

CONSTITUTION AND BY-LAWS
OF
ST. JOHN'S UNITED CHURCH OF CHRIST
WOODLAND, CALIFORNIA
January 27, 2013

ARTICLE I

NAME

The name of this Church shall be St. John's United Church of Christ, located in Woodland, California.

ARTICLE II

PURPOSE

- A. The purpose of this Church is the development and growth of the "Spirit of Christ" in every area of human life. It is to help its members cultivate this "Spirit of Christ" beginning with self and then reaching out into the home, the community and throughout all the world.
- B. This Church is also established to worship God, to preach the gospel of Jesus Christ, to celebrate the Sacraments, to realize Christian fellowship, to provide Christian Education, to give loving service to others, and to strive for righteousness, justice and peace.

ARTICLE III

AFFILIATION AND GOVERNMENT

- A. Affiliation - This Church shall be a part of the United Church of Christ, and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ, July 2010 relating to local churches.
- B. Government - The government of this Church is vested in its members who exercise the right of control in all its affairs, subject, however, to the Laws of the State of California relating to corporations not for profit.

ARTICLE IV

FAITH AND COVENANT

- A. Faith - This Church believes the following:
 - 1. There is one God, the Eternal Spirit, Creator and Planner of the entire Universe.
 - 2. This Church acknowledges Jesus Christ as the Son of God and our Savior, whose teaching and life example are the basis for our Christian way of life (loving God and loving one's neighbor as oneself).
 - 3. This Church believes in the presence and the power of the Holy Spirit to aid us.
 - 4. This Church accepts as brothers and sisters in Christ all those who share these beliefs.

5. This Church looks to the Word of God in the Biblical Scriptures for its basic beliefs.
6. This Church recognizes the celebration of two Sacraments as instituted by Jesus Christ.
 - a) Celebration of Baptism.
 - b) Celebration of the Lord's Supper or Holy Communion.
7. One expression of this faith is:

“STATEMENT OF FAITH”

“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 man and nations by His righteous will, as declared through the prophets and apostles.

He has come to us in Jesus Christ, the Man of Nazareth, our crucified and risen Lord, who
shared our common lot,
conquering sin and death and
reconciling the world to 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 to resist the powers of evil,
to share in Christ's baptism and eat at His table,
to join Him 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.

B. Covenant - As members of this Church, we solemnly agree to love God with all our hearts, souls, strength and minds - and to love our neighbors as ourselves. By following the teachings of Jesus Christ, we will continually try to live this kind of life, always seeking to know God's will for us and striving for greater understanding and wisdom through worship, the study of scriptures and prayers. We accept the Call of Discipleship to go to all the world -- neighbors everywhere -- and show God's love and Jesus' way of life, always being guided by the Holy Spirit. We work and pray for the transformation of the world into the kingdom of God and we look with faith toward the triumph of righteousness and the life everlasting

ARTICLE V

MEMBERSHIP

A. Reception

1. This Church will welcome any person who loves God and who proposes to live according to the Spirit of Jesus Christ. This Church recognizes that the true test of Fellowship and Christian Commitment is the way its members follow the Word of God according to the dictates of his or her own conscience, under the guidance of the Holy Spirit.
2. Persons may enter into the membership by:
 - a. Baptism and either confirmation or profession of faith in Jesus Christ as Lord and Savior
 - b. Letter of transfer or certification from another Church.
 - c. Reaffirmation or re-profession of faith (if a letter is not available).
3. Persons desiring membership shall confer with minister and after appropriate instruction publicly affirm the Church's covenant and statement of Faith and receive the right hand of fellowship at a service of worship.

B. Responsibilities - All members shall take an active part in all the functions of the Church, showing God's love and concern toward all people. This includes

1. Attending worship services.
2. Celebration of the Lord's Supper.
3. Living life according to the teachings of Jesus.
4. Seeking to know God's will and striving for greater understanding and wisdom through worship, the study of Scriptures and prayer.
5. Recognizing the guidance of the Holy Spirit in our lives.
6. Sharing in the service and work of the Church.
7. Contributing to the Church's support and Christian World Mission.
8. Seeking diligently the spiritual welfare of the membership and the community.
9. Attending and voting at annual and special meetings of the congregation.

