

BY-LAWS  
OF  
ST. JOHNS UNITED CHURCH OF CHRIST OF INDIANAPOLIS

ARTICLE I

Obligation to the United Church of Christ

SECTION 1

A delegate or delegates will be selected each year by the Council to represent this congregation to the Association and Conference Meetings. The delegate's expenses will be paid by the congregation.

SECTION 2

The congregation will contribute towards the support of our Christian World Mission and other benevolent items as directed by the annual budget.

SECTION 3

This congregation, either through its pastor or designated officer, will make such reports to the conference as may be requested.

SECTION 4

The official year of the Church will be from January 1 to December 31.

ARTICLE II

Privileges and Duties of Members

PRIVILEGES

SECTION 1

All members are entitled to a full share in the fellowship and the spiritual blessings of the church and to the services of its pastor, officials, and other workers, as well as to the Christian sympathy and support of all members.

DUTIES

SECTION 2

It is the duty of all members to take an active part in all functions of the church for the glory of God and the uplift of mankind. This includes: Regular attendance at divine worship and study services; fervent prayer for the welfare of the church; a family altar and daily devotions in the home; careful attention to the religious training of youth; liberal financial and moral support towards the maintenance and benevolent undertakings of the church; obedience to her established law and authorities; untiring zeal in bringing the unchurched under her influence; a spirit of Christian Fellowship toward all members, and membership in the organizations of the congregation whenever possible.

Approved January 22, 2006  
Amended January 21, 2007

## ARTICLE III

### Congregational Meetings

#### SECTION 1

The Annual Meeting will be held in the month of January each year, at which time all church organizations will submit their annual reports in writing.

#### SECTION 2

Special meetings may be called by the Council. Upon the written request of five percent of the communicant members for a special meeting, the council will issue a call for such a meeting within two weeks after the request has been received. Proper notice will be given of the time, place, and purpose of a special congregational meeting. Only such business as has been mentioned in the call may be transacted at such special meetings.

## ARTICLE IV

### Elections of Council Members

Council members will be elected by a majority vote cast at a congregational meeting and will consist of members in good standing who will have attained the age of twenty-one years. They will be elected for a term of office of three years but it will be so arranged that one-third of their number are elected every year. After members have completed a full three-year term of office, they will not be eligible for office until one year has expired.

## ARTICLE V

### Nominations

A nominating committee consisting of outgoing Council members will be formed in October of each year. This committee will prepare a list of potential candidates and present it to the Council at the November meeting for approval. Nominating Committee members will then contact each candidate to ask for his/her three-year service.

A list of slated candidates will be presented to the Council at the December meeting, prior to the Annual meeting. All positions will be filled. The ballot may then be prepared for a congregational vote at the annual meeting. Additional nominations may be made from the floor at the annual meeting.

BCE slated candidates will be presented to the Council for approval at the January meeting prior to the annual meeting. The BCE ballot may then be prepared for a congregational vote at the annual meeting. Nominations may be accepted from the floor at the annual meeting.

## ARTICLE VI

### Duties of Church Council

#### SECTION 1

The administration of the congregation is vested in the Council. The Council may appoint a member for an unexpired term. The number of members on the council will be determined by the Council. After two consecutive unexcused absences at meetings a letter will be sent by the secretary. After three consecutive unexcused absences their name will be removed from the Council roster. An unexcused absence is defined as: a member's absence without notifying a council member in advance.

#### SECTION 2

The Council will transact the business of the church and make provisions for the preparation and raising of the budget for the congregation as well as for the Christian World Mission and other benevolences purposes. The Council will also provide for auditing financial accounts and make provision for the adequate support of staff or workers. It will keep 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.

#### SECTION 3

The Council will direct the Pastor to keep a complete record of baptisms, confirmations, communicants, reception of new members, transfers, erasure of names, suspensions, marriages, and deaths. All records will become the property of the congregation.

Upon dissolution of the congregation, its records will become the property of the Indiana-Kentucky Conference

#### Section 4

The Council finance committee will approve all bills for payment.

#### SECTION 5

The Council may authorize any emergency repairs. On any improvements or other repairs or expenditures between \$1000 to \$7500, the Council will be required to have two written bids from different companies before making repairs or improvements. Any expenditure in excess of \$7500 must have three written bids presented for approval of the congregation.

## SECTION 6

The council will, through its president, appoint such committees as it may find necessary to accomplish its work. The president is ex-officio member of all committees. Standing committees will be as follows: Finance and Stewardship, Spiritual Life and Evangelism, and Property Care.

A subcommittee of St. John's membership reporting to the Finance Committee will be established to:

1. Monitor investments of the church and make recommendations to the Council.
2. Develop a program with the Pastor, the Spiritual Life Committee and a church attorney to assist members to include St. John's in their estates if they so desire.

A subcommittee of St. John's membership, reporting to the Council, will be established as a Personnel Committee.

1. The Personnel Committee will consist of at least three members appointed by the Council (members may not serve concurrently on the Council or the Board of Christian Education).
2. Members will serve a term of three years with one member being renewed each year. A person may be reselected to the committee after one year off the committee. The Senior Pastor and the President of the Council will be non-voting members.
3. The Personnel Committee will be responsible for matters relating to the employees of the church including but not limited to: job descriptions, annual review of all employees and salary compensation.
4. A member of the Personnel Committee will serve ex-officio on all search committees relating to employees.

