

**THE CONSTITUTION AND BYLAWS  
of the  
SALEM UNITED CHURCH OF CHRIST**

CONSTITUTION OF SALEM UNITED CHURCH OF CHRIST

**ARTICLE I- NAME**

The name of the church shall be the Salem United Church of Christ of Doylestown.

**ARTICLE II- PURPOSE**

It shall be the purpose of this organization to establish in its community a Christian Congregation for worship, to promote the Christian life, and to advance the Kingdom of God by all available means, both at home and abroad.

**ARTICLE III- AFFILIATION**

This Congregation shall be an organic member of the North Penn Association of the Pennsylvania Southeast Conference of the United Church of Christ and governs by the constitution, laws, and rules of the said church.

**ARTICLE IV- DOCTRINE**

The Articles of Faith of the Congregation shall be those of the United Church of Christ of which it is a member.

**ARTICLE V-MEMBERSHIP**

**Section 1.** Membership in this church shall be open to any person who has been baptized.

**Section 2.** Persons who have been duly received into this Congregation by confirmation, by letter of transfer, or by profession of faith shall be communicant members and shall be entitled to all its rights and privileges.

**Section 3.** Communicant members in good and regular standing shall have the right to voice and vote in the Congregation, and also to represent the Congregation on the Consistory and other judicatories of the church, as provided in the By-Laws.

**Section 4.** Members who have permanently changed their residences to other cities or communities shall be urged by the Pastor to obtain letters of transfer and, as soon as possible, unite with another Congregation.

**Section 5.** A person may hold membership in another congregation while being a full voting member of Salem United Church of Christ.

**ARTICLE VI- ADMINISTRATION**

**Section 1. Congregational Meeting**

The supreme legislative and administrative powers of the Congregation is vested in the Congregation itself, assembled in meeting duly and legally called as provided in the By-Laws.

**Section 2. Congregational Prerogative**

It is the prerogative of the Congregational meeting to decide such questions as the buying and selling of property, building projects, extensive renovations to church property, the call and rejection of a pastor, the policy of the Congregation, changes in the Constitution and By-Laws, and approving an annual budget. For the transaction of other business, the Congregation entrusts the administration of the church to the Consistory, chosen and composed as provided for in the By-Laws.

**Section 3. Annual Congregational Meeting**

The Congregation shall have an annual meeting and such other meetings as are provided for in the By-Laws.

**Section 4: Quorum**

A "quorum" shall be as defined in the Bylaws.

**ARTICLE VII-THE CONSISTORY**

**Section 1:** The Consistory shall be composed of the Pastor, Officers of the church (President, Vice President, Secretary, and Treasurer), Chair of Council of Elders, Head Trustee, Chair of Salem Memorial Endowment Fund, Lay Ministry Chairpersons as are elected by the Congregation. It shall act for the Congregation as empowered by it in the By-Laws.

**ARTICLE VIII-THE PASTOR**

**Section 1.** The Congregation shall call as a Pastor only a minister who has been recommended or approved by the appropriate committee of the Conference.

**Section 2.** The Consistory shall nominate one approved candidate for a pastorate to be voted upon by the Congregation. The Congregation shall consider only one candidate at a time and vote by ballot for or against the candidate's election. If the candidate is elected, the Consistory shall extend a call, according to the form prescribed by the Conference.

**ARTICLE IX-ORGANIZATIONS**

The Congregation may form organizations for special purposes, all of which are to be subordinate to the Consistory. All organizations shall report annually to the Congregation.

**ARTICLE X-PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order (latest edition) shall govern this church in all cases to which they apply and in which they are not inconsistent with the Constitution and By-Laws of the church.

**ARTICLE XI-AMENDMENTS**

The Congregation may propose additions and alterations to this Constitution in any regularly called meeting of the Congregation. The Congregation shall refer those changes to the Consistory, which shall consider the same and report to the next duly called meeting of the

Congregation. Said additions and alterations can be adopted only by a two-thirds majority of all voting members present.

