

1 BY-LAWS
2 Of
3 ST. JOHN UNITED CHURCH OF CHRIST
4 In Bellevue, KY

5
6 **ARTICLE I**
7 Name and location

8
9 The name of this corporation is ST. JOHN UNITED CHURCH OF CHRIST. The Church
10 maintains its location at 520 Fairfield Avenue Bellevue, Kentucky hereinafter referred to as the
11 Congregation, and it shall be incorporated under the nonprofit corporation laws of the
12 Commonwealth of Kentucky.

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14 **ARTICLE II**
15 Purpose

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17 It shall be the purpose of this Congregation to establish and maintain a Christian congregation
18 for worship, to promote the Christian life as disciples of Jesus, and to advance the Realm of God
19 at home and abroad. The Congregation declares itself a body open to all people.

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21 **ARTICLE III**
22 Affiliation

23
24 This Congregation shall maintain standing in the United Church of Christ (hereafter called the
25 UCC) and shall be governed by the Articles of Incorporation and By-Laws of the Congregation.

26
27 Delegates and alternates shall be appointed by the Church Council (hereafter called Council) to
28 attend the meetings of the Southwest Ohio Northern Kentucky Association of the UCC (hereafter
29 called the Association) and the Ohio Conference of the UCC (hereafter called the Conference).
30 The expenses of the Pastor and delegates shall be paid by the Congregation.

31
32 The Congregation shall regularly contribute to and be in covenant with the UCC including but
33 not limited to the Association and Conference.

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35 The Congregation shall file annual yearbook reports to the UCC.

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37 **ARTICLE IV**
38 Congregational Meetings

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40 The power of the Congregation is vested in its members assembled in the annual meeting to be
41 held in the month of May. The specific date is to be set by the Council and two weeks notice is
42 given to the members. Twenty percent (20%) or twenty-five (25) members – whichever is
43 greater - shall constitute a quorum.

44
45 It is the prerogative of the Congregation to decide such questions as the buying and selling of
46 property, building projects, extensive repairs to Church property, encumbering real estate, the
47 call retention and dismissal of a Pastor, election of Council Officers and Members and

48 dissolution and questions of policy of the Congregation, as well as changes in the Articles of
49 Incorporation and By-Laws. The transaction of all other business is entrusted to the Council.

50
51 Special meetings may be called by either the Council or the Congregation. The call for a special
52 meeting by the Council shall require a majority vote of its members present and voting.

53 Upon the written request of five percent (5%) of the members, the Council shall issue a call for
54 such a Congregational meeting within two weeks after the request has been received, for a time
55 no later than three weeks after the date the call is issued.

56
57 Two weeks public notice shall be given of the time, place and purpose of a special
58 Congregational meeting. Only such business as has been mentioned in the call may be transacted
59 at such special meeting.

60
61 The President shall invite the Chairpersons or representatives of each organization of the
62 Congregation to report at the annual meeting or on request.

63
64 Congregational meetings shall be governed by the most recent edition of Roberts Rules of Order.

65 **ARTICLE V**

66 **Property**

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69 The Congregation may, in its corporate name, sue, hold, purchase and receive title by gift, grant
70 or other conveyance, of and to any property, real or personal, with power to encumber, sell or
71 convey the same and all other actions permissible by law and not inconsistent with the Church's
72 legal status as a tax-exempt not-for-profit organization

73
74 In case of dissolution of the Corporation the title to the property shall vest in the Association.

75 **ARTICLE VI**

76 **Covenant Membership**

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79 Persons who have been baptized, and who have been received into its communion by
80 confirmation, by letter of transfer, or by profession of faith, shall continue to be Covenant
81 Members (hereafter "members") of this Congregation unless a request for transfer is made by the
82 member or is received from another Church.

83
84 Members who have not attended worship or provided recordable financial support to the Church
85 for a period of two years will receive a letter from the Council. If the member has not responded
86 to this letter within a 30-day period, that member will be removed from the membership list.
87 Illness and or other pastoral concerns will be considered in this process.

