

Constitution of St. Peter's United Church of Christ of Carmel, Inc.

Carmel, Indiana

ARTICLE I - Name

The name of this Church will be "St. Peter's United Church of Christ of Carmel, Indiana."

ARTICLE II – Tradition

St. Peter's United Church of Christ acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in 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 claims as its own the faith of the historic Church expressed in the ancient creeds, such as the Apostles' Creed and the Nicene Creed, and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

ARTICLE III – Purpose

St. Peter's United Church of Christ's purpose is to carry the word of God and teachings of Jesus Christ to the greater community through creative ministries. We will provide a place for individuals to organize and worship God. We will provide ministries for individuals to grow as Christians. We will develop lay leaders to create, design, and deliver new exciting ministries. We will provide ministries to help others and share God's love. We will continuously look to improve our programs and offerings to those we serve.

ARTICLE IV – Covenant of Welcome

"Welcome!" to everyone who has faith or who seeks it, who lives in hope or who needs it.

"Welcome!" to all who rejoice and are strong, or who mourn and are weary.

"Welcome!" to those who know Christ, and to those who long for an introduction.

We believe God's grace is extended to all. To anyone who has felt unwelcome or has experienced rejection elsewhere, we say, "All are welcome here!"

We acknowledge our diversities ... and we welcome, respect and support people of every race, ethnicity, economic status, sexual orientation, age, gender, marital status and physical as well as mental ability. We are a community where all are equal, all are loved, and all are respected for who and what they are – and for what they can become.

We acknowledge that our fears and ignorance sometimes hinder us. We challenge one another to follow the teachings of Jesus, who denied no one and welcomed all: We strive to live our faith by supporting inclusiveness and justice for all humanity, and we invite all who gather here to participate in our ministries of service, word and sacrament.

ARTICLE V - Affiliation

This church shall be a member of the United Church of Christ, and it shall sustain that relationship with the United Church of Christ described in those portions of the current Constitution and Bylaws of the United Church of Christ relating to local churches.

ARTICLE VI - Governing Body

The governing body of this church shall be the membership assembled in church meeting. The vote of a majority of members present shall be the action of the church, except as specified in the Constitution and Bylaws of this church. A quorum shall consist of ten percent of the members.

ARTICLE VII— Church Meetings

The annual meeting shall be held before the end of the fiscal year. The purpose of this meeting shall be to elect church leadership, to approve the budget, to provide fellowship and discuss possible program changes.

Special meetings may be called by the Governance Council or by a written petition to the Governance Council signed by not less than ten percent of the members. The Governance Council shall give written notice to include the purpose of the meeting at least two weeks prior to any called meeting.

ARTICLE VIII – Executive Responsibility

The Governance Council shall be the executive body of this church. It shall be composed of the President, Vice President, Secretary, Treasurer, Generosity Team Leader, the Senior Pastor and Associate Pastor(s).

ARTICLE IX - Property

The church may, in its corporate name, sue or be sued, acquire property by purchase, gift, devise, bequest, or otherwise, and own, hold, invest, 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.

Upon legal dissolution of this church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be

transferred to the Indiana-Kentucky Conference of the United Church of Christ (or its successor) unless such a transfer is specifically prohibited by language in the gift.

ARTICLE X – Rules of Order

Robert's Rule of Order shall be the parliamentary authority of all matters of procedure not specifically covered by this Constitution or Bylaws.

ARTICLE XI- Amendments

The Constitution of this church may be amended by the congregation by a vote of three-fourths of the members present, either at an annual meeting or at a special meeting called for that purpose.

Bylaws for St. Peter's United Church of Christ of Carmel, Inc.

SECTION I – Membership

Qualifications

Persons become members of this church by (a) baptism and (b) either confirmation, profession of faith, re-profession of faith, or letter of transfer from another Christian church or (c) by regularly attending worship and giving of their time, talent and treasure for a period of not less than one year.

Duties

Each member is expected to attend church regularly, share in the celebration of the Lord's Supper, contribute regularly to the support of this church and its benevolences, support the spiritual welfare of the membership, and participate in the ongoing ministries of the church.

