

**Constitution and Bylaws**  
*for*  
**Rockland Community Church**

**As approved on February 8, 2009**

# Table of Contents

<b>CONSTITUTION.....</b>	<b>5</b>
Article 1 Name.....	5
Article 2 Purpose .....	5
Article 3 Head of the Church.....	5
Article 4 Government of the Church.....	5
Article 5 United Church of Christ.....	5
<b>Doctrine .....</b>	<b>6</b>
Article 1 Rule of Faith and Practice.....	6
Article 2 Statement of Faith.....	6
Article 3 Covenant.....	6
Article 4 The Sacraments.....	6
<b>Membership .....</b>	<b>8</b>
Article 1 Qualification .....	8
Article 2 Reception .....	8
Article 3 Confirmation.....	8
Article 4 Types of members.....	8
Article 5 Discontinuation of Membership.....	8
<b>Amendments .....</b>	<b>9</b>
<b>BYLAWS.....</b>	<b>11</b>
Article 1 General Organization.....	11
Article 2 Overall Organization.....	11
<b>Board of Elders.....</b>	<b>12</b>
Article 1 Organizational Structure .....	12
Article 2 Description.....	12
Article 3 Function and Responsibilities .....	12
<b>Deacons.....</b>	<b>14</b>
Article 1 Organizational Structure .....	14
Article 2 Description.....	14
Article 3 Function and Responsibilities .....	14
<b>Ministry Teams.....</b>	<b>15</b>
Article 1 General Responsibilities of the Ministry Teams .....	15
Article 2 The Operations Ministry Team.....	15
Article 3 The Worship Ministry Team.....	16
Article 4 The Discipleship Ministry Team.....	16
Article 5 The Outreach Ministry Team.....	16
Article 6 The Congregation Ministry Team.....	17
Article 7 The YC Ministry Team.....	17
<b>Committees.....</b>	<b>18</b>
Article 1 Committee Descriptions.....	18
Article 2 Standing Committee Descriptions.....	18
Article 3 Ongoing Committee Descriptions.....	20
Article 4 General Committee Descriptions .....	20
<b>Other Lay Leadership Positions .....</b>	<b>21</b>
Article 1 Clerk .....	21
Article 2 Historian .....	21
Article 3 UCC Representative .....	21
Article 4 Eligibility .....	21
<b>Staff.....</b>	<b>22</b>

Article 2 Senior Pastor.....	22
Article 3 Associate Pastor.....	22
Article 4 Assistant Pastors .....	23
Article 5 Church Administrator .....	23
Article 6 Financial Staff.....	23
<b>Meetings .....</b>	<b>24</b>
Article 1 Congregational Meetings .....	24
Article 2 Decisions made by the congregation.....	24
Article 3 Rules and Regulations of Congregational Meetings .....	24
<b>General Issues .....</b>	<b>26</b>
Article 1 The Church the Final Authority .....	26
Article 2 Policy and Procedures Document .....	26
Changes to this document .....	27

## **About this document**

This document describes the Constitution and the Bylaws of Rockland Community Church Formally, the Constitution (as will be filled with the State of Colorado) is contained in pages 5 through 9. The Bylaws are contained between pages 11 through 24.

**Constitution**  
*for*  
**Rockland Community Church**

# CONSTITUTION

## **Article 1 Name**

The name of this church shall be the Rockland Memorial Community Church of the United Church of Christ, located at 17 South Mount Vernon Country Club Road, in the County of Jefferson and the State of Colorado.

## **Article 2 Purpose**

The avowed purpose of this church shall be to worship God, to preach the Gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward humanity and to strive for righteousness, justice and peace.

## **Article 3 Head of the Church**

This church acknowledges God, as revealed to us through Jesus Christ, as its head. The church acknowledges the Scriptures, interpreted by the Holy Spirit through reason, faith, and conscience, as its guide in matters of faith and discipline.

