

MISSION HILLS UNITED CHURCH OF CHRIST

SAN DIEGO, CALIFORNIA

BY-LAWS

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BYLAWS

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BYLAWS
OF
Mission Hills United Church of Christ

ARTICLE 1. NAME

The name of this Church shall be the “Mission Hills United Church of Christ.”

ARTICLE 2. PURPOSE

The purpose of this Church shall be to worship God; to preach the gospel of Jesus Christ and to celebrate the sacraments; to realize Christian fellowship and unity within this Church and the Church universal; to render loving service toward all people and to strive for righteousness, truth, justice and peace.

ARTICLE 3. POLITY

This Church acknowledges Jesus Christ as its head and finds its guidance in matters of faith and discipline in the Holy Scriptures, interpreted by the Holy Spirit through reason, faith and conscience.

The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the provisions of its Articles of Incorporation of 1974 and its current By-laws.

The administration of this Church is through its officers, Church Council, appointed Ministries and Committees and other Church organizations. While this Church is amenable to no ecclesiastical authority, it accepts the obligations of mutual counsel, comity and cooperation in the free fellowship of the United Church of Christ, the Southern Association of the Southern California-Nevada Conference of the United Church of Christ. It pledges itself to share in their common aims and work.

ARTICLE 4. MEMBERSHIP

4.1 Eligibility

All persons who desire to live a Christian life in covenant with others in a community of faith may become members of this Church upon recommendation by the Pastor, the affirmation of the Membership and Church Growth Ministry, and

- 4.1.a. By Confession of Faith or
- 4.1.b. By Reaffirmation of Faith or

4.1.c. By Presentation of Letter of Transfer from another Church.

4.2 Reception

Persons whose applications are approved by the Pastor and affirmed by the Membership and Church Growth Ministry shall be received into the membership by action of the Church at a worship service.

4.3 Classes of members

- 4.3.a. **Members in Full Standing.** Those members who, according to their ability, support the Church by attendance at its services of worship, by sharing in its organized activities, and/or by contributing to its financial program and benevolences shall be Members in Full Standing. They may act in all affairs of the Church and may be elected or appointed to serve as officers of the Church or members of the Church Council, or members of Ministries and Committees of the Church. The Members in Full Standing shall comprise the voting constituency in all transactions of the Church.
- 4.3.b. **Associate Members.** Those members who may be in temporary residence in the community or who, for various reasons, wish to maintain their membership in another Church (outside the immediate environs of San Diego) and yet wish to engage in the activities and programs of the Church shall be Associate Members. They shall be entitled to the same rights and privileges as Members in Full Standing except that they shall not be numbered among Members in Full Standing for reporting purposes to the Southern California-Nevada Conference.

4.4 Termination of Membership

Membership in the Church may be terminated in the following ways:

- 4.4.a. **Letter of Transfer.** Upon request, a member shall be given a Letter of Transfer to another Church and membership in this Church shall terminate therewith.
- 4.4.b. **Letter of Church Standing.** If such other Church body will not accept a Letter of Transfer, a certificate of Church Standing may be given a member upon the member's written request, and membership in this Church shall terminate therewith.
- 4.4.c. **Removal.** After due consideration, any member failing to meet requirements for membership may be removed from the membership rolls by a vote of the Church Council upon recommendation of the Membership and Church Growth Ministry and the Pastor. Any such person may again become a Member in Full Standing by making a written request to the Membership and Church Growth Ministry and receiving an affirmative vote of the Ministry.
- 4.4.d. **Withdrawal.** A Member of the Church may withdraw from membership by writing a letter of intent directed to the Church Council through the Church

Clerk. An acknowledgement letter to the Member will be provided by the Moderator or Church Clerk.

4.4.e. Death.

ARTICLE 5. SERVICES AND MEETINGS

5.1 Worship

Services of Worship shall be held each Sunday and at other appropriate times as may be determined by the Church Council upon recommendation of the Worship, Arts, Music Ministry.

5.2 The Sacraments

- 5.2.a. The Sacrament of Holy Communion. This sacrament shall be celebrated at such times as the Pastor shall determine in consultation with the Worship, Arts, Music Ministry.
- 5.2.b. The Sacrament of Holy Baptism. This sacrament shall be administered at such times as the Pastor may determine.

5.3 The Church Years

- 5.3.a. The Ecclesiastical Year of the Church shall begin July 1.
- 5.3.b. The Corporate Year of the Church shall begin on January 1.

5.4 Annual Corporate Meeting

The Annual Corporate Meeting of the Church members shall be held in January on a date fixed by the Church Council. At this meeting the following items of business shall be transacted:

- 5.4.a. The receiving of the previous year's financial reports.
- 5.4.b. The adoption of the annual budget.
- 5.4.c. The adoption of the goals and objectives for the Corporate Year.
- 5.4.d. The election of the Nominating Committee.
- 5.4.e. The transaction of such other business as may properly come before it.

5.5 Annual Ecclesiastical Meeting

The Annual Ecclesiastical Meeting of the Membership shall be held in May or June on a date fixed by the Church Council. At this meeting the following items of business shall be transacted:

- 5.5.a. The receiving of yearly reports of the officers, staff and Ministries. (Reports from Committees and other organizations shall be received by the Church Council and included in the Annual Report.)
- 5.5.b. The election of Officers, Ministry Chairpersons, Ministry Members, Members-at-Large of the Church Council, and Delegates to the Southern Association of the United Church of Christ.
- 5.5.c. The transaction of such other business as may properly come before it.

