

Countryside Community Church

BYLAWS

As amended on February 11, 2024

Countryside Community Church United Church of Christ

BYLAWS

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15

16 These Bylaws shall govern the non-profit corporation known as Countryside Community Church United

17 Church of Christ.

ARTICLE 1. NAME

18

19 The name of this non-profit corporation is Countryside Community Church United Church of Christ.

ARTICLE 2. PURPOSE

20

21 The purpose of this Church shall be to bind together followers of Jesus Christ, to share in the worship of

22 God and to make God’s will dominant in the lives of people, individually and collectively, especially as

23 that will is set forth in the life, teachings, death and living presence of Jesus Christ.

ARTICLE 3. POLITY

24

25 The government of this Church is vested exclusively in its members. This Church is in communion with

26 all churches which follow the teachings of Jesus Christ, and it acknowledges special obligation to other

27 congregations which are a part of the United Church of Christ, and pledges itself to share in their

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28 common religious and educational work, especially as represented by the Association, Conference, and
29 General Synod of the United Church of Christ.

30	ARTICLE 4. FAITH AND COVENANT
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31 This Church recognizes the Bible as a meaningful source of faith and practice and holds that living in
32 accordance with the teaching of Jesus Christ is the true test of Christian covenant. Members shall have
33 the undisturbed right to follow the Word of God according to the dictates of their own conscience
34 under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but
35 an expression of the spirit in which the Church interprets the Word of God.

36 United Church of Christ Statement of Faith

37 We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds
38 we testify:

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

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

42 You judge people and nations by your righteous will declared through prophets and apostles.

43 In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our
44 common lot, conquering sin and death and reconciling the world to yourself.

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

47 You call us into your church to accept the cost and joy of discipleship, to be your servants in the service
48 of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's
49 baptism and eat at his table, to join him in his passion and victory.

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

52 Blessing and honor, glory and power be unto you. Amen.

53 The Countryside Community Church Covenant

54 Together we affirm our faith in God, whose character is reflected so clearly in the life and ministry of
55 Jesus Christ. We give ourselves unreservedly to God's service and declare our commitment to this
56 community of faith. Ever mindful of the welfare of our fellow members, we promise to walk with them
57 in faithfulness and Christian love. We promise, so far as we are able, to attend the services of this
58 church, observe its sacraments, share in its work, support its benevolence and endeavor to make it a
59 fruitful body of believers.

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60 The Countryside Community Church Mission Statement

61 We are an inclusive, open and affirming family of faith, welcoming all to our table of love and
62 acceptance. We are diverse, yet united by Christ's example. We care for one another, support one
63 another, and challenge one another to become all that God creates us to be. We work together to
64 nurture our community and to promote peace, equality and justice in our conflicted world.

ARTICLE 5. MEMBERSHIP

66 Section 5.1. Members.

67 The members of this church shall be persons who make public acceptance of faith in
68 Jesus Christ as Lord and Savior. Persons shall be received as members in the church on
69 presentation of satisfactory letters of transfer from other churches, by reaffirmation of
70 faith if letters are not available, on confession of faith and baptism, confirmation, or on
71 the recommendation of the Board of Congregational Life when external baptism is
72 waived because of a personal conviction.

73 Section 5.2. Associate Membership.

74 Associate members shall be those persons who have church membership elsewhere and
75 do not desire to sever the same but desire to share in the faith and in the covenant of
76 worship and service of this church. Persons shall be eligible for associate membership
77 upon approval of the Board of Congregational Life. They shall have all the rights and
78 responsibilities of membership.

79 Section 5.3. Reception of Members.

80 The Board of Congregational Life and the ministers shall present new members to be
81 received at a public worship service of this church in a service of reception authorized by
82 the Board of Congregational Life. Anyone unable to attend may be received in absentia.

83 Section 5.4. Duties.

84 Members shall pledge to live the Christian life, regularly attend services of this church,
85 contribute to its support and benevolence, share in the organized work of this church,
86 and diligently seek the spiritual welfare of its membership and the community.

87 Section 5.5. Termination of Membership or Change of Status.

88 5.5.1. Termination of Membership.

89 5.5.1.1. Members may, on request, have membership in the Church terminated upon
90 being granted a letter of transfer to any Christian church or

91 5.5.1.2. Members may, on request, have membership in the Church terminated with a
92 certificate of church membership if wishing to join a body not in fellowship with this
93 church.

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- 94 5.5.2. Change of Membership Status
- 95 5.5.2.1. Members who have not communicated with the Church or contributed to its
- 96 support for two years may, upon approval of the Board of Congregational Life, be
- 97 removed from the active rolls and considered members not in good standing.
- 98 5.5.2.2. Members shall be provided notice of such removal and shall be considered
- 99 inactive members unless membership has otherwise been terminated in accordance
- 100 with the provisions of Section 5.5.1.
- 101 5.5.3. A summary of terminations and status changes shall be shared with the Board of
- 102 Congregational Life upon request or at least annually.
- 103 5.5.4. A member requesting a termination or change in status will be informed by the Church
- 104 staff that they may discuss the change with a minister or the Chair of the Board of
- 105 Congregational Life if desired.
- 106 5.5.5. When any termination is granted, or a change of status occurs, the Church Clerk shall
- 107 issue the appropriate letter of transfer. [5.5.1.1], certificate [5.5.1.2] or notice [5.5.2.2].
- 108 Section 5.6. Revision of the Membership Roll.
- 109 Inactive members shall be removed from the active rolls unless membership has
- 110 otherwise been terminated in accordance with the provisions of Section 5.5. Persons
- 111 who have been dismissed and removed from the active membership roll may request
- 112 reinstatement as members in good standing and be granted such by the Board of
- 113 Congregational Life.

