

1st Congregational Church

Dubuque, Iowa

255 West 10th Street • Dubuque, IA 52001 • 563.582.3648
Sundays 9:30 am Worship • Thursdays 4:30 pm Community Meal

The Rev. Dr. Lillian Daniel, Senior Pastor www.1stcongucc.org



BYLAWS OF FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST OF DUBUQUE, IOWA

ARTICLE I - NAME

This church shall be called First Congregational United Church of Christ of Dubuque, and the church office shall be located at 255 West Tenth Street in Dubuque, Iowa.

ARTICLE II - 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 build Christian fellowship and unity within this church and the wider church; to be open and welcoming to all people; to offer loving service toward humankind; and to strive for righteousness, justice and peace.

ARTICLE III - POLITY

This congregation shall be a member of the United Church of Christ. The government of this congregation shall be vested in its members, who shall exercise the right of control in all its affairs, subject to the laws of the State of Iowa relating to nonprofit corporations.

ARTICLE IV - FAITH AND COVENANT

This congregation acknowledges as its head Jesus Christ, the Son of God and the Savior of all people. It acknowledges as the family of Christ all who share in this confession. It looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit, to guide its creative and redemptive work in the world. It adopts as its statement of faith the following:

STATEMENT OF FAITH

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

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death. You seek in holy love to save all people from aimlessness and sin. You judge people and nations by your righteous will declared through prophets and apostles.

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

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races. You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, 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 Him in His passion and victory. You promise to all who trust your forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

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

Covenant - We covenant one with another and the wider church to seek and respond to the Word and the will of God. Our purpose is to walk together in the ways of the Lord. We hold it to be the mission of this congregation to witness to the Gospel of Jesus Christ in all the world while worshipping God, and striving for truth, justice and peace. As did our ancestors, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE V – MEMBERSHIP

Section 1. Membership Generally

Membership is open to all persons who accept the cost and joy of discipleship in the church of Jesus Christ.

Section 2. Requirements for Membership

The members of this church shall be baptized persons who have been received by confirmation, confession of faith or reaffirmation of faith.

Section 3. Reception into Membership

It shall be the responsibility of the Board of Deacons and the Church Life Committee, acting in cooperation with the pastor, to ensure instruction of all persons desiring to become members of the church regarding the responsibilities and privileges of membership and the manner in which the church functions. Persons shall be received into membership at a public worship service. Persons who are unable to attend in public may be received into membership by the pastor acting on behalf of the church.

Section 4. Duties of Membership

Members shall pledge themselves to attend the regular worship of the church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the church; to contribute to its support and benevolence; and to seek diligently the spiritual welfare of the congregation and the community.

Section 5. Termination of Membership

The membership status of a person shall be subject to termination as follows:

Upon request of the member, the church will issue a letter of transfer to another church body. If, because of a change of faith or for other reasons, a member requests to be released from the obligations of membership, the Board of Deacons shall endeavor to secure the member's continuance in its fellowship but failing such effort, the church shall grant the request and terminate

such membership. If a member has not attended church or contributed to its support for two consecutive years or persistently breaches his or her covenant vows, the Board of Deacons shall make a faithful effort to re-assimilate the member into the fellowship of the church. If such effort fails, the Board of Deacons in its discretion may, upon written notice to said individual, terminate his or her membership.

Section 6. Restoration to Membership

Any member whose membership has been terminated for any reason may be restored to membership by reaffirmation of faith and reception into membership as set forth in Section 3 above.

ARTICLE VI -SERVICES

Section 1. Worship Services

Regular worship services shall be held at a given time each Sunday, except when temporarily suspended by the Chair of the Board of Deacons. Other services for worship may be scheduled by the pastor and the Board of Deacons.

Section 2. Sacraments

The Sacrament of the Lord's Supper and all baptisms shall be celebrated at such times as the pastor or the Board of Deacons shall determine.

