry to promote:

- 1) Study and Education;
- 2) Training for mission and action;
- 3) Leadership training for church members and leaders;
- 4) Research and planning for Education and Mission;
- 5) Education and action in fields connected with the relation of the Church to the community and to society at large.

### C) MINISTRY OF CHILDREN AND YOUTH

The Ministry of Children and Youth shall be a standing committee of the Church Council. Its ministry shall be to children from birth through the age of 21, primarily through formal programs of Christian Education and youth fellowship groups.

The membership of the Ministry shall consist of eight members, plus the Chair. The Church School Coordinator and the Chairperson of the Pilgrim Nursery School Board shall be ex officio members with the right to vote.

The Ministry shall be responsible for the administration and operation of the Church School. It shall provide for whatever additional educational and fellowship programs it may deem necessary for ministering to children, such as family workshops, summer programs, weekday activities, outings, and the like. The Ministry shall provide the necessary leadership to carry out its ministry and provide to the leaders the required training and resources to support their efforts.

The Ministry shall oversee the Confirmation education program and shall coordinate the final interview of the Confirmands with the Minister and Class Instructor.

The Ministry shall have oversight over the youth Ministry/fellowship of the church.

The Ministry shall be the official liaison to the Board of the Pilgrim Nursery School.

## D) MINISTRY OF OUTREACH AND MISSION

The Ministry of Outreach and Mission shall be a standing committee of the Church Council. It's membership shall consist of the delegates to the New Jersey Association and the Central Atlantic Conference and at least 6 members plus the Chair. It shall be the purpose of this Ministry to relate the programs of ecumenical and denominational judicatories to the local Church and reflect concerns of the local church to such judicatories. It shall further be the purpose of this group to develop relationships to other churches as shall best serve the interests of the whole Church.

It shall be the responsibility of this Ministry to:

1. Develop and propose to the ministry of finance outreach items for the church budget.
2. Coordinate special offerings with the ministry of worship and recommend the disposition of such funds.
3. Provide education and publicity relating to the wider outreach of the church.

## E) OF FINANCE

The Ministry of Finance shall be a standing committee of the Church Council, responsible for the fiscal affairs of the Church. It shall consists of at least 6 members plus the Chair. In addition, a Trustee of the Endowment Committee shall be an ex-officio member. The Ministry shall establish a sub-committee to be known as "The Memorials and Gifts Committee" to administer the memorials and gifts to the Church (except such gifts or memorials designated for the Garden of Memory or the Endowment Fund). The Ministry shall further have the right to establish subcommittees, ad hoc committees or task forces as necessary and desirable and shall hold such groups accountable for the satisfactory performance of functions for which they are commissioned. In general, the functions of the Ministry shall be to:

- 1) Submit, through the Church Council to the Annual Meeting of the Church for ratification, a budget of the estimated receipts and expenditures, including benevolences.
- 2) Administer the funds for the work of the Church and make all necessary expenditures therefor.
- 3) Select financial institutions where the funds of the Church shall be deposited.

## F) MINISTRY OF PARISH LIFE

The Ministry of Parish Life shall be a standing committee of the Church Council responsible for the fellowship, membership, and service functions of the Church. It will be composed of at least 6 members plus the Chair, the Parish Clerk or his or her delegate, a member of the Women's Association and the representative from the Stephen Ministers.

The purpose of the Ministry shall be to coordinate the activities of the various groups concerned with caring for the congregation, to advise them where necessary, to supply a source of communication between them, and to be a liaison between these groups and the Council. The Ministry shall work with the Parish Clerk in the matter of membership records and be responsible for records of Church attendance. This Ministry, with the Administrative Assistant, will be responsible for publicity and public relations efforts including the newsletter, the Church directories, and seasonal brochures. Additionally, this Ministry will welcome new members into the life of the Church by sponsoring introductory new member events for the congregation.

## G. MINISTRY OF STEWARDSHIP

The Ministry of Stewardship shall be a standing committee of the Church Council. It shall consist of at least 6 members plus the Chair. The Ministry shall have the responsibility for the raising of all funds necessary for the work of the Church as directed by the Church Council, including planning for and conducting the annual canvass. It shall take primary responsibility for stewardship education for the whole Church. It shall report regularly to the Church Council on its fundraising and educational activities.

## H. MINISTRY OF WORSHIP

The Ministry of Worship shall be a standing committee of the Church Council. It shall be responsible for the worship life of the church. It shall consist of at least six members plus the chair in consultation with the Minister(s). In general the function of the Ministry shall be to:

- 1) Establish, in consultation with the Minister(s), the schedule and general format of services of divine worship; make the necessary arrangements and preparations for the observance of Communion, and provide all the necessary support functions related to services of worship.
- 2) Determine policies and practices related to the effective utilization of music in the worship life of the Church; provide counsel and assistance to the Minister of Music in developing and managing choirs representative of all age groups within the Church; and assure that resources essential to an effective program of music are available.
- 3) Attend to the supply of the pulpit in the absence of a regular Minister.
- 4) Make arrangements, subject to the approval of the Church Council, for the continuation of the ministry on an interim basis during the absence of a regular Minister for whatever reason.

## II. SIGNATORIES

All notes, checks, or other negotiable instruments of the Church shall be signed by the Treasurer or any Assistant Treasurer and cosigned by the President of the Church Council, the Vice President or the Chairperson of the Ministry of Finance.

## **Bylaws approved May 24, 1970**

Amended on

January 26, 1972

January 22, 1975

January 20, 1980

January 21, 1990

January 20, 1991

January 21, 1996

December 7, 1997

January 30, 2000

April 29, 2018 (Article VIII, Section 4)