Voting Rights

Every member shall be entitled to vote in all elections for pastor(s), team leaders, and officers (as specified in these Bylaws), and on any question submitted to the congregation for action.

Termination

A person's membership in this church may be terminated in these ways:

- Any member, at his/her request, may be granted a letter of transfer to another church. If a member desires to unite with another church that does not accept a letter of transfer, his/her name will be removed from the membership roll.
- A member who has had an unknown address for one year, or who has: a) not attended church worship services; b) not shared in the Lord's Supper; and c) not contributed to the support of this church for one year may be removed from the membership roll and placed on an inactive list, but only after the Ministry Council has earnestly sought to secure all relevant information. If after the expiration of another year the relationship to this church remains unchanged, the member may be removed from the inactive list upon recommendation of the Ministry Council.
- A member who has become inactive or has been removed from the membership roll may be restored to the membership roll, when said member again becomes active in the worship and ministry of this church, by recommendation of the Ministry Council.

SECTION II—Meetings

Annual Meeting

The Annual Meeting of the church will be held prior to the end of the fiscal year, the date to be determined by the Governance Council. The agenda shall be as specified in the Constitution under Article VII.

Congregational Prerogative

It is a prerogative of the congregation, assembled in duly called meetings, to decide on such matters as: the annual budget, the buying and selling of property, the launch of building projects, the expenditure of \$15,000.00 or more on unbudgeted items, the call and dismissal of a pastor, changes in this Constitution and Bylaws, and the election of the church leadership. For the transaction of all other business, the administration of the church is invested in the Governance Council, Ministry Council and Finance and Operations Council, elected and composed as provided for in these Bylaws.

Special Meetings

Special meetings can be called by the Governance Council as provided for in the Constitution. Two weeks written notice is always required for the calling of all regular and special meetings of the congregation.

Quorum

A quorum shall consist of ten percent of the members.

SECTION III - Senior Pastor

- A. The Senior Pastor shall provide spiritual leadership for the members of the congregation including preaching, teaching, administering the sacraments, and exercising general pastoral oversight. The Senior Pastor shall lead the Ministry Council and be a voting member of the Governance Council and Finance and Operations Council. The Senior Pastor is responsible for assuring complete records are kept of all baptisms, confirmations, reception and dismissal of members, marriages, and deaths. The records shall be the property of the church. Each year the Senior Pastor shall make an annual report to the congregation and to the Indiana-Kentucky Conference. The Senior Pastor shall have responsibility for supervision for all paid employees and meet with all paid employees as necessary.
- B. The Senior Pastor shall be elected by secret ballot of at least three-fourths majority of the members present at a special congregational meeting called for that purpose and shall serve for an indefinite period. In order to terminate this relationship under normal conditions, three months written notice shall be given by either party. A shorter period of notice of termination may occur if both the Pastor and congregation mutually agree it is in the best interest of all concerned.
- C. The Congregation may call a special meeting (under the Bylaws Section II, Paragraph C) for the purpose of dismissal of the Senior Pastor. A three-fourths majority vote of the members present will be required for dismissal. Vote shall be by secret ballot.
- D. When a vacancy occurs for a Senior Pastor, a search team which reasonably represents the demographics of the Congregation shall be appointed by the Governance Council.

The search team may consult with the Indiana-Kentucky Conference to obtain profiles of qualified candidates for the vacant position. The procedures for calling, electing, and installing a Senior Pastor shall be in accordance with the suggested guidelines of the Constitution and Bylaws of the Southeast Association and Indiana-Kentucky Conference of the United Church of Christ.

- E. The Senior Pastor has the right of voice and vote in all matters.