C. Privileges and Rights

1. Members are entitled to a full share in the Fellowship and spiritual blessings of the Church.
2. Members may attend regular meetings of the Consistory, Boards, and Committees, and may participate in discussions but without the right to vote.
3. Members may be elected to the Consistory or other Church office.

D. Termination

1. Members may, at their own request, be granted a Letter of Transfer by the Board of Elders, or they may be issued a Certificate of Church Membership to other denominations.
 2. When members, because of change of faith or for other personal reasons, request in writing to be released from their membership responsibilities, the Board of Elders will grant such requests and terminate their membership.
 3. When a member, in spite of spiritual care, becomes inactive in the life of the church, ceases to participate in its service of worship, and fails to give financial support to the church for a period of two years, he or she may be placed on an Inactive List. The Board of Elders may contact said member by letter to ascertain if he or she wishes to remain a member of St. John's Church. Persons on the Inactive List shall not be counted as a member in full standing and shall not have the privilege to vote.
- E. Restoration - Inactive members may be restored to Active membership whenever such request is made to the Board of Elders or when participation in church activities is resumed.

ARTICLE VI

SPECIALIZED MINISTRIES AND OUTREACH

A. St. John's Retirement Village

1. Mission – Our mission at St. John's Retirement Village is to honor our residents' dignity, independence, and spirituality by providing them with a safe, caring and supportive environment in which to live.
2. Relationship to the Church- St. John's United Church of Christ is the sponsoring organization for St. John's Retirement Village and as such is the basis of continuity of directorship and management. Although this does not constitute a financial responsibility, it does present an opportunity to express concern, provide worship service and spiritual care and serve the needs of the elderly people of this Church and of the Community.

B. St. John's Preschool/Day Care Center

1. Mission The Mission of St. John's Preschool/Daycare Center (SJPS) is to provide a stable environment in a changing society which supports the family and meets community needs and provides a positive introduction to the scholastic experience. SJPS non-denominational curriculum promotes social values of accountability, honesty, respect and responsibility taught by play and interaction through socially acceptable means of behavior.
2. Organization - The Center is owned by St. John's United Church of Christ (UCC), Woodland, CA, a corporation. The Center is governed and operated by a Board of Directors, and is responsible to the Consistory.
3. Physical Plant - St. John's United Church of Christ will provide and maintain in good repair an adequate and suitable physical plant for the Center. The Center shall pay such compensation to St. John's United Church of Christ as is determined appropriate by the Consistory.
4. The Board of Directors – The Board of Directors will consist of six members, as follows:

- (a) Two members shall be active members of St. John's United Church of Christ. The two active members of St. John's United Church of Christ shall be recommended by the Board of Directors of SJPS, and approved by the Consistory.
 - (b) Four members shall be nominated by the Director of the Center, recommended by the Board of Directors of the Center, approved by the Consistory. These four members must be parents of children registered with and attending the SJPS.
 - (c) All Board positions will be two year terms. Members of the Board of Directors are eligible to serve not more than two consecutive terms.
- a) Vacancies - Vacancies on the Board of Directors of the SJPS shall be filled by the Consistory within sixty days of its occurrence, in accord with the SJPS Standardized Method of Operations
- 5 Method of Operations – The SJPS shall develop such standard methods of operations as are necessary to insure the regular and business-like operation of the SJPS. The operating procedures shall be presented to the Consistory for review as necessary.

C Additional Specialized Ministries And Outreach Activities

- 1. Generally- The Church may from time to time authorize and establish such additional Specialized Ministries and Outreach Activities as circumstances indicate are necessary or desirable.

