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THE COMMUNITY CHURCH OF PERU, NEW YORK

CORPORATE BY-LAWS Adopted 1944
FISCAL YEAR ~~2010-2011~~2019-2020
78th Revision

ARTICLE 1

NAME

The name of this church corporation shall be provided in said order; namely "The Community Church of Peru, New York" hereafter known as the "Church"

ARTICLE 2

A. CONNECTIONALISM

1. The Church is a legal federation of two congregations officially merged in 1944. The Church follows the Religious Corporation Law of the State of New York, the Constitution of the Presbyterian Church U.S.A., the standing rules of the Presbytery of Northern New York, and by the rules established by the United Methodist Church through the Upper New York Annual Conference.

B. APPORTIONMENT

2. For the purpose of determining annual denominational apportionment ~~and benevolence~~, the active membership registry of the Church shall be defined as fifty percent (50%) United Methodist and fifty percent (50%) Presbyterian. Payment shall be made through the Upper New York Annual Conference and the Presbytery of Northern New York.

C. GOVERNING AUTHORITY

The ~~By-Laws~~By-laws of the Church is the authoritative document by which all Church activities shall be governed. All activity of the Church must be conducted in accordance with these ~~By-Laws~~By-laws and "~~Roberts Rules of Order~~". A quorum of all ~~committees task groups and ministry teams~~ shall require a presence of fifty percent of said members to conduct official business. Matters and questions concerning stated ~~By-laws~~ shall be referred to the ~~Clerk/Recording Secretary~~ Chairperson of the Church Council for interpretation and resolution.

ARTICLE 3

BY-LAWS

- A. The ~~By-laws~~By-laws represent the statement of operation and structure of the Church. The ~~By-laws~~By-laws can be changed only by congregational vote
- ~~B. The Standing Rules represent the interpretation procedures of the By-laws and can be changed only by a vote of approval of the Church Board~~
- ~~C. B.~~ A task ~~force group~~ of five (5) members appointed by the Church ~~Board~~Council shall review the ~~By-laws and Standing Rules~~ of the Church every three (3) years
- ~~D. C.~~ Amendments to the ~~By-Laws~~By-laws
 1. Amended portions of the ~~By-laws~~By-laws shall be read or submitted in writing to the congregation two (2) weeks prior to a duly called meeting of the congregation
 2. Old and new amended portions must be read at said meeting and passage shall be made by two-thirds (2/3) vote of ~~legal voters~~active members present
 3. Any ~~confirmed active~~ member of the Church is legally eligible to vote
 4. Under no circumstances shall a vote be accepted by proxy

ARTICLE 4

A. MEMBERSHIP

Persons seeking membership shall be received into the Church by means of baptism, letter of transfer, or by their profession of faith, and then recorded as members in the appropriate registry. A registry listing the names of all members, as well as baptisms, marriages, deaths and burials, which occur at the Church, shall be kept on Church property ~~by the Clerk/Recording Steward~~.

56
57 B. STATUS

58 ~~1.~~As a federated church, the parent denominations are Presbyterian U.S.A. and The
59 United Methodist. At

60 confirmation, membership registration is traditionally one or the other. However,
61 registration as Community Church of Peru is a third option

62 1. Active members are expected to participate faithfully through worship attendance,
63 service, witness, activities, ministries and financial support.

64 2. A person who does not contribute nor attend worship for two years ~~shall will~~ be
65 placed on an inactive membership rolle ~~with the approval through the annual~~
66 action of the Church ~~Board Council at the Annual Meeting~~

67
68 **ARTICLE 5**

69 FINANCES

70 The Church's budget shall be developed by the ~~Finance Committee, reviewed by the~~ Church
71 ~~Board Council~~, and approved by the congregation at the Annual Meeting. The authority to sign
72 checks shall be consigned to the Treasurer, Assistant Treasurer and Office Manager and they shall
73 be bonded. Maintaining the security of all the financial accounts and records shall be the
74 responsibility of the Treasurer or designee, with all documents being subject to an annual internal
75 review, audit upon the completion of the Treasurer's term or upon the request of the Church
76 ~~Board Council~~. An external audit shall be completed every five (5) years.

77 **ARTICLE 6**

78 LEGAL PAPERS AND DOCUMENTS

79 All legal papers, financial records and records pertaining to properties held by the Church shall be
80 stored in the fireproof
81 /waterproof safe in the Fellowship Center on Church property. No original documents may leave the
82 premises. Copies of necessary documents may be made with approval of the Church ~~Board Council~~.
83 The confidentiality and security of all original documents and copies shall be the direct responsibility
84 of all persons authorized to handle them. These documents should be handled, as little as possible and
85 future copies should be made only from a copy.

86
87 The Office Manager, or designee, is responsible for Records Management in accordance with the
88 denominational affiliations including but not limited to: Council meeting minutes, records regarding
89 new members, baptisms, letters of transfer, weddings, funerals and burials.

90
91 **ARTICLE 7**

92 CONGREGATIONAL MEETINGS

93 A. ANNUAL MEETING

94 The Annual Congregational Meeting of the Church shall take place within thirty days prior to the end
95 of the Church year (7/1-6/30), with date, time and place to be designated by the Church
96 ~~Board Council~~. Notice of this meeting shall be announced on two (2) consecutive Sundays at the
97 Worship Service prior to the annual meeting. This assembly shall serve as the Annual Meeting of both
98 the Presbyterian Church ~~{U.S.A.}~~ and ~~T~~he United Methodist Church. A quorum of a congregational
99 meeting shall consist of those active members present at a duly announced time with all matters to
100 be decided by a majority vote ~~of legal voters (confirmed members) present~~ of active members
101 present. Agenda will include but be not limited to Annual Report, Adoption of Budget, and
102 Nominating Committee presentation. As per Article 3 - By-Laws, no proxy votes are permitted.