## HISTORY OF REVISIONS

Amended	January 30, 2000
Amended	November 16, 2003
Amended	November 14, 2011
Amended	Sometime during 2019

THE BYLAWS OF SALEM UNITED CHURCH OF CHRIST

**ARTICLE I-OBLIGATION TO THE UNITED CHURCH OF CHRIST**

**Section 1.** The Congregation shall regularly contribute to the support of the Pennsylvania Southeast Conference and the General Synod of the United Church of Christ.

**Section 2.** Delegates and alternates, preferably Elders from this Congregation shall be elected each year by the Consistory to attend meetings of the Conference.

**ARTICLE II-MEMBERSHIP**

**Section 1.** All communicant members in good standing of this Congregation are entitled to a voice, vote and to hold office unless otherwise stated in the Constitution or By-Laws.

**Section 2.** Members shall pledge themselves to attend the regular worship of the church and the celebration of Holy Communion: to live the Christian life; to share in the life and work of the church; to contribute to its support and benevolences, and to seek the spiritual welfare of the membership and community diligently.

**Section 3.** Any member may, on request, be granted a letter of transfer to another church. If, because of change of faith or for other reasons not involving unchristian conduct, a member requests in writing to be released from membership obligations, the church shall patiently endeavor to secure the member's continuance in its fellowship; but failing in such efforts, the church may grant the request to terminate membership.

**Section 4.** A member who for a period of two years has not attended worship or contributed to the church's support shall become inactive only for the purposes of reporting their membership to the Pennsylvania Southeast Conference and the General Synod of the United Church of Christ. Unless expressly communicated to the church by that member, a family member, or a legal representative that the member wishes to resign from membership, that person's full membership status will remain in force. No efforts on behalf of Salem Church shall be made to ascertain if a member wishes to remain active or inactive; that determination shall be the sole prerogative of the member.

**Section 5.** When it is time to report active membership to the Conference, active membership shall consist of the maximum of 1) average attendance for the past year plus a count of the homebound who would otherwise attend, and 2) a count of those who have participated in the last year either via attendance or giving.

**Section 6.** A Congregational quorum is 10% of the membership reported to the Conference.

**ARTICLE III- CONGREGATIONAL MEETINGS**

**Section 1.** The organizational year of the Congregation shall be the calendar year. The fiscal year shall be the calendar year.

**Section 2.** A Congregational meeting shall be held in November, before Thanksgiving, to elect Officers and approve the budget for the next calendar (church) year.

**Section 3.** The Consistory may call Special Congregational meetings. Upon the written request of 5% of the communicant members in good standing, the Consistory shall issue a call for such meeting within two weeks after receiving the request. Those present may transact only such business as has been mentioned in the call at such special meetings.

**Section 4.** The Consistory shall give a minimum of two weeks notice of the time, place, and purpose for all Congregational meetings.

## **ARTICLE IV- CONSISTORY**

### **Section 1. Description**

The Consistory of Salem U.C.C. is its primary governing body accountable directly to the membership. It shall be responsible for the administration of the church and transaction of all business that does not require Congregational approval, as stated in Article VI, section 2 of the Constitution.

### **Section 2. Membership**

The Consistory shall be composed of the Pastor, Officers of the church (Pres., V. Pres., Sec., Treas.) Chair of Council of Elders, Head Trustee, Chair of Salem Memorial Endowment, Chairpersons of the Lay Ministries.

### **Section 3. Responsibilities**

The responsibilities of the Consistory shall include:

- a) Authorize the payment of all bills
- b) Authorize/approve all contracts
- c) Conduct a yearly audit of all financial records
- d) Prepare and present a yearly budget to the Congregation for their approval
- e) Provide for adequate staff
- f) Keep an accurate record of all proceedings and prepare an annual report for the Congregation
- g) Review the work of all lay ministries
- h) Within two weeks following the annual Congregational meeting, the incoming Consistory shall hold a planning session to outline the goals and mission of the church for the coming year
- i) Appoint all delegates to local and national meetings
- j) Approve requests from the Salem Memorial Endowment Fund
- k) Appoint such special task forces as will serve to further the purpose of the church

### **Section 4. Executive Board**

An Executive Board will be formed consisting of the officers (Pres., V. Pres., Sec., Treas.), and the Pastor. The Executive Board will deal with any matters that do not require the approval of the Consistory and will prepare an agenda for all Consistory and Congregational meetings. A quorum of the Executive Board may elect to invite additional participants as semi-permanent members of the Executive Board as the need arises.