ARTICLE VII

GOVERNING BODY

- A. The governing body of this Church shall be the membership assembled at a Congregational Meeting with a quorum present. A quorum shall consist of 2/3 of the average Sunday attendance for the preceding 12 month period as published in the most current annual report. The vote of a majority of members present at the meeting shall be the action of the Church, except as otherwise provided below. All active members shall have the right to voice and vote, and shall be eligible to serve on the Consistory, Boards and Committees.
- B. The following powers are reserved by the Congregation of this Church and shall not be delegated.
 - 1. To call a Pastor or to dissolve the Pastoral relationship. Either action requires a 2/3 majority vote of those present at a Special Meeting called for the purpose of deciding whether to call a Pastor, or to dissolve an existing Pastoral relationship.
 - 2. To elect the Officers, Board members, Delegates and members of the Nominating Committee at the Annual Meeting. Any member may make a nomination from the floor providing prior consent of the nominee has been obtained, to be considered in addition to nominations submitted by the Nominating Committee; if such nominations are made, elections for which there is a contest shall be by written ballot requiring a 2/3 majority vote of the members present.
 - 3. Adopt the Annual Budget.
 - 4. A financial transaction in excess of \$10,000 by the Board of Trustees, or a recommendation by Consistory to buy, sell, mortgage, or transfer real property, shall require a 2/3 affirmative vote by written ballot of the members present at a Congregational Meeting.

ARTICLE VIII

ADMINISTRATION

A. Consistory - The Consistory shall be the Executive Body of the Church.

1. Membership - The Consistory shall be composed of twenty (20) members as elected by the Congregation as follows: The President, Vice President, Secretary, Treasurer, Board of Elders (six members), Board of Trustees (five members), and the Board of Christian Education/Lay Life and Work [CELLW] (five members). All members of the Consistory have an equal vote, except the President who shall vote only to break a tie.
2. Meetings - The Consistory shall meet at least eleven times each year, and for Special Meetings called by the President. A majority of the elected members shall constitute a quorum.
3. Directors of Corporation - For the purpose of California corporation law, the elected members of the Consistory (20 as provided above) shall constitute the Directors of this Corporation.
4. Vacancies - A vacancy occurring in the Consistory shall be filled by nomination from the nominating committee, upon election by Consistory. This election shall take place within ninety calendar days after the vacancy occurs. The person elected shall fill the balance of the term for which he or she is elected.
5. Responsibilities of the Consistory:
 - a. The Consistory shall form such committees as will serve to further the purpose of the Church. The appropriate Boards shall nominate these committees for approval by the Consistory and they will serve for the balance of the year in which they are appointed. The President may, with the approval of Consistory, appoint such other committees as are necessary to serve for a specified time or for the balance of the year.
 - b. The Consistory as the agent of the Congregation shall reserve for itself responsibility for final decisions on all recommendations of the Pastors, Boards and appointed committees. The Congregation, however, retains the right to review, approve, or overturn the decisions of the Consistory through a written call for a Congregational meeting by 2/3 of the Church's registered membership. The Congregation at such a meeting can reverse the decisions of the Consistory and issue new instructions to the Consistory based on a 2/3 vote of the assembled body. ***** (See Art. VII A)
 - c. The Consistory shall reserve for itself final review and approval of the proposed annual budget, subject to ratification of the same by the Congregation.
 - d. The Consistory shall provide for the review of the Constitution and Bylaws as needed or at least every three years.
 - e. The Consistory shall provide for representation at such denominational gatherings as it deems appropriate.

- f. Actions by the pastors or member boards requiring unbudgeted expenditures or altering Church policy must be approved by the Consistory.
- g. The members of Consistory are also members of the Corporation of St. John's Retirement Village and shall attend the Annual Meeting of that Corporation.