103 B. SPECIAL MEETINGS Special Meeting shall be

104 called whenever deemed necessary by:

- 105 1. The Church ~~Board Council~~
106 2. The Church ~~Board Council~~ when requested in writing by one-fourth (1/4) of the active
107 members of the congregation
108 3. The Presbytery or the Methodist Conference

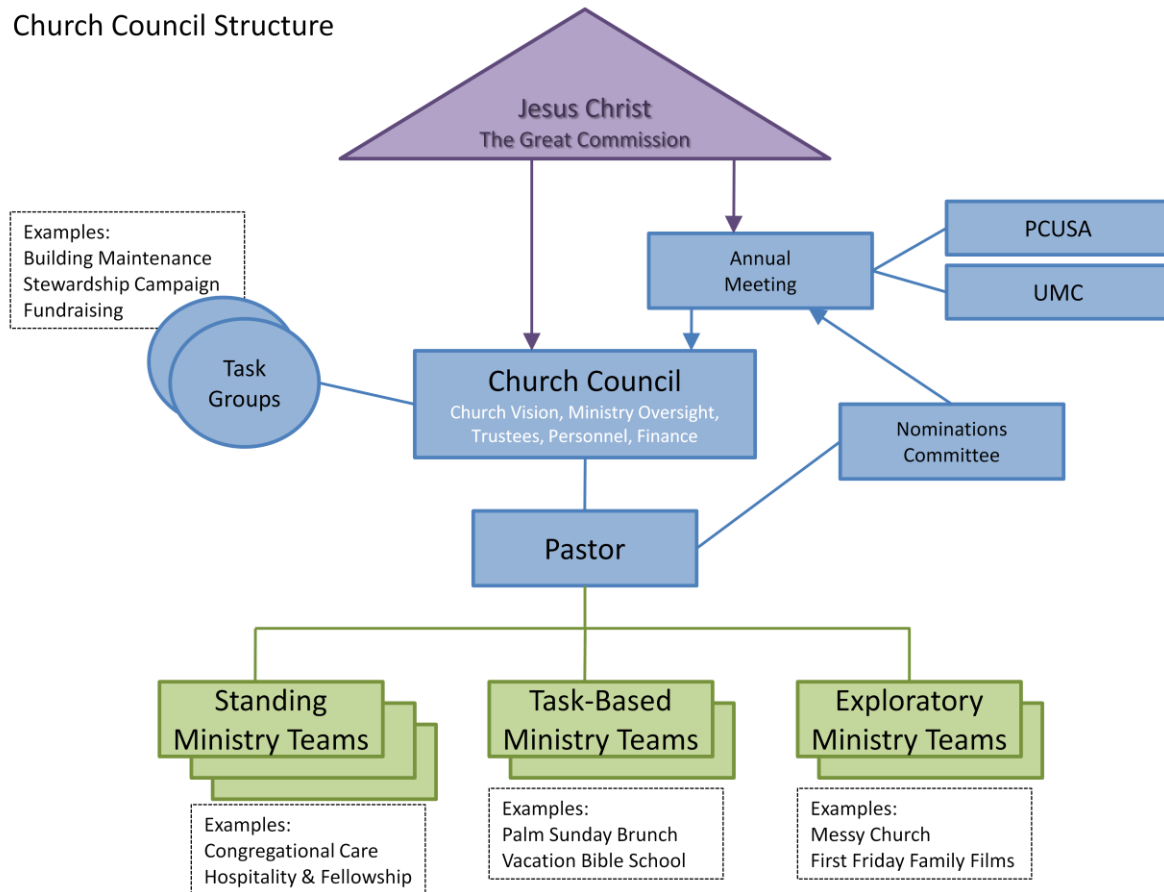
109
110 **ARTICLE 8 - CHURCH COUNCIL**

A. THE CHURCH BOARD/COUNCIL STRUCTURE (See Appendix A)

A.

1. The Church ~~Board~~ Council is the governing body of the Church
2. ~~Only members of the church can be on the Board~~ Two-thirds (2/3) of the Council members shall be members of the church; the Chairperson shall be a member of the church.
3. Council members are nominated and elected to three (3) year terms with a rotation of classes (e.g. class of 2020, 2021,2022). Council members can serve two (2) consecutive terms. The Lay Leader and Lay Delegate are exempt from the three-year term.
4. The Council shall have a minimum of nine (9) and a maximum of fifteen (15) members as determined by the Nominations Committee.
5. Members of the same household should not serve together.
6. Members of the Council represent and lead the whole church, are committed to the church's mission and vision, and not to a particular interest group of ministry team.
7. Specialists (such as personnel specialists) may be designated from the Church Council membership for particular tasks, yet the whole Council is responsible for Finance, Trustees and Personnel.
8. Members of the Church Council may serve in multiple roles. A Council member may also be on a Ministry Team or Task Group.
9. A separate Nominations Committee, chaired by the Pastor, will be responsible for the nomination of members of the Church Council. The members of the Nominations Committee will be voted upon at each Annual Meeting.
- 2.-
10. Council members need to be completely dedication to Jesus Christ, be growing as disciples, and be personally invested in the ministries of the church.

Church Council Structure



The Church Board composed of the Pastor (s), Lay Leader, Clerk/Recording Steward, Treasurer,-

139 ~~Elders all Chairpersons of elected committees and designated program representatives. The Church~~
140 ~~Board cannot meet without a quorum of 50% of its members and without the attendance or consent~~
141 ~~of the Pastor, who shall assume the duties of Moderator. In his/her absence, the Lay Leader or~~
142 ~~designee by the pastor will~~
143 ~~conduct the meeting with the Pastor's knowledge. All members of the Church Board shall have a vote~~
144 ~~in regard to issues presented before the Church Board. No meeting of the Church Board may take~~
145 ~~place~~
146 ~~unless duly called and all members given a minimum of one week's prior notice of date, time and~~
147 ~~location.~~

148 **B. CHURCH COUNCIL PURPOSE**

- 150 1. The Church Council is accountable to Jesus Christ to guide the congregation in making
151 disciples of Jesus Christ for the transformation of the world. (Matthew 28: 19-20). All
152 Council members are expected to follow a covenant agreed upon by all Council members.
- 153 2. The Church Council shall be responsible for governance, strategy, accountability, and
154 administration of its organization and temporal life. The Church Council shall function as
155 the administrative agency of the denominations.
- 156 3. The Church Council shall provide for the resources necessary for the ministries of the
157 congregation such as mission, education, worship, Christian formation, hospitality and
158 fellowship, small groups, and congregational care.
- 159 4. The Church Council shall synchronize and align all the church's ministries with the
160 mission, vision, and goals of the church.
- 161 5. The Church Council shall be implemented in a manner that allows people to use their time,
162 gifts, talents, for hands-on ministry and engagement in missions.
- 163 6. The Church Council shall empower the Pastor to lead the spiritual and missional work of
164 the church.