ARTICLE VII - CHURCH BUSINESS MEETINGS

Section 1. Annual Meeting

The annual meeting of the church shall be held ~~in~~ at a date determined by the Church Council at least six months in advance of meeting date. The annual reports of the church officers, the pastor(s), other appropriate staff, boards, committees and organizations, the proposed budget and any special business shall be made available to the members of the church no later than the Sunday prior to the meeting. Church officers, elective positions on boards and the Church Council shall be elected at the annual meeting by the vote of the members.

Section 2. Special Meetings

Special meetings of the church membership may be called by the pastor, the Board of Deacons, the Board of Trustees, the Church Council, or upon written request of seven or more church members. Written notice of any special meeting and its purpose shall be given at least one week prior to the date of the meeting.

Section 3. Quorum and Voting

Ten percent of the church membership shall constitute a quorum for any congregational meeting. At any meeting at which a quorum is present, the vote of a majority of the church members present shall constitute the action of the church unless otherwise specified in these Bylaws or in the Articles of Incorporation.

ARTICLE VIII – OFFICERS

Section 1. Pastor

Call and Term: When a vacancy occurs in the pastorate, the Church Council shall appoint a Search Committee of not less than ten members. The Search Committee will meet and select its own

chairperson. In seeking candidates to fill the pastoral vacancy, the Search Committee shall consult with and secure the assistance of the Iowa Conference staff, and such other church leaders as it deems necessary. At a duly called meeting of the church membership, the Search Committee shall present and introduce the candidate who it recommends to fill the vacancy in the pastorate. At such meeting the candidate shall be called to the pastorate for an indefinite period by the two-thirds affirmative vote of the members present. In the call, the financial and other contractual terms of the relationship shall be stated, including the agreement of the church to participate in the pension fund of the United Church of Christ, the minister's health insurance program, and such other terms as are agreed upon between the candidate, and the Search Committee. The pastor, the church, the Eastern Iowa Association, and the Iowa Conference office shall each receive a copy of the call. When a pastor accepts a call to the pastorate of this church, the Board of Deacons and he or she shall join in requesting the Eastern Iowa Association to arrange for a service of installation. A report of this service shall be signed by the proper officer of the Eastern Iowa Association and by the Iowa Conference Minister, and copies shall be sent to the Secretary of the United Church of Christ and to the Eastern Iowa Association Committee on Ministry. The new pastor shall become a member of the church and shall hold standing in the Eastern Iowa Association.

While the term of the pastor shall be indefinite, the church may, at any time by a majority vote at a meeting called for that purpose, request the pastor's resignation, with the requirement that the resignation be presented and become effective within ninety days following the meeting unless a different time period is mutually agreed to by the church and the pastor. In the event the pastor wishes to resign his or her pastorate, ninety days advance written notice shall be given by the pastor to the Church Council and the Board of Deacons unless a shorter or longer notice period is mutually agreed to between the pastor and the Church Council and Board of Deacons.

Duties: The pastor shall have in his or her charge the spiritual welfare of the church with the assistance of the Board of Deacons. The pastor shall seek to enlist persons as followers of Christ, preach the gospel, administer the Sacraments, plan and conduct services of public worship, and administer the activities of the church in cooperation with the various boards and committees. At each annual meeting of the church, the pastor shall submit a written report of the past year's accomplishments and events and shall outline the objectives and goals of the pastorate for the coming year. The pastor, or one of the assistant ministers, shall be an ex-officio member of all boards and committees.

Ordained Staff: The Board of Deacons may, at its discretion, recommend the appointment of appropriate pastoral staff, including, without limitation, assistant or associate ministers, and prescribe the duties of such pastoral staff. The recommendations of the Board of Deacons with respect to pastoral staff shall be submitted to the Church Council for final approval.

Support Staff: In addition, the pastor, with the concurrence of the Board of Trustees, may select and appoint such support staff as the pastor deems necessary in order to carry out the affairs of the church.

Compensation: The pastoral staff and professional staff compensation shall be fixed by the Board of Trustees in consultation with the Board of Deacons. Compensation of support staff shall be fixed by the Board of Trustees.

