

# United Parish By-Laws

## Proposal of the ad hoc By-Law Committee (John Bowman, Sasha Csatari, Koinonia Givens, Mike McConnell, Bob Phenix, Cathy Quackenbush)

### Proposed Amendments

The changes proposed are highlighted in pink.

## ARTICLE IV

### Senior and Associate Pastors, Specialized Ministries Staff, and Support Staff

1. Senior and Associate Pastors - The Senior and Associate Pastors of the United Parish are its ordained pastors. The Senior Pastor of ~~The~~the United Parish shall be accountable to the Council and to the All-Parish Meeting. The Senior Pastor shall, in cooperation with the Associate Pastor, the Council and appropriate committees or Ministry Teams, direct public worship, administer the sacraments and ordinances, provide pastoral care to the membership in times of need, and promote the spiritual welfare of the Parish and the development of lay ministries. The Senior Pastor shall be the head of staff and in that role shall be responsible for creating and sustaining an effective team. The Senior Pastor shall supervise the Associate Pastor and specialized ministries staff consistent with policy defined by the Council and appropriate ministry team charters, and undertake such other activities as are appropriate for the fulfillment of United Parish objectives. By virtue of the office, the Senior Pastor shall be a full member of the Church Council.

An Associate Pastor may be called when it is deemed necessary by the Council. Each Associate Pastor shall be responsible to the Senior Pastor in accordance with criteria determined by the Council and shall cooperate with the Council and appropriate committees and Ministry Teams. A candidate for such a position shall be selected by a Search Committee in the same manner as specified in Article IV, Section 4, with the Senior Pastor serving as consultant to the Search Committee.

The Senior Pastor and Associate Pastors shall act as theological consultants to aid in clarifying the Christian context of all actions and programs presented to the Parish. They shall ensure that our denominational connections are maintained and that resources of the denominations are available to support the ministries of ~~The~~the United Parish. The Senior Pastor or an Associate Pastor may attend any Council, committee, or Ministry Team meeting and may request a meeting of any Ministry Team or committee in order to clarify the Christian context of any action or recommendation proposed by that Ministry Team or committee.

2. Specialized Ministries Staff - Persons for specialized ministries may be hired as necessary. Specialized ministries positions may be created by action of the Council. Examples of specialized ministries include the Director of Music, Director of Christian Education, and Interns. Requests for creation or elimination of specialized ministries staff positions shall be initiated by the appropriate Ministry Team or committee or by the Senior Pastor and shall be submitted to the Council for approval. Hiring of persons as specialized ministries staff and termination of their employment shall be done by the Council and the Senior Pastor in consultation with the appropriate Ministry Team or committee. The Council may delegate the search process to the appropriate Ministry Team or committee, but the Senior Pastor shall be a participant in the search process and the Senior Pastor and Council must approve the results of the search. Persons serving in

positions of specialized ministries shall be under the direct supervision of the Senior Pastor (unless delegated by the Council to an Associate Pastor) for carrying out the policies of the Council or appropriate Ministry Teams.

The Senior Pastor, Associate Pastor, and specialized staff shall report regularly to the church as a whole -- and at least quarterly to the Council -- (through the UP News or other medium easily accessed by the membership) on their work and the work of the ministries of which they are sponsors.

3. Support Staff - Support staff shall be defined as persons who fill positions other than those under Article IV, Sections 1 and 2, such as church administrator, operations manager, administrative assistant, financial secretary, secretaries, sextons and others deemed necessary. Support staff shall be responsible to the Senior Pastor on a day-to-day basis for carrying out the policies of the Council and designated Ministry Teams. Employment and termination of employment shall be the responsibility of the Senior Pastor with the approval of the Council.

4. When the Council determines that it is necessary to obtain a Senior Pastor or an Associate Pastor, a search committee of six persons shall be formed by the Council to represent the diversity of the congregation, in denominational background, age, tenure, and other criteria (including at least one member from each of the participating churches). All members of the search committee shall be members of the United Parish. The Moderator shall be responsible for calling the first meeting of the committee, at which time the committee shall elect a chairperson or co-chairpersons from among its members. There shall be no fixed requirement of denominational affiliation for a Senior or Associate Pastor, except that each candidate's credentials shall be acceptable by the standards of at least one of the participating churches. All else being equal, consideration shall be given to a candidate representing the denomination that has gone the longest without representation by a Senior Pastor. The Senior Pastor shall serve in an advisory capacity on any search committee formed to call an Associate Pastor and must approve the results.