165 **C. CHURCH COUNCIL RESPONSIBILITIES**

166 The Church Council:

- 167 1. Confirms the vision cast by the Pastor and establish annual and long-term goals for the
168 church.
- 169 2. Ensures regular accountability to the annual goals that are set.
- 170 3. Envisions, plans, implements, and annually evaluates the mission and ministry of the
171 church.
- 172 4. Works in partnership with programs and ministries to ensure ministries and teams fulfill
173 the mission and vision of the church.
- 174 5. Oversight of all ministry teams.
- 175 6. Fosters role and work of the laity.
- 176 7. Creates and oversees task groups including Building Maintenance Team, Stewardship
177 Campaign, Fundraising Team, and Historian.
- 178 8. Works with the District Superintendent and Presbyter of Northern New York to hold the
179 Pastor accountable.
- 180 9. Approves all hiring and termination of paid personnel, excluding the Pastor.
- 181 10. Draws up and approves a covenant with a Pastor; reviews the work of the Pastor on an
182 annual basis.
- 183 11. Ensures that all reviews of staff conducted by the Pastor are in writing and signed by the
184 Pastor, the Council chairperson and the individual being reviewed.
- 185 12. Approves financial aspects and terms of the Pastor's covenants, as well as salaries and
186 benefits of all paid personnel.
- 187 13. Conforms to and implements standards set forth in the Safe Sanctuary Policy and all
188 personnel practices required by the State of New York.
- 189 14. Establishes the church's yearly budget utilizing projections gathered from ministry teams
190 that have a line item in the budget and ensures alignment of calendar, budget, and staff.
191

- 192 15. Responsible for oversight of investments, memorials, audit of accounts, financial
193 procedures, and the annual Stewardship Campaign.
194 16. Responsible for procedures that assure proper recording and receipt of all contributions.
195 17. Cares for and maintains all church properties.

D. MEETINGS

- 197 1. Meetings of the Church Council may be called either by the Chairperson or the Pastor.
198 2. The Church Council cannot meet without a quorum of 50% of its members and without
199 the attendance or consent of the Pastor. All members of the Church Council shall have a
200 vote in regard to issues presented before the Church Council. Other than in unusual
201 circumstances, meetings of the members of the Church Council shall be given a minimum
202 of one week's prior notice of date, time, and location.
203 3. All members should review documents prior to the meeting and come prepared to either
204 vote approval for the items or to move the items toward the discussion phase of the
205 agenda.
206 4. Contents of Council meetings should include: agenda, covenant, minutes, statistical
207 measurements, stories of vital ministries, finances, goals, reports, and special reports,
208 information, bids, etc.
209 5. A commitment of one (1) to one and a half (1 1/2) hours for meeting time once a month is
210 required. Extra time may be required for retreats or special meetings.
211 6. Should it become clear to the Chairperson that it is necessary, the Council shall conduct
212 the meeting according to Robert's Rules of Order (Cheat Sheet for Nonprofits), Price, N.
213 (2018) located in the Church office.

E. COMMUNICATION WITH THE CONGREGATION

- 214 1. Through the Study Window, the monthly newsletter
215 2. Website and other appropriate Social Media platforms
216 3. Congregational annual/special meetings and State of the Church brunches held
217 after worship on a quarterly basis in March, June, September, and December; times
218 to alternate after each worship service.

B.F. ACCESS TO THE CHURCH BOARD/COUNCIL

- 222 1. All meetings of the Church Board/Council are open meetings and active members of the
223 congregation and guests are welcome to attend the Church Board/Council meetings and
224 observe the business brought before the Board/Council. The primary exception is when
225 the Council engages in conversation about personnel issues. The Chairperson will
226 move the meeting into a closed session restricted to Council members and those
227 requested to attend by the Chairperson.
228 2. Any person or representative of a Church group or Church program, who wishes to make
229 a presentation to the Church Council, may have access to the Council by contacting the
230 Chairperson or the Office, requesting placement on the agenda using the Report/Request
231 for Action Form (Appendix A).
232 ~~2. Any person or representative of a Church Group, or Church Program, who wishes to~~
233 ~~make a presentation to the Church Board, may have access to the Board by contacting~~
234 ~~the Moderator (Pastor) or the Clerk/Recording Secretary, requesting placement on the~~
235 ~~Agenda of the next meeting~~

C. THE EXECUTIVE COMMITTEE OF THE BOARD

237 ~~The Executive Committee of the Church Board shall be comprised of the Pastor, the Clerk/Recording~~
238 ~~Secretary, the Lay Leader, and the Chairperson of the Finance Committee and an Elder designated by~~
239 ~~the Church Board.~~

240 ~~Responsibilities include but are not limited to:~~

- 241 ~~1. Securing follow-up and/or completion of all unfinished business put before the Church~~
242 ~~Board.~~
243 ~~2. Acting on behalf of the Church Board in emergencies that may arise between the~~
244 ~~Board's scheduled meetings~~
245 ~~3. Executive Committee action taken in absence of full Church Board meeting much~~

presented at the following board meeting for approval

ARTICLE 9

A. ~~STANDING COMMITTEES~~ TASK GROUPS AND MINISTRY TEAMS OF THE CHURCH

~~ALL STANDING COMMITTEES ARE DIRECTED AND GUIDED BY THE DOCUMENT OF STANDING RULES AND SHALL HAVE A QUORUM OF 50% OF ITS MEMBERS~~

~~A-1 THE BOARD OF TRUSTEES~~

~~This committee shall be responsible for all Church property and its general repair, security and maintenance. All major proposed projects must be presented to the Church Board for final approval and the designation of necessary funding.~~