ARTICLE 6. SERVICES AND MEETINGS

- 114
- 115 Section 6.1. Worship.
- 116 6.1.1. Public services of worship shall be held each Sunday, as determined by the Senior
- 117 Minister in cooperation with the Board of Worship and Arts and with the approval of the
- 118 Church Council.
- 119 6.1.2. The sacraments of Baptism and the Lord's Supper shall be celebrated, and other services
- 120 of worship may be held as determined by the Senior Minister and the Board of
- 121 Congregational Life.
- 122 Section 6.2. Business Meetings of the Congregation.
- 123 6.2.1. Annual Meeting of the Congregation.
- 124 The Annual Meeting of the Church shall be held at the discretion of the Church Council
- 125 within the first ninety (90) days of each calendar year.

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126 The purpose of the Annual Meeting is to elect officers and new Board and Committee
127 members, receive the annual reports of the officers, organizations, departments, Boards,
128 and Committees, and transact such business as may properly come before the Annual
129 Meeting upon having provided that notice required by Section 6.2.5.

130 6.2.1.1. Any matter affecting the religious, financial, or social welfare of the Church may
131 properly come before the Annual Meeting upon having provided that notice required by
132 Section 6.2.5.

133 6.2.1.2. All newly elected officers and Board and Committee members shall assume their
134 duties upon election at the Annual Meeting and continue in office until their successors
135 are elected.

136 6.2.1.3. It shall be the duty of all officers, Boards, Committees, and auxiliary
137 organizations to submit written reports of their activities for the Church year for
138 publication in the Annual Report and presentation at the Annual Meeting. In the
139 absence of congregational meetings, the Church Council shall meet and perform its
140 obligations as described in Article 7.

141 6.2.1.4. Budget Approval. The proposed yearly budget of the Church shall be presented
142 for approval to the congregation at the Annual Meeting.

143 6.2.2. Fiscal Year. The fiscal year of the Church shall be the calendar year, January 1 to
144 December 31.

145 6.2.3. Special Meetings of the Congregation.
146 Special meetings of the Church may be called by the Church Council, the Moderator, the
147 Pastoral Search Committee, the Senior Minister, or the Board of Finance and Operations,
148 as provided for in Article 10, Section 10.2.3.2, Lines 135-137, or by written request of
149 seventy-five (75) members of the Church, addressed to the Moderator. Notice and the
150 purpose or purposes for which the meeting is called shall be provided in the call or
151 meeting request.

152 6.2.4. Notice of Congregational Meetings.
153 Notice stating the place, day, and hour of all meetings, and in the case of a special
154 meeting, the purpose or purposes for which the meeting is called shall be given in the
155 Sunday printed materials two weeks before the meeting.

156 Notice of the meeting shall also be given, whether by electronic mail or regular US postal
157 service mail, to the contact address of record for each member not less than fourteen
158 (14) days before the date of the meeting.

159 The meeting notice shall also be given from the pulpit for two consecutive Sundays prior
160 to the date of the meeting.

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161 In the case of a recessed or postponed meeting, no formal notice is necessary.

162 6.2.5. Business Procedure.

163 6.2.5.1. Presiding Officers. The Moderator shall preside at all meetings of the
164 congregation, and the Clerk of the Church, or designee, shall act as Secretary.

165 6.2.5.2. Quorum. At all meetings of the congregation, seventy-five (75) members shall
166 constitute a quorum.

167 6.2.5.3. All congregational meetings will be held in person and online.

168 6.2.5.4. Voting. Elections of Church officers and Board and Committee members shall be
169 by voice vote unless a request for a paper ballot by five (5) or more members is
170 presented to the Moderator at the meeting.

171 A majority vote of those members present and voting shall be decisive in all matters,
172 except in an action upon any plan or basis of union with, or withdrawal from, any other
173 Church or denomination of Churches, or for the sale, lease, exchange or other
174 disposition of all or substantially all of the property of the Church, as well as for Senior
175 Minister voting as provided in Section 9, and for bylaw amendments as provided in
176 Section 13, when a two-thirds vote of the members present shall be required.

177 All voting members shall have the right to act and vote at any meeting of the Church.

178 Voting is permitted online, provided the member's camera is on, they are visible to the
179 meeting administrator, and their name is displayed on the screen. Only one vote per
180 device is permitted and will be recognized.

181 Proxy and absentee ballots are not permitted and will not be recognized.

ARTICLE 7. CHURCH COUNCIL

183 Section 7.1. Composition.

184 7.1.1. The members of the Church Council (Council) shall be the following officers of the
185 church: the Moderator, the Vice-Moderator, the Vice Moderator Elect, the Clerk and the
186 Treasurer; the Chairs of each Board, the Chair of the Health, Safety, and Security
187 Committee, the Chair of the Stewardship Committee, a Countryside Community Church
188 board representative serving on the Tri-Faith Board of Directors, the Past Moderator, two
189 (2) members at large, the Senior Minister and called, ordained ministers.

190 The Past Moderator is an ex officio seat and will serve a one (1) year term.

191 Two members at large, who are not members of any board or standing committee, will
192 be elected to serve staggered, two-year terms.

