

**Oakland Christian United Church of Christ
Bylaws
Approved July 21, 2019**

**Oakland Christian United Church of Christ's Bylaws
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DRAFT BYLAWS
Oakland Christian United Church of Christ
June 12, 2019

ARTICLE I – PURPOSE

The constitution of an organization contains the fundamental principles which govern its operation. These bylaws are an extension of the Oakland Christian United Church of Christ's Constitution, and they establish the specific rules of guidance by which the group is to function.

ARTICLE II

Qualifications for Elected and Appointed Officers

Moderator, Assistant Moderator, Other Council Members, Treasurer, Assistant Treasurer, Conference Secretary, Historian and Trustees

1. Must be an active member of the church for two (2) or more years
2. Must have a record of faithful service on one (1) or more committees or board
3. Must have time to attend meetings and actively participate in carrying out the mission of the Church
4. Must have received from the Church Secretary and read the following documents:
 - a. The Constitution
 - b. The Bylaws
 - c. The Financial Policy

ARTICLE III

Additional Church Officers

The Oakland Christian United Church of Christ's Constitution states that our church officers are the Moderator, Assistant Moderator, Treasurer, and Trustees. Their duties are included in the constitution. Additional church officers are the Assistant Treasurer, Conference Secretary, and Historian. These additional church officers will be appointed annually by the Council.

Assistant Treasurer

The Assistant Treasurer will assume the duties of the treasurer in his/her absence.

Conference Secretary

The Church Conference Secretary will:

1. Record minutes of all meetings of Church Conferences.
2. Receive all reports made to a conference.
3. Electronically forward minutes and reports within ten (10) days to the Moderator and the church office for filing as prescribed in the Records Retention Spreadsheet.
4. Write letters as authorized by the Church Conference or Council.

Historian

The Historian will:

1. Collect documents and records connected with the history of the church and file them in a permanent form.
2. Present a yearly commentary of events in the life of the church at the first conference of each year. The report shall be filed in a permanent form.
3. Record all memorial gifts in the Memorial Ledger.

ARTICLE IV Removal of Elected Officials

Any Officer, Council Member, Board Member, or Committee Member elected by the Congregational Conference may be removed for good cause by written consent of a simple majority of Council Members.

Reasons of “good cause” may include, but are not limited to:

1. Not actively participating in carrying out the mission of the elected office or the mission of the Church.
2. Missing twenty (20) percent or more meetings in a six (6) month period.

ARTICLE V Additional Church Staff

The Oakland Christian United Church of Christ’s Constitution outlines the duties of the Pastor. Additional church staff members may include the Church Secretary, Director of Christian Education, and Director of Music. Other staff may be approved by the Church Conference.

Secretary

1. The Church Secretary will be interviewed by the Pastor and a minimum of two (2) members of the Personnel Committee. The Personnel Committee will present the recommendation to the Council. Employment will be approved by the Council.
2. The Church Secretary will:
 - a. Work a prescribed number of hours and a schedule agreed upon by the Pastor and Council.
 - b. Work under the direction of the Pastor.
 - c. Perform duties as listed in the job description as well as those listed in the Financial Policies and Procedures Document.

Director of Christian Education

1. The Director of Christian Education will be interviewed by the Pastor, a minimum of three (3) members of the Personnel Committee, and one (1) member of the Board of Christian Education. The Personnel Committee will present the recommendation to the Council. Employment will be approved by the Council.
2. The Director of Christian Education will:
 - a. Provide and support educational opportunities and activities designed to enhance Christian growth and fellowship within Oakland Christian United Church of Christ.
 - b. Perform duties as listed in the job description.
 - c. Perform other duties as assigned by the Pastor and/or the Board of Christian Education.

Director of Music

1. The Director of Music will be interviewed by the Pastor, a minimum of two (2) members of the Personnel Committee, and two (2) members of the Music Task Group. The Personnel Committee will present the recommendation to the Council. Employment will be approved by the Council.
2. The Director of Music will:
 - a. Direct the musical program of the church to complement and enhance the worship service.
 - b. Perform duties as listed in the job description.

ARTICLE VI

Independent Contractors

Financial Secretary

1. The Financial Secretary will be interviewed by the Pastor and a minimum of two (2) members of the Personnel Committee. The Personnel Committee will present the recommendation to the Council. Employment will be approved by the Council.
2. The Financial Secretary will:
 - a. Work a prescribed number of hours and a schedule agreed upon by the Pastor and Council.
 - b. Work in coordination with the Church Secretary and under the supervision of the Pastor.
 - c. Perform duties as listed in the Financial Secretary Contract Agreement.