~~— THE CHRISTIAN EDUCATION COMMITTEE~~

~~This committee shall be responsible for the development, marketing and oversight of all Christian education programs provided by the Church.~~

~~— THE CHRISTIAN FELLOWSHIP COMMITTEE~~

~~This committee shall initiate, plan and implement activities, which advocate and nurture the participation and interaction of people of the congregation.~~

~~— THE FINANCE COMMITTEE~~

~~This committee shall be responsible for the preparation and maintenance of the adopted budget, including but not limited to the investment of corporate funds; the audit of accounts; the financial procedures of the Corporation; the Annual Stewardship Campaign of the Congregation and the oversight of all sub-committees under the direction of the Finance Committee.~~

~~— THE MEMORIALS COMMITTEE~~

~~This committee shall encourage, receive, record and acknowledge all memorial gifts and artifacts donated to the Church. Recommendations regarding the distribution of said donated funds shall be made to the Church Board for consideration and approval.~~

~~— THE MISSIONS COMMITTEE~~

~~This committee is charged with the direction of the Mission Program of the Church. It will serve as the coordinator of the Church's Missions and Outreach Ministries. It is also responsible for organizing the work of the congregation in outreach and witness. The Missions Committee will oversee all on-going community programs under the auspices of the Community Church of Peru.~~

~~— THE PERSONNEL COMMITTEE~~

~~This committee shall review the work of the Pastor on an annual basis. All reviews of staff conducted by the pastor shall be in writing and signed by both the chairperson of the committee and the individual being reviewed. The committee shall make recommendations to the Church Board concerning the financial aspects and terms of the Pastor's contracts/covenants, as well as salaries and benefits of all paid personnel.~~

~~The Church Board shall review all contracts/covenants on an annual basis for recommendation for approval.~~

~~— THE STEWARDS COMMITTEE~~

~~This committee shall administer to the human needs of the Church family on an on going basis as needs demand and in crisis and chronic situations.~~

~~— THE WELCOMING COMMITTEE~~

~~This committee shall be responsible for greeting, encouraging and recruiting interested persons for membership and activities.~~

301
302 ~~———— THE WORSHIP AND MUSIC COMMITTEE~~

303 ~~This committee shall have oversight all matters pertaining to the worship services in coordination~~
304 ~~with the pastors.~~

305 ~~———— NOMINATING COMMITTEE (Ad Hoc Committee)~~

306 ~~This committee shall identify, evaluate, and nominate qualified persons to fill all vacancies on~~
307 ~~continuing committees and officers of the corporation (excluding the Nominating Committee itself),~~
308 ~~and to present this slate of nominees to the congregation at its annual meeting. All members of the~~
309 ~~Nominating Committee will be selected and elected by the congregation at the Annual Meeting.~~

310
311 ~~———— SEARCH COMMITTEE (Ad Hoc Committee)~~

312 ~~This committee shall be activated to determine the selection of a new Pastor or an Associate Pastor~~
313 ~~of the Church with the assistance of the District Superintendent of the United Methodist Church~~
314 ~~and the Moderator of the Committee on Ministry of the Presbytery of Northern New York.~~

315
316 **a. TASK GROUPS**

- 317
318 1. Task groups are created by the Church Council as needed for specific assignments or
319 on-going roles related to the administration of the church and its functioning.
320 2. Task groups report to the Church Council.
321 3. Task groups serve at the pleasure of the Church Council and may be enduring or ad
322 hoc in nature.

323 **b. MINISTRY TEAMS**

- 324 1. Teams are dynamic and may serve for a particular project, or on an ongoing basis.
325 2. Teams will be led by a volunteer and will be accountable to the oversight of the Pastor.
326 3. Teams are not nominated or elected and have no predetermined length of service.
327 4. Ministry teams can be identified, recruited by team leaders and/or the Pastor.
328 5. All ministry teams will use Ministry Team Formation Form (Appendix B).
329

330 **B. ELECTED OFFICIALS OF THE CONGREGATION ~~B-1~~**

331 **1. LAY LEADER**

332 The lay leader is elected by the congregation at its annual meeting as nominated by the ~~Church~~
333 ~~Board~~ Nominations Committee. The term of office is two (2) years. Each person shall be eligible to
334 succeed him/herself once for another two- year term. No one shall serve more than two (2)
335 consecutive terms for a total of four (4) years. The lay leader shall function, as the primary lay
336 representative of the laity of the Church. The Lay Leader is responsible for:

- 337 A. Fostering awareness of the role and work of the laity within the congregation as well as
338 through ministry in the home, workplace, and community, and discovering ways within the
339 community of faith to recognize all the various ministries
340
341 B. Participating as a member of the Church Council with the responsibility of Meeting on a
342 regular basis with the Pastor to discussing the state of the Church, the various needs for
343 ministry and the possible opportunities through which ministry can take place
344
345 C. Serve as a member of the Church Board and Finance Committee. Assisting the Pastor (s) in
346 interpreting the actions and programs of the Annual Conference of the United Methodist
347 Church and the Church at large, while simultaneously serving as the Church lay
348 representative to the ~~Troy~~ Annual Conference and the liason to the Northern New York
349 Presbytery
350
351 ~~D. Moderating the Church Board meetings when called upon to do so at the request of the Pastor~~
352
353 ~~E. Serving as an ex officio member of all committees~~

354
355 ~~B-2. CLERK OF THE SESSION/RECORDING STEWARD/COUNCIL SECRETARY~~

356 ~~The Clerk of the Session is the recognized lay officer for the Presbyterian Church (USA), and will also~~
357 ~~serve as the Recording Steward as defined by the United Methodist Church. The Clerk/Recording~~
358 ~~Steward is the keeper of the "legal official register," along with recording all transactions of the~~
359 ~~governing body.~~