5.6 Special Meetings

Special Meetings of the congregation may be called by the Pastor, the Moderator, the Vice-Moderator (in the absence of the Moderator) or by the Church Council upon written request of ten (10) Members in Full Standing of the Church.

The nature of the business to be transacted shall be stated in the call and shall be read during Worship Services on the two (2) Sundays preceding the meeting and stated in the worship program and in the newsletter for the two (2) weeks preceding the meeting.

5.7 Quorum

A quorum for all matters shall consist of thirty (30) percent of the number of Members in Full Standing, but not including those who are homebound or living out of the county for school or other purposes. For all matters other than the calling or dismissal of a Pastor or amendment of these By-laws, a majority vote shall be decisive. For the call or dismissal of a Pastor or the amendment of these By-laws, a two-thirds (2/3) vote of those present shall be decisive.

5.8 Voting

Election of personnel specified in Article 5.5.b at the Annual Ecclesiastical Meeting shall be by a show of hands.

5.9 Voting Members

- 5.9.a. All adult Members in Full Standing and adult Associate Members of the Church shall be permitted to vote at any congregational meeting on all matters.
- 5.9.b. All Members in Full Standing and Associate Members of the Church who are under the age of 18 shall be permitted to vote at any congregational meeting on all matters except those matters that, in the opinion of legal counsel, could not be acted upon by minors, as defined under the laws of the State of California.

5.10 Emergency Procedures

Notwithstanding the requirement in section 5.8 that votes of the Congregation “be by a show of hands” and the intent of actual physical

- “Meetings” for the Annual Corporate Meeting, section 5.4, the Annual Ecclesiastical Meeting, section 5.5, and Special Meetings, section 5.6, if after a Declaration of Emergency at the National, Regional or Local level, it is determined that it is not possible or safe to hold a Congregational Meeting, the Church Council shall vote on behalf of the Congregation for the aforementioned Congregational Meeting matters, including on expenditures of Church funds that would require a Congregational vote.
- 5.10.a. The determination of whether it is possible or safe to hold a Congregational Meeting shall be made by a vote of the Church Council and requires a two thirds majority.
- 5.10.b. Prior to any such Church Council vote on behalf of the Congregation, information concerning the topic(s) to be voted on shall be disseminated to the Congregation at least two weeks prior to the vote and the Church Council will determine a method to allow as many Members of the Church as possible to raise questions and concerns and be able to discuss the topic(s) to be voted on.
- 5.10.c. After the determination that it is not possible or safe to hold a Congregational Meeting, if the Church Council determines by a two-thirds vote that a Congregational Meeting can effectively and practically be held virtually, such meeting may be held virtually. The method of voting shall be determined by a two thirds majority vote of the Church Council

ARTICLE 6. GOVERNING BODY

6.1 Governing Body

The governing body of this Church, with full and final control in all its affairs, shall be the active membership assembled in Church meeting.

6.2 Legal Body

The Church Council shall be the legal body of the corporation. General supervision and control of every activity and of the property of the Church shall be vested in the Church Council.

ARTICLE 7. CHURCH COUNCIL

7.1 Composition

Membership of the Church Council shall be the Officers of the Church (as listed in Article 8), the Historian, Chairpersons of Ministries and three (3) Members-at-Large. These shall be elected from a slate submitted to the membership at the Annual Ecclesiastical Meeting by the Nominating Committee. Nominations from the floor shall be allowed at that meeting.

7.2 Ex Officio Members

The following shall be ex officio to the Church Council:

- 7.2.a. The Pastor and other professional staff members;
- 7.2.b. Representatives of all Church organizations;
- 7.2.c. Chairpersons of ad hoc Committees appointed by the Church Council;
- 7.2.d. Delegates to the Southern Association of the Southern California-Nevada Conference of the United Church of Christ.

7.3 Voting Rights

Ex officio members of the Church Council and all Ministries and Committees shall be members without right to vote. Vice-Chairpersons, when acting in the stead of the Ministry Chairperson on the Church Council, shall have the right to vote.

7.4 Open Meetings

All Church members are privileged to attend the Church Council meetings to present their views and enter into discussion without vote.

7.5 Exclusions

No employee or independent contractor of the Church shall be elected to the Church Council.

7.6 Responsibilities

The Church Council shall be responsible to the membership for determining the policies and for formulating the program of the Church, supervising the work of all Ministries, Committees and other Church organizations and for the expenditure of Church funds other than the operating budget. Its decisions shall be subject to review by the membership of the Church.

7.7 Appointment of Administrative Staff

The Church Council shall appoint or hire staff members or consultants needed for the administration of the Church and shall set terms of employment, upon recommendation of the Personnel Ministry and in consultation with the Pastor.

7.8 Tenure

All elected Church Council members shall assume their duties at the beginning of the Ecclesiastical Year, July 1, and shall continue in office until their successors are duly elected and installed.

7.9 Supervision

All Church organizations shall be subject to and under the supervision of the Church Council.

7.10 Quorum

A quorum of the Church Council shall consist of a majority of the incumbent elected and appointed members of the Church Council.