All decisions made by the Council will be shared with the congregation at the earliest opportunity.

## SECTION 7

The Council will act upon applicants for membership after due explanation to the applicants of their spiritual and financial obligations as church members has been given. The Council will also act on requests for letters of transfer.

## SECTION 8

The Council will provide an appropriate forum for the airing, discussion and resolution of concerns and issues in the life of the congregation.

## ARTICLE VII

### Council Meetings

The Council will meet within a week after the annual meeting of the congregation for the purpose of organization and thereafter at least once every month at a place and time convenient to the members for the transaction of such business as may properly come before it. Special meetings are subject to the call of the president.

Nominations for new officers will be presented to the Council for approval at the regular January meeting.

## ARTICLE VIII

### Council Organization

The Council will organize itself. A president, vice president and recording secretary will each be elected for a one- year term. A Council member may serve two years as an officer. The treasurer, if elected to the Council, will be elected for a term of one year. If not elected by the congregation, the treasurer will be appointed by the Council and serve in an ex-officio capacity for one year with unlimited annual reappointment.

## ARTICLE IX

### Duties of Council Officers

#### SECTION 1

It is the duty of the president to see that all meetings of the Council are regularly called by the secretary, to open and conduct such meetings, and to see to the execution of all resolutions. The president will remind the pastor to announce all regular and special meetings of the congregation and instruct the secretary to send a call to special meetings to every member by mail at least ten days before date of meeting. The president is empowered, with the secretary, to sign all contracts, loans, mortgages, and deeds in the name of the congregation after such papers have been approved by the Council.

#### SECTION 2

The vice president will preside at all meetings where the president is not present. In the absence of the president, the vice president will have the power to perform the duties of that office. The vice president will do all in his power to help make the president's administration easier.

#### SECTION 3

The recording secretary will keep a record of all transactions at the meetings of the congregation and of the Council and issue the call to all regular and special meetings at the request of the president. The secretary will, with the president or vice president, sign all contracts, loans, mortgages, and deeds after such papers have been approved by the council.

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#### SECTION 4

The treasurer will have charge of all monies for the congregation and make all payments by check drawn by the order of the Council. All checks require two signatures. The treasurer will render a monthly report to the Council and an annual report to the congregation.

#### SECTION 5

The executive committee will consist of the elected officers of the Council and will act in accordance with the instructions of the Council. The treasurer, if appointed, should serve ex-officio on the executive committee

#### SECTION 6

A cabinet consisting of the Council and the presidents of the organizations of the congregation may be formed to coordinate and promote the entire program of the church. Its meetings will be subject to the call of the president of the Council.

### ARTICLE X

#### The Pastor

##### SECTION 1 Term of Office

The Pastor will serve for an indefinite period in accordance with the provisions of the call paper. In order to terminate the relationship, three months notice will be given by either the Pastor or the congregation, unless terminated by mutual consent.

##### SECTION 2 Duties

It will be the duty of the Pastor to set a good example to the congregation and to conduct all services on Sundays, holidays, and such other days as the congregation may desire; to direct the work of religious education, administer the Holy Sacraments, visit the sick, comfort the distressed, and to perform all such duties as belong to the pastor's office in the United Church of Christ. The Pastor will keep a record of all services performed and make an annual report to the congregation. (See Article VI Section 3)

##### SECTION 3 Rights of the Pastor

The Pastor is an ex-officio member of the Council and all organizations and committees within the church. No other minister will perform any religious ceremony in the church without the Pastor's consent. To invite a speaker either during a temporary absence of the Pastor or for special occasions, the consent of both Pastor and the Council is necessary. The Pastor's salary will be paid promptly and will be sufficient to relieve temporal cares as much as possible to preserve the dignity of the calling; subject, however, to the provisions of the contract between the pastor and the congregation. Moving expenses, when the Pastor assumes charge, will be borne in full by the congregation. The Pastor's performance is to be reviewed annually.

The Pastor, with the approval of the Council, may form a Pastoral Relations Committee. As an advisory group, the committee will share ideas, dreams, hopes, expectations and concerns of the congregation with pastor(s), staff and congregation.

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## ARTICLE XI

### Board of Christian Education

#### SECTION 1 Purpose and Responsibility

The purpose of this board is to: Provide a Christian education program for the entire congregation, including the Sunday Church School; to assist other groups in the church in Christian education endeavors; to develop and direct a ministry and program for the youth; and to serve in other allied areas as directed by the Council.

#### SECTION 2 Elections and Appointments

This board will be formed with no less than four members elected by the congregation with each member serving a two-year term, with elections to be arranged so that one half of the members are elected each year.

The Council will present one nomination for each vacancy at the annual congregational meeting. The congregation may present one additional nomination for each vacancy.

When a vacancy occurs before the term expires, the vacancy will be filled by the Council.

#### SECTION 3 Organization

The Board will organize itself with the necessary officers, committees, appointments, etc. in order to effectively carry out its responsibilities.

#### SECTION 4 Representation

A Board member will attend each of the Council's regular meetings to relate the Board's efforts and activities.

## ARTICLE XII

### Finances of the Church

The finances of the congregation will be administered by the budget system. The budget will be composed of three parts: Church support, Benevolence, and Building Fund or debt reduction. It will be prepared in all details by the finance Committee and accepted by the Council before being presented to the congregation. The total amount of the budget should not be exceeded by the Council.