360 ~~The Clerk of the Session/Recording Steward/Council Secretary is elected by the congregation at its~~
361 ~~annual meeting, as nominated by the Church Board/Nominations Committee. The term of office is~~
362 ~~two (2) years. Each person shall be eligible to succeed him/herself once for another two (2) year~~
363 ~~term, a total of four (4) consecutive years. The Clerk/Recording Council Steward Secretary serves as a~~
364 ~~member of the Church Council and shall preserve Board/Council Meeting minutes and Church~~
365 ~~registries, as well as:~~

366 ~~The Council Secretary will be recognized as the The Clerk of the Session for the Presbyterian Church~~
367 ~~U.S.A., and will also serve as the Recording Secretary as defined by The United Methodist Church.~~
368 ~~The Council Secretary is responsible for recording and maintaining all transactions of the governing~~
369 ~~body.~~

370
371 ~~A. — Serving as an ex officio member of all committees.~~

372
373 ~~B. — Serving as a member of the Executive Committee.~~

374
375 ~~C. — Rendering interpretations/resolutions of questions concerning the Bylaws of the Church, and~~
376 ~~issues of clarification as per Robert's Rules of Order.~~

377
378 ~~D.A. As Recording Steward, assuming responsibility for maintenance of all Church statistics,~~
379 ~~and properly recording information concerning new members, baptisms, weddings,~~
380 ~~funerals, burials, and letters of transfer.~~

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382
383 ~~B-3. TREASURER~~

384 ~~The Treasurer is selected by the Church Council at its first meeting of the fiscal year from among~~
385 ~~the Council members. congregation at its annual meeting as nominated by the Church Board.~~
386 ~~He/She shall serve as the Financial Officer of the Corporation, and shall be recorded as such on all~~
387 ~~legal documents. The Treasurer and any other designees who receive or disperse monies shall be~~
388 ~~bonded through either the Presbyterian Church U.S.A or The United Methodist Church as~~
389 ~~determined by the Church Council.* The term of office is two (2) years. Each person shall be~~
390 ~~eligible to succeed him/herself once for another two (2) year term, a total of four (4) years. The~~
391 ~~Treasurer is a member of the Church Council. His/Her responsibilities shall include but not~~
392 ~~limited to:~~

393 ~~A. — To oversee the disbursement of all monies as stated and represented in the church budget,~~
394 ~~and to dispense all other funds and contributions as determined by the Church Board~~

395
396 ~~B. — To oversee all Church contributions, special gifts and offerings, and recording them in the~~
397 ~~appropriate place~~

398
399 ~~C. — To Formulate detailed reports on a routine basis concerning all funds received and~~
400 ~~expended to the Finance Committee and the Church Board~~

401
402 ~~D. — To function as an ex officio member of the Finance Committee, the Endowment Sub~~
403 ~~committee and the Personnel Committee~~

404
405 ~~E. — To assist the Finance Committee with the review of the Audit and Resolution and~~
406 ~~establishment of criteria for compliance~~

407
408 ~~F. — To prepare a detailed account of the finances of the Church to be published in the Annual~~

409 report prior to /and presented at the Annual Meeting

410 **B-4 ASSISTANT TREASURER**

411 The Assistant Treasurer is elected by the congregation at the annual meeting as nominated by the
412 Church Board. He/she shall assist the Treasurer in all matters deemed as helpful, and shall assume
413 all responsibilities of the Treasurer in his/her absence. The term of office is of five (5) years
414 duration. No person shall be eligible to succeed him/herself upon completion of this term.

415 The assistant treasurer shall:

416 A. — Assist the Treasurer as requested and required in all matters deemed helpful

417 B. — Assume all the duties and responsibilities of the Treasurer in his/her absence*

418 C. — Be ex-officio of Stewardship Committee and Board of Trustees

419 *All persons authorized to sign checks in the name of the Church shall be bonded. Bonding is
420 guaranteed through the Presbytery of Northern New York.

421 **B-5 ELDERS**

422 There shall be three Elders. The congregation at its annual meeting elects elders. The term of office
423 is three (3) years. No person shall be eligible to succeed him/herself upon completion of this term.
424 Elders,

425 together with the Pastor (s) of the Word and Sacrament, exercise leadership, government, and
426 discipline, and are responsible for the life of the Church as well as the Church at large, including
427 ecumenical relationships. They shall serve as members of the Church Board. The Elders shall
428 strengthen and nurture the faith and life of the congregation. They should encourage the people in
429 the worship and service of God, and visit, comfort and care for the people, giving special attention
430 to the poor, sick, lonely and oppressed.

431 A. — Elders shall assist in all areas of worship

432 B. — Serve as alternate of Denominational Representatives

433 **~~B-46~~ DENOMINATIONAL REPRESENTATIVES**

434 ~~At its annual meeting, the congregation shall elect two~~The Church Council shall select two (2) Church
435 Representatives: one representative to serve as a representative to the Upper New York Annual
436 Conference of the United Methodist Church, and one to serve as a representative to the Presbytery of
437 Northern New York. The elected denominational representatives are encouraged to attend their
438 respective denominational meetings, ~~along with the appointed representatives.~~ They shall inform
439 the Laity of training and educational opportunities provided by the United Methodist Church and
440 Presbyterian Church U.S.A. ~~for all active Church members.~~

441 **COMMUNITY CHURCH OF PERU, NEW YORK-**
442 **STANDING RULES OF THE BY LAWS**

443 **I. THE CHURCH BOARD AND ITS RESPONSIBILITIES**

444 1. — The Church Board shall be the sole entity responsible for setting Church policy

445 2. — All Church committees, organizations and programs are directly responsible and
446 accountable to the Church Board

447 3. — Should indebtedness be proposed in any amount that exceeds \$10,000.00 the proposal
448 must be approved by the Church Board and taken before the congregation for their
449 approval. All officer positions and committees shall be addressed and referred to by the

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~~titles and descriptions found in the By laws and Standing Rules~~