## **Article 4 Government of the Church**

The government of this church is vested in its members who have the right to exercise control in all of its affairs, including such legal rights and limitations as are granted and imposed under the laws of the State of Colorado, as amended, and its Articles of Incorporation enacted thereunder. The membership of the church, as its governing body, may delegate certain responsibilities to various boards and ministry teams as the membership so determines and sets forth in the bylaws, when such bylaws are adopted at a properly called meeting of the voting members of the church.

## **Article 5 United Church of Christ**

While this church is amenable to no ecclesiastical judicatory, it accepts the obligations of mutual council, and cooperation involved in the free fellowship of the United Church of Christ.

# Doctrine

## Article 1 Rule of Faith and Practice

This church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teachings of Jesus Christ is the true test of Christian fellowship.

## Article 2 Statement of Faith

Our statement of faith, as follows, is an expression of the spirit in which the Church interprets the word of God:

We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to His deeds we testify: He calls the worlds into being, creates man in His own image and sets before him the ways of life and death. He seeks in Holy love to save all people from aimlessness and sin. He judges men and nations by His righteous will declared through prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Lord, He has come to us and shared our common lot, conquering sin and death and reconciling the world unto Himself. He bestows upon us His Holy Spirit, creating and renewing the Church of Jesus Christ binding in covenant faithful people of all ages, tongues and races.

He calls us into His Church to accept the cost and joy of discipleship, to be His servants in the service of men, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at His table, to join in His passion and victory. He promises to all who trust him forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, His presence in trial and rejoicing, and eternal life in His Kingdom which has no end. Blessing and honor, glory and power be unto Him. Amen.

## Article 3 Covenant

The following covenant shall bind together in purpose and intent the members of our church:

We covenant one with another to seek and respond to the Word and the Will of God. In worshipping God we hold to be the mission of the Church to witness to the gospel of Jesus Christ in all the world. As did our fathers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God on earth and for eternal life, and with faith we shall work for the triumph of righteousness, justice and peace.

## Article 4 The Sacraments

### Christian Baptism

As established by the authority of the Holy Scriptures, we hold the Sacrament of Baptism to be an act of initiation into the Christian Fellowship of one who, by public declaration of faith, shall affirm his belief in what God's love has done for him in the life, death and resurrection of Jesus Christ, as well as affirming his intent to engage actively in the extension of that love. We also baptize children and

infants who have not reached the age of accountability as an act of dedication on the part of the parents to rear such infants or children according to the teaching of Christ, trusting that when such infants or children reach the age of accountability they will confirm this act of dedication/baptism for themselves through the Rite of Confirmation.

**The Lord's Supper (Eucharist, Holy Communion)**

We hold the Sacrament of the Lord's Supper to be a commemoration of the death of Jesus Christ as well as an act of dedication, fellowship and communion, first with Christ, then with one another, in Him.

# Membership

## Article 1 Qualification

This church will welcome into its membership any person having attained the age of twelve years and who understands and accepts its Statement of Faith and Covenant. This acceptance is interpreted and understood to involve responsible participation on the part of each member in the following:

1. Corporate worship and private devotion;
2. Financial support of the Church and its mission;
3. The life, ministries and decisions of the Church.

## Article 2 Reception

Individuals shall be received into membership at a service of worship. Individuals may be received into membership by any of the following:

1. On confession of faith, with baptism (if not previously baptized); or
2. On presentation of a letter of transfer from another Christian Church; or
3. Affirmation of faith; or
4. Reinstatement by order of the Board of Elders.

## Article 3 Confirmation

Confirmation is practiced as an act of the church wherein a person expresses his own faith, as the result of which he/she is admitted to the responsibilities and privileges of church membership.

## Article 4 Types of members

Members may take various forms in this Constitution and Bylaws. The types of members are:

1. A voting member is any member in good standing who has attained the age of 18 years. Voting members are eligible to vote on all issues that affect the church.
2. A youth member is any member who has not attained the age of 18 years. Youth members are not eligible to vote on issues that affect the church.

## Article 5 Discontinuation of Membership

### By Withdrawal

A member may on request:

1. Be granted a letter of transfer to any Christian Church (with the particular church named therein and said letter transmitted directly to that church);
2. Be made inactive by communicating to a member of the church staff.