B. Elected Officers, Boards and Standing Committees

- 1. The elected officials of the Church shall be a President, a Vice President, a Secretary, a Treasurer, a Board of Elders, a Board of Trustees, and a Board of Christian Education/Lay Life and Work (CELLW).
- 2. Election - All officials shall be elected at the Annual Meeting in January.
- 3. Installation - When elected, the above officials shall be publicly installed in their respective offices.
- 4. Elected Officers – Responsibilities
 - a. President - Shall be elected for a term of one year and shall serve no more than two successive terms.
 - (1) Shall be the Lay Leader of the Church and shall preside over all regular and special meetings of the Church and of the Consistory.
 - (2) Shall be an ex-officio member of all Boards and Committees of the Church with voice but without vote.
 - (3) Shall be an ex-officio member of the Board of Directors of St. John's Retirement Village, Inc.
 - (4) Shall be a delegate to the Sacramento Valley Association and the Northern California Conference for the term of his/her office, whenever possible.
 - (5) Shall not commit the Church to any course of action inconsistent with an established past practice or Church procedure without the consent and approval of the appropriate Church Board and/or the Consistory.
 - b. Vice President - Shall be elected for a term of one year, and shall serve no more than two successive terms.
 - (1) Shall serve as general assistant to the President and preside over meetings in the absence of that officer and shall serve as the President's representative when requested to do so. In the absence of the President at any business meeting of the Church or Consistory, it will be the duty of the Vice President to preside.
 - (2) In the absence of both the President and the Vice President, the Chairperson of the Board of Elders shall call the meeting to order and preside until a President pro-tem can be chosen by those present.
 - (3) The Vice President shall serve as the Chairperson of the Pastoral Relations Committee and the Nominating Committee.

- (4) Shall not commit the Church to any course of action inconsistent with an established past practice or Church procedure without the consent and approval of the appropriate Church Board and/or the Consistory.

c. Secretary – The Church secretary shall serve as Secretary of the Consistory.

- (1) Shall accurately record the minutes of all regular and special meetings of the Church and Consistory and shall be specified as the Secretary of the Corporation in all matters pertaining thereto.
- (2) The Secretary shall be responsible for all correspondence necessary for the Consistory and the Church.
- (3) The Secretary is responsible for safe keeping in the Church office all agreements regarding the employment of the Pastor, Assistant Pastor, Organist, Music Director, Office Secretary, Custodian and other persons the Church officers may employ.

d. Treasurer - Shall be elected for a term of one year.

- (1) The Treasures shall be responsible for overseeing the handling of all offerings at all church meetings and the safe deposit thereof according to procedures.
- (2) The Treasurer shall pay all bills upon review and approval of the appropriate board.
- (3) The Treasurer shall have supervision of all check books and savings books related to Church affairs. These must be kept and maintained at the Church, unless otherwise permitted by Consistory.
- (4) The Treasurer shall make annual report on the financial status of the Church to the Congregation.
- (5) The Treasurer shall be available to confer with each Board to insure that all expenditures of funds are in accordance with adopted budgetary policy.
- (6) The Treasurer shall provide for the accurate accounting of all receipts and disbursements and make monthly reports of same to the Board of Trustees and Consistory.
- (7) The Treasurer shall sit as a sixth member of the Board of Trustees and shall have full voice and vote on said Board.
- (8) The Treasurer shall not commit the Church to any course of action inconsistent with an established past practice or Church procedure without the consent and approval of the appropriate Church Board and/or the Consistory.

5. Elected Boards (Five and six-members)

- a. There will be three Boards to cover all the areas of work of the Church: the Board of Elders (six), the Board of Trustees (five), and the Board of Christian Education/Lay Life and Work(CELLW) (five).
- b. In order to provide continuity, no more than three memberships on each Board will become vacant each year.

- c. At the Annual Meeting of the Congregation, all vacancies on these three Boards shall be elected by majority vote of the members present.
- d. The term of office will be two years.
- e. No person may be elected to more than two successive terms on the same Board.
- f. A majority of each Board shall constitute a quorum (four of six or three of five members).
- g. Each Board shall, at the first meeting which will be in February, elect their own officers.
- h. Boards shall meet prior to each Consistory meeting. Board meetings may also be held at such times and places as are agreeable to the membership of each Board. The Pastor and the President shall be notified in advance of each such Board meeting.
- i. Each Board shall prepare, prior to October 1st of each year, a proposed budget for its program needs and submit the same to the Board of Trustees.
- j. Board members are expected to regularly attend Board meetings. Board members who miss 3 consecutive meetings without good cause shall be subject to removal by the Consistory upon recommendations of the Board on which he/she serves.
- k. Boards may enter into written agreements with persons it employs, so long as the employment agreements are consistent with Church policy and are approved by the Consistory. Boards are responsible for delivering one copy of each employment agreement to the Secretary for safekeeping in the Church office safe. These agreements shall be updated annually.
- l. Each Board shall prepare a report of the year's activities for inclusion in the Annual Report to the Congregation. This report is due in the church office by 15 December of each year.
- m. Specific Responsibilities