Section 2. Moderator and Vice-Moderator

Election: The church moderator and the vice-moderator shall be elected at each annual meeting for a one year term and may be re-elected for one additional term (maximum 2 year term). A vacancy in

the office of moderator or vice-moderator shall be filled until the next annual meeting by appointment of the Church Council.

Duties: The moderator shall preside at all regular and special meetings of the church and of the Church Council and serve as a delegate to the Iowa Conference UCC Annual Meeting. The moderator shall also appoint a parliamentarian to serve at all congregational meetings. The moderator shall serve on the Nominating Committee.

Vice-Moderator: A vice-moderator shall be elected at each annual meeting for a one year term and may be reelected for one additional term (maximum 2 year term). The vice-moderator shall perform the duties of the moderator in the absence of the moderator and serve as second delegate to the Iowa Conference UCC Annual Meeting. The vice-moderator shall serve on the Nominating Committee.

Section 3. Clerk

Election: A church clerk shall be elected at each annual meeting for a one year term and may be reelected for successive terms. A vacancy in the office of clerk shall be filled until the next annual meeting by appointment of the Church Council.

Duties: The clerk shall issue calls for all regular and special meetings of the congregation, shall serve as secretary at all meetings of the congregational meetings and Church Council meetings, and shall maintain minutes of all such meetings. The clerk shall also maintain accurate records of and report upon special events of the church, including baptisms, confirmations, weddings, new members, transfers and dismissals. The clerk shall also serve as custodian of all church's historical records and artifacts, and in collaboration with the Church Council initiate appropriate programs in recognition of the church's historical heritage.

Section 4. Treasurer

Election: A church treasurer shall be elected at each annual meeting for a one year term and may be reelected for successive terms. A vacancy in the office of treasurer shall be filled until the next annual meeting by appointment by the Church Council.

Duties: The treasurer shall monitor the accounts of the church; oversee the receiving and disbursing of funds as directed by the Board of Trustees; submit written monthly reports of receipts and disbursements of the Board of Trustees; and submit at the annual meeting a detailed written annual report to the congregation of receipts and disbursements for the previous year. The treasurer shall be an ex-officio member of the Board of Trustees and shall attend its meetings.

Section 5. Auditor

Election: Two church auditors shall be elected at each annual meeting for a one year term and may be reelected for successive terms. A vacancy in the office of auditor shall be filled until the next annual meeting by appointment of the Church Council.

Duties: The auditors shall conduct an annual examination and audit of the financial records of the church and of its auxiliary organizations, as well as such other examinations and audits as the auditors shall deem advisable. An annual report of such examinations and audits shall be submitted at the annual meeting.

ARTICLE IX - CHURCH COUNCIL

Section 1. Membership

The effective date of these amended and restated Bylaws shall be January 28, 2018

The Church Council shall consist of the following:

Pastor(s)
Youth Ministry Director
Moderator
Vice-Moderator
Clerk
Treasurer
Church-at-large: One member

Chairpersons of the following Boards and Committees:

<u>Boards</u>	<u>Committees</u>
Missions & Social Concerns	Music
Faith Formation	Church Life
Deacons	Café Ministry
Trustees	Stewardship

Voting members of the Church Council must be members of the congregation.

If, through amendment to these Bylaws, additional boards or committees are created, the chairperson of such new board or committee shall be a member of the Church Council. If an existing board or committee ceases to exist, the membership of the Church Council shall be reduced accordingly.

Church-at-large members serving as members of the Church Council shall be elected at each annual meeting for a one year term and may be elected for no more than three successive terms. A vacancy for a member at large shall be filled until the next annual meeting by appointment by the Church Council.

A chairperson of one of the above listed boards or committees may be represented at any meeting of the Church Council by a qualified alternate from said board or committee.

Section 2. Meetings

The Church Council shall meet at least four times during the year. The dates of each year's Church Council Meetings will be announced by the Moderator at the Annual Meeting.