### By Retirement

The Congregation Ministry team may recommend to the Board of Elders who may retire:

1. Members whose addresses have been unknown for a period of at least two years.
2. Members who, despite kindly reminders, have remained inactive during the preceding two years.
3. Members who have not contacted the church and have had their mail returned with no forwarding address.

## **Amendments**

This constitution may be amended by a two-thirds vote of the voting members in attendance at a properly called annual or special congregational meeting, which is attended by at least 10% of the voting members. The complete text of any proposed change shall be communicated to the membership at least 30 days before the annual meeting in which the vote is to be taken or at least 72 hours before a special meeting in which the vote is to be taken.

Any bylaws that are created to support this constitution shall also be amended in the same manner as this constitution.

**Bylaws**  
*for*  
**Rockland Community Church**

# BYLAWS

## Article 1 General Organization

The fundamental organization of the church is based on the revelation of God in Jesus, one God who is also threefold – Father, Son, and Holy Spirit.

“For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.” John 3:16

“The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.” 2 Corinthians 13:14

The earthly government is vested in the Congregational Membership. The desires of the membership are expressed at a properly called congregational meeting.

The Constitution delegates all other issues of governance to these bylaws.

## Article 2 Overall Organization

The church is governed, between congregational meetings, by the Board of Elders. The function of the Board of Elders is to oversee the mission, vision, and goals of the church. The Board of Elders shall have authority to carry out the general business of the church in accordance with the authority given to it by the membership at its congregational meetings and the defined bylaws of the church.

The Board of Elders is assisted in its governance duties by ministry teams, which consist of three or more lay Deacons and staff representation. Ministry teams guide committees, as they are needed, to accomplish their goals.

# Board of Elders

## Article 1 Organizational Structure

The church governance between congregational meetings shall be performed by the Board of Elders. The Board of Elders shall consist of, The Lead Elder, The Operations Elder, The YC Elder, The Discipleship Elder, The Congregation Elder, The Worship Elder, The Outreach Elder, and the Pastorate.

## Article 2 Description

The Board of Elders shall prayerfully focus on the vision, direction and overall health of the church and be guided by God, in accordance with the wishes of the congregation as expressed at the various congregational meetings. It shall be the function of the Board of Elders for the church to oversee its mission, vision, and goals, be responsible for its overall spiritual wellness, and ensure the implementation of its goals and objectives.

The Elders should be women and men of mature Christian character, whose lives demonstrate the general principles as stated in the biblical text of First Timothy chapter 3 and Titus chapter 1.

## Article 3 Function and Responsibilities

The Board of Elders shall:

1. Meet generally monthly (at least ten times per year). Either the Clerk or the Historian or their designate shall be present to record the proceedings for the general membership.
2. Require five votes in order to accept any issue that is voted upon. A minimum of five members will be required in order to conduct any meeting in which voting takes place.
3. Determine its own mode of procedure and appoint other committees as deemed necessary. The board members will be elected at large and they will determine their individual roles with ministry teams after they are elected.
4. Guide the Deacons in their work.
5. Review and endorse budgets, annual plans , staffing plans, and unbudgeted capital investment plans.
6. Rule on differences which arise between Ministry teams, committees or organizations within the Church.
7. Advocate additional duties or objectives for any ministry team within the area of their respective responsibilities in the interest of a more effective total program.
8. Approve regular staff positions and hiring / terminations.
9. Fill vacancies in all elective offices until the next congregational meeting.
10. Appoint, upon termination of a member of the pastorate, a Pastoral Committee to select a candidate for the Pastorate. The Pastoral committee shall be composed of at least five members of the Church, one of whom shall be an Elder. The committee shall report its findings directly to the Board of Elders.
11. Have the authority to discontinue the membership of those who have become inactive as stated in the constitution.
12. Be elected for a term of three years at the annual congregational meeting. The terms should be staggered in order to provide for approximately a one-third changing of the Board of Elders each year, with the exception of the Pastorate.

13. Be elected for no more than two consecutive terms. An Elder may be reelected to the Elder Board after they have been inactive for the term of three years.
14. Be members of the church.