(1) Board of Elders (Six Members)

- (a) Shall be ordained for the purpose of assisting in the administration of the Sacraments and, together with the pastor, be responsible for the spiritual life of the Church and provide a varied range of worship for all age groups. Upon ordination an Elder has the privilege of assisting with the administration of the Sacraments as long as he/she is a member of the Church.
- (b) Shall appoint a Historian to keep a record of the Congregation and its activities.
- (c) Shall appoint a clerk to be responsible for the membership roll, recording and safe keeping of records of Baptism, Confirmation, admission of new members, letters of transfer, marriages and deaths. The Elders shall examine these records annually.
- (d) Shall work closely with the clerk in maintaining the membership roll and verify its accuracy before preparation of the Annual Report.
- (e) Shall with the pastor, receive and act upon applications for membership in the Church.

- (f) Shall be responsible for supporting worship services of the Church, including lay participation - music, altar preparation, ushers, liturgist, acolytes, etc. They also will arrange for pulpit supply as needed.
- (g) Shall recommend appointment of such committees as are necessary.
- (h) Shall employ and supervise the organist(s) and music director(s) and review their contracts annually, with input from the Pastor.
- (i) Shall assist the pastor in the supervision of an associate or assistant pastor.
- (j) Shall appoint in conjunction with the President, a Pastoral Relations Committee to consist of the Vice President and two (2) non-board members reflecting people with diverse ages, involvements and viewpoints.
- (k) Shall annually review with the pastors the previous year's achievements and set goals for the following year and review the pastors salary package and contract.

(2) Board of Trustees (five Members)

- (a) Shall be responsible for all property of the Church and its maintenance.
- (b) The Trustees shall also be responsible for:
 - (i) In cooperation with the various Boards, Treasurer and Pastor; developing a proposed annual budget reflecting the resources of the Congregation and program needs.
 - (ii) Seeing that the Church operates within the adopted budget.
 - (iii) Reviewing all bills and recommending payment by the Consistory.
 - (iv) Providing for an annual accounting of the Treasurer's accounts and all special accounts.
 - (v) Making application for tax exemption annually.
 - (vi) Maintaining a schedule of insurance policies and payments.
 - (vii) Providing for the protection of property against fire and other hazards.
 - (viii) Recommending appointment of a Memorial Committee to receive memorial donations and recommend purchase of suitable memorials. The financial records of the Memorial Committee shall be maintained in the Church office.
 - (ix) Receiving all bequests on behalf of the Church and making recommendations as to their distribution.
 - (x) Recommending policies regarding use of Church buildings and property to the Consistory.
 - (xi) Employing and supervising through the Pastor, the Custodian and the administrative assistant of the Church, and reviewing their contracts annually.

- (xii) Organizing and directing work days, and planning for the maintenance of all Church property.
- (xiii) Obtaining financial support for the Church and with the Pastor planning programs to seek annual pledges of financial support.

(3) Board of Christian Education/Lay Life and Work (CELLW) (five-Members)