Special meetings may be called by the moderator, the pastor, or upon written request of four members of the Council. Written notice of any special meeting and its purpose shall be given at least one week prior to the date of the meeting.

All meetings of the Church Council shall be held at the church and shall be open to any member of the church. The moderator shall be the chairperson of the Church Council and preside at its meetings. The clerk shall serve as secretary at all meetings of the Church Council.

Section 3. Duties

It shall be the function of the Church Council to visualize the entire task of the church and to confer and consult with the pastor(s) as to the general direction of the church's activities and to cooperate with the pastor in the formulation of a well-rounded church program. The Church Council shall schedule special meetings for the purpose of long range planning and serve as a means of communication among the various boards and committees represented on the Council, as well as the church as a whole. Vacancies occurring among any of the church officers (except that of pastor) shall

be filled by appointment by the Church Council. Upon a vacancy in the pastorate, the Church Council shall appoint a Search Committee.

The Church Council shall have the authority to appoint such committee members as may from time to time be necessary in order to carry out its duties. In addition, the Church Council shall have such other powers and duties as are set forth elsewhere in these Bylaws.

ARTICLE X – STRUCTURE OF BOARDS AND COMMITTEES

Section 1. Board Membership – Membership for each board shall be elected for a term of up to three years. Persons may be re-elected for a second term, but then be in-eligible for election for one year. Vacancies shall be filled until the next annual meeting by action of each board or committee.

Section 2. Committee Membership- All church members are encouraged to serve on one or more committees of the church. Committees will be responsible for recruiting their members. Each committee should have at least five members. However, committee membership can exceed five at the discretion of the committee. It is recommended that a committee consist of no more than twelve members. To facilitate recruitment and encourage volunteers, committee members will not be recruited for a specific term.

Section 3. Election of Officers – Each board or committee shall select their officers prior to the annual meeting.

The church treasurer shall be an ex-officio member of the Board of Trustees and shall attend its meeting. The pastor(s) shall be an ex-officio member(s) of all boards and committees.

ARTICLE XI - BOARDS AND COMMITTEES

Section 1. Duties of the Board of Deacons (12)

This board shall provide (in cooperation with the Chancel Ministry for the Lord's Supper and its administration; strive to maintain members in the fellowship of the church pursuant to Section 5 of Article V; and assist the pastor in the general spiritual welfare of the church. This board shall make an annual survey of the church rolls and make necessary revisions. The Deacons shall maintain contact with the sick, shut-in, hospitalized, and sorrowing or troubled members in cooperation with the pastor(s). It shall be the responsibility of this board to obtain pulpit supply during the pastor's absence and during any vacancy in the pastorate, it shall be this board's responsibility and perform such other duties as may be set forth elsewhere in these bylaws. Delegates to the Eastern Iowa Association shall be appointed by this board from its membership. Chancel Ministry shall report their activities to this board.

Section 2. Duties of the Board of Trustees (12)

This board shall constitute the legal board of the church insofar as secular and legal affairs of the church are concerned. This board shall receive gifts, bequests, endowments and other property for the church and shall administer these. The Trustees shall encourage the giving of appropriate memorials to the church; administer the memorial fund and plan creatively for future memorial projects. This board shall prepare and recommend an annual budget; shall have general charge of its finances; shall authorize and direct the treasurer as to payments of monies under its control; provide for the maintenance and operation of the Columbarium and all church properties and equipment; shall appoint one of its members to serve on the Planned Giving Committee and perform such other duties

as may be required of it. The Trustees shall establish and maintain a planned giving program to help perpetuate the mission of the church and to address the needs of members who wish to give a lasting donation.

Section 3. Duties of the Board of Faith Formation (9)

The Board of Faith Formation shall oversee Christian education programming for church members of all ages. This Board shall seek to secure, provide support and volunteer assistance to the Youth Ministry staff in implementation of this programming. The Board of Faith Formation shall implement and maintain Sunday school, Adult Faith Formation, youth and children fellowship programming, vacation bible school, and other programs and events as it determines to promote Faith Formation. The Board of Faith Formation shall act in cooperation with the Youth Ministry staff to formulate basic policies and general outlines for its programs; provide the necessary training for all those in a position of leadership; including, but not limited to, teachers and youth leaders. The Board of Faith Formation shall oversee and administer the Educational Scholarship Fund of First Congregational United Church of Christ.