# Deacons

## **Article 1 Organizational Structure**

The Deacons form the basis of the Ministry teams.

## **Article 2 Description**

The Deacons will work with appropriate staff to set goals, lay plans for and organize the work of the Ministry team to which they are associated. They are to represent the needs and ideas of the congregation and organize volunteer teams of individuals to carry out the work of the Ministry team that they are assigned to.

The Deacons should be women and men of mature Christian character, whose lives demonstrate the general principles as stated in the biblical text of First Timothy chapter 3 and Titus chapter 1.

## **Article 3 Function and Responsibilities**

The Deacons shall:

1. Provide vision and leadership for the ministry team to which they are assigned.
2. Support and encourage the staff person or persons that are assigned to their ministry team.
3. Be elected by the church membership, at the annual meeting, for a term of two years.
4. Serve staggered terms such that the ministry team consistently retains experienced leadership.
5. Be elected for no more than two consecutive terms within a specific ministry team. They may be reelected to that ministry team after they have been inactive for the term of two years .
6. Be members of the church.

# Ministry Teams

## Article 1 General Responsibilities of the Ministry Teams

Ministry teams are comprised of elected deacons and affiliated staff and shall:

1. Be responsible for establishing and guiding committees as necessary to achieve their goals.
2. Determine their own mode of procedure and seek out other persons to assist when necessary.
3. Meet on a monthly basis, or as often as deemed necessary with a majority of its members constituting a quorum.
4. Adhere to the following meeting guidelines: Any vote that is taken by the Ministry teams must pass by a majority of the members. A majority of all of the members must be present in order to conduct meeting. Minutes must be issued to show what decisions were made. These minutes shall be submitted to the church clerk for communication to the membership.
5. Have the authority to spend up to the amount that is assigned to them in the annual budget. They must, however, develop a spending plan in agreement with the Finance Committee that determines how much of the funds may be spent monthly.
6. Submit expected expenditures for the next year to the Finance Committee for inclusion in the proposed annual budget at least sixty days prior to the annual congregational meeting.

## Article 2 The Operations Ministry Team

The Church has delegated to the Operations Ministry Team the following responsibilities:

1. The care and custody of all physical properties of the church including their maintenance and upkeep. The properties would be managed by a Building and Grounds committee.
2. Authority to conduct and enter into preliminary negotiations with the intent to buy, sell, lease, mortgage or otherwise transfer or acquire an interest in real property; authority to buy, sell, mortgage, lease and convey or otherwise transfer or acquire an interest in real property in the name of the Church upon specific authority by a majority vote of the membership present at a properly called congregational meeting. A copy of the resolution passed by the membership, signed by an Elder, attested to by the Church Clerk with the Church's corporate seal affixed shall constitute complete and binding authority for any of the aforementioned transactions involving real property.
3. The preparation of an annual budget to be voted upon at the annual congregational meeting.
4. The coordination of an annual stewardship campaign to solicit pledge commitments from the congregation.
5. Payment of all authorized bills in the normal operation of the church program and instructing the designated financial staff in such payment and handling of funds.
6. The receipt, administration and disbursement of all designated funds, gifts and bequests made to the church.
7. Coordination for all church staff personnel matters, under the guidance of the Board of Elders.
8. The oversight of all church communications including external and internal communications.
9. The oversight of all fundraising activities.
10. Appoint each director of the Rockland Foundation. A director must be a church member and serve according to the bylaws of the Rockland Foundation.
11. The oversight of standing committees of Finance and Personnel.