7.11 Voting

A decisive vote shall be a simple majority of those present.

7.12 Meetings

Normally the Church Council shall meet once a month. A special meeting may be called by the Moderator, the Vice-Moderator (in the absence of the Moderator) or by the Pastor.

7.13 Delegates

In addition to the delegates named in the foregoing Article 7.2.d, the Church Council shall appoint additional Delegates to the Southern Association of the United Church of Christ and the Southern California-Nevada Conference of the United Church of Christ in accordance with applicable allowances.

7.14 Use of Church Property

The Church Council shall approve regulations governing use of all Church property by Church organizations and by groups outside of the Church as recommended by the Property, Administration and Technology Ministry.

7.15 Committees

The Church Council shall appoint an interim and/or settled Pastoral Search Committee when the need arises as stipulated in Articles 9.1.f and 9.1.g of these By-laws, recommend a Nominating Committee prior to the Annual Corporate Meeting for election by the congregation, and appoint other Committees as needed.

7.16 Appointments

In the event of vacancies on the Church Council, the Ministries or Committees, the Church Council shall appoint members to fill vacancies or unexpired terms. Appointees shall be reported to the congregation by the Clerk of the Church and shall serve until the next Ecclesiastical Meeting.

7.17 Real Property

The Church Council shall have no power to sell, buy, lease or transfer real property without specific authority given by the Church membership at a properly called meeting.

7.18 Bequests and Gifts

The Church Council shall approve and allocate all bequests and gifts made to the Church and shall acknowledge and announce gifts to the congregation. The Church Council shall retain the right to refuse any gift, memorial or bequest, that is not consistent with the religious and ethical standards of the Church, or is not in the best interest of the Church.

7.19 Authorization for the Expenditure of Funds

The Church Council shall be authorized to expend funds from any account up to \$25,000. Expenditures exceeding this amount must be approved by the congregation at a duly called meeting.

ARTICLE 8. OFFICERS AND OTHER ELECTED POSITIONS

8.1 Officers

The officers of the Church shall be the Moderator, Vice-Moderator, Past-Moderator, Clerk, Treasurer, and Financial Secretary.

8.2 Moderator

The Moderator shall be President of the Church Council and the legal corporation and shall preside at all business meetings of the Church. The Moderator shall be elected for one (1) year. The Moderator shall serve as Past Moderator the following year. The Moderator shall be ex officio to all Ministries and Committees.

8.3 Vice-Moderator

The Vice-Moderator shall be Vice-President of the Church Council and the legal corporation and shall preside in the absence of the Moderator. The Vice-Moderator shall

be elected for one (1) year. The Vice-Moderator shall serve as Moderator the following year.

8.4 Past Moderator

The Past Moderator shall advise the Moderator and shall perform other duties assigned by the Moderator or the Church Council. The Past Moderator shall serve for one (1) year immediately following the term as Moderator.

8.5 Clerk

The Clerk shall be the Secretary of the Church Council and the legal corporation. The Clerk shall be elected for one (1) year and may not serve in this office for more than two (2) consecutive terms after which the Clerk shall be ineligible for re-election to this office for one (1) year.

8.6 Treasurer

The Church Treasurer shall be Treasurer of the legal corporation and have custody of all papers and documents relating to the property of the Church. The Treasurer shall be responsible for all funds entrusted to the Treasurer's care and shall keep an accurate written account of all receipts and disbursements.

The Treasurer shall be responsible for the payment of all bills of the Church on order of the Chairperson of the responsible Ministry and shall file all required quarterly and yearly government documents.

The Treasurer shall be an ex officio member of the Stewardship and Investment and the Property, Administration and Technology Ministries. The Treasurer shall be advised by the Personnel Ministry on the working status and salary of employees of the Church. The Treasurer may be bonded at the expense of the Church in the amount that the Church Council shall prescribe.

The Treasurer shall be elected for a one (1) year period and may not serve more than five (5) consecutive years in this office.

The Treasurer shall make a monthly report to the Church Council and a yearly report at the Annual Corporate Meeting of the Church and be prepared to support it with proper vouchers, receipts and canceled checks.

8.7 Financial Secretary

The Financial Secretary shall be responsible for weekly accounting of monies received, depositing all Church monies, and providing a receipt for all such funds to the Treasurer. The Financial Secretary shall be an ex officio member of the Stewardship and Investment Ministry. The Financial Secretary shall make a quarterly report to the Stewardship and Investment Ministry and to the Church Council on the status of pledge payments, send quarterly statements of giving to those members behind on their pledges and send end-of-

year statements to all who have contributed to the Church. The Financial Secretary may be bonded at the expense of the Church in the amount that the Church Council shall prescribe.

The Financial Secretary shall be elected for a one (1) year period and may not serve more than five (5) consecutive years in this office.

8.8 Historian

The Historian shall keep a record of all occurrences of interest to the Church and preserve documents, photographs, and articles of historic interest to the Church.

8.9 Ministry Chairpersons

Ministry Chairpersons shall be responsible for organizing and supervising the activities of their Ministries as outlined in Article 11 of these By-laws, reporting to the Church Council.