SECTION IV – Associate Pastor(s)

- A. The Associate Pastor(s), in conjunction with guidelines set forth by the Senior Pastor, shall provide spiritual leadership for members of the congregation including preaching, teaching, administering the sacraments, and exercising general pastoral oversight. The Associate Pastor(s) shall work closely with church leaders and the congregation on all spiritual matters related to St. Peter’s Church and shall be a voting member of the Governance Council and the Ministry Council.
- B. The Associate Pastor(s) shall be elected by secret ballot of at least three-fourths majority of the members present at a special congregational meeting called for that purpose and shall serve for an indefinite period. In order to terminate this relationship under normal conditions, three months written notice shall be given by either party. A shorter period of notice of termination may occur if both the Associate Pastor and congregation mutually agree it is in the best interest of all concerned.
- C. The Congregation may call a special meeting (under the Bylaws, Section II, Paragraph C) for the purpose of dismissal of an Associate Pastor. A three-fourths vote of the members present will be required for dismissal. Vote shall be by secret ballot.
- D. When a vacancy occurs for an Associate Pastor, a search team shall be appointed by the Governance Council. The Governance Council shall strive to appoint a search team which reasonably represents the demographics of the Congregation. The search team may consult with the Indiana-Kentucky Conference to obtain profiles of qualified candidates for the vacant position. The procedures for calling, electing, and installing an Associate Pastor shall be in accordance with the suggested guidelines of the Constitution and Bylaws of the Southeast Association and the Indiana-Kentucky Conference of the United Church of Christ.
- E. The Associate Pastor has the right of voice and vote in all matters.

SECTION V – Summary of Governance Structure

The Governance Council steers the congregation and ensures that the church operates skillfully and efficiently and has adequate funding and human resources to meet its stated purpose. The Ministry Council works to ensure that the church meet its congregational, spiritual and mission needs. The Finance and Operations Council manages the church’s financial, human, and building resources with judicious care.

SECTION VI – Governance Council

Composition

The Governance Council shall be made up of the President, Vice President, Secretary, Treasurer, Treasurer Elect, Generosity Team Leader, the Senior Pastor, and Associate Pastor(s). The manner of election of each of the above mentioned positions, with the exception of pastors, will be specified in Section XI of these bylaws.

Meetings

The Governance Council shall meet monthly.

Purpose

The Governance Council, led by the President, is responsible for financial and ministerial oversight. The Governance Council will be charged with voting on all church policies that will be recorded and organized by the Secretary. The Governance Council will be a visionary body and strategically plan for the long-term well-being of the congregation. The Governance Council is responsible for funding the budget. The Governance Council must approve the purchasing and selling of property, major remodeling or erection of buildings, the borrowing or expenditure of money for emergency or unbudgeted items in excess of \$15,000.00, for which the Governance Council must receive consent of a majority of the members assembled at a properly called meeting for that purpose. The Governance Council shall keep a complete and accurate record of all proceedings.

Duties

President

The President will preside at all meetings of the Governance Council, and at the Annual Meeting and special meetings of the congregation. The President will chair the auditing process of financial accounts. External auditing of financial accounts shall occur at least every four years. Internal review of financial accounts shall occur in all other years. The President shall have the right of voice in all matters before the Governance Council, Ministry Council and the congregation.

Vice President

The Vice President will lead the Finance and Operations Council. The Vice President shall assist the President in every way possible and preside at meetings in the absence of or at the request of the President. The Vice President shall automatically become President when a vacancy occurs in the office of President. The Vice President shall have the right of voice and vote in all matters before the Governance Council, Finance and Operations Council, and the congregation. The Vice President will act as the Parliamentarian, ensuring adherence to the Constitution and Bylaws and approved policies.

Secretary

The Secretary shall serve as secretary of the proceedings at these meetings, preserve communications and reports, maintain the policy records and issue written notices of all meetings when necessary. The Secretary shall have the right of voice and vote in all matters before the Governance Council and the congregation.

Treasurer

The Treasurer shall be responsible to maintain all financial books and records, ensuring that transactions are recorded in a timely, complete, and accurate manner. In addition, the Treasurer shall be responsible for all insurance programs, as well as all banking and investment relationships. The Treasurer is responsible for the timely filing of all regulatory reports. The Treasurer shall submit monthly reports on financial activities to the Governance Council and the Finance and Operations Council. An annual financial report shall be submitted to the congregation. The monthly reports shall include financial activities of the operating fund (budget), balance sheet, Board Designated and Temporarily Restricted Funds, and OCWM Local and Major Maintenance reserves. The Treasurer shall assume the duties of the Vice President when a vacancy occurs in that office. The Treasurer shall have the right of voice and vote in all matters before the Governance Council, Finance and Operations Council, and the congregation.