### **Article 3 The Worship Ministry Team**

The church has delegated to the Worship Ministry Team the following responsibilities:

1. To provide guidance and assistance to the pastors and staff with planning all elements of worship services, including evaluating and recommending changes to enhance the worship experience.
2. To organize and train various worship volunteers including ushers, scripture readers, testimony speakers, sound technicians, communion servers, and greeters.
3. To assist the pastors in the coordination and planning for the sacraments of baptism and communion in a manner consistent with Rockland worship theology.
4. To assist the presiding pastor in the conduction of the worship service as planned. The presiding pastor shall be the final head of a specific service and may make changes as necessary to accommodate time constraints and other issues.
5. To oversee the adult music program.
6. To work with the pastors and staff to develop proposals and implement strategic plans concerning the direction of worship at Rockland

### **Article 4 The Discipleship Ministry Team**

The Church has delegated to the Discipleship Ministry Team the following responsibilities:

1. To plan a cohesive curriculum of adult discipleship studies including Bible studies and classes, classes, and stewardship training.
2. To plan other spiritual growth offerings for the membership such as Lent series, prayer studies, training on the sacraments, training on the Bible, and other book studies.
3. To organize and maintain a men's ministries program.
4. To organize and maintain a women's ministries program.
5. Recommend, prepare and conduct training for elected lay leadership.
6. To oversee the Leadership Recruitment and Stewardship standing committees.

### **Article 5 The Outreach Ministry Team**

The Church has delegated to the Outreach Ministry Team the following responsibilities:

1. To determine the criteria for giving to various outreach partners.
2. To respond to congregational and community requests for outreach opportunities.
3. To solicit funding for outreach opportunities, in conjunction with the Operations Ministry Team.
4. To study, evaluate and make recommendations to the Board of Elders and to the congregation regarding mission programs, budgets and projects.
5. To direct the Financial Staff to dispense budgeted Outreach funds as approved by the Outreach Ministry Team.

## **Article 6 The Congregation Ministry Team**

The Church has delegated to the Congregation Ministry Team the following responsibilities:

1. To coordinate and organize the various church fellowship programs.
2. To determine a list or database of all church members and ensure that it is kept current.
3. To oversee all caring ministry teams to bring the Love of Christ to all those in need by responding to them with care, comfort, and prayer
4. To be responsible to ensure that church visits to the sick and elderly occur.
5. To oversee the small group program.
6. To oversee the new member program including classes and periodic contact with new members.
7. To identify candidates for elected positions and prepare material for the selection of members to the Board of Elders, the Deacons, and other lay church leaders.

## **Article 7 The YC Ministry Team**

The church has delegated to the YC (Youth & Children) Ministry team the following responsibilities:

1. To be responsible for the spiritual guidance of youth and children in the church from birth through high school graduation.
2. To manage the music programs of the youth and children.
3. To determine and coordinate outreach opportunities for the various youth.
4. To determine, organize and coordinate various mission trips for the youth.
5. To oversee Sunday School including the curriculum and soliciting / training teachers.
6. To plan and conduct special events such as Vacation Bible School and Youth Sunday
7. To plan and coordinate spiritual milestones such as third grade Bibles, 1<sup>st</sup> communion, and confirmation.
8. To periodically review staffing needs for the Youth and Children programs periodically, to recommend any changes, and to participate in a search for staffing changes.
9. To provide fiscal oversight to the program.
10. The YC Ministry Team shall consist of two appointed youth leaders as well as elected deacons

# Committees

## Article 1 Committee Descriptions

Much of the work of Rockland Church shall be performed by various committees that are associated with relevant Ministry teams.

Some committees are described in these bylaws as standing committees of the church. Other committees are described as ongoing committees. Finally many committees will be formed on an as needed basis by both the membership, the Ministry teams, and the Board of Elders. These shall be called general committees.

## Article 2 Standing Committee Descriptions

### Stewardship Committee

The Stewardship Committee shall:

1. Be associated with the Discipleship Ministry Team.
2. Plan with the Worship Ministry team to assure that stewardship is included as a part of the worship opportunities at Rockland.
3. Coordinate with the Outreach Ministry Team in identifying and encouraging the congregation to participate in sharing gifts and talents.
4. Consult with the Discipleship Ministry Team to find opportunities to teach the biblical principals of stewardship.
5. Develop an Annual Stewardship Calendar, in consultation with the Operations Ministry Team.
6. Be chaired by a Deacon who will attend Discipleship Ministry Team meetings as scheduled and will also attend Operations Ministry Team meetings quarterly or as necessary.
7. The Stewardship Committee shall maintain liaison with the Operations Ministry Team in order to be fully apprised of the financial condition of the church at all times.