In furtherance of its mission, Board of Faith Formation Board may bring together a Youth Team of up to ten children, ages 10-18, to assist in these duties and to provide input for the types of programming in which they desire to participate. The Youth Team may meet regularly with the Youth Ministry Staff and the Board of Faith Formation Chair.

Section 4. Duties of the Board of Missions and Social Concerns (9)

This board shall promote interest in, and support for, the mission and benevolence projects locally, nationally and internationally; develop partnerships with neighbors and non-profits caring for the most vulnerable in our community; recommend an annual benevolence budget; provide information and educational opportunities for the congregation in the general area of social concerns; and review the disbursement of funds for benevolences. Delegates to local charitable agencies shall be appointed by this board from its membership or from the congregation at large.

Section 5. Duties of the Church Life

This committee shall foster relationships between visitors, newcomers and congregation members in cooperation with the Board of Deacons. This committee shall plan and organize regular fellowship activities. A variety of activities shall afford members, newcomers, families and friends opportunities to get to know each other better and bring all into closer fellowship with each other and with the Lord. These activities may be planned in cooperation with other church boards or committees as appropriate.

Section 6. Duties of the Music Committee

This committee shall secure the choir director or directors and the organist(s); operate and administer programs for all vocal and bell choirs; recommend an annual music budget to the Board of Trustees; sponsor special musical events; provide music for summer worship services; provide for the tuning of instruments; and oversee the general music program of the church.

Section 7. Duties of the Stewardship Committee

This committee shall assist the congregation in understanding all God has entrusted to us by planning and implementing holistic programs of stewardship development that focus on our time, talents, treasure, and trust. It shall be a duty of this committee to plan and implement the annual financial enlistment campaign.

The effective date of these amended and restated Bylaws shall be January 28, 2018

Section 8. Duties of the Cafe Ministry Committee

This committee shall supervise the implementation of the program at First Congregational UCC called Christians Activated to Feed (CAFe). This committee oversees the finances, food preparation, food serving, and food cleanup at the weekly meal along with food storage. Their task includes finding volunteers to assist with all facets of this ministry.

Section 9. AdHoc Committees and Working Groups

A Board shall have the discretion to appoint ad hoc committees, task forces, or working groups to assist the board or any committee with its duties and obligations as necessary from time to time. The Chair of the Board forming such committee, task force, or working group shall notify the Church Council of its formation within 30 days of its formation.

ARTICLE XII – DUTIES OF THE NOMINATING COMMITTEE

The moderator, vice-moderator and the pastor(s) shall prepare nominations for all elective offices and boards chairs will assist with open board positions. This committee shall nominate one person for each position to be filled at the annual meeting. Such nominations shall be printed in the church newsletter or otherwise and shall be available to the church membership not later than one Sunday prior to the annual meeting. The nominations thus made shall be the official nominations at the annual meeting, provided that the right of any members to make nominations from the floor shall always be reserved and recognized.

ARTICLE XIII - QUORUM FOR COUNCIL, BOARDS AND COMMITTEES

A majority of the Church Council shall constitute a quorum for the Church Council; a majority of the any board shall constitute a quorum for that Board, and the members present of any committee shall constitute a quorum for that committee. At any meeting at which a quorum is present, the vote of a majority of those present shall constitute the action of the council, board or committee.

ARTICLE XIV - FISCAL YEAR

The fiscal year of the Church shall be the twelve month period beginning of the 1st day of January and ending on the 31st day of December of each year.

ARTICLE XV - AMENDMENT PROCEDURES

These bylaws may be amended by a two-thirds majority vote at a Congregational Meeting where a quorum is present.

ARTICLE XVI - EFFECTIVE DATE

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