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193 The Senior Minister and called ordained staff shall be non-voting members of the
194 Council. All other members of the Council shall be voting members.

195 The Council reports to the governing body of the Church, and Council members
196 represent the interests of the Church, including those expressed in the Church's mission
197 and strategic initiatives.

198 7.1.2. The Church staff may be present at meetings of the Council but shall not have a vote
199 with respect to any matters coming before the Council.

200 Section 7.2. Council Leadership.

201 The Moderator shall chair the Council. The Vice Moderator will act as the chair in the
202 Moderator's absence. In the absence of both the Moderator and the Vice Moderator,
203 the Vice Moderator Elect will serve as chair.

204 Section 7.3. Council Duties.

205 It shall be the duty of the Council to establish the overall policy of the Church, advise the
206 staff on the general direction of the activities of the church, and cooperate with staff in
207 the formulation of church programming.

208 Between congregational meetings, the church council shall receive and act upon all
209 issues facing the church unless otherwise provided by the terms of these Bylaws or
210 unless they are matters for which a Board formed under Article 10 is responsible.

211 7.3.1. Nominations.

212 Not later than October 31, the Church Council shall serve as the Nominating Committee
213 and shall have the following duties: (1) Canvass those officers and Board members
214 whose terms do not expire and who have been absent from one-third or more of the
215 meetings to ensure that they are willing and able to continue to serve. (2) Make the
216 Congregation aware of the nomination process and opportunities to participate. (3) Fill
217 all board and committee vacancies and Church officer positions, (4) Publish the report of
218 the 'Council/Nominating Committee' fourteen (14) days before the Annual Meeting

219 The Church Council shall fill any vacancies that may occur among Board members or
220 officers of the Church.

221 The person appointed to fill the vacancy shall serve out the unexpired term; if this is
222 more than half the term, it shall, for purposes of eligibility for re-election, be considered
223 a full term.

224 The Council shall, as the need arises, appoint delegates or representatives to those
225 boards and organizations to which the Church has a responsibility, including the board
226 members for the Tri-Faith Initiative, official delegates, and alternates, from the Church to
227 Association, State, and National Conferences of the denomination for a term of one (1)
228 year.

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229 Section 7.4. Council Meetings and Minutes.
230 The Church Council shall meet no less than every other month unless otherwise
231 determined by the Council. A majority of members shall constitute a quorum. Special or
232 emergency meetings may be called by the Moderator, Senior Minister, or by three (3)
233 members of the Council upon such notice as is practical under the circumstances.

234 The Council meetings shall be open forums at which any subject affecting the religious,
235 social, or financial welfare of the church may be discussed.

236 Action by the Council is to be conducted in public. All members of the congregation are
237 welcome to attend meetings of the Council.

238 Council may hold a closed session by an affirmative vote of a majority of its members for
239 such reasons as strategic sessions regarding real estate purchases, pending litigation, or
240 litigation that is imminent as evidenced by a communication of a threat of litigation, the
241 evaluation of a person when necessary to prevent needless injury to the reputation of a
242 person where such person has requested a closed session, and matters involving
243 sensitive, individualized pastoral care issues.

244 In the case of a closed session, the minutes of the open meeting will state the reason for
245 the closed session, the time and duration, the general topic addressed, and any action
246 taken or business transacted in the closed session. No minutes are taken during a closed
247 session. Confidential information will remain confidential.

248 Open meeting minutes of the Council, once approved by the Council, will be available to
249 Church members electronically or in the Church office.

250 The Church Clerk, or designee, shall serve as the Secretary of the Church Council at all
251 Church Council meetings and at all meetings of the congregation.

252 Church Council meetings will be held in person and online.

253 Voting is permitted online, provided the Council member's camera is on, they are visible
254 to the meeting administrator, and their name is displayed on the screen.

ARTICLE 8. OFFICERS

256 Section 8.1. The officers of this Church shall be the following:
257 Moderator, Vice-Moderator, and Vice-Moderator Elect
258 A Moderator, Vice-Moderator, and Vice-Moderator Elect shall be elected at each Annual
259 Meeting for a term of one (1) year.

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260 In the event of a vacancy occurring in any of these positions between elections, the
261 Church Council shall provide for succession in a manner consistent with those terms of
262 the Bylaws addressing officer vacancy and succession.

263 The Moderator shall be the President, the Vice Moderator the Vice President, the Clerk
264 the Secretary, and the Treasurer the Treasurer, as officers of the Church's non-profit
265 corporation in its filings with the Nebraska Secretary of State.

266 8.1.1. Moderator.

267 The Moderator is the presiding officer of the Church. The Moderator:

268 Shall preside over all business meetings of the congregation and Council during the
269 term.

270 Shall take all action necessary in the best interest of the Church and its congregation,
271 subject to decisions of the Church Council and the congregation.

272 Shall not be a member of any Church Board, and their immediate household members
273 shall not chair any Church Board or Standing Committee.

274 Shall serve as a member ex officio of all Church Boards and may attend meetings of the
275 Boards in consultation with their chairs, offering counsel as appropriate.

276 May delegate their responsibility to the Vice Moderator to preside over congregational
277 meetings or Council meetings should the Moderator be unable to attend.

278 8.1.2. Vice Moderator.