Sexton

1. The Sexton will be interviewed by the Chairman of the Building and Grounds Committee and two (2) members of the Personnel Committee. The Personnel Committee will present the recommendation to the Council. Employment will be approved by the Council.
2. Duties of the Sexton will be at the direction of the Pastor and the Chairman of the Building and Grounds Committee.

ARTICLE VII

Committees Appointed by Council

Auditing Committee

Responsibilities:

1. Audit the financial records of the Church Treasurer at the end of each calendar year.
2. Submit a report to a Church Conference no later than the last Sunday in April.
3. Provide additional audits as directed by the Council.

The Becky Godwin Memorial Scholarship Fund Committee

In 1980, policies and guidelines for the Becky Godwin Memorial Scholarship Fund were approved by the church. The fund is to be permanently maintained as a separate fund in the financial accounts of the church. The principal will not be used for scholarships.

1. As specified in the by-laws of the Becky Godwin Memorial Scholarship Fund, a committee of not less than three (3), or more than five (5) members of the church will be appointed annually by the council.
2. It will be the duty of the committee to oversee the applications process, the selection of recipients to receive scholarships, and the amount of each scholarship award.

Oakland's Legacy Angels Committee

This committee will oversee the Oakland's Legacy Angels' Program, a program designed to encourage members to include a legacy gift to Oakland Christian United Church of Christ through planned future donations, thereby strengthening the financial future of the church. It will consist of five (5) members who will be appointed annually by the council.

Responsibilities:

1. Encourage membership in the Oakland's Legacy Angels Program.
2. Update the list of members on the Oakland's Legacy Angels Membership Plaque.
3. Upon receipt of a legacy gift, have name plate engraved and added to Oakland's Legacy Angels plaque.
4. Upon receipt of a legacy gift, record gift in the Oakland's Legacy Angels Ledger and note how the money will be used.
5. Upon receipt of Legacy Angel Funds, make recommendation(s) for expenditure of funds to Trustees.

Pastor/Parish Relations Committee

It will support and maintain an open, healthy relationship between the Pastor and members of the congregation. It will serve as an advisory group to the Pastor and offer support for the Pastor's leadership.

The Pastor/Parish Relations Committee will consist of (5) members, three of whom will be selected from a list proposed by the Pastor and the other two from a list proposed by the Council. Committee members will be appointed annually by the Council.

Responsibilities:

1. Serve as a vehicle to promote healthy relationships and communication between the Pastor and congregation.
2. Provide support for the Pastor in the execution of pastoral responsibilities.
3. Serve as a resource and sounding board for the Pastor regarding worship, programming, and other areas pertinent to the life of the church.
4. Convey suggestions to Pastor.
5. Provide an arena for helpful and honest dialogue to resolve conflict.
6. Seek, when appropriate, the resources of the Eastern Virginia Association and/ or the Southern Conference.
7. Ensure a smooth transition in the event of calling a new Settled Pastor.

ARTICLE VIII

Committee Elected by the Church Conference

Personnel Committee

It will consist of five (5) members. One (1) member will be the Assistant Moderator who is elected annually. Four (4) members will be elected to serve a term of four (4) years, one of whom will be elected annually. These members shall be off the Committee for one (1) year before he/she may be nominated again. Members should have demonstrated experience in personnel management.

The purpose of the Personnel Committee is to assure that the Church hires highly qualified persons for the respective positions; that the Church receives the highest quality service from its employees and independent contractors where appropriate, enjoys smooth and orderly operations, and maintains fair and equitable treatment of its employees and independent contractors.

Responsibilities:

1. Develop, administer, and maintain personnel policies including job descriptions, independent contractor duties, performance evaluation procedures, employee benefits, compensation, and other policies/procedures as needed.
2. Develop employment and independent contractor agreements.

ARTICLE IX
Standing Committees

Building and Grounds Committee

It has general oversight and charge of maintenance and upkeep of all buildings, grounds, and other real properties of the Church and strives to keep them in good repair.

Responsibilities:

1. Secure and oversee a lawn care provider for all church property, including the cemetery and parsonage.
2. Regularly inspect all church properties, inside and out, especially after inclement weather.
3. Address maintenance problems promptly and cost effectively.
4. Communicate with Council regarding work completed and work to be done. Contact should be made immediately for major problems.
5. Seek approval from the Church Council for all estimated expenditures more than \$5,000.
6. Seek approval from the Church Conference for all estimated expenditures more than \$20,000.
7. Communicate with the Pastor on a regular basis regarding maintenance of the parsonage.