- ~~4.—Officer positions and committee titles cannot be deleted or changed without amending the Bylaws and congregational vote of approval~~
- ~~5.—All terms of office shall commence and expire with the beginning of the fiscal year~~
- ~~6.—Standing Committee members are elected for a term of three (3) years and shall have the option to succeed themselves for a second term for a total of six (6) years~~
- ~~7.—Any officer, committee chairperson, committee member or elected representative who is absent (unexcused) from three (3) consecutive duly called or regularly scheduled meetings, shall be considered to have voluntarily resigned~~
- ~~8.—Annual Report: In preparation for the Annual Meeting it is necessary that the Annual Report be published and available for congregational review no less than two weeks prior to the Annual Meeting. Therefore it is necessary to:
 - ~~A.—To schedule a budget work session with the Finance committee strictly for this purpose~~
 - ~~B.—To present a final draft of the proposed budget to the Church Board for its approval one month prior to the Annual Meeting~~
 - ~~C.—To present to the Church Office all written summary reports, financial reports and the proposed budget to be ready for publication of its Annual Report one month prior to the scheduled Annual Meeting~~
 - ~~D.—To submit in a timely manner other pertinent reports and messages included in the Annual Report.~~~~

~~10.—In the event of discord with the Pastor (s), the Church Board will appoint the Clerk, Lay leader and Chairperson of the Personnel Committee to consult with the Moderator of the Committee on Ministry of the Presbytery of Northern New York and/or the District Superintendent of the United Methodist Church for assistance with resolution.~~

STANDING COMMITTEE RULES

- ~~1.—All committees are responsible to the full Church Board~~
- ~~2.—Committees shall be comprised of six (6) members divided into three (3) equal classes with the exception of:
 - ~~A.—The Board of Trustees~~
 - ~~B.—The Christian Education Committee~~
 - ~~1.—Both of the above committees shall be composed of nine (9) members~~~~
- ~~3.—All committees shall meet monthly or as often as needed to efficiently carry out committee responsibilities~~
- ~~4.—COMMITTEE OFFICES:
The committee's Chairperson or Church Board Representative:
 - ~~A.—May, if elected, serve for a total of six (6) years, but must remain an active member of the said committee during this period~~
 - ~~B.—At the final committee meeting of the fiscal year, the committee Chairperson shall call for the election of a succeeding Chairperson and/or Church Board Representative and a Secretary if beneficial to the work of the committee. The newly elected committee shall elect the candidates for these positions. The Church office is to be informed of the names of the incoming officers~~
 - ~~C.—Shall submit budget requests to the finance committee~~
 - ~~D.—Provide a written and verbal report to the board on meetings held. In addition a~~~~

summary of activities shall be given to office manager for Annual Report

5.—Reference Library (Property of the Church Board. The Church Board requests that the Clerk/Recording Steward maintain two (2) Binders for reference and that they be kept in the Church Office.

A. The first binder contains the official records maintained for and reviewed by our parent denominations

B. The second binder shall be maintained for reference and contain the following:

1. A copy of the Bylaws and Standing Rules of the Church

2. A section set up for each Standing Committee in to which will be placed:

i. A copy of each committee's job description

ii. A copy of each monthly committee report submitted to the Clerk at each Church Board meeting

iii. A copy of the Annual Report prepared for each annual congregational meeting

C. After three years the binders transfer to Memorials committee

6.—Any committee vacancy that occurs shall be acknowledged and the Nominating Committee notified with the request that it be filled promptly.

7.—Committees may choose to establish sub-committees for a particular assignment. At least one member must be in common between the subcommittee and the standing committee. All sub-committees are responsible to the full committee and may not take any action on their own.

8.—Task Force: A Task Force may be assembled in the following

manner: Appointed by the Church Board

Appointed by the Executive Committee of the Church Board

Through nomination by the Nominating Committee whereby all appointees/nominees shall then be elected by the congregation to accomplish a specific task within a given period of time

SPECIFIC STANDING COMMITTEE RULES

A. BOARD OF TRUSTEES

1.—This committee is comprised of sub-committees to include but not be limited to Maintenance, Current Projects, Cemetery and Utilization

2.—Shall not prevent nor interfere with the Pastor (s) in the use of properties for religious services or other proper meetings or purposes recognized by the laws, usages, and customs of the Church

3.—Shall not permit the use of said property for religious or other meetings without the consent of the Pastor and/or the Church Board

B. CHRISTIAN EDUCATION COMMITTEE

1.—Comprised of sub-committees to include but not limited to Sunday School, Christian Library and Activity Programs and Youth Groups

2.—Shall provide for the Church family, well-rounded programs in religious education and activities to include but limited to: Sunday morning study programs, Bible study, Retreats/Camping and Youth activities and Mission projects

3.—The committee will conform to/implement standards set forth in the Safe Sanctuary Policy

C. CHRISTIAN FELLOWSHIP COMMITTEE

1.— Shall organize social gatherings for the entire congregation reflecting Christian values

- 575
576 ~~2.— This committee is comprised of the sub-committee to include but not limited to the Arts~~
577 ~~Council~~

578
579 ~~D. FINANCE COMMITTEE~~

- 580 ~~1.— Comprised of sub-committees to include but not be limited to the Endowment and~~
581 ~~Stewardship~~
- 582
583 ~~2.— The Finance Committee shall prepare a preliminary budget utilizing the projections~~
584 ~~gathered from committees that have a line item in the budget. This budget is to be presented~~
585 ~~to the Church Board during a specific Budget Session prior to the Annual Meeting to~~
586 ~~prioritize committee requests and authorize the necessary funding~~
- 587 ~~3.— The Chairperson of the Finance Committee shall have the power to sign checks and carry-~~
588 ~~out the business of the Treasurer and/or Assistant Treasurer in the event of his/her~~
589 ~~absence or illness~~
- 590
591 ~~4.— All expenditures written for \$ 3,000.00 or more must have prior approval of the Church Board~~
592
- 593 ~~5.— No financial accounts (checking or investment) valued at more than \$ 1,000.00 may be~~
594 ~~held independently by committee, sub-committee or organization without the Treasurer's~~
595 ~~knowledge~~
- 596
597 ~~6.— Financial aspects of contracts, salaries and benefits shall be drawn up jointly by the~~
598 ~~Finance and Personnel Committees and brought to the Church Board for approval~~