Treasurer Elect

The Treasurer Elect shall assist the Treasurer and assume the full duties of the Treasurer following his/her term as Treasurer Elect. The Treasurer Elect shall assume the duties of the Treasurer when a vacancy occurs in that office. The Treasurer Elect shall have the right of voice and vote in all matters before the Governance Council, Finance and Operations Council, and the congregation.

Generosity Team Leader

The Generosity Team Leader leads the Generosity Team which shall have a core membership of 4 to 8 members. The Generosity Team works with the congregation to promote the giving of time, talent and treasure. This team plans the annual stewardship campaign, capital campaigns, estate planning, living wills and other long-term capital strategies. The Generosity Team promotes service and volunteerism.

Trustees

The trustees of the church shall be the President, the Vice President, the Secretary and the Treasurer. Two trustees shall be responsible for signing all legal documents of the church and all checks over \$5,000.00.

SECTION VII – Finance and Operations Council

Composition

The Finance and Operations Council shall be led by the Vice President. Membership shall include the Vice President, Treasurer, Treasurer Elect, Financial Secretary, Financial Secretary- Elect, Senior Pastor, and team leaders from the Building and Grounds Team, the Staff Support Team and Technology Team. The Vice President and Treasurer, at their discretion, may add up to two at-large members to the team to be approved by the Governance Council. The manner of election of each of the above mentioned positions, with the exception of the Senior Pastor, will be specified in Section XI of these Bylaws.

Meetings

The Finance and Operations Council shall meet monthly.

Purpose

The Finance and Operations Council shall transact the business of the church, oversee the operating budget and technology, ensure the safeguarding of assets, oversee proper maintenance of our facilities, and make provision for adequate support of staff. The Finance and Operations Council shall monitor the receipts and disbursements on a monthly basis. The Finance and Operations Council shall approve expenditures of temporarily restricted and board designated funds. The Finance and Operations Council will provide financial advice and support to the Ministry Council and Governance Council. It will hold the Ministry Council and Governance Council accountable for meeting the fiscal budget. It will make recommendations to the Governance Council on matters of building and grounds, staffing, technology, investments and fiscal policies. The Finance and Operations Council will keep a complete and accurate record of all proceedings.

Duties

Vice President

The Vice-President will lead the Finance and Operations Council.

Treasurer

The Treasurer shall be responsible to maintain all financial books and records, ensuring that transactions are recorded in a timely, complete, and accurate manner. In addition, the Treasurer shall be responsible for all insurance programs, as well as all banking and investment relationships. The Treasurer is responsible for the timely filing of all regulatory reports. The Treasurer shall submit monthly reports on financial activities to the Governance Council and Finance and Operations Council. An annual financial report shall be submitted to the congregation. The monthly reports shall include financial activities of the operating fund (budget), balance sheet, Board Designated and Temporarily Restricted Funds, and OCWM Local and Major Maintenance reserves. The Treasurer shall assume the duties of the Vice President when a vacancy occurs in that office.

Treasurer Elect

The Treasurer Elect shall assist the Treasurer and assume the full duties of the Treasurer following his/her term as Treasurer Elect. The Treasurer Elect shall assume the duties of the Treasurer when a vacancy occurs in that office. The Treasurer Elect shall have the right of voice and vote in all matters before the Governance Council, Finance and Operations Council, and the congregation.

Financial Secretary

The Financial Secretary shall keep an accurate record of all pledges and contributions of the membership, shall give a monthly report to the Finance and Operations Council, and shall issue an annual statement in January for tax purposes to each contributor. The Financial Secretary shall have the right of voice and vote in all matters before the Finance and Operations Council and the congregation.

Financial Secretary-Elect

The Financial Secretary-Elect shall assist the Financial Secretary and assume the full duties of the Financial Secretary following his/her term as Financial Secretary-Elect. The Financial Secretary-Elect shall have the right of voice and vote in all matters before the Finance and Operations Council and the congregation.