- (a) The Board of CELLW shall have as its basic responsibility the stimulation of the laity's witness and mission within the Church, the community and the world. It shall project plans and programs that challenge the members of the Church to work within the local Church, through ecumenical channels and through all society toward the goals of Christian life.
- (b) The Board of CELLW shall specifically be responsible for:
 - (i) Stewardship - Seeking to broaden the congregation's understanding of the meaning of stewardship to include commitment of time and talent.
 - (ii) Outreach - Recommending special benevolences within the Church and community and support for the conference.
 - (iii) Social Concerns and Actions - Alerting the Church to the moral, social, economic and political issues of the day, seeking a Christian approach to the solution of these problems.
 - (iv) Fellowship - Coordinating the social activities of the Church, such as coffee hours, receptions, church dinners, and like activities.
 - (v) Missionary Education - The dissemination of information and encouragement of financial support and involvement in local, national and international areas of concern.
- (c) Shall appoint committees as necessary to fulfill its responsibilities.
- (d) The Board of CELLW shall also have, as a basic responsibility, the encouragement and guidance of every Church member and every child of the Church into being a spiritually, mentally and emotionally growing Christian. It shall seek to bring the whole life of people, their activities, possessions and community and world relationships into conformity with the will of God.
- (e) In addition the Board of CELLW shall be responsible for:
 - (i) Securing and overseeing a Superintendent of Sunday Schools.
 - (ii) Employing and supervising a Youth Director and or Youth Advisors when deemed necessary.
 - (iii) Providing for nursery care as necessary.

(4) Standing Committees

(a) The Nominating Committee

This committee shall serve for the balance of the year. Public notice of nominations (for election at the annual meeting) shall be given by bulletin or letter to all the Membership at least two weeks prior to the election. Other nominations may be made from the floor at the time of the election, providing the prior consent of the nominee has been obtained. The nominating committee, in selecting candidates for Church offices, delegates, and director, shall consider the extent to which the nominees have attended services and participated in other Church activities, to assure that prospective officers are acquainted with Church and have the interest to serve. The committee shall endeavor to maintain a balance in numbers of men and women of all ages on the Consistory and delegates.

(b) The Property Committee

The Property Committee is appointed by and responsible to the Board of Trustees to assist with the maintenance and upkeep of Church property. The Property Committee shall be appointed by the Board of Trustees within the sixty calendar day period following the annual meeting of the Congregation, when required. Members of the Property Committee shall serve for the balance of the calendar year.

C. Delegates to Sacramento Valley Association and Northern California Conference

1. The delegates plus two (2) alternates shall be nominated by the nominating committee to be elected at the Annual Meeting and shall serve a two year term. They must be members in good standing of St. John's Church. In order to provide continuity, half the total number elected delegates allowed shall be elected each year.
2. The number of lay delegates shall be determined by the number of members on the Church roll and as specified in the By-Laws of the Northern California Conference of the United Church of Christ: three (3) delegates for the first 250 members, one for each additional 100 or major fraction thereof, not to exceed five (5).
3. The delegates' responsibilities shall be to attend annual meeting of the Northern California Conference and the Sacramento Valley Association. They shall represent the church at ecclesiastical councils, installations and ordinations that take place within the Conference and the Association.
4. The Pastor/s shall serve as pastoral delegates and are not to be included as lay delegates.

D. Member of the Board of Directors of St. John's Retirement Village, Inc.

1. A Director shall be nominated by the Nominating Committee to be elected at an Annual Meeting to serve a three year term and shall serve no more than two successive terms.
2. Any vacancy in the Office of Director, however created or arising, shall be filled by the Congregation within ninety days after the vacancy has been declared.
3. The Director shall serve as the representative of the Congregation and report regularly to the Consistory.

E. Suspension of Officers and Board member term limits

1. If the active membership of the congregation decreases to the point that the membership of the consistory cannot be filled, the term limits of the officers and board members can be set aside by a majority vote of the consistory. [12 votes would be required to set aside.]

ARTICLE IX

PASTORS

A. Calling of the Pastors

1. When a vacancy occurs in the pastorate, the Consistory, shall appoint a Pastoral Search Committee representative of the Congregation which shall be responsible for the following:
 - a. Working in cooperation with but not limited to the executive leadership of the Northern California Nevada Conference, U.C.C., making a canvass of available ministers;
 - b. Endeavoring to hear the prospects in their own pulpits.
 - c. Agreeing on one candidate for recommendation to the Church.
 - d. Inviting the candidate to preach at the Church; and
 - e. At a duly constituted meeting of the Church, proposing the candidate's calling.
2. In making the call, the terms of the relationship shall be stated in writing, including the agreement of the Church to participate in the pension fund of the United Church of Christ or another appropriate fund, the Minister's Health Insurance Program or another appropriate health insurance program, and such other terms as are agreed to between the candidate and the committee. The candidate, the Church, the Association and the Conference Executive shall each receive a copy of the Call. The terms and conditions of the Pastor's employment shall be memorialized by a written agreement, which shall be reviewed annually.