599
600 ~~E. MEMORIALS COMMITTEE~~

- 601 ~~1.— To accept, acknowledge and manage memorial gifts that benefit the Church~~
- 602 ~~2.— To create and maintain a current list of needs and requests of the Church and make~~
603 ~~recommendations to the Church Board as to an appropriate designation of~~
604 ~~memorial gifts~~
- 605
606 ~~3.— Will be responsible for the care and security of all church artifacts~~
- 607
608 ~~4.— Can be comprised of subcommittees but not limited to Archives and Historical Committees~~

609
610 ~~G. MISSIONS COMMITTEE~~

- 611 ~~1.— Comprised of sub-committees to include but not limited to Jamaica Mission and Family~~
612 ~~Promise~~
- 613 ~~2.— Shall work in conjunction with the Executive Committee of the Church Board~~
614 ~~concerning the distribution of Benevolence Funds~~
- 615
616 ~~3.— Shall stimulate interest and the involvement of members of the congregation in Church~~
617 ~~sponsored mission activities~~

618
619 ~~G. PERSONNEL COMMITTEE~~

- 620 ~~1.— The Pastor assumes day to day supervision over the staff of the Church and shall~~
621 ~~meet with The Personnel Committee for advice and counsel as requested and~~
622 ~~required concerning the circumstances of individual personnel~~
- 623 ~~2.— Shall recommend to the Church Board for final approval, all paid personnel for hire,~~
624 ~~excluding the Pastor (s) who are approved by congregational vote~~
- 625
626 ~~3.— Shall make recommendations to the Church Board concerning dismissal of employees~~

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~~should the occasion arise~~

- ~~4.—The Pastor shall review each employee and present evaluations to the Personnel Committee prior to the preparation of the budget. Following the annual review of the financial aspects of all contracts, salaries and benefits regarding all paid personnel, the Personnel committee shall present their recommendations to the Church Board for final approval~~
- ~~5.—In the event a Search Committee is organized to find a replacement Pastor, the ensuing contract with the pastor shall be drawn up jointly by the Personnel and Finance Committees and brought to the Church Board for approval~~
- ~~6.—The committee will conform to/implement standards set forth in the Safe Sanctuary Policy.~~

~~H. STEWARDS COMMITTEE~~

- ~~1.—It shall be the responsibility of this committee to organize a reception at the request of a family member following a funeral, memorial or Church Service whenever possible.~~
- ~~2.—The Chairperson shall meet regularly with the Pastor to determine and evaluate special needs~~

~~I. WELCOMING COMMITTEE~~

- ~~1.—It is the responsibility of this committee to stimulate interest in the Church and to perpetuate its continued growth~~
- ~~2.—It is also their responsibility to encourage new church attendees to participate in activities and fellowship and stimulate their interest in Church membership~~

~~J. WORSHIP AND MUSIC~~

~~This committee shall:~~

- ~~1.—Find Supply Ministers for the pulpit when required~~
- ~~2.—Maintain care of the altar~~
- ~~3.—Prepare Communion~~
- ~~4.—Supply Ushers, Lay Readers, and Acolytes and along with the Pastor (s) oversee their training~~
- ~~5.—Oversee the Comfort Room~~
- ~~6.—Arrange for seasonal decorations for the Sanctuary~~
- ~~7.—Explore worship service modifications to enhance growth of congregation~~

~~K. NOMINATING COMMITTEE Ad Hoc~~

- ~~A.—This committee shall be composed of six (6) members plus the Pastor, and be divided in to three (3) equal parts.~~
 - ~~1.—Two (2) members shall be nominated from the floor each year at the Annual Meeting and elected by the congregation. They shall serve a (3) three year term and may succeed themselves for on additional term only~~
 - ~~2.—A nominee must consent prior to or at the Annual Meeting~~

679 ~~3.—The Pastor is committee moderator~~

680 ~~4.—The Nominating Committee is not represented on the Church Board.~~

681
682
683 ~~B.—Should a position be vacated during the year, the Nominating Committee shall reconvene to~~
684 ~~ensure that the vacancy is promptly filled. Persons appointed to fill vacancies shall serve in that~~
685 ~~capacity until the next congregational meeting.~~

686 ~~I. SEARCH COMMITTEE Ad Hoc~~

687
688 ~~The Search Committee shall be composed of seven (7) people and three (3) alternates.~~

689 ~~A.—The selection of Pastor or Associate Pastor shall be accomplished in the following manner:~~

690 ~~1.—The Clerk/Recording Steward shall contact the District Superintendent (Methodist)~~
691 ~~and the Executive Presbyter (Presbyterian)~~

692
693 ~~2.—The Church Board shall meet to appoint three (3) three Church members to the Search~~
694 ~~Committee, one of which shall become the committee moderator. In the event of any~~
695 ~~vacancy among these three positions, the Church Board shall elect a replacement.~~

696
697 ~~3.—The congregation shall meet to elect four (4) four Church members to the Search~~
698 ~~committee. In the event of any vacancy among these four positions, the congregation~~
699 ~~shall elect a replacement.~~

700
701 ~~B.—The Search Committee will meet with the District Superintendent and Chairperson of the~~
702 ~~Committee of Ministry to begin the process. The committee may select a candidate~~
703 ~~from a denomination other than Presbyterian or United Methodist~~

704
705 ~~C.—The Search Committee will discuss methods of selecting a new pastor and~~
706 ~~make a recommendation to the Board for its approval.~~

707
708 ~~D.—The contract with the new Pastor shall be worked out jointly by the Finance Committee~~
709 ~~and the Personnel Committee and receive final approval by the Church Board~~

710
711 ~~E.—A congregational meeting shall be called and the candidate presented to the congregation~~
712 ~~for their vote of approval. Prior to this meeting there will be a worship service at which the~~
713 ~~candidate will be asked to preach~~

714
715 ~~F.—At the conclusion of the congregational meeting at which a vote approval of the candidate~~
716 ~~has been obtained, the Search Committee will be officially dissolved~~