279 The Vice Moderator:

280 Shall perform duties, such as but not limited to presiding over congregational meetings
281 or Council meetings upon delegation of the Moderator due to the Moderator's inability
282 to attend.

283 Shall preside over any congregational meeting or portion of such meeting where the
284 business of the meeting pertains to the Moderator.

285 Provides advice and counsel to the Senior Minister with respect to human resource
286 matters of the Church staff.

287 8.1.3. Vice Moderator Elect.

288 The Vice Moderator Elect:

289 Shall preside over Council meetings upon delegation of the Moderator or Vice
290 Moderator due to their inability to attend.

291 Shall assume other responsibilities as may be assigned by the Executive Committee.

292 Shall learn and prepare for the role of Vice Moderator and Moderator

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- 293 Section 8.2. Clerk.
294 The Clerk:
295 Shall be elected at the Annual Meeting for a term of three (3) years and may serve up to
296 two (2) terms.
- 297 Shall be responsible for recording the minutes of all meetings of the Church Council.
- 298 Shall sign letters of membership, dismissal, and transfer and shall oversee the keeping of
299 the following records: an annual roster of the membership of the Church, showing the
300 date and manner of admission and date of death or dismissal; a list of all children
301 baptized, with child's date of birth, place of birth, parent(s) name(s), a list of all adults
302 baptized with their names and dates and places of their birth; a record of all marriages
303 performed in the Church or by a minister of the Church; a register of the children of
304 families of members; inurnment records for the Columbarium; a final record of all
305 members removed from the active rolls; and such other records of the religious or social
306 activities of the Church as may be deemed advisable by the Church Council.
- 307 Shall make a report at the Annual Meeting, showing all changes in membership and
308 giving the total membership of the Church at the end of the year.
- 309 8.2.1. In case of a vacancy in this office, the Church Council shall elect a member of the Church,
310 in a manner consistent with those terms of the Bylaws addressing officer vacancy and
311 succession, to fill the vacancy for the unexpired term.
- 312 Section 8.3. Treasurer.
313 The Treasurer:
- 314 Shall be elected at the Annual Meeting for a term of three (3) years and may serve up to
315 two (2) terms.
- 316 Or a designee approved in advance by the Board of Finance and Operations, shall have
317 charge of the Church's financial affairs under the general direction of the Board of
318 Finance and Operations and shall have knowledge of the contracts, papers, and
319 documents relating to the property or operation of the Church.
- 320 Shall be responsible for the Church's financial operations and advise the Board of
321 Finance and Operations and professional staff regarding all financial matters.
- 322 8.3.1. In case of a vacancy in this office, the Church Council shall elect a member of the Church,
323 in a manner consistent with those terms of the Bylaws addressing officer vacancy and
324 succession, to fill the vacancy for the unexpired term.
- 325 Section 8.4. Other Officers.
326 Other officers may be elected by the congregation as needed.
327

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328 Section 8.5. Qualifications.
329 Members or associate members of the Church shall be eligible to hold office or serve on
330 the Church Council, the Boards, or Standing Committees of the Church and eligible to act
331 and vote in all transactions of the Church.

332	ARTICLE 9. CLERGY
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333 The clergy of this Church shall be the following:

334 Section 9.1. Senior Minister.

335 9.1.1. The Senior Minister shall have charge of the spiritual welfare of the Church and those
336 whom it serves.

337 The Senior Minister shall seek to enlist persons as followers of Christ, preach the gospel,
338 administer the sacraments, and have care of all services of public worship.

339 The Senior Minister shall work in cooperation with the Church Council, Boards,
340 Committees, and staff on programming activities.

341 The Senior Minister is head of staff and shall, unless otherwise specified by the Church
342 Council, be responsible for hiring, directing, developing, evaluating, and, as they
343 determine appropriate, terminating the employment of non-called staff within the
344 parameters of the budget.

345 The Senior Minister is accountable to the Church membership and the Church Council.

346 The Senior Minister shall make a report of the year's work at the Annual Meeting.

347 9.1.2. The Senior Minister shall be "called" by a two-thirds (2/3) vote of the members present
348 at the congregational meeting designated for this purpose. The call shall be for an
349 indefinite term. When it is determined that a vacancy will occur, a committee known as
350 the Pastoral Search Committee shall be organized by the Church Council, composed of
351 the following:

352 9.1.2.1. One (1) member of each Church Board, chosen by their respective Boards.

353 9.1.2.2. The Church Council shall choose six (6) members from the Church at large. The
354 Committee shall elect a Chair, a Vice-Chair, and a Secretary. Its recommendations shall
355 be made directly to a meeting of the Church, called by the Committee for that purpose.

356 9.1.2.3. Once a candidate has been identified, the Pastoral Search Committee will
357 cooperate with the Executive Committee on planning the call weekend.

358 9.1.2.4. The Executive Committee is responsible for negotiating the terms of the call with
359 the candidate within the parameters of the budget.