5. If there will be a period during which the Parish will be without the services of a Senior Pastor, the Council may direct the search committee to obtain the services of an interim pastor or make other provision for interim ministry.

6. When the search committee has completed its search, it shall, at a special meeting of the Parish called for this purpose, propose the name of the Senior Pastor or Associate Pastor agreed upon for election. A three-fourths vote of the members present and eligible to vote shall be required for election. The call to a Pastor, in the form of a written contract consistent with these Bylaws, shall be prepared by the search committee in consultation with the Council and shall be signed by the Moderator and the Clerk.

7. The period of service of the Senior Pastor or an Associate Pastor may be terminated by either that Pastor or by the Parish by three-months' written notice unless a briefer time is mutually agreed upon. A majority vote of the members present and eligible to vote at a special meeting of the Parish called for this purpose shall be necessary for the Parish to terminate the relationship with the Senior Pastor. The relationship with an Associate Pastor may be terminated by a major-

ity vote of all members of the Council. In either case, the Parish shall conform to the requirements of the denomination in which the Pastor is ordained.

8. Each staff person who has served the United Parish for at least a year shall receive an annual performance review. This review shall be carried out, with the support of the HR & Admin (or similar) Ministry Team, by the Council for the Senior Pastor and by the Senior Pastor for all other staff.

## ARTICLE V Church Council

1. The executive body of the church shall be the Church Council, charged primarily with promoting the welfare, spiritual and physical, of the members of the congregation, and responsible for the oversight of the total program of the Parish. The Council shall be empowered to act for the Parish in all matters not specifically covered by the Bylaws, and not specifically reserved to the Parish Meeting. All committees and ministry teams are in turn subject to the Council. All decisions and actions of the Council are subject to review by the All-Parish Meeting.

The Council's specific tasks include: establishing overall church policy; oversight of and liaison with the ~~ministry teams~~Ministry Teams; provision of leadership training for the laity; oversight of the Senior Pastor and any Associate Pastors (including job description and compensation); development and execution of effective human resources policies and procedures ensuring fair and equitable treatment of all staff; and budget preparation and financial stewardship. They are responsible for the creation of specialized ministries and support staff positions, their job descriptions and compensation. Any of these responsibilities may be delegated to a ministry team chartered for that purpose, subject to regular and periodic review.

2. The Council may amend or revoke any action taken by any ministry team or committee in the name of the Parish. Any action taken by the Council or any other agency may be amended or revoked by a Parish Meeting.

3. The Council may interpret the Bylaws in order to avoid or settle questions of jurisdiction and governance that may arise.

4. The Council and Senior Pastor shall be jointly responsible for defining the ministries of the United Parish, according to the needs of the Parish, and for directing or chartering Ministry Teams to carry them out (see Article XI).

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## ARTICLE XI General Provisions of Ministry Teams

1. Ministry Teams shall be the primary means of promoting the work of the church. We believe we cannot improve on Christ's teachings, but we know we can improve ourselves and our world by joining together to follow four foundational directions or movements of the Spirit : Gathering, Exalting, Deepening, and Stretching. Ministry Teams come into existence to serve a current or ongoing need and are staffed by people of the congregation with the interests and sense of being called to minister in this way. In addition to taking up a specific ministry, Ministry Teams are intended to provide entry points for new members and visitors, a source of fellowship and mutual support, and a focal point of individual spiritual growth. These Ministry Teams may be instigated and carried on by interested members with the advice and support of the Senior Pastor, an Associate Pastor, the Council or other Ministry Teams.

2. Ministry Teams shall be aligned with one or more of the four Directions of the United Parish's ministry and mission. While the responsibility for ministry lies with the Ministry Teams, a Staff member shall be designated as principal sponsor for one or more Directions: Exalting, Deepening, Stretching, and Gathering. The Staff sponsor shares responsibility for resourcing, equipping, and supporting chartered Ministry Teams and for identifying new ministry needs with the Council, the Senior Pastor and the Discernment & Engagement Group. This work is to be done collaboratively, with no Staff member having sole responsibility for a Direction or Ministry.