8.10 Members-at-Large

Members-at-Large of the Church Council shall attend all meetings of the Church Council and may accept assignments as delegated by the Moderator and approved by the Church Council. One Member-at-Large shall serve as a representative of the Church Council on the Board of Directors of the Mission Hills Community Pre-School. Alternatively, the Church Council in its discretion may appoint a Member in Full Standing to serve as a representative to the Pre-School in lieu of a Member-at-Large. Other potential duties, as approved by the Church Council, could include liaison with the community and legal representation.

8.11 Absences

A Church Council member who has more than three consecutive unexcused absences for regularly called meetings of the Church Council will be excused from his/her position and will be replaced.

ARTICLE 9. MINISTRY

9.1 Pastor

9.1.a. The Pastor shall be an ordained Christian minister who has standing in the United Church of Christ, or one of our ecumenical partners. Upon recommendation of the Pastoral Search Committee, the Pastor shall be called for an indefinite time by a vote of the Church members present at a meeting called for the purpose. (See Article 5.6 and 5.7.)

- 9.1.b. To the Pastor shall be entrusted the preaching of the Gospel, the conduct of religious services, the administration of the sacraments, and the spiritual direction and general administration of the Church, including supervision and evaluations of the staff as defined by the Personnel Ministry.
- 9.1.c. The Pastor shall become a member of this Church as soon as practical and shall be installed by the Church and Ministry Committee of the Southern Association of the Southern California-Nevada Conference of the United Church of Christ.
- 9.1.d. The Pastor shall be an ex officio member of the Church Council, the Ministries and Committees.
- 9.1.e. The employment of the Pastor may be dissolved by either the Pastor or the congregation upon thirty (30) days written notice.
- 9.1.f. When a vacancy occurs in the office of the Pastor, the Church Council may appoint an Interim Pastoral Search Committee of the Moderator, Vice-Moderator and four members of the Church Council. The Chair of the Committee shall be appointed by the Moderator. The purpose of the Interim Pastoral Search Committee will be to find a qualified candidate with standing in the United Church of Christ to serve until a settled (i.e. permanent) Pastor is found. The interim Pastor will begin ministry upon approval by the Church Council.
- 9.1.g. A Settled Pastoral Search Committee will consist of one member from each Ministry and three (3) additional Members in Full Standing of the Church. The committee members will be appointed by the Church Council upon the recommendation of the Moderator. The first meeting of the Pastoral Search Committee will be convened by the Moderator or Vice-Moderator in the Moderator's absence. The members of the Pastoral Search Committee will organize and select chairpersons as needed to accomplish their mission.

9.2 Associate/Assistant Pastor

- 9.2.a. If there be an Associate/Assistant Pastor, that person shall be an ordained Christian minister who has standing in the United Church of Christ, or one of our ecumenical partners. Duties shall be assigned by the Pastor and approved by the Church Council. A need having been established, an Associate/Assistant Pastor may be called by a 2/3 vote of the congregation upon recommendation by the Pastor and the Pastoral Search Committee as outlined in Article 9.1.a of these By-laws.
- 9.2.b. The employment of the Associate/Assistant Pastor may be dissolved by either the Associate/Assistant Pastor or the congregation upon thirty (30) days written notice.
- 9.2.c. The Associate/Assistant Pastor shall be an ex officio member of the Church Council, the Ministries and Committees.

ARTICLE 10. STAFF

10.1 Director of Christian Education

- 10.1.a. The Director of Christian Education shall be responsible for the development and administration of the total educational and youth program of the Church, including the recruiting and training of Church School staff and volunteers, under the guidance of the Pastor and by approval of the Faith Formation Ministry.
- 10.1.b. The Director of Christian Education shall be employed by the Church Council upon recommendation of the Pastor and a Committee named by the Church Council for the express purpose of recruiting a Director of Christian Education.
- 10.1.c. The Director of Christian Education shall be a member of the Board of Directors of the Mission Hills Community Pre-School and an ex officio member of the Church Council and of the Mission and Outreach and Faith Formation Ministries.

10.2 Director of Music

- 10.2.a. The Director of Music shall direct the Church choirs, coordinate other musical activities of the Church, recruit and recommend the employment of soloists and instrumentalists in conference with the Pastor and the Worship, Arts, Music Ministry.
- 10.2.b. The Director of Music shall be employed by the Church Council upon recommendation of the Pastor, the Worship, Arts, Music Ministry and a Committee named by the Church Council for the specific purpose of recruiting a Director of Music.
- 10.2.c. The Director of Music shall develop and implement the music ministry of the Church under the supervision of the Pastor and in cooperation with the Worship, Arts, Music and Faith Formation Ministries.
- 10.2.d. The Director of Music shall be an ex officio member of the Worship, Arts, Music Ministry.

10.3 Youth Leader

- 10.3.a. If there be a Youth Leader, that person shall coordinate the educational and Church-related social experience for the junior high and high school-aged youth of the congregation. Other duties shall be assigned by the Pastor and approved by the Church Council.
- 10.3.b. The Youth Leader shall be employed by the Church Council upon recommendation of the Pastor and a Committee named by the Church Council for the specific purpose of recruiting a Youth Leader.

10.4 Appointment of Administrative Staff

The Church Council shall appoint or hire staff members or consultants as needed for the Church administration and shall set terms of employment, upon recommendation of the Pastor and the Personnel Ministry.