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- 360 9.1.3. When a Senior Minister has been called by a vote of the congregation and has accepted
361 the call, according to the procedure of the United Church of Christ, the Minister shall
362 become a member of the Church and shall be installed as Senior Minister.
- 363 9.1.4. Should the Senior Minister desire to dissolve the pastoral relationship, the Senior
364 Minister must follow the steps outlined in the Sr. Minister Call Agreement and
365 notify the Moderator in writing. The Moderator shall promptly notify the Church Council
366 of the resignation. The resignation shall become effective at the end of sixty (60) days
367 unless otherwise agreed upon by both the Minister and the Executive Committee.
- 368 9.1.5. Should there be a desire to terminate the pastoral relationship between the Church and
369 the Senior Minister, a petition signed by at least seventy-five (75) members of the
370 Church shall be presented to the Moderator, who shall then call a special meeting of the
371 Church Council. Written notice of the meeting place, date, and time, along with a copy
372 of the petition, shall be given to the Council at least ten (10) days in advance of such
373 meeting. A quorum for such a meeting shall be two-thirds (2/3) of the members of the
374 Church Council. A two-thirds (2/3) vote of the Council members present shall be
375 required for approval of the petition, and if the petition is approved, the Church Council
376 shall then call a meeting of the congregation for the purpose of voting on the petition.
377 The petition shall be read by the Moderator and presented to the congregation at the
378 meeting. If the Church membership at such a duly called meeting approves the petition
379 by a two-thirds (2/3) vote of the members present, the Clerk shall at once notify the
380 Senior Minister in writing, and the pastoral relationship shall terminate immediately. The
381 Senior Minister shall receive full salary for the sixty days following the Church meeting,
382 unless otherwise agreed upon by the Senior Minister and the Executive Committee with
383 approval of the Board of Finance and Operations as ratified by the Church Council.
- 384 Section 9.2. Associate or Assistant Ministers.
385 Full-time ordained ministers (other than interim pastors) shall be called by the
386 congregation. The Church Council and Senior Minister shall appoint a search committee.
387 The search committee shall obtain the Senior Minister's concurrence in the selection of
388 ordained staff, and the Senior Minister will work in cooperation with the Executive
389 Committee to determine the terms of the call within the parameters of the budget. The
390 provisions of Article 9. Section 1.5. above shall apply to the termination of associate or
391 assistant ministers.

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ARTICLE 10. BOARD GOVERNANCE

393

394 Section 10.1. General Provisions for Boards.

395 10.1.1. Church Boards.

396 The Boards of this Church are Christian Education and Spiritual Growth, Congregational
397 Life, Finance and Operations, Social Justice and Outreach, and Worship and Arts. All
398 Boards shall report to the Church Council.

399 10.1.2. Board Membership.

400 To be eligible to serve, Board members must be members or associate members of the
401 Church.

402 Boards consist of at least nine (9) adult members and no more than fifteen (15) adult
403 members, one-third of whom shall be elected annually to serve for a term of three (3)
404 years, plus one youth member from grades 9 -12 may also be elected annually for a one
405 (1) year term, unless otherwise stipulated by a Board.

406 Any member can serve on only one (1) Board at a time. At least one (1) election must
407 intervene before a member, having completed a full term on a Board, is eligible for re-
408 election to the same Board, except a member appointed to fill an unexpired term to a
409 Board is eligible for election to that Board without one (1) year intervening.

410 Board members may serve as volunteers on teams of Boards other than the Board they
411 are elected to serve.

412 Board members shall be elected at the Annual Meeting.

413 10.1.3. Board Leadership.

414 Each Board will elect from its members a Chair, Vice Chair, and Secretary, who will be the
415 officers of the Board. Each Board Chair will serve as their Board's representative on the
416 Church Council. The Vice Chair will act for the Chair in the Chair's absence. The Secretary
417 is responsible for recording the meeting minutes and providing copies to the Clerk of the
418 Church. The Board's officers will generally supervise the Board's activities.

419 10.1.4. Board Duties.

420 Boards shall annually conduct an orientation to and evaluation of their work. Further,
421 each Board will develop, maintain, and implement a Board Charter – a written document
422 detailing the Board's purpose and operating guidelines. The Church Council will review
423 and approve the Board Charters.

424 Boards will review their Charters annually, ensuring they accurately reflect the Board's
425 work and operating procedures. Any changes to the Board Charters will be submitted to
426 the Church Council for review and approval.

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- 427 10.1.5. Board Meetings and Minutes.
428 Boards will meet at times and places they decide, with at least three (3) days advance
429 notice of the time and location.
- 430 Board meetings will be held in person and online.
- 431 Voting is permitted online, provided the Board member's camera is on, they are visible
432 to the meeting administrator, and their name is displayed on the screen.
- 433 Actions by Boards and Committees and the business of the Church in general are to be
434 conducted in public. All members of the Church are welcome to attend meetings of any
435 Church Board.
- 436 Each Board Secretary will prepare written minutes of Board meetings. The minutes will
437 be provided to Board members for approval, and approved minutes will be submitted to
438 the Church Clerk and preserved in the church records.
- 439 A Board may hold a closed session by an affirmative vote of a majority of its members
440 for such reasons as strategic sessions regarding real estate purchases, pending litigation,
441 or litigation that is imminent as evidenced by a communication of a threat of litigation,
442 the evaluation of a person when necessary to prevent needless injury to the reputation
443 of a person where such person has requested a closed session, and matters involving
444 sensitive, individualized pastoral care issues.
- 445 In the case of a closed session, the minutes of the open meeting will state the reason for
446 the closed session, the time and duration, the general topic addressed, and any action
447 taken or business transacted in the closed session. No minutes are taken during a closed
448 session. Confidential information will remain confidential.
- 449 Open meeting minutes of a Board, once approved by the Board, will be available to
450 Church members electronically or in the Church office.
- 451 10.1.6. Reasons for Board Member Dismissal.
452 Should any Board member resign, refuse to serve, or fail to perform their duties,
453 including not attending 75% of Board meetings annually, the Chair or Vice Chair shall
454 bring the matter to the attention of the Board for action. In the case of a vacancy, the
455 remaining members shall elect a member of the Church to fill the vacancy for the
456 unexpired term.
- 457 10.1.7. Board Teams.
458 Boards consist of committees called Teams, which execute the functions under their
459 purview. Teams consist of Board members and volunteers. A designated Board member
460 serves as the Team liaison and reports the team's activities to the Board at Board

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461 meetings. Each team has a chair or team lead, who may be a Board member or
462 volunteer.