Policies & Procedures Committee

It is responsible for creating and reviewing policies and procedures to ensure that they reflect the mission of our Church, provide consistency and embrace the love of Jesus Christ.

Responsibilities:

1. Research and gather information pertaining to existing or suggested new policies and procedures, as requested by the Council, members of the church, or the Policies and Procedures Committee.
2. Request input from any board, committee or task group that would be affected by a revision to or addition of, a policy or procedure.
3. Create a draft of any proposed policy and procedure, ensuring that it reflects the mission of our Church and addresses the information obtained above.
4. Present the draft to the appropriate board, committee or task group for comments.
5. Present the draft to Council for input.
6. Present the final draft to a Church Conference for approval.

Christian Service Committee

It will minister to individuals and organizations in our community and the world by coordinating and managing the benevolence funds.

Responsibilities:

1. Research the various benevolent organizations to determine if they meet our church's mission (goals, activities, budget, etc.) and then prioritize the needs/organizations and the amount the Church will donate to each for the year.
2. Recommend to Council an allocation of benevolences for the upcoming operating budget.
3. Communicate to the membership the organizations that are being supported through benevolence funds.
4. Recommend to Council the distribution of proceeds from church fund raising events, including Fall Fest.
5. Research requests for assistance by individuals and families, both members and non-members. Determine amounts to be allocated if appropriate and distribute funds.

Stewardship Committee

It will strive to instill in the congregation the true meaning of Christian stewardship and the need to practice it in all of life.

Responsibilities:

1. Study and grow in understanding of biblical stewardship to help church members see the relationship between stewardship and discipleship.
2. Present to the Council a year-round stewardship program in support of the church mission statement.
3. Coordinate and implement a year-round stewardship program in support of the church mission statement.
4. Analyze and present past trends in giving and advise the Council on stewardship patterns.
5. Personalize stewardship (through newsletters, bulletin boards, websites, etc.) so members can see and pray for what their gifts are doing.
6. Organize "Stewardship Moments" at least once a year, so that members may be motivated to invest their gifts in the local church ministry.
7. Organize a Commitment Sunday.

Outreach Committee

It will ensure that the Christian mandate to serve others is always in the forefront at Oakland Christian United Church of Christ by engaging the Church in mission projects in the local community and beyond.

Responsibilities:

1. Educate the Church on local and foreign mission projects.
2. Recommend to the Council a yearly mission outreach project in support of the church's mission.
3. Solicit mission gifts for special projects, when necessary.
4. Encourage individual and group participation in specific mission projects and programs.
5. Support and coordinate outreach programs, such as the CAPS Night Stay Project.
6. Develop ecumenical relationships with other churches in the community.

ARTICLE X

Task Group Appointed by Council

Tellers Task Group

There is a written financial policy and separate procedure for tellers that will be followed. The chair of tellers will assure each new person is trained and provided a yearly schedule.

Responsibilities:

1. Collect offerings from the offering plates and any donations obtained by the church during the week.
2. Count collected monies on church property and report the total amount collected in cash and checks.
3. Deposit cash into the church bank account on the day it is collected.
4. Ensure that the checks collected and required documentation are locked in a secure location for use by the Financial Secretary during the week.

ARTICLE XI Standing Task Groups

Welcoming Task Group

It will be responsible for welcoming visitors to the Church in Christian fellowship and sustaining that relationship as individuals learn and grow in their knowledge about God, the UCC and Oakland Church. As visitors become members, relationships with the Welcoming Task Group will certainly continue; however, an assigned deacon will then welcome the new members into their flock and take on the responsibility to continue helping the individual on their faith journey.

Responsibilities:

1. Encourage the use of nametags for members and visitors.
2. Welcome visitors and assist with introductions.
3. Maintain and encourage the use of fellowship pads and use the information to provide follow-up contact.
4. Provide information to visitors about the Church (general information, Sunday School classes, youth ministry, special events, map, etc.)
5. Follow up with visits, letters, and/or gifts.
6. Encourage recurring visitors to become members.
7. Make information available regarding the United Church of Christ, the Eastern Virginian Association and the Southern Conference.
8. Encourage participation in church activities, matching talents and abilities with needs within the church.
9. Ensure Holy Grounds (light refreshments to encourage fellowship before and after Worship) is in place every Sunday.

Hospitality Task Group

It will provide friendly and gracious hospitality for special events in the Church.