88
89 Members are entitled to a full share of the fellowship and the spiritual blessings of the Church,
90 and to the services of its Pastor, officials and other workers, as well as to the Christian sympathy
91 and support of all members.

92
93 Members of the Congregation are entitled to voice and to vote in Congregational meetings and
94 are eligible to be elected or appointed to office unless otherwise stated in the By-Laws.

95

96 As disciples of Jesus, all members are directed and encouraged to participate in opportunities of
97 spiritual formation through the practices of daily prayer; weekly worship; reading and studying
98 scripture; service within and beyond this congregation; building covenant relations with other
99 members; and giving of their time, talent and financial support.

100 **ARTICLE VII**
101 **Officers and Duties**

102 President

103 The President shall ensure the Council meets regularly, chair Council and Congregational
104 meetings, and see to the execution of all resolutions.

106 The President shall support the Pastor and assist in the administration of the mission of the
107 Church.

109 The President is also empowered, with the Secretary, to sign all contracts, loans, vouchers and
110 deeds in the name of the Congregation.

112 Upon completion of term the President will serve as President-Past to provide continuity of
113 leadership.

114 President-Elect

116 The President Elect shall assume the duties of President in the President's absence, and
117 responsibilities as delegated.

119 Upon completion of term President-Elect shall serve as President.

121 Secretary

122 The Secretary shall keep a record of all transactions at Congregational and Council meetings,
123 attend to all correspondence, and with the President, sign all contracts, loans, vouchers, and
124 deeds in the name of the Congregation.

126 The Secretary shall also keep a complete record of baptisms, confirmations, receptions of new
127 members, transfers, removal of names, marriages and deaths.

129 Treasurer

130 The Treasurer shall have charge of all monies received from the Financial Secretary, make all
131 payments, render a monthly report to the Council and an annual fiscal report to the Congregation
132 at its annual meeting.

134 Financial Secretary

135 The Financial Secretary shall receive all monies, deposit all monies in the depository of the
136 Church, render a monthly report to the Council, deliver a fiscal report to the Congregation at its
137 annual meeting and send annual statements of giving to contributors.

139 Term

140 The President and President Elect's term of service is one calendar year. After completion of the
141 term, the outgoing President will become President-Past and the outgoing President Elect will
142 become President.

144 The Secretary, Treasurer and Financial Secretary's term of service is two calendar years, for a
145 maximum of two terms (four years) of consecutive service.

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147 **ARTICLE VIII**
148 **Church Council**

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150 Membership

151 The Council membership is comprised of the President, President Elect, Secretary, Treasurer,
152 Financial Secretary, four at-large members, the Pastor and the President Past.

153
154 Eligibility

155 Individuals who have been a member for at least one year and are not term-limited at the time of
156 nomination are eligible.

157
158 Term

159 The four at-large members' term of service is two calendar years, for a maximum of two terms
160 (four years) of consecutive service.

161
162 The Pastor and President-Past are ex-officio and have a voice at meetings, but cannot vote.

163
164 The President shall only vote in the following circumstances: to break a tie, or if s/he has
165 relinquished the chair on an issue.

166
167 Five (5) voting members shall constitute a quorum.

168
169 Vacancy

170 Council members who have had three (3) unexcused absences during their term of office may be
171 replaced at Council's discretion and in consultation with the Pastor.

172
173 Council will appoint a replacement for any vacant council position with an unexpired term.

174
175 Responsibilities

176 The Council shall transact all business not specifically reserved to the Congregation.

177
178 The Council shall meet regularly at a place and time convenient to the members to transact any
179 business which may properly come before it. The Congregation shall be notified of all such
180 meetings.

181
182 Special meetings are subject to the call of the Pastor, President or by a majority of the Council
183 members.

184
185 The Council shall keep a complete and accurate record of its proceedings which shall be
186 published and accessible by the Congregation. It shall be the custodian of all Congregational
187 records, and report to the members at its regular and special Congregational meetings.