463 Volunteers serve as team members and can be Church members or friends of the
464 Church.

465 Boards may form and dissolve their Teams to assist in performing their work with prior
466 written notice to the Church Council. Boards forming a Team will document, in the
467 meeting minutes, when that Team or task force was created, the purpose of the Team,
468 and how the Team will assist in implementing its work.

469 The roles and responsibilities of the Teams are outlined in the Board’s Charter and
470 reviewed periodically to ensure they support the work of the Board. Additions and
471 deletions to Teams may occur as outlined above (Article 10.1.7. Lines 78-81). The Board
472 may review the existence of a Team to decide whether their work is complete and
473 should be dissolved.

474 10.1.8. Board Expenditures.

475 Boards and teams will not obligate the Church for any expenditures except as provided
476 in the Church's annual budget without prior approval by the Board of Finance and
477 Operations.

478 10.1.9. Board Fundraising.

479 Any fundraising activity by Boards and their teams requires prior approval by the
480 Stewardship Committee and will follow any directions the Stewardship Committee gives
481 regarding fundraising.

482 10.1.10. Board Public Statements.

483 Boards, their teams, and members will not speak or make public statements on behalf of
484 Countryside Community Church without prior approval from the Church Council. The
485 Board shall make clear that any opinions expressed by the Board bind neither the Church
486 nor any member.

487 10.1.11. Board Reports.

488 Each Board will report to the Church Council and Clerk on its activities for the previous
489 12 months for inclusion in the Church’s annual report. The Board reports will include
490 performance measurements, progress toward program and function goals, and the
491 teams that will continue into the following year.

492 Section 10.2. Duties and Responsibilities of the Church Boards.

493 10.2.1. Board of Christian Education and Spiritual Growth.

494 Two (2) members may be youth in grades 9-12 elected annually to serve a one (1) year
495 term.

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496 In conjunction with education staff, members of this Board guide, oversee, and support
497 the Church's educational programs for children, youth, and adults. Responsibilities
498 include but are not limited to children's education, youth education, including
499 confirmation, adult education, lecture series, church library, and curriculum oversight.

500 10.2.2. Board of Congregational Life.

501 Members of this Board support the many stages of Church members' lives,
502 encompassing visitor and member welcome and membership management, and provide
503 pastoral care to members during times of stress, hardship, and crisis or as members
504 request. Responsibilities include but are not limited to visitor welcome, greeters,
505 membership management, Care Team, Agape Team, Stephen Ministry, small groups, life
506 events (such as Baptism), and management of the Community Assistance Fund
507 management.

508 10.2.3. Board of Finance and Operations.

509 The Moderator, Vice Moderator, Vice Moderator-Elect, and Treasurer are non-voting, ex-
510 officio members of the Board of Finance and Operations.

511 Members of this Board are the fiduciaries of the Church, responsible for handling the
512 church's physical assets, legal contracts, and financial assets. Responsibilities include but
513 are not limited to financial supervision, oversight of investments, contract oversight,
514 property and building management, budget oversight, audit, and Kindernook.

515 10.2.3.1. Expenditures. The Board shall not make any expenditure in excess of \$50,000
516 except as approved in the annual budget.

517 10.2.3.2. Property. The Board shall not sell, transfer, or convey personal property over
518 \$50,000. Transfer to the Countryside Community Church Foundation is excluded from
519 this requirement.

520 The Board shall not sell, lease, or exchange any real property valued at more than
521 \$50,000 without the approval of a two-thirds (2/3) vote of the members of the Church
522 present at a meeting duly called for that purpose.

523 10.2.3.3. Budget. The Board, in conjunction with the Executive Committee, shall
524 prepare, review, and submit an annual Church budget to the Church Council for review
525 and approval. The proposed budget will be presented to the Church for approval or
526 amendment at its annual meeting.

527 10.2.3.4. Countryside Charitable Foundation. The Board shall have the right to transfer
528 to the Countryside Charitable Foundation any assets received by the Church by gift or
529 bequest. In making the transfer, any donor provisions or restrictions shall remain intact,
530 as provided by IRS guidelines and Church policy.

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532 10.2.4. Board of Social Justice and Outreach.
533 Members of this Board address the needs within the Church family, community, country,
534 and the world and oversee United Church of Christ (UCC) designation teams that help
535 the Church’s action align with its mission and the UCC values. The Board explores the
536 relationship between Christian faith and contemporary social issues by identifying issues
537 and stimulating dialogue. Responsibilities include but are not limited to UCC
538 designations, special offerings, and community engagement.

539 10.2.5. Board of Worship and Arts.
540 Members of this Board support the congregation’s worship and arts experience,
541 including leading teams that prepare and serve during worship and other spiritual
542 activities and oversee the multidisciplinary arts programming for all members, visitors,
543 and friends.