### **Section 5. Meetings**

The Executive Board shall meet as needed with a minimum of six meetings a year. (i.e., Jan., Mar., May, Jul., Sep., Nov.) Meetings may be called by the President or upon request of

two Executive Board members. The quorum will consist of one more than half of the elected members (three elected members required).

The Consistory shall meet as needed with a minimum of four meetings a year. (i.e., Jan., Apr., Aug., Oct.) Meetings may be called by the Executive Board or upon request of four members of the Consistory. The quorum will consist of one more than half of the elected members.

#### **Section 6. Elections**

The Congregation elects all members of the Consistory at the annual meeting of the church. Nominations to the Consistory should include active members of Salem with one or more years of consecutive active membership (the Consistory or the Congregation may waive the one-year membership requirement). No member may hold more than one office at one time (the Consistory or the Congregation may waive the single concurrent office requirement), but no one person can hold two executive board offices at the same time. The Nominating Committee will prepare a list of nominees and present them to the Congregation in writing at least two weeks before the annual meeting. The Congregation may make additional nominations from the floor with the consent of the nominee(s), at the meeting at which the Congregation elects officers.

#### **Section 7. Duties of Officers:**

**President:** The President shall preside at all meetings of the Consistory, Executive Board, and Congregation, see to the execution of all resolutions adopted and perform such duties as generally pertain to that office. The President shall be a member ex-officio of all standing and appointed special committees.

**Vice President:** The Vice President shall preside at all meetings in the absence of the President and also when business about the President's administration is before the Congregation. The Vice President shall faithfully help the President and shall have the same powers as the President in the absence of the latter. The Vice President shall serve as the Chairperson of the Nominating Committee.

**Secretary:** The Secretary shall keep a record of all proceedings of the meeting of the Consistory, Executive Board, and the Congregation. The Secretary shall record the attendance at Consistory meetings, attend to correspondence and perform such other duties as the Consistory or Congregation may direct.

**Treasurer:** The Treasurer shall keep an accurate account of the Congregation's receipts and expenditures. The Treasurer shall pay bills authorized by the Consistory, render a monthly report to the Consistory and an annual report to the Consistory and Congregation. At the close of the fiscal year, the Treasurer shall submit all records to the Auditing Committee that the President appoints. The Treasurer shall obtain a surety bond, and the Congregation shall bear the expense.

**Assistant Treasurer:** The Assistant Treasurer is an appointed position elected annually by the Consistory at its January meeting. The Assistant Treasurer shall aid the Treasurer in the performance of the Treasurer's duties.

**Financial Secretary:** The Financial Secretary is an appointed position elected annually by the Consistory at its January meeting, and is empowered to serve as the Treasurer's representative

and proxy. The Financial Secretary assists the Treasurer in the preparation, analysis, and reporting of financial reports, including monthly balance sheets, profit & loss statements, giving statements, income, and expense projections.

**Associate Financial Secretary:** The Associate Financial Secretary is an appointed position elected annually by the Consistory at its January meeting. The Associate Financial Secretary shall keep accurate records of each member's financial contributions.

**Trustees:** Trustees shall be members of the church chosen by the Congregation. They shall care for the real property as a sacred trust for this Congregation and keep all buildings and grounds belonging to the Congregation in proper repair and adapted for uses authorized by the Consistory and Congregation.

**Lay Ministry Chairpersons:** A member of each lay ministry will be nominated to serve as chairperson of that ministry. The chairperson(s) shall oversee the work of the lay ministry and report to the Consistory and Congregation at each regularly scheduled meeting.