188
189 Managerial Duties

190 All organizations (including, but not limited to the Standing Committees, Ministries and Task
191 Forces) are subordinate to the Council, and should report to the Council on a regular basis.

193 It shall be the responsibility of the Council to appoint a committee to review the By-Laws of St.
194 John United Church of Christ every five (5) years for the purpose of keeping the By-Laws up-to-
195 date.

196
197 Fiduciary Duties

198 The Council shall annually propose a budget to the Congregation and monitor spending by the
199 various organizations of the church. It may modify the budget as necessary during the course of
200 the fiscal year. The Official fiscal year of the Congregation shall be from July 1 to June 30.

201
202 The Council may authorize any single operating expense or short term loan not exceeding Ten
203 Thousand Dollars (\$10,000). Expenditures & loans in excess of that amount must receive
204 approval by the Congregation.

205
206 The property of the Congregation, whether real or personal, and all monies and legacies, shall be
207 under the care of the Council. They shall hold the property as a sacred trust for the Congregation,
208 and keep the buildings belonging to the Congregation in proper repair and adapted for uses it
209 approves. The purchasing or selling of property, the borrowing of money which encumbers the
210 property of the Congregation, and the remodeling and erection of buildings shall conform to the
211 City and State laws and be determined only by a majority vote of the members assembled at a
212 duly called Congregational meeting.

213
214 Privileges

215 The distribution of the elements of the Lord's Supper shall be by present or former Council
216 members.

217
218 **ARTICLE IX**
219 **Nominations & Elections**

220
221 Nominating Committee

222 The Nominating Committee is responsible for nominating eligible candidates to serve as Officers
223 and At-Large Members of Council. The Nominating Committee shall aid the Council by
224 proposing names to fill vacancies on the Council for any unfulfilled term.

225
226 The Nominating Committee is appointed annually by the Council and should include
227 representatives from the Congregation and the Council.

228
229 Elections

230 The Officers and Council members shall be elected by a majority vote at the annual
231 Congregational meeting, and shall be publicly installed in July.

232
233 A President Elect is elected every year.

234 A Financial Secretary is elected in even numbered years.

235 A Secretary is elected in even numbered years.

236 A Treasurer is elected in odd numbered years.

237
238 Two At-Large Council members are elected in odd numbered years.

239 Two At-Large Council members are elected in even numbered years.

240

241

ARTICLE X

Committees, Ministries and Task Forces

The Congregation puts to action its administrative, mission and ministry work through the efforts of Standing Committees, Ministries and Taskforces as established by and subordinate to the Council. Except in extraordinary circumstances no one shall serve as Chair of more than one Standing Committee, Ministry or Task Force at a time.

Standing Committees:

Standing Committees are committees that oversee areas vital to the day to day operations of the Congregation.

These Standing Committees include, but are not limited to:

- Stewardship
- Finance (Budget, Endowment, Investment)
- Pastoral Relations
- Communications
- Human Resources
- Nominating
- Buildings & Grounds

All Standing Committee members are appointed by the Council to a one-year term and may serve consecutive terms except for the Nominating Committee.

Each Standing Committee shall identify a Chair and Secretary at their first meeting of each calendar year.

All members are eligible to serve on a Standing Committee.

The President and the President Elect are Ex-Officio members of all Standing Committees.

Ministries

Ministries are vital to the spiritual concerns of the Congregation.

These Ministries should address (but are not limited to) the following key areas for promoting and maintaining a community of Christian life:

- Mission & Outreach
- Discipleship & Spiritual Growth
- Worship Arts
- Education (Adults, Youth and Children),
- Justice & Peace
- Evangelism & Church Growth
- Hospitality & Fellowship

Each Ministry will be established by the Council with a stated purpose and shall have as many ministry members as needed to perform the work of that Ministry. The Council will consider the proportion of church members to non-members.