### Finance Committee

The Finance Committee shall:

1. Be associated with the Operations Ministry Team
2. Review monthly financial reports from the Financial Staff person.
3. Assist with an annual external financial audit.
4. Review and consolidate all budget requests from all ministry teams and the Board of Elders.
5. Prepare and recommend the annual budget to the Board of Elders.
6. Be chaired by a Deacon.
7. Perform financial functions as directed by the Operations Ministry team

### Personnel Committee

The Personnel Committee shall:

1. Be associated with the Operations Ministry Team.
2. Prepare and present to the Operations Ministry Team all personnel job descriptions.
3. Make recommendations for staff hiring and terminations to the Operations Ministry Team and Board of Elders.

4. Oversee and assist with the process of hiring the church staff.
5. Perform any required background checks.
6. Conduct a review of salaries and benefits for staff members and advise the Operations Ministry Team on compensation issues as needed.
7. Attempt to resolve interpersonal conflicts as they occur between the staff members or between the staff members and the membership.
8. Recommend, prepare and conduct training for staff.
9. Ensure that all staff job descriptions and job qualifications are reviewed annually or as necessary.
10. Ensure the individual performance objectives for all staff are prepared and reviewed with staff members annually.
11. Be chaired by a Deacon.

### **Leadership Recruitment Committee**

The Leadership Recruitment Committee shall:

1. Be associated with the Disciple Ministry Team.
2. Plan and conduct the recruiting and election process each year.
  - a Communicate to the membership the requirements for all positions that need to be filled for the following year by the first of September.
  - b Ask for membership names to be considered in the month of September for various positions.
  - c Prepare a list of possible candidates for the various positions.
  - d Communicate with candidates to ensure that they understand the work of the position and that they are willing to serve in this capacity. Work with the candidates to resolve any issues so that the list of proposed candidates has people with the requisite ability, temperament, and qualifications to perform the work required.
  - e Submit to the Board of Elders and all of the Deacons a list of candidates to fill the required positions for the coming year at least sixty days prior to the annual congregational meeting.
  - f Ensure that the final list is communicated to membership at least thirty days prior to the annual congregational meeting for vote.
3. Maintain list of qualified candidates for consideration by the Board of Elders for mid-year vacancies.
4. Be chaired by a Deacon.

## **Building and Grounds committee**

The building and grounds shall:

1. Be associated with the Operations team
2. Be responsible for Rockland's building and grounds outside the scope of general maintenance
3. Prayfully assess the short and long term needs of the following areas of Rockland Church to identify both immediate and future property upkeep in a prudent and fiscally responsible manner to keep these assets in optimal working condition for our members, attendees and the community a large that use these facilities.
  - a Upkeep on Rockland's parsonage and surrounding grounds
  - b Upkeep on the Old Rockland Church and attached property
  - c Upkeep on the Rockland building sand surrounding property, including the parking lot surfaces.
  - d Be chaired by a Deacon ( may be an Operations Ministry Team Deacon)

## **Article 3 Ongoing Committee Descriptions**

Each Ministry team shall determine appropriate ongoing committees as required in order to carry out the work of the team.

## **Article 4 General Committee Descriptions**

Any member can establish a committee to perform any part of the work of the church. Committees shall be recognized by the church if they affiliate with the appropriate ministry team.

# **Other Lay Leadership Positions**

## **Article 1 Clerk**

The Church Clerk shall take the minutes of all congregational meetings and meetings of the Board of Elders and shall keep an accurate account of the official Church records. The Clerk shall be elected at the annual congregational meeting for a term of two years with no term limits.

## **Article 2 Historian**

The Church Historian shall be knowledgeable about Rockland history and preserve and protect the archives of the church which include:

1. the minutes of all congregational meetings and meetings of the Board of Elders after the year in which they were created, and
2. items of a historical interest to the church, including photos.

The Historian shall be elected at the annual congregational meeting for a term of three years, with no term limits.