Building and Grounds Team Leader

The Building and Grounds Team Leader will lead the Building and Grounds Team, which shall have a core membership of 4 to 8 members. This team will oversee the care of the St. Peter's space, facilities and property.

Staff Support Team Leader

The Staff Support Team Leader will lead the Staff Support Team, which shall have a membership of 4 to 6 members. The Team is responsible for preparing and maintaining policies and procedures relating to human resources including job descriptions, determining salary ranges when non-pastoral positions are filled, hiring and termination of staff, fringe benefits, and performance reviews. The Team shall assist the Senior Pastor in the evaluation of staff members.

Technology Team Leader

The Technology Team Leader will lead the Technology Team, which shall have a core membership of 4 to 8 members. The Technology Team supports all matters concerning technology, including the copier, phone system, computer and internet access, and technical equipment such as electronic boards, projectors, and DVD equipment. The Technology Team will make recommendations to the Finance and Operations Council to enhance our operational efficiency and opportunities for cost-savings.

SECTION VIII— Ministry Council

Composition

The Ministry Council shall be led by the Senior Pastor and membership shall include the President, the Senior Pastor, the Associate Pastor(s), Music Director, Education Director and the team leaders of the Spiritual Life Team, Education Team, Music Team, Hospitality Team, Missions Team and the Preschool Team. The manner of election of each of the above mentioned positions, with the exception of pastors, will be specified in Section XI of the bylaws.

Meetings

The Ministry Council shall meet monthly.

Purpose

The Senior Pastor will help coordinate the responsibilities between the teams. The Senior Pastor will delegate functions to the Associate Pastor to ensure adequate leadership to ministry team leaders. The Ministry Council will maintain the church calendar. The Senior Pastor will report on Ministries to the Governance Council and the Finance and Operations Council. The Ministry Council shall keep a complete and accurate record of all proceedings.

Duties

Spiritual Life Team Leader

The Spiritual Life Team Leader shall lead the Spiritual Life Team, which shall have a core membership of 4 to 8 members. The Spiritual Life Team is responsible for developing creative and enriching worship and spiritual opportunities. Specific responsibilities of this team include men's, women's and family retreats, guest authors and speakers, celebrations, art projects, Bible studies, hiking and other trips, small spiritual enrichment

groups, prayer groups, and devotional literature. The team supports regular worship services with ushers, acolytes, communion preparation ministers, and liturgists

Education Team Leader

The Education Team Leader shall lead the Education Team which is responsible for all education programs in the church. The Team Leader shall coordinate activities with the education staff. The Team Leader shall also coordinate music programs for children with Music Team Leader and Director of Music. The team shall have a membership of 4 to 8.

Music Team Leader

The Music Team Leader shall lead the Music Team, which shall be responsible for the music programs and activities of the church. The Team Leader shall coordinate activities with the Director of Music, who will serve as a member of the team. The Music Team shall have a membership of 4 to 8.

Hospitality Team Leader

The Hospitality Team Leader shall lead the Hospitality Team, which consists of the Fellowship, Caregiving and Health & Wholeness ministries. The Hospitality Team shall have a core membership of 4 to 8. Responsibilities include activities providing Fellowship within the congregation, such as dinners, coffee hours, parties, sport activities, and game nights, etc. for all ages. The Caregiving ministry responds to the needs of those who are ill or unable to share in worship, welcomes visitors into the life of the St. Peter's Community, and provides food for families during important transitions. The Health & Wholeness ministry works with the congregation in areas including fitness, nutrition, general health, mental wellness, and life transitions.

Preschool Team Leader

The Preschool Team Leader shall lead the Preschool Team, which shall be responsible for overseeing the activities of the Preschool, providing support to the Preschool Director; assisting the Director in preparation of a budget, and assisting in programming activities. Annually, the Team shall submit an approved budget to the Governance Council for acceptance. The Preschool Team shall have nine members: four will be church members, one of whom will be the Team Leader; four will be parents of children who are currently enrolled in the preschool to be appointed by the Preschool Team, which may also include church members; and the Treasurer. The Treasurer shall serve on the Preschool Team with responsibility for assisting in the preparation of preschool budgets and reporting to the Governance Council. The Preschool Team provides for communication between the Preschool and the congregation. The Preschool Team supervises the general operation of the preschool as it relates to the life of St. Peter's.