10.5 Termination

Any staff member who wishes to leave the employment of the Church shall give fourteen (14) days written notice to his/her Supervisor. A staff member who is terminated by the Church shall be given fourteen (14) days written notice by his/her Supervisor, with the approval of the Pastor and the Moderator.

ARTICLE 11. MINISTRIES

11.1 Ministries shall be

- 11.1.a. Faith Formation
- 11.1.b. Diaconate
- 11.1.c. Membership and Church Growth
- 11.1.d. Mission and Outreach
- 11.1.e. Personnel
- 11.1.f. Property, Administration and Technology
- 11.1.g. Stewardship and Investment
- 11.1.h. Worship, Arts, Music
- 11.1.i. Fellowship

11.2 Election of Chairpersons

Chairpersons of Ministries shall be elected at the Annual Ecclesiastical Meeting and shall be members of the Church Council. Chairpersons shall be elected for a term of one (1) year and may not serve for more than two (2) consecutive terms, after which they will be ineligible to serve on the same Ministry for a period of one (1) year.

11.3 Election of Members

The Ministry members shall be elected by the congregation, upon recommendation of the Nominating Committee for a term of three (3) years. In so far as it is possible, one third (1/3) of the members of each Ministry will be elected each year to ensure continuity. The number elected to each Ministry may vary according to the needs of the Ministry. No person shall serve for more than three (3) consecutive years on the same Ministry, except

that the Church Council may by a two-thirds (2/3) vote at a duly authorized meeting, extend eligibility for one (1) additional year.

11.4 Vice-Chairpersons

A Vice-Chairperson will be elected by the Ministry and will aid the Chairperson in all Ministry responsibilities as requested by the Chairperson (See Article 7.3).

11.5 Sub-Committees

Ministry Chairpersons may appoint any sub-Committees that are necessary to carry out the assigned responsibilities of the Ministry or are needed to accomplish special projects that are undertaken in fulfilling the overall responsibilities of the Ministry. Such sub-Committees shall be reported to the Church Council.

11.6 Budget Review

Each Ministry will be responsible for the review of budget items administered by the Ministry and will make recommendations to the Stewardship and Investment Ministry to aid in the preparation of the Annual Budget.

11.7 Absences

Ministry members who have more than three consecutive absences from regularly called meetings of the Ministry will be excused from their duties and will be replaced in a timely fashion by the Church Council.

11.8 Quorum

A quorum shall consist of a voting member majority of the current members of the Ministry.

11.9 Meetings

The Ministries shall meet at regular intervals and special meetings may be called by the Ministry Chairperson, the Moderator or the Pastor as needed for the Ministry to properly fulfill its responsibilities.

11.10 Tenure

All Ministry members shall continue in office until their successors are duly elected and/or appointed except for those members excused because of continued absences.

11.11 Ministry duties

Duties of the Ministries are as follows:

- 11.11.a. Faith Formation Ministry shall have supervision and direction of the educational work for the entire Church. It shall provide supervision and training of Church School teachers, youth leaders and other group and discussion leaders in coordination with the Director of Christian Education. The Ministry may inaugurate and maintain other religious educational activities that are appropriate, in consultation with the Pastor.

The Director of Christian Education shall be responsible for the recruiting and training of Church School staff, and shall be an ex officio member of the Faith Formation Ministry.

Faith Formation Ministry is responsible for the operation of the Church Libraries.

- 11.11.b. Diaconate Ministry shall, in cooperation with the Pastor, be responsible for care and visitation of members of the congregation in times of illness, bereavement, and personal or spiritual needs. Members of the Diaconate shall visit shut-ins on a regular basis.

- 11.11.c. Membership and Church Growth Ministry shall be charged with responsibility for the continued growth of the membership of the Church by contacting prospective members and assimilating new members into the life of the Church. The Ministry shall work with the Pastor in recruiting new members and educating them in the responsibilities of membership.

The Ministry shall maintain accurate Church membership records.

The Ministry shall review the membership rolls annually prior to the Annual Corporate Meeting and classify the members in accordance with Article 4.3 of these By-laws. Changes in the membership rolls shall be reported to the Church Clerk and the Treasurer. Removal of members from the rolls shall be in accordance with Article 4.4.c.

- 11.11.d. Mission and Outreach Ministry shall be responsible for promoting interest in the outreach ministries of the Church. The Ministry shall work with community welfare and religious agencies and shall cooperate with the Faith Formation Ministry in the development of plans for education in matters of social action, and economic, racial and international relations to realize the Church's purpose of rendering loving service to all people and strive for justice and peace.

- 11.11.e. Personnel Ministry shall be responsible for maintaining up-to-date job descriptions and records of benefits for all employees of the Church. The Personnel Ministry shall maintain the status and review the salaries of the staff of the Church annually and submit its recommendations to the Stewardship and Investment Ministry prior to the preparation of the Annual Budget.

The Personnel Ministry shall advise the Treasurer on the working status and salary of employees of the Church.

- 11.11.f. Property, Administration and Technology Ministry shall have responsibility for the care and custody of the real and personal property of the Church.

The Property, Administration and Technology Ministry shall have administrative responsibility for the Church's real property and its other physical assets, and for making adequate provision for insurance covering that real and personal property.

The Property, Administration and Technology Ministry shall be responsible for recommending an Auditor to the Church Council to be employed as required for an audit of the Church financial records.