B. When a pastor accepts a call to the Church, the Church and pastor may join in requesting the Association to arrange for a Service of Installation. A report of this service shall be signed by the proper officer of the Association and by the Conference Executive, and copies shall be sent to the Secretary of the United Church of Christ and to the Council for Church and Ministry.

C. Responsibilities of the Pastor

1. As the spiritual leader of the Church, the Pastor is expected to maintain the highest ethical and moral standards of behavior in his personal professional life. He is expected to use a collaborative and collegial approach to his/her duties.
2. The Pastor shall be directly responsible to the Board of Elders and should look to them for supervision and direction with respect to performance. The Board of Elders will periodically review the pastor's performance and will formally evaluate the Pastor, at least, annually.
3. The Pastor in conjunction with the Board of Elders shall have charge of the spiritual welfare of the Church and shall call on the assistance of the Boards of the Church as required. He/she shall seek to enlist men and women as followers of Christ and preach the Gospel, administer the Sacraments, and visit the sick and sorrowing.
4. The Pastor on a daily basis shall be the immediate supervisor of Church employees hired by the church Boards, not including employees of St. John's Preschool. However, all personnel actions including hiring, firing, evaluations and disciplinary are subject to review and approval by the appropriate Boards and all employees may appeal any personnel action directly to the responsible Church Board.

5. The Pastor shall be an ex-officio member of the Consistory, of all the Boards and Committees and shall be available to assist them in their planning.
6. The Pastor shall present a written report of the past year's progress at the Annual Meeting and shall assist the Consistory in making recommendations for the year ahead.
7. The Pastor shall present a written monthly report of his/her activities to the Board of Elders and the Consistory.
8. The Pastor shall participate in the denominational functions of the United Church of Christ as appropriate.
9. The Pastor shall not commit the Church to any course of action inconsistent with an established past practice or Church procedure without the consent and approval of the appropriate Church Boards and/or the Consistory.
10. The Pastor shall abide by the most current version of THE ORDAINED MINISTER'S CODE of the United Church of Christ.
11. The Pastor shall refrain from any coercive or exploitive sexual contact with parishioners or others who seek his/her counsel or assistance.
 - a. Allegation of any violation of professional ethics that may have validity or that may be multiple in nature, will be immediately addressed. The local Church President will contact the Conference to seek its support and assistance in investigating and adjudicating this matter and the Conference will immediately initiate an investigation as stipulated by its current Policy on Sexual Harassment.
 - b. The Church Consistory may call for and enforce an immediate leave of absence of the Pastor without prejudice (and with continued pay) pending resolution of such charges. This can be done in conjunction with, or independent of, related Conference action.
 - c. One of the Church's first concerns is for the support, welfare and protection of the complainants and immediate prevention of further possible abuses to others. Equally important is the need for the accused Pastor to have an opportunity for a fair hearing. The accused, if found guilty, needs opportunity for acknowledgment of the violation, repentance, treatment, rehabilitation and support.
 - d. These policies and procedures will be communicated with maximum candor and caring to the whole entire congregation.

D. Responsibilities of an Associate or Assistant Pastor

1. The responsibilities of an associate or assistant Pastor shall be those outlined in the written job description prepared by the Board of Elders and the Pastor, and approved by the Consistory. The job description shall be reviewed annually by the Board of Elders and, in consultation with the Pastor and the associate or assistant pastor and with the approval of Consistory, shall be updated as necessary.
2. The associate or assistant pastor shall be a non-voting member of the Consistory, of all the Boards and Committees and shall be available to assist them in their planning.
3. The associate or assistant pastor shall present a written report of the past year's progress at the Annual Meeting and shall assist the Consistory in making recommendations for the year ahead.