544 10.2.5.1. Worship and Spiritual Activities. The Board will assist the Senior Minister in
545 performing worship services and spiritual activities for the Church, its members, and the
546 greater community, including preparing and administering the sacraments, collecting the
547 loose offering, and other duties as assigned by the Senior Minister.

548 10.2.5.2. Multidisciplinary Arts Program. The Board will oversee a comprehensive music
549 and arts program to complement the Church’s mission, enrich the worship experience
550 by providing music and art for the Church’s services, and foster growth and enrichment
551 of the programs’ members of all ages through music and arts.

552	ARTICLE 11.	COMMITTEES
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553 Section 11.1. General Provisions.

554 11.1.1. Committee Membership.

555 To be eligible to serve, Committee members must be members or associate members of
556 the Church.

557 Committees, unless otherwise filled by ex officio positions, will consist of at least five (5)
558 adult members and no more than nine (9) adult members, one-third of whom shall be
559 elected annually to serve for a term of three (3) years. Members may serve two
560 consecutive terms.

561 A member appointed to fill an unexpired term to a Committee is eligible for election to
562 that Committee for a second, three (3) year term.

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564 11.1.2. Committee Meetings.

565 Committees will meet at times and places they decide, with at least three (3) days
566 advance notice of the time and location.

567 Standing and ad hoc committee meetings will be held in person and online.

568 Actions by Committees and the business of the Church in general are to be conducted in
569 public. All members of the Church are welcome to attend meetings of any Church
570 Committee.

571 Each Committee Secretary will prepare written minutes of Committee meetings. The
572 minutes will be provided to Committee members for approval, and approved minutes
573 will be submitted to the Church Clerk and preserved in the Church records.

574 A Committee may hold a closed session by an affirmative vote of a majority of its
575 members for such reasons as strategic sessions regarding real estate purchases, pending
576 litigation, or litigation that is imminent as evidenced by a communication of a threat of
577 litigation, the evaluation of a person when necessary to prevent needless injury to the
578 reputation of a person where such person has requested a closed session, and matters
579 involving sensitive, individualized pastoral care issues.

580 In the case of a closed session, the minutes of the open meeting will state the reason for
581 the closed session, the time and duration, the general topic addressed, and any action
582 taken or business transacted in the closed session. No minutes are taken during a closed
583 session. Confidential information will remain confidential.

584 Once approved by the Committee, the Committee's open meeting minutes will be
585 available to Church members electronically or in the Church office.

586 11.1.3. Reasons for Committee Member Dismissal.

587 Should any Committee member resign, refuse to serve, or fail to perform their duties,
588 including not attending 75% of Committee meetings annually, the Chair or Vice Chair
589 shall bring the matter to the attention of the Committee for action. In the case of a
590 vacancy, the remaining members shall elect a member of the Church to fill the vacancy
591 for the unexpired term.

592 Section 11.2. Health, Safety, and Security Committee.

593 11.2.1. Committee Composition.

594 The Health, Safety, and Security Committee is a Standing Committee comprised of one
595 (1) representative each from the Boards of Finance and Operations, Christian Education
596 and Spiritual Growth, Congregational Life, and Social Justice and Outreach and up to four
597 (4) at large members of the Church.

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598 The Board representatives serve a term of one year and may continue to serve on the
599 Health, Safety, and Security Committee for the term of their board seat. Members at
600 large may serve two consecutive three (3) year terms unless the member is not fulfilling
601 their duties on the committee.

602 Members at large shall not hold any other elected position while serving on the Health,
603 Safety, and Security Committee.

604 Membership on this Committee requires expertise in healthcare, safety, and advocacy
605 for children, youth, and adults; accessibility; facility and property management; security
606 and law enforcement; cybersecurity; and crisis communication.

607 11.2.2. Committee Leadership.

608 The Health, Safety, and Security Committee shall elect a Chair, Vice Chair, and Secretary
609 from their members, who will be the committee's officers. The Chair will serve as the
610 committee's representative on the Church Council. The Vice Chair will act for the Chair in
611 the Chair's absence. The Secretary is responsible for recording the meeting minutes and
612 providing copies to the Clerk of the Church. The Committee's officers will generally
613 supervise the Committee's activities.

614 Committee members shall collaborate with the Executive Committee, Church Council,
615 and staff to create a culture of safety and security within the Church community.

616 The Health, Safety, and Security Committee is responsible to the Church Council.

617 11.2.3. Committee Responsibilities.

618 The responsibilities of the Safety, Health, and Security Committee involve maintaining a
619 safe and secure environment for worshipers, staff, and visitors.

620 Responsibilities include but are not limited to risk assessment, emergency planning,
621 safety policies and procedures, child protection planning, security measures, health and
622 sanitation, first aid and medical support, communication and awareness, incident
623 reporting guidelines, and compliance with regulations.

624 Section 11.3. Stewardship Committee.

625 11.3.1. Committee Composition.

626 The Stewardship Committee is a standing Committee comprised of five (5) at large
627 members of the Church and one (1) representative from the Board of Finance and
628 Operations.

629 Members at large may serve two consecutive three (3) year terms unless the member is
630 not fulfilling their duties on the committee [Article 11.2.3. Lines 38 – 43]. The board

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631 representatives serve a term of one year and may continue to serve on the Stewardship
632 Committee for the term of their board seat.