The Treasurer shall be an ex-officio member.

- 11.11.g. Stewardship and Investment Ministry shall have responsibility for the management and investment of the Church's endowments, legacies, trust funds, securities and other investments.

The Stewardship and Investment Ministry, after consultation with all other Ministries, Committees and organizations of the Church shall prepare an annual budget at least ninety (90) days prior to the Annual Corporate Meeting of the Church and present it to the Church Council for recommendation to the Church. The Ministry shall be responsible for conducting a stewardship campaign. At other times, as may be deemed advisable the Ministry may make recommendations for adjustment of the budget. These adjustments must be acted upon at a special meeting of the Church members called in accordance with these By-laws. The Treasurer and Financial Secretary shall be ex officio members.

- 11.11.h. Worship, Arts, Music Ministry shall have responsibility for the general oversight of the elements necessary for the proper conduct of worship services and observances of the seasons of the Church year and shall assist in the preparation and administering of the sacraments.

The Ministry shall recruit and train ushers and maintain a schedule so that all services will have the required number of ushers.

The Ministry, in consultation with the Pastor and the Director of Music, shall have responsibility for the creation of a proper ambience for worship. The Ministry shall cooperate with the Director of Music in the recruiting and employing of soloists and instrumentalists and shall have general supervision and responsibility for maintenance of the music instruments of the Church. The custody of such instruments shall be with the Property, Administration and Technology Ministry.

- 11.11.i. Fellowship Ministry shall serve as the coordinating body for all fellowship activities within the Church and plan additional all-Church fellowship events as needed, seeking to be inclusive of the diversity of the Church membership. The Ministry shall have responsibility for coordinating fellowship events for the Church calendar.

ARTICLE 12. STANDING COMMITTEES

- 12.1.a. Nominating
- 12.1.b. Pastoral Relations

12.2 Responsibilities

- 12.2.a. The Nominating Committee shall be presented by the Church Council for election at the Annual Corporate Meeting of the Church and shall serve until the Annual Ecclesiastical Meeting. The Committee shall consist of one (1) member of the Church Council, one (1) Ministry member who is not a member of the Church Council, and three (3) members of the congregation at large. The Committee shall prepare a slate of nominees for the Church Council for approval by the Church membership at the Annual Ecclesiastical Meeting and shall recommend Ministry members to the Church Council for approval.
- 12.2.b. The Pastoral Relations Committee shall be responsible for supporting the professional growth and well being of the Pastor and facilitating the Pastor and congregation carrying out the ministry of the Church effectively. In addition to promoting and maintaining an open and healthy relationship between the Pastor and the members, the Committee will clarify expectations, serve as an advisory group to the Pastor and be a support for the Pastor's leadership. The Committee will seek out ways of obtaining input from all members of the congregation.

The Committee shall consist of five (5) members of the congregation and the Pastor. Members will serve staggered three-year terms. The Committee shall recommend its new Committee members to the Church Council for approval.

The Pastoral Relations Committee will be a separate standing Committee accountable to the congregation and not to the Church Council.

The Personnel Ministry will continue to conduct the performance evaluation of the Pastor.

ARTICLE 13. FISCAL PROCEDURES

13.1 The Treasurer

The Treasurer shall establish and maintain for each separate fund an accounting system that shall be distinct from the current operating budget of the Church. The Treasurer shall submit an annual report to the congregation indicating the names of the special funds, the

beginning of the year principal amount, the expenditures, the loans and grants and the non-allocated accrued income.

In addition, the Treasurer, in consultation with the Stewardship and Investment Ministry, shall submit a quarterly report to the Church Council on the status of investment funds indicating the name of the fund, the beginning of the year principal amount, and the quarterly accrued income.

All payments made by check shall be signed by any two (2) of the following: the Treasurer, the Moderator, the Vice-Moderator, the past Moderator, the Financial Secretary, or the Pastor.

13.2 The Stewardship and Investment Ministry

The Stewardship and Investment Ministry shall have supervision of the investment funds of the Church, which shall consist of all funds that are not part of the annual operating budget. The investment funds include undesignated funds collectively called the Pilgrim Fund, the Mission Hills United Church of Christ Endowment Fund, Designated Funds, Memorial Funds, and Special Project Funds as authorized by the Church Council.

Any amendment that will change, limit or alter the purpose for which a fund was established, or add or delete designated funds, shall be approved by a majority vote of the Church Council and a majority vote of the Church membership at a duly called meeting.

In managing the investment portfolio, the Ministry shall distribute the income quarterly to undesignated and designated funds and special projects as approved by the Church Council. Endowment Fund income will be distributed in accordance with the current Endowment Fund Policy Statement. The Ministry shall have authority to invest funds of the Church derived from its endowments, legacies, trusts and securities, or other investments held by it, through the purchase or acquisition of stocks, bonds, or other securities in the name of and on behalf of the legal corporation and to sell and dispose of those stocks, bonds, and other securities owned by the legal corporation at such time and upon such terms as it may deem wise and advantageous.

In making its determination as to the acquisition or disposition of these investments the Ministry may act upon its own determination, made at a duly held meeting and approved by a majority of the Ministry or it may employ investment advisors, trust companies or banks to make these determinations.