717
718 **PROGRAMS AND ORGANIZATIONS**

719
720 ~~A.—Ladies Guild~~

721 ~~The mission of the Ladies Guild is to unite the women of the Church in Christian fellowship~~
722 ~~and service, to secure funds to assist in support of the Church, its members and the community at~~
723 ~~large and around the world, and to respond to human need and suffering. In carrying out the mission,~~
724 ~~the Guild supplements the activities of other committees of the Church supporting them in carrying~~
725 ~~out their missions by raising and donating funds and assisting in meeting the need of Church members~~
726 ~~and the community.~~

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728 ~~B.—Communication~~

729 ~~1.—Through The Study Window, which is the monthly newsletter~~

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731 ~~2.—Website~~

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~~ADDITIONAL BY LAWS INFORMATION~~

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DEFINITIONS OF CHURCH ENTITIES

1. ACTIVE MEMBER: Participation through regular worship attendance, service, witness, and scheduled activities ministries or financial support
2. AD HOC ~~COMMITTEE~~: For a specific purpose only
3. AMENDMENTS: Amended portions of the By-laws shall be read or submitted in writing to the congregation two weeks prior to a duly called meeting of the congregation. Both the old and the amended portions must be available to be read to the meeting and passage shall be a two-thirds vote of the legal voters active members present. Any confirmed active member of the congregation is considered eligible to vote
4. ANNUAL: The term “annual” implies the initiation and completion within the fiscal year
5. APPORTIONMENT: ~~To divide and assign proportionally~~ Term used to define the assigned benevolence that is payable to the denominational affiliation.
6. BY-LAWS: Statement of policy and laws that govern
- ~~7. COMMITTEE: A specific number of people of the congregation, elected by the congregation, to represent the congregation, to accomplish a specific assignment for a specific length of time under the guidance and approval of the Church Board~~ Persons chosen from the congregation, to represent the congregation to accomplish a specific assignment under the guidance of the Pastor, e.g. Nominations Committee.
- ~~7-8. COVENANT: A solemn agreement between the members of a church to act together in harmony with a written set of tenets.~~
- ~~8. EXECUTIVE SESSION: By two thirds vote of the Church Board, an executive session may be called to order~~
9. EX OFFICIO: Without vote – because of office or position
10. FISCAL YEAR: Shall commence on July first and end on June thirtieth of each year
11. INACTIVE MEMBER: No attendance or participation in service, witness, ministries and worship scheduled activities or no financial support for two (2) years. ~~Following review, referred to and inactive status by the Church Board~~
12. INTERPRETATION/RESOLUTION: Matters and questions concerning these ~~By laws~~ By-laws shall be referred to the ~~Clerk of the Church~~ Chair of the Church Council for interpretation and resolution
- ~~13. LAITY: The people collectively. Layman Layperson as distinguished from clergy~~
- ~~13-~~
- ~~14. MEETING GUIDELINES: “Robert’s Rules of Order (Cheat Sheet for Non-Profits)”, Price, N. (2018) shall guide the conduct of each meeting when determined by the Chair of the Church Council.~~
- ~~14-15. MINISTRY TEAM: A number of people of the congregation, selected or volunteer, coming together to support the nurturing ministries of the church, under the direction and guidance of the Pastor.~~

788 | ~~15. PROXY: The authority to represent an active member in a voting situation. Under no~~
789 | ~~circumstances shall proxy votes be permitted at a meeting associated with the church~~
790 | ~~16.~~
791 | ~~16.17. QUORUM: A quorum of a committee shall consist of 50% of its members~~
792 | ~~17.18. RESOLUTION: A proposition offered to or adopted by an assembly~~
793 | ~~18. STANDING RULES: Statements of interpretation, which dictate procedure~~
794 | ~~19. SUB-COMMITTEETASK GROUP: A specific number of people of the congregation,~~
795 | ~~selected or volunteer, coming together to accomplish a specific assignment for a specific~~
796 | ~~period of time, under the direction and guidance of a specific committeeChurch Council.~~
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APPENDIX A

Report or Request for Action Form for Church Council

Date: _____ Update/Action Request for: _____

Please submit this form to the church office ten days prior to the next Church Council meeting.

For Information Only **Needs Action from Church Council**

Ministry Team _____ **Task Group** _____

Team Coordinator Contact: Name: _____ Phone: _____

_____ Email: _____

ISSUE/PROPOSAL: *Use this section to explain the actions, key strategies, and/or challenges with which the team or task group is faced. Include proposed solutions or strategic plans.*

PURPOSE: *Explain how the proposed action helps the congregation fulfill its mission.*

FUNDING IMPLICATIONS

None beyond budgeted funds

Yes. See below for costs and funding plan.

Please include the financial implications of the proposal and fundraising plans

ACTIONS TAKEN BY TEAM OR TASK GROUP:

Outline the actions planned or already taken by the team/task group under its own authority.

ACTIONS REQUIRING CHURCH COUNCIL APPROVAL:

This includes: Proposed changes in policy, actions requiring changes in the budget, and proposals that would change a congregational strategic goal.

849 **APPENDIX B**

850 **Ministry Team Formation Form**
851 *(Complete and submit to Pastor)*
852

853 **Name of Ministry Team:** _____ **Date:** _____
854

855
856 **Team Coordinator Contact:** Name: _____

857 Phone: _____ Email: _____

858 **Team Members:** _____
859 _____

860 **Brief Overview of Ministry Team Objectives:**
861 _____
862 _____
863

864 **How does this team seek to support and further the mission of the church?**

865 Reaches New People to engage them in relationship with Christ _____
866 _____
867

868 Engages in Growth of Christian Discipleship _____
869

870 Promotes Improved Stewardship of the God's Creation _____
871

872 Expands the Disciple-making potential in the community _____
873

874 Encourages Christian Fellowship _____
875

876
877 **Team Goal(s):** *Use this section to explain the actions, key strategies, and aspirations of the*
878 *team and how this helps the church fulfill its mission of helping people encounter God.*
879 _____
880 _____
881 _____
882 _____

883 **ASSESSMENT OF MINISTRY EFFECTIVENESS:** *Explain how this ministry can be*
884 *evaluated in its impact to the goals of the church. What is the desired outcome?*
885

886
887 19. _____
888 _____
889 _____
890 _____