633 Members at large shall not hold an elected position on the Church Council while serving
634 on the Stewardship Committee.

635 Membership on this Committee requires expertise in fundraising, including annual
636 giving, major gifts, and capital campaigns, marketing, communications, and finance.

637 11.3.2. Committee Leadership.

638 The Stewardship Committee shall elect a Chair, Vice Chair, and Secretary from their
639 members, who will be the committee's officers. The Chair will serve as the committee's
640 representative on the Church Council. The Vice Chair will act for the Chair in the Chair's
641 absence. The Secretary is responsible for recording the meeting minutes and providing
642 copies to the Clerk of the Church. The Committee's officers will generally supervise the
643 Committee's activities.

644 The Stewardship Committee is responsible to the Church Council.

645 11.3.3. Committee Responsibilities.

646 The responsibility of the Stewardship Committee is to lead and support the congregation
647 in faithful stewardship of resources, primarily focused on sustainable member giving
648 that fully funds the annual operating budget.

649 Responsibilities include but are not limited to year-round giving campaigns, planned
650 giving, capital campaigns, special events, educational programming, member recognition
651 and appreciation, reporting, and recruiting volunteers to support their work.

652 Section 11.4. Executive Committee.

653 11.4.1. Committee Composition.

654 The Executive Committee comprises the following members: the Moderator, the Vice
655 Moderator, the Vice Moderator Elect, the Treasurer, the Chair of the Board of Finance
656 and Operations, the Senior Minister, and the Director of Finance, Administration, and
657 Operations. The Senior Minister is a voting member of the Executive Committee except
658 in personnel matters specific to the Senior Minister, such as their compensation package
659 and performance evaluation. The Director of Finance, Administration, and Operations is
660 the staff liaison and is a non-voting member.

661 11.4.2. Committee Leadership.

662 The Moderator serves as the Chair of the Executive Committee, and the Vice Moderator
663 serves as the Vice Chair and the liaison for Human Resources. The Vice Chair will act for

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664 the Chair in the Chair's absence. The Chair of Finance and Operations will serve as the
665 liaison to the Board of Finance and Operations in financial matters.

666 The Committee shall elect a Secretary responsible for recording the meeting minutes
667 and providing copies to the Clerk of the Church.

668 Executive Committee members represent the interests of the Church as expressed in its
669 mission and strategic plan.

670 The Executive Committee is responsible to the Church Council and will report its
671 activities at Church Council meetings. Financial matters will be reported to the Board of
672 Finance and Operations.

673 11.4.3. Committee Responsibilities.

674 The responsibilities of the Executive Committee involve budget preparation and
675 oversight, human resource management and administration, and strategic planning.

676 Responsibilities include, but are not limited to:

677 11.4.3.1 Annual Budget. Prepare the yearly budget for review by the Board of Finance
678 and Administration and approval by the Church Council. Present the approved budget at
679 the annual meeting for ratification by the congregation. Oversee the Church's operations
680 to ensure conformance to the annual budget.

681 11.4.3.2 Human Resources. Evaluate the organizational and reporting structure of the
682 staff to ensure staffing supports the Church's mission and programs. Employ and
683 terminate staff, excluding ordained positions called by the congregation. Approve
684 compensation and benefit packages for ministers and staff subject to the annual budget.
685 Conduct annual performance evaluations of the Senior Minister. Contract with pastoral
686 and ministerial staff. Periodically review and update the Employee Handbook.

687 11.4.3.3 Strategic Initiatives. Engage in strategic planning for the future of the Church.
688 Determine initiatives. Set measurable objectives and evaluate these objectives
689 periodically to ensure the plan's implementation. Review the plan annually and update it
690 accordingly. Present the plan at the annual meeting or a congregational meeting called
691 for that purpose.

692 Section 11.5. Other Committees.

693 The Church Council may create such additional Committees as deemed necessary.

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ARTICLE 12. RULES OF ORDER

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Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.

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ARTICLE 13. AMENDMENTS

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These Bylaws may be amended by a two-thirds (2/3) vote of the members present at the Annual Meeting of the Church, or at any special meeting duly called, provided notice of the proposed amendment and its rationale be given in the Sunday printed materials not less than fourteen (14) days before the date of the meeting. Notice shall also be given either by electronic mail or regular US Service Mail to the contact address of record for each member not less than fourteen (14) days before the date of the meeting. Notice shall be given from the pulpit for two (2) consecutive Sundays prior to the date of the meeting.

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705 The above Bylaws were adopted by a vote of the Congregation at a duly called meeting for that purpose
706 held on the 11th day of February, 2024.

707 Trisha Hoffman-Aherns,
708 Moderator

709 David Ried,
710 Clerk

711 **Bylaw History**

712 Adopted May 15, 1949
713 Revised January 14, 1959
714 Amended January 19, 1961
715 Revised March 17, 1963
716 Amended January 16, 1964
717 Revised May 8, 1969
718 Amended May, 1974
719 Amended January 27, 1975
720 Amended January 23, 1978
721 Amended August 22, 1979
722 Amended January 21, 1985
723 Amended January 25, 1993
724 Amended April 2, 2000
725 Amended April 28, 2002
726 Revised November 19, 2006
727 Revised February 28, 2010
728 Revised January 30, 2011
729 Revised January 31, 2012
730 Revised February 22, 2015
731 Amended February 4, 2018
732 Amended February 9, 2020
733 Amended February 14, 2021
734 Amended February 11, 2024