Each Lay Ministry Chairperson, even in the case of co-chairs, shall have a single vote.

#### **Section 8. Terms of Office**

The Congregation shall elect Officers and Lay Ministry chairs per the rules below:

- a) The President and Vice President of the church shall be elected in odd-year elections (beginning in 2019) to serve for a period of two years
- b) The Secretary and the Treasurer of the church shall be elected in even-year elections (beginning in 2020) to serve for a period of two years
- c) Chairperson of Council of Elders shall be elected in odd-year elections to serve for a period of two years
- d) Lay Ministry Chairpersons shall be elected in even-year elections to serve for a period of two years
- e) One Trustee will be elected each year to serve for a period of three years. A trustee will serve on the Consistory for one year
- f) All elected officers listed above may be re-elected to serve for one additional consecutive two-year term. No member may serve on the Consistory by any combination of offices for more than six consecutive years. A period of one year must elapse before being elected again to the Consistory

#### **Section 9. Nominating Committee**

The Vice President will serve as chairperson of the Nominating Committee. The Consistory shall appoint three additional members. The President will serve as an ex-officio member. Each lay ministry will recommend the names to the Nominating Committee for the chair of each lay ministry. Council of Elders will recommend the name for the chair of Council of Elders and for any elders to be elected. Recommendations are not binding on the Nominating Committee.

#### **Section 10. Vacancies**

Vacancies on the Consistory resulting from resignation, death or other reason shall be filled by recommendation of the Nominating Committee and approval by the Consistory until the next election at which time the Congregation will elect individuals to fill any unexpired terms.

### **Section 11. Removal from Office**

Any member of the Consistory who fails to fulfill his/her duties or who misses two consecutive meetings without a valid reason may be removed from the Consistory by a 2/3 vote of the Consistory.

## **ARTICLE V- LAY MINISTRIES**

### **Section 1.**

Lay Ministries shall be established to carry out the work of the church. The following areas appropriate:

- a) Worship
- b) Christian Education
- c) Social Action/Mission
- d) Finance/Business/Stewardship
- e) Lay Life and Fellowship
- f) Outreach/Evangelism
- g) Youth

Other areas for ad-hoc ministries (also known as “special committees”) may be established at any time by action of the Consistory. Ad-hoc ministry/committee chairs may submit reports to the Consistory but are not members of the Consistory.

### **Section 2.**

The church policy manual outlines the duties and responsibilities of each Lay Ministry.

### **Section 3.**

Each Lay Ministry makes an annual report to the Congregation before the annual Congregational Meeting.

## **ARTICLE VI – COUNCIL OF ELDERS, ELDERS**

### **Section 1. Council of Elders**

Council of Elders shall consist of the Pastor and the Elders of the Congregation. The Pastor and chairperson of the Elders shall serve as co-chairpersons of the Council of Elders.

### **Section 2. Elders**

Elders shall be members of the church chosen by the Congregation and ordained to their office for life. Elders join the pastor in helping the local church know its faith, determine its ministry, and organize and discipline its life.

#### **Section 2.1 Requirements for Office**

1. Be a member in good standing of Salem Church
2. Serve for a full term on the Consistory
3. Be elected by the Congregation and ordained to their office for life



4. The minimum number of active, serving Elders will be ten. If an Elder does not attend a meeting of the Council of Elders for two years, that Elder shall be termed an "Elder Emeritus," and a new Elder shall be nominated
5. A new Elder will be elected when a serving Elder retires, leaves the church or dies, or when the active membership list has grown by 20 new members
6. The Nominating Committee nominates new Elders, and the Congregation elects them during the Annual Meeting of the Congregation
7. Salem recognizes the Elder standing of any person in good standing from any other UCC or intercommunion denomination church