The Moderator (President of the Corporation) and the Treasurer are authorized to execute such documents as they may consider necessary or proper to carry out the decisions of the Stewardship and Investment Ministry or its investment advisor as to the acquisition or disposition of property duly approved by the membership. Upon receipt of a copy of this By-law, duly certified by the Church Clerk, any person shall be entitled to rely upon contracts or agreements executed by the Moderator (President of the Corporation) and/or the Treasurer providing for the sale or purchase of personal property, stocks, bonds, securities, investments or other property.

13.3 Audits

An auditor recommended by the Property, Administration and Technology Ministry shall be retained by the Church Council as required or at the request of ten (10) Members in Full Standing to the Church Clerk in writing.

The Auditor shall examine the accounts of the Treasurer including all vouchers, receipts, canceled checks, bank statements and other Church documents and shall submit a report of its findings to the membership at the Annual Corporate Meeting or at a Special Meeting.

ARTICLE 14. DISPOSITION OF INVESTMENT FUNDS

Should the Church merge with any other Church, the assets, including principal and income from all funds, shall be paid to the merged Church. The merged Church shall be entitled to receive all the beneficial interest of all funds in accordance with all the stated terms. Should the Church or its successors cease to exist, the assets, including principal and income from all funds, shall be transferred to the Southern California-Nevada Conference of the United Church of Christ to be used at the discretion of the Conference Board of Directors.

ARTICLE 15. RULES

Parliamentary procedure not specifically set forth in these By-laws shall be interpreted by reference to Roberts Rules of Order, Revised.

ARTICLE 16. AMENDMENTS

These By-laws may be altered or amended at any regular or special meeting of the congregation called for this purpose, as provided in Article 5.6.

APPENDIX A

Stewardship

The Mission Hills United Church of Christ is the continuation of the ministry of Jesus Christ, as expressed in the United Church of Christ Statement of Faith, through...

1. The proclamation of God's kingdom on earth and God's promises to humankind – God's relationship to us,
2. The reconciliation of human beings with each other through loving care and service – our relationship to others, and
3. The building of the covenant community that is made known to us in Jesus Christ – our relationship to God in and through Jesus Christ.

As part of that mission we are committed to the principles of Stewardship taught by Jesus Christ as revealed in the Gospel. We understand stewardship to be the faithful management and use of our available resources, in accordance with the principles of our Christian faith. These resources include funds, properties, personnel, time, talent, skills, faith, and community. As faithful stewards, we the members of the Mission Hills United Church of Christ will use the investment funds to provide a means to promote, receive, invest and disperse funds of the Church. This plan will provide

1. A vehicle for making a public declaration of altruism;
2. A means to nurture growth in stewardship and Christian giving;
3. Additional opportunities for bequests, memorials, and special gifts.

The investment funds of the Church shall consist of all funds that are not a part of the operating budget. Therefore, all funds, exclusive of the annual budget shall be maintained in the following accounts:

1. Undesignated funds
2. Endowment fund
3. Designated funds
4. Memorial funds
5. Special Project funds

APPENDIX B

Undesignated Funds and Endowment Fund

The undesignated funds shall be called the Pilgrim Fund. Its purpose shall be for the overall welfare of the Church and its mission in the World. The income from this fund is to be used to enhance and enrich the charitable and special programs of the Church on an annual basis. All funds, other than memorial funds, donated to the Church that are undesignated and less than \$25,000 will be allocated to the principal of the Pilgrim Fund.

Every attempt will be made to maintain the principal of the Pilgrim Fund. Income from the Pilgrim Fund will be distributed at least quarterly to the current operating account. Such income may be used for, but not limited to, such purposes as deficits in the Church budget, special outreach programs, matching funds money for major community or congregational needs, and loans to religious entities and/or nonprofit organizations.

The endowment fund shall be called the Mission Hills United Church of Christ Endowment Fund. The MHUCC Endowment Fund is held for the sole benefit of the Church, and its purpose is to provide income to supplement the current revenues of the Church while preserving the principal to support the Church for years to come. This fund is governed by the MHUCC Endowment Fund Policy Statement as proposed by the Stewardship and Investment Ministry and approved by Council. This Policy Statement covers Governance, Gift Acceptance Policy, Investment Policy, and Spending Policy for the Endowment Fund.

All gifts designated for the endowment will be added to the principal of the MHUCC Endowment Fund. A gift given to the church without a donor-specified purpose will be considered unrestricted, and will be added to the MHUCC Endowment Fund if it is \$25,000 or more.

The Stewardship and Investment Ministry will annually assess the Church's financial reserves and operating funds and will recommend to Council if a transfer should be made from the Pilgrim Fund to the Endowment Fund. Any such amount approved by Council greater than \$25,000 will require the approval of the congregation.