Missions Team Leader

The Missions Team Leader shall lead the Missions Team, which shall oversee all mission-related activities, raise funds for these activities as needed, and identify opportunities for the expenditure of mission funds. This team is also responsible for disbursing funds from the St. Peter's Our Church's Wider Mission (OCWM) grant fund.

SECTION IX - Pastor Support Teams

Separate support teams will exist for each Senior and Associate Pastor. The Teams shall be composed of two members, appointed by the pastor the team is serving, and two Members at Large elected by the congregation. The terms overlap, with one appointee and one Member at Large being replaced each year. Members of this team may serve two consecutive terms. The Team Leader shall be the elected second-year at Large member.

The Teams shall serve as a sounding board for the Senior Pastor, the Associate Pastor(s), and members of the congregation. The Teams shall strive to promote a healthy relationship between the pastor(s) and the congregation. The Teams shall offer support and counsel to the pastor and the pastor's family on matters before them.

The Pastor Support Teams shall advise and consult with the Governance Council as needed.

SECTION X - Other Teams

Nominating Team

The Nominating Team consists of the outgoing Team Leaders, the President, the Vice President, the Senior Pastor and Associate Pastor(s). The President shall appoint a chairperson from among these members.

The Nominating Team is to present a slate of candidates to the congregation at least two weeks prior to the annual meeting. The Nominating Team is also responsible for filling vacancies which occur among the elected positions during the year.

Special Teams may be appointed by the Governance, Ministry, and Finance and Operations Councils as necessary.

SECTION XI - Nominations, Elections and Terms of Office

Nominations

Nominations for the offices of Vice President, Treasurer Elect, Secretary, Financial Secretary-Elect, Ministry Team Leaders, two members of the Pastor Support Team and two members of the Associate Pastor Support Team shall originate in the Nominating Team. Written notice of all nominations shall be given at least two weeks prior to the annual congregational meeting. Additional nominations may be made from the floor at this meeting, providing the nominee has given prior consent.

Elections

All elections shall be by ballot and shall be determined by a majority of votes cast. Those elected shall be installed and take office July 1St

Terms of Office

The President serves a two-year term. One year must elapse before that person can again serve on the Governance, Ministry or Finance and Operations Councils.

The Vice President serves a two-year term and becomes President following this term.

The Secretary serves a two-year term and may serve one additional term.

The Treasurer serves a two-year term.

The Treasurer Elect serves a two-year term and becomes Treasurer following this term.

The Financial Secretary serves a one-year term.

The Financial Secretary-Elect will serve a one-year term and become the Financial Secretary the following year.

Team Leaders serve a 2-year term and may succeed themselves one additional term.

Vacancies

Any vacancies which occur among the elected positions shall be filled by the Nominating Committee. The appointees shall serve until the term expires.

SECTION XII— Team Membership and Meetings

Individual team members will have two-year terms and they may serve two terms. The team membership terms will be staggered to ensure that team members will rotate on and off at different times, Team membership will be appointed positions and not elected.

Team meeting frequency will be determined by the team leader.

SECTION XIII - Staff Relationships, Responsibilities

The Senior Pastor shall have responsibility for supervision of and meet with all paid employees as necessary.

All staff persons are responsible to the Senior Pastor.

The Governance Council, working with the Finance and Operations Council, is responsible for employing and dismissing all staff persons (except the Senior and Associate Pastors) upon consideration of the recommendation of the Senior Pastor.

SECTION XIV - The Official Year

The fiscal year will be July 1 through June 30.

SECTION XV - Amendments

These Bylaws maybe revised or amended by the congregation by a vote of three-fourths of the members present, either at an annual meeting or at a special meeting called for that purpose. Two weeks written notice of any proposed changes shall be given.