### **Section 2.2 Duties and Responsibilities**

1. All Elders will serve as members of The Council of Elders
2. Work with the Pastor to ensure that the church has an overall sense of its purpose and mission and is clear about its major ministry and mission objectives
3. Serving Elders:
  - a. Serve on the Congregational Pastoral Relations Council (CPR) on a rotating basis
  - b. Help to facilitate the sacraments
  - c. Oversee the Prayer Chain
  - d. Work with the Pastor to secure mentors for confirmands
  - e. Assist the Pastor with the identification and education of perspective/new members
  - f. Assist the Pastor with the pastoral care of the homebound

## **ARTICLE VII-HUMAN RESOURCES**

The Human Resources Committee shall consist of three members, elected for a three (3) year term at the Annual Meeting. Terms should be rotating to ensure continuity. It is recommended that members of this committee have some experience in the field of Human Resources or in Management, and that a majority of this committee must have previously served a full term on the Consistory or Lay Ministry. The Human Resources Committee will elect its chairman and will report to the Executive Board.

The Human Resources committee shall be responsible to the Executive Board to help ensure that policies, procedures and processes are in place to support staff and volunteers and that the church's operation is compliant with state and federal laws while maintaining a positive culture and inclusive work environment. Specific responsibilities include:

1. Develop, maintain, and ensure compliance with church HR policies
2. Develop/maintain job descriptions for church staff positions
3. Oversee the performance management process for the professional staff
4. Advise on employee development and assist/advise on management practices as needed
5. Serve as a confidential consultative body available to all staff, and Lay Ministries in all matters pertaining to employment and work environment.

6. Act as a consultant to ad-hoc hiring committees appointed to fill vacancies in the church staff, including resume review, advising on interview processes, and developing salary recommendations and offers. May engage in hiring activity as needed
7. Consult with the Executive Board on other HR matters, including possible staff changes

The Human Resources Committee shall meet as needed, at minimum four times per year. A quorum shall consist of a majority. The Consistory must approve all Policy Manual revisions.

## ARTICLE VIII-PASTOR

**Section 1.** The Congregation calls the Pastor for an indefinite period. When ending a call, three months' notice shall be given by either the Pastor or Congregation unless by mutual consent.

**Section 2.** It shall be the duty of the Pastor to set a good example to the Congregation. The Pastor shall plan and conduct all services on Sunday, holy days and such other days as the Congregation may desire, direct the work of religious education, administer the holy sacraments, visit the sick, comfort the distressed and perform all such duties as belong to the Pastor's office in the United Church of Christ.

**Section 3.** The Pastor is responsible for keeping a complete record of baptisms, confirmations, communicants, reception of new members, transfers, erasures of names, marriages, and deaths. All records shall be the property of the Congregation.

**Section 4.** The Pastor shall give a review of Pastoral work at the annual meeting of the Congregation.

**Section 5.** The Pastor is a member of the Consistory, and Executive Board, and ex-officio member of all organizations within the church. No other minister shall perform any religious ceremony in the church without the consent of the Pastor. It shall be the privilege of the Pastor, however, to invite a speaker, either during a temporary absence of the Pastor or for special occasions.

**Section 6.** The Pastor's salary shall be paid promptly in regular installments by the provisions of the call between the Pastor and the Congregation.

## ARTICLE IX-AMENDMENTS

The Congregation may propose amendments to the By-Laws during any regularly called meeting of the Congregation. The Congregation shall refer all amendments to the Consistory, which shall consider them and report to the next duly called meeting of the Congregation. Amendments are adopted only by a two-thirds majority of all voting members present.

## ARTICLE X-PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (latest revision) shall govern this church in all cases to which they apply and in which they are not inconsistent with the Constitution and By-Laws of the church.

## HISTORY OF REVISIONS

APPROVED BY CONSISTORY: April 27, 1998

ADOPTED BY CONGREGATION: May 3, 1998

AMENDED BY CONGREGATION: January 30, 2000

AMENDED BY CONGREGATION: November 16, 2003

AMENDED BY CONGREGATION: November 14, 2004

AMENDED BY CONGREGATION: October 16, 2011

AMENDED BY CONGREGATION: Sometime in 2019