290 Each Ministry shall identify a Chair and Secretary at their first meeting of each calendar year.

291

292 Non-members of the congregation may serve but are limited to voice without vote.

293

294 Task Forces:

295 A Task Force is formed by the Council to address a stated purpose for a period lasting no longer
296 than two years.

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298 Unless waived by the Council, the Task Force must deliver an action plan within forty-five days
299 to the Council outlining how the Task Force will accomplish its stated purpose.

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301

ARTICLE XI

302

Election of a Pastor

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304 The Congregation shall call as a Pastor only a minister who has been approved or recommended
305 by the Association and is an ordained minister in the UCC.

306

307 The Pastoral Relations Committee shall act on a pastoral vacancy and schedule Association
308 recommended supply preachers and pastoral leadership with the provision that for this purpose
309 the committee's membership may be augmented by additional appointments made by the
310 Council.

311

312 The Council shall form a Pastoral Search Committee whose duty is to find an Interim Minister
313 and/or Permanent Pastor and Teacher with assistance from the Association.

314

315 Upon the recommendations of the Pastoral Search committee, the Council shall nominate one
316 candidate for the position of Pastor and Teacher. Upon the receipt of seventy-five (75) percent
317 affirmative votes of Church members present and voting at a meeting of the Congregation, the
318 Council shall tender a call to the candidate using Association and Conference guidelines. The
319 Congregation shall consider only one candidate at a time and vote by ballot.

320

321 The Pastor shall be elected for an indefinite period. In order to terminate this relationship, three
322 months written notice shall be given by either the Pastor or the Congregation unless by mutual
323 consent.

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ARTICLE XII

326

Pastor

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328 It shall be the duty of the Pastor to provide spiritual leadership, conduct worship services, direct
329 the work of religious education, administer the Holy Sacraments, visit the sick, comfort the
330 distressed, and to perform all such duties as belong to the Pastor's office of the UCC. The Pastor
331 shall keep a record of all services performed and make a written report of his or her work to the
332 Congregation at its annual meeting. The Pastor shall act upon requests for memberships and
333 letters of transfer.

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335 The Pastor is an ex-officio member of the Council, and all other organizations within the Church.
336 No other minister shall perform any religious ceremony in the Church or fill the pulpit, without
337 the Pastor's consent.

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ARTICLE XIII

Indemnification of Members, Trustees, Officers and Employees

Each person who is or was a Member, Trustee, Officer or Employee of St. John United Church of Christ of Bellevue, Kentucky, the Corporation (including the heirs, executors, administrators, or the estate of such person) shall be indemnified by the Corporation to the full extent permitted by the Non-Profit Corporation Law of the Commonwealth of Kentucky against any liability, cost or expense incurred by him or her in his or her capacity as a Member, Trustee, Officer, or Employee, or arising out of his or her status as a Member, Trustee, Officer, or Employee. The Corporation may, but shall not be obligated to, maintain insurance at its expense, to protect itself and any such person against any such liability, cost or expense. (For the purposes of this Article XIII, references to “the Corporation” include all Constituents absorbed in a consolidation or merger as well as the resulting or surviving corporation.)

ARTICLE XIV

Dissolution

Dissolution may occur by an affirmative majority vote of the members at a Congregation Meeting duly called for such a purpose. In case of the dissolution of St John United Church of Christ Bellevue, KY title to all property, real or personal, shall vest in the Southwest Ohio Northern Kentucky Association of the Ohio Conference, United Church of Christ.

ARTICLE XV

Amendments

Additions or alterations to the Articles of Incorporation and By-Laws may be made in the following manner:

Where a proposed amendment to the By-Laws or the Articles of Incorporation has been recommended by a two-thirds vote of the Council and notice has been given for at least two weeks, the change can then be effected at a duly called meeting of the Congregation by a two-thirds vote of the members present and voting.

Where an amendment to the By-Laws or Articles of Incorporation is proposed in a meeting of the Congregation, without previous reference to the Council for study, it shall be so referred, and reported on at the next duly called meeting of the Congregation, where the amendment to be adopted must receive a two-thirds vote of the members present and voting.

Amended in Special Meeting by the Congregation on 9/15/2013