Responsibilities:

1. Coordinate receptions or meals requested by the Pastor, Chair of Deacons, or Moderator.
2. Prepare and provide for receptions such as the Christmas Cantata, Singspiration, Music Appreciation, funerals, pot luck dinners and others as needed.
3. Keep the kitchen clean and orderly.
4. Work with the chairman of Housekeeping to ensure all supplies are available when needed.

Flower and Altar Task Group

It will encourage members to contribute to the church by placing flowers in the church each Sunday and for special seasonal events.

Responsibilities:

1. Ensure that a flower chart is posted and completed for the year.
2. Clean and care for the altar brass and altar cloths.
3. Place appropriate liturgical altar cloths in the sanctuary.
4. Ensure that the altar, sanctuary, and entrance spaces are decorated throughout the year.
5. Ensure that flowers are in place on the altar and in the narthex every Sunday.
6. Promote the sale of special seasonal flowers (e.g. Easter Lilies, Poinsettias).
7. Keep altar candles in stock, including individual Christmas Eve candles.

Music Task Group

It will serve as a liaison between the congregation, the Director of Music and the Pastor.

Responsibilities:

1. Serve as a resource and sounding board for the Director of Music regarding programming, budgeting, facilities, and personnel.
2. Convey compliments and suggestions to the Music Director and the Pastor.
3. Represent the Music Department at Council and Congregational meetings, as necessary.
4. Assist the Music Director and the Pastor in evaluating the Music Program.

Technology Task Group

It will maintain all church computer and AV equipment.

Responsibilities:

1. Assess the needs of the church regarding technology equipment, including sound.
2. Ensure all technology is working properly.
3. Research pricing for replacements, new equipment and service agreements.

Ushers Task Group

It will create a welcoming environment and set the tone for members and visitors entering the Church.

Responsibilities:

1. Greet members and visitors at the narthex before Sunday Worship and special events.
2. Escort or direct individuals to empty seats.
3. Assist those who need special seating and/or accommodations during the service.
4. Make introductions between visitors and church members.
5. Distribute church bulletins.
6. Complete the attendance chart and post numbers.
7. Collect and present the offering.
8. Distribute seasonal items (candles, etc.)
9. Be in place 15 minutes prior to any service.

Housekeeping Task Group

It will oversee the housekeeping of the Church and manage the kitchen.

Responsibilities:

1. Communicate with the Church Sexton regarding the inventory of cleaning supplies.
2. Update inventory as needed.
3. Keep the kitchen clean and orderly.
4. Organize drawers, cabinets, and closets throughout the Church.
5. Maintain an inventory of supplies.
6. Coordinate orders through church office.

Activities/Events Task Group

This task group is responsible for overseeing and coordinating all church sponsored special activities and events (other than worship, Church School, and Christian Education activities), and to ensure that they glorify God and promote Christian fellowship.

Responsibilities:

1. Work closely with the Pastor and staff to approve and coordinate the use of church facilities and supplies for all special activities and events.
2. Plan and facilitate activities that support the church's mission (Fall Fest, Easter Pie Sale, Church Picnic, etc.)
3. Ensure that all events are on the Church calendar.
4. Promote Church activities and events.

**ARTICLE XII
Absentee Ballots**

Absentee Ballots

All members who have been active during the current year via time, talent, or treasure may request an absentee ballot from the Chair of the Nominating Committee provided the member is going to be out of town or medically unable to attend church the day of voting. Ballots must be turned in to the Chair of the Nominating Committee or the Church Secretary before the Congregational voting occurs.

**ARTICLE XIII
Amendments**

1. Any proposed amendments to these Bylaws will be made in writing to the Council. The proposed amendments will then be made available to the Church Conference no less than thirty (30) days prior to any action being taken on them.
2. Amendments to these Bylaws will be voted upon a Church Conference where the required notice has been given that the amendment(s) will be considered.
3. If a quorum is present, a two-thirds affirmative vote of the members present is required to amend these Bylaws.

**ARTICLE XIX
Notice**

In any instance where notice is required in these Bylaws, reasonable and appropriate methods shall be used to reach as many members of the congregation as possible. Depending on the circumstances, these should include the following (as well as other effective and cost-efficient methods that may become available in the future):

1. Announcements:
 - a. Sunday services
 - b. Sunday bulletin
 - c. Monthly newsletter
 - d. Church web site
 - e. Social media being utilized by the Church
2. Email
3. Mail or telephone when other methods are unavailable.

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