APPENDIX C
Designated Funds

Designated funds are restricted for specific purposes. Income and principal from these funds shall be used for the defined purpose. Donations to these funds will be added to the principal. The designated funds shall be

1. THE SCHOLARSHIP AND CHRISTIAN EDUCATION FUND shall provide grants or loans to Mission Hills United Church of Christ members or their children to attend vocational school, college, graduate school, Church-related camping or leadership conferences. In addition, it shall support programs of an educational nature that enhance Christian faith and service.
2. THE BUILDING FUND shall be used to acquire land and/or buildings and to make major capital improvements and repairs or to replace the existing Church structure.
3. THE LIBRARY FUND shall provide for improvement, maintenance, and update of the Church library.
4. THE MISSION AND OUTREACH FUND shall enhance and facilitate the witness of the congregation through the support of missionaries and outreach programs beyond those covered in the operating budget.
5. THE ORGAN AND MUSIC FUND shall provide for the upgrading and maintenance of the organ, the addition and maintenance of other musical instruments, and for other projects that shall enrich the musical program of the Church.
6. THE NEW CREATION ENDOWMENT FUND shall provide for Open and Affirming programs and initiatives in accordance with MHUCC's Open and Affirming Designation and Statement. Disposition of funds within the NEW CREATION ENDOWMENT will be at the recommendation of the Open and Affirming Committee, in consultation with the Director of Christian Education and the Pastor.
7. THE WOMEN'S FELLOWSHIP LEGACY SCHOLARSHIP FUND shall be used to support the educational needs of Church members. Disposition of resources within this Designated Fund will be determined by a committee appointed by the Church Council each spring.
8. THE RALPH AND CAROL ODGERS FUND shall provide for Sunday flowers, Church decorations, and landscaping to enhance the appearance of the sanctuary and Church property.
9. THE RUTH DICKINSON ELDERCARE FUND shall be used to assist Church members with eldercare. Funds may be used for medical equipment or treatment, or to assist with personal needs such as shopping, education, or transportation. Disposition of funds will be at the recommendation of the Pastor in consultation with the Moderator and/or Diaconate Ministry and/or Minister of Visitation.

APPENDIX D
Memorial Funds

Memorial funds are those gifts given to the Church to honor a deceased individual. These funds are under the advisement of the Stewardship and Investment Ministry. Gifts directed to the Memorial Fund will be used as designated, whenever feasible, or if undesignated as to purpose, will be used to fund a list of special needs as recommended by the Stewardship and Investment Ministry and approved by the Church Council.

APPENDIX E

Special Projects Funds

A Special Project Fund will be established as needed to carry out a specific special project where an anticipated amount of money is required in an anticipated period of time. Establishment of a Special Project Fund will require the approval of the Church Council. Once a project is complete, the fund established for that project will be terminated. Disposition of leftover Special Project funds will be determined by the Church Council upon the recommendation of the Stewardship and Investment Ministry.

APPENDIX F

General Guidelines for the Investment Funds

1. Title to all assets of the Investment Funds is to be held in the name of the Mission Hills United Church of Christ.
2. All undesignated gifts and bequests less than \$25,000 will be allocated to the PILGRIM FUND. Undesignated gifts of \$25,000 or more will be added to the principal of the Endowment Fund. All specially identified monies will be allocated to the appropriate designated fund. All special gifts accepted by the Church Council will be acknowledge and announced to the congregation. The Church Council shall retain the right to refuse any gift, memorial or bequest, that is not consistent with the religious and ethical standards of the Mission Hills United Church of Christ.
3. Restrictions placed on gifts or bequests by the donor will be honored to the extent deemed reasonable by the Church Council. If the purpose of the restriction is no longer valid after five years, upon vote of the congregation, the restriction will expire and the existing monies transferred to the PILGRIM FUND.
4. Any amendment that will change, limit, or alter the purpose for which a fund was established, or which will add or delete designated funds, shall be approved by a majority vote of the Church Council and a majority vote of the congregation.
5. Income from the funds shall be defined as dividends, interest, and net realized gain from the sale of securities.
6. Income from the PILGRIM FUND shall be distributed at least quarterly to the current operating account. Accumulated income in the current operating account may be reinvested at the Council's discretion.
7. Income from the DESIGNATED FUNDS shall be applied quarterly to the appropriate account.
8. In the event that the income from any one of the funds shall exceed the expenditures from that fund in a calendar year, the Church Council shall exercise its discretion in determining if the excess shall be added to the principal of that fund or be carried forward for spending in the following year.
9. Any individual, group, or Ministry within the Church may make a written request to the Church Council for the use of the funds.
10. Any individual, group, or Ministry within the Church may make a written request to the Church Council for the purpose of establishing a Special Fund Project. A majority vote of the Church Council will be required.
11. The financial management and investment of the funds shall be the responsibility of the Stewardship and Investment Ministry.

12. An accounting system shall be established and maintained for each fund, which shall be distinct from the current operating budget of the Church. Standard accounting practices shall be employed.
13. The Treasurer, in consultation with the Stewardship and Investment Ministry, shall submit a quarterly report to the Church Council indicating the name of the fund, the beginning of the year principal amount, and the amount of the quarterly accrued income.
14. The Treasurer shall submit an annual report to the congregation indicating the name of the fund, the beginning of the year principal amount, the expenditures, grants and loans for the year, and the amount of the non-allocated accrued income.
15. The funds shall be audited as required in accordance with the Church By-laws.
16. Should the Church be merged or consolidated with any other Church, the funds, including principal and income, shall be paid to the merged Church. The merged Church shall be entitled to receive all the beneficial interest of the funds, and, further, the merged Church shall be responsible to administer the funds in accordance with all stated terms.
17. Should the Church or its successors cease to exist, all funds, including principal and income, shall be transferred to the Southern California-Nevada Conference of the United Church of Christ to be used at the discretion of the Conference Board of Directors.