4. The associate or assistant pastor shall participate in the denominational functions of the United Church of Christ as appropriate.
5. The Associate or Assistant Pastor shall abide by a Code of Ethics **** (Article VIII,C, 10)
 - a. Any sexual contact by the Pastor/s with parishioners while in a professional relationship or staff is totally inappropriate.
 - b. Allegation of violations of professional ethics will be immediately addressed. The Church President will contact the Conference to seek its support and assistance in investigating and addressing the matter.
 - c. The Church Consistory may call for and enforce an immediate leave of absence of the Associate/Assistant Pastor pending resolution of such charges. This can be done in conjunction with, or independent of, related Conference action.

E. Resignation

1. The pastor's contract may be dissolved by either the pastor or by the Church:
 - a. The Church may, at any time, by a 2/3 majority vote of those Church members present at a duly called Congregational meeting request the resignation of a pastor.
 - b. The Pastor shall give ninety days notice of a decision to resign.
 - c. Items a and b above will also apply to associate and assistant pastors.

F. Illness or Absence (Interim Pastor)

1. When a pastor is unable, through illness or absence, to act or perform, the Consistory, through the Board of Elders, shall coordinate the activities of the Church and may fill the pastorate temporarily with an "Interim Pastor" pending the return of the pastor to active service or the calling of a new pastor.

ARTICLE X

CHURCH MEETING

- A. The Church shall operate on the calendar year.
- B. The Annual Meeting of the Church shall be held in January. The call for this meeting should be announced to the membership in writing at least two weeks prior to the meeting. At the Annual Meeting the following business should be considered:
 1. The Consistory officers of the Church, the pastor, and all church organizations shall submit their annual reports in writing.
 2. A budget for the calendar year shall be adopted.
 3. Officers and Board members and delegates shall be elected.

4. Other appropriate business may be transacted.
- C. Special Congregational Meetings
1. May be called by the President at the direction of the consistory or by a written petition of 25 members.
 2. The call for a special Congregational meeting shall be announced in writing to the membership at least two (2) weeks prior to the meeting
 3. At special meetings only the subjects announced in the call may be acted upon.
- D. Voting in all instances must be in person, not by proxy or absentee.
- E. The President, Vice President and Secretary shall fulfill the same functions for Annual and Special Church Meetings.

ARTICLE XI

CHURCH PROPERTY

- A. This Church is incorporated under the non-profit Corporation Law of the State of California; and wherever this Constitution (by-laws) refers to this Corporation, it shall be deemed to refer to this Church.
- B. The Church may, in its corporate name, sue or be sued; acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, or reinvest or dispose of property both real and personal for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell assign, transfer and convey such property for the general purposes of the Church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the Church.
- C. The property of the Corporation is irrevocable dedicated to religious and charitable purposes, and upon dissolution of this Corporation, it shall be distributed to the Northern California Conference of the United Church of Christ or its successor, provided that if such Conference or its successor fails to qualify, then the property of the Corporation shall be distributed to the United Church of Christ, the national organization with which this Corporation is affiliated, or its successor, provided that said Conference and said Church, or their successors, are organizations whose property is dedicated to exempt purpose as specified in Section 214 of the Revenue and Taxation Code; in the event that neither said Conference or Church, or their successors so qualify, then the property of the Corporation shall be distributed to a similar corporation, foundation or fund whose property is so dedicated to tax exempt purposes.

ARTICLE XII

RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not covered by the Constitution.

ARTICLE XIII

AMENDMENTS

Adoption of revisions or amendments to this Constitution and By-Laws shall require a 2/3 majority of voting members present at any duly called congregational meeting. Announcement of the text of the proposed changes shall be sent in writing to all members at least two weeks prior to the meeting.

CONSITITUTION AND BY-LAWS
OF
ST. JOHN'S UNITED CHURCH OF CHRIST
WOODLAND, CALIFORNIA
Revised JANUARY 27, 2013

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