## **Article 3 UCC Representative**

A representative to the United Church of Christ (UCC) shall be appointed by the Board of Elders as deemed necessary. This representative interfaces with the UCC, communicates the UCC issues to the church membership, and attends the UCC annual convention as a delegate. In addition, delegates to the UCC convention may be appointed as allowed by the United Church of Christ.

## **Article 4 Eligibility**

To be eligible to hold an elected position an individual shall be a member of Rockland Community Church. No individual, shall concurrently hold more than one elected position.

# Staff

## **Article 1 Pastorate**

The pastorate, as defined in these bylaws consists of the Senior Pastor and an Associate Pastor, if one exists. Both the pastors shall be ordained ministers in the UCC or an equivalent denomination. The Senior Pastor is the head pastor in the pastorate, but the Associate Pastor may perform the duties of the Senior Pastor as determined by the Senior Pastor. The pastorate shall be a member of the Board of Elders but they may have only one vote between them. Neither member of the Pastorate can be elected as the Lead Elder. The Pastorate shall be considered advisors to all Ministry Teams.

### **Term of Office**

The Senior and Associate Pastors shall be called for an indefinite term. In the employment contract between the church and the Pastorate, the rights and benefits of the relationship between the church and the Pastorate shall be stated.

### **Termination**

The Senior or Associate Pastor shall give sixty days notice in case of a voluntary resignation and the Senior Pastor shall vacate the parsonage within the same period of time. The church may request the resignation by a two-thirds vote of the voting members who are present at a properly called congregational meeting and the relationship shall be dissolved within sixty days. The parsonage shall likewise be vacated by the Senior Pastor within sixty days. When either party (the Pastor or the Church) decides to terminate the relationship, the termination shall be by action of the Board of Elders.

## **Article 2 Senior Pastor**

### **Selection of the Senior Pastor**

A Pastoral Search Committee shall be formed to make a canvass of qualified ministers, select one who in their judgment shall be called to Senior Pastor, and discuss with him or her the terms and conditions of the call. The Board of Elders shall, upon selection of a candidate, introduce him or her to the congregation, and at a properly called congregational meeting, propose his or her election by the membership. A two-thirds vote of the members at that meeting shall constitute a call. When a candidate has accepted a call, he or she shall, at the first opportunity, become a member of the church.

### **Senior Pastor Function and Duties**

The Senior Pastor shall seek to build up and edify the church, be concerned in everything that he or she does to bring into being a people of God, who, as a church, will serve the purpose of the church in the local community and the world; namely, to increase among men and women the love of God and neighbor. He or she shall seek to enlist men and women as followers of Christ; preach the Gospel; administer the Sacraments; have under his/her care all services of public worship. He or she shall lead the staff and activities of the church in cooperation with the Board of Elders and Ministry Teams.

He or she shall be a member of the Board of Elders as a member of the Pastorate.

## **Article 3 Associate Pastor**

### **Selection of the Associate Pastor**

A Pastoral Search Committee shall be created to make a canvass of qualified ministers, select one who in their judgment shall be called the Associate Pastor, and discuss with him or her the terms and

conditions of said call. The Board of Elders shall, upon selection of a candidate, introduce him or her to the congregation, and at a properly called congregational meeting, propose his or her election by the membership. A two-thirds vote of the members at that meeting shall constitute a call. When a candidate has accepted a call, he or she shall, at the first opportunity, become a member of the church.

#### **Associate Pastor Function and Duties**

The Associate Pastor shall seek to build up and edify the church, be concerned in everything that he/she does to bring into being a people of God, who, as a Church, will serve the purpose of the church in the local community and the world; namely, to increase among men and women the love of God and neighbor. He or she shall seek to enlist men and women as followers of Christ; preach the Gospel; administer the Sacraments; have under his care all services of public worship.

He or she shall be a member of the Board of Elders as a member of the Pastorate.

#### **Article 4 Assistant Pastors**

Other pastors may be hired as assistant pastors. They may be hired on either an interim or a permanent basis as determined by the Board of Elders.

#### **Article 5 Church Administrator**

The Church Administrator is a member of the paid staff and shall be responsible for the proper operation of the church and its staff. The Church Administrator is responsible for working closely with the Operations Ministry Team and its various committees including Finance and Personnel. The Church Administrator is a legal representative for the church and should ensure timely reporting of corporate documents as required by the state of Colorado.

#### **Article 6 Financial Staff**

The Operations Ministry Team shall appoint a person to be responsible for the church funds, if there is no currently hired staff person fulfilling this role. This individual, in accordance with the Operations Ministry Team, shall pay all bills of the church, keep a true and accurate account of all receipts and disbursements and report them upon request, monitor an annual audit of the Church's financial affairs, and be bonded in the amount and by the company prescribed by the Operations Ministry Team. This individual has ultimate fiduciary responsibility for the safeguarding of church monies.

# Meetings

## Article 1 Congregational Meetings

The purpose of the annual congregational meeting shall be to receive annual reports from the Board of Elders and the various ministry teams of the church; to elect Elders, Deacons, and other lay leaders for the ensuing year; to adopt the annual budget; and to transact whatever other business may be necessary.

### The Official Church Year and Annual Congregational Meeting

The official year of the church shall begin on January first and end on December thirty-first. The date of the annual congregational meeting shall be the second Sunday in February except when changed by the Board of Elders and thirty days notice is given to the membership.

### Special Meetings

Special congregational meetings shall be called by the Clerk upon receipt of a written request from at least ten members of the Church, the Pastorate, or the Board of Elders.

## Article 2 Decisions made by the congregation

The following decisions may only be made by the church in a congregational meeting:

1. Final approval of annual budget,
2. Calling or termination of the pastorate,
3. Election of Elders, Deacons, and other elected lay leadership,
4. Constitution and bylaw changes, and
5. Changes in church property designation as defined in the Operational Ministry Team responsibilities.

## Article 3 Rules and Regulations of Congregational Meetings

A membership meeting which is called and conducted according to the following rules and regulations shall constitute a properly called congregational meeting:

### Notices

1. The nature, purpose, place and time of the congregational meeting shall be set forth in writing and such notice communicated to each member family.
2. Notices for the annual congregational meeting shall be mailed to each member family not less than thirty days prior to the date of said called meeting and shall be communicated by other means for an equal period of time.
3. Notices for special congregational meetings must be communicated to all member families at least seventy-two hours prior to the meeting time.

### Voting

1. All members of the Church shall be entitled to vote.
2. All voting shall be done by voice unless otherwise requested by a member or by the lead Elder.

3. A majority vote shall be decisive on all matters unless otherwise provided herein.

### **Quorum**

A quorum shall be required at all congregational meetings and shall consist of ten percent of the voting members of the church.

### **General**

1. Roberts Rules of Order, as revised, shall govern all meetings.
2. All congregational meetings shall be presided over by the Lead Elder or the Lead Elder's designated substitute.

# General Issues

## **Article 1 The Church the Final Authority**

In all matters not covered by the Constitution and bylaws, the Board of Elders shall act as an advisory board for the church. The membership itself shall have final authority.

Should a problem arise in any area of the Church or its program, the person familiar with the problem should:

1. Present the problem at a regular meeting of the ministry team that is responsible for that area of the church governance program.
2. If the ministry team does not provide a mutually satisfactory solution within sixty days, the person familiar with the problem may present the problem to the Board of Elders.
3. The importance of the problem may require the calling of a special meeting of the Board of Elders, and in such a situation any five adult members of the church may so instruct the lead Elder who shall call a special meeting. If the Board of Elders does not provide a mutually satisfactory solution within sixty days, a special congregational meeting of the membership may be called to decide the issue.

## **Article 2 Policy and Procedures Document**

The Church shall create and maintain a document or series of documents that describes operational policies and procedures for Rockland. This documentation will be made generally available to all members.

## Changes to this document

Description	Date	Version
Original composition	2/28/07	Approved by the members at the Y2008 annual meeting
Annual meeting Y2009 modifications	7/14/2009	Approved by the members at the Y2009 annual meeting