

THE CONGREGATIONAL CHURCH OF SUN CITY

---

BY-LAWS

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PREAMBLE

We, the members of **The Congregational Church of Sun City**, hereby adopt the following By-Laws for the guidance of our business and spiritual affairs and in order that our Articles of Incorporation may be made more effective.

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# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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### ARTICLE I

#### NAME

This Church shall be known as **The Congregational Church of Sun City, Arizona.**

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### ARTICLE II

#### CHARACTER

##### **SECTION 1 GOVERNMENT**

The government of this Church is vested in its members who exercise the right of full and final control of its affairs. This Church shall always remain autonomous, independent and Congregational in character.

##### **SECTION 2 FELLOWSHIPS**

This Church acknowledges and accepts the important obligations of mutual counsel and cooperation involved in the free fellowship of the Congregational Christian Churches, and pledges itself to safeguard and to share their common aims and work. It declares its fellowship with all churches which seek to promote the Kingdom of the Lord Jesus Christ.

##### **SECTION 3 COVENANTS**

We covenant with the Lord and with one another, in the fellowship of this Church, for the purpose of worshipping God, and in our endeavor to make His will dominant in the lives of people, especially as His will is made known to us in the life and teachings of Jesus Christ, and through the guidance of the Holy Spirit.

##### **SECTION 4 LOCATIONS**

This Church's place of meeting and worship is 18401 North 99<sup>th</sup> Avenue, Sun City, Arizona, 85373. Meetings of this Church shall not be held in any other locations without the approval of the Church Council or of the Church itself.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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### ARTICLE III

#### MEMBERS

##### **SECTION 1 MEMBER**

The Church's members shall consist of all those who have been received by vote of the Board of Deacons, and who have accepted the Church Covenant on:

- (a) Presentation of letters of transfer from other churches, or
- (b) Reaffirmation of faith, if letters are not available, or
- (c) Confession of faith and baptism if not previously baptized or exempted because of conviction.

##### **SECTION 2 ASSOCIATE MEMBERSHIPS**

Persons who are desirous of being related to The Congregational Church of Sun City but, for personal reasons acceptable to the Board of Deacons, do not desire to transfer their church letters, and who accept the Covenant of the Church, may become Associate Members with full privileges of membership, except:

- (a) that they will have no vote in the calling of a minister,
- (b) nor in matters requiring corporate action of the Church,
- (c) nor shall they assume the following leadership roles:
  - Moderator or Moderator-Elect;
  - Chairmanship of the Board of Trustees; or
  - Chairmanship of the Board of Deacons.

##### **SECTION 3 VOTING MEMBERS**

Members and Associate Members in good standing over eighteen (18) years of age may speak and vote in the business meetings of the Church, except as set forth in Section 2 above.

A member in good standing may upon request and by vote of the Board of Deacons:

- (a) be granted a letter of transfer to any church, or
- (b) be released from membership if, after due conference and deliberation, he/she desires such release.

# THE CONGREGATIONAL CHURCH OF SUN CITY

---

## BY-LAWS

---

### **SECTION 4 INACTIVE MEMBERSHIP**

Members may be transferred to Inactive Membership status by vote of the Board of Deacons if, in the judgment of the Deacons, they have failed to abide by the Church Covenant by:

- (a) having intentionally and consistently absented themselves from the Church's worship services;
- (b) having demonstrated influential opposition to actions taken by the Church in meeting assembled; or
- (c) having not communicated with the Church or contributed responsibly to its support for a period of one (1) year.

Inactive Members shall have no voice or vote at a Church meeting, nor shall they serve in office on Boards or on Committees. From the date of transfer to inactive status, persons shall cease to be reported on the active membership roll. If after one (1) year an Inactive Member has not requested and been granted a return to full membership, he/she shall be removed from Church membership.

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## ARTICLE IV

### MEETINGS

#### **SECTION 1 WORSHIP**

- A. Public services shall be held each week on the Lord's Day for prayer and worship, and at such other times as the Senior Pastor and/or the Board of Deacons shall decide.
- B. The Lord's Supper shall be observed at such times as the Senior Pastor and/or the Board of Deacons shall determine, but not fewer than four (4) times during each calendar year.

#### **SECTION 2 BUSINESS**

##### **A. Call to Meetings**

1. Notice and purpose of any meeting, annual or special, shall be read at a church service on two consecutive Sundays prior to such meeting.
2. It shall be printed in the church bulletin on two consecutive Sundays.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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3. A copy of such notice shall be sent by either E-mail or by FIRST CLASS MAIL to each member at the last known address of each member at least ten (10) days prior to such a meeting.

### **B. Annual Meeting**

- a. The Annual Meeting shall be held each year during the week following the fourth Sunday in January.
- b. At such meeting, annual reports shall be made available by all Officers, Boards, and Organizations.
- c. The election of officers shall be held.
- d. Any other proper business shall be transacted.
- e. The annual budget for that calendar year shall be presented by the Board of Trustees, and on a majority approval of the members present, shall be adopted.
- f. If neither the Moderator nor the Moderator-Elect is present, the most recent Past-Moderator present shall act as presiding officer.

### **C. Special Meetings**

- a. Special Meetings of the Church shall be held as provided in the Articles of Incorporation.
- b. Special Meetings may also be called by vote of the Church Council or by the Moderator.
- c. When written request of ten (10) members for a Special Meeting is received in the Church Office, the Moderator, or in his/her absence, the Moderator-elect, or in their absence, the most recent Past-Moderator available, shall immediately call a Special Meeting, to be held not more than ninety (90) days hence, following procedures set forth in Article IX of the Articles of Incorporation.
- d. If neither the Moderator nor Moderator-Elect is present, the most recent Past-Moderator present shall act as Presiding Officer.

### **D. Quorum**

- a. The required quorum for any business meeting of the Church or Corporation shall consist of not less than 10 percent (10%) of the Church membership.
- b. The first duties of the Moderator or Presiding Officer shall be to ascertain that due notice of the meeting has been given, and

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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- c. that there is a quorum present.
- d. This information shall be noted in the Clerk's minutes of the meeting.

ARTICLE V  
PASTORS,  
OFFICERS,  
BOARDS,  
COMMITTEES, AND  
ORGANIZATIONS

**CHURCH ACTIVITIES:** The activities of the Church shall be under the care of a Pastor and all elected Officers, Boards, and Committees of the Church.

**ELECTION OF ALL OFFICERS, BOARDS, AND COMMITTEES:** except as otherwise provided in the Articles of Incorporation and By-Laws, shall be elected at each Annual Meeting.

**CHURCH STAFF:** All staff of the Church shall be under the direction of the Senior Pastor.

### SECTION 1 PASTORS

#### PASTORATE OFFICE:

- a. Senior and Associate Pastors shall be chosen and called by a vote of at least three-quarters ( $\frac{3}{4}$ ) of the members present at a meeting at which, upon due notice, his/her call shall be recommended by the Pastor Search Committee hereinafter provided for.
- b. The Pastors shall continue in office for an indefinite period.
- c. The pastor relationship may be dissolved by either the Pastor or the Church upon three (3) months written notice of such intention.
- d. It shall be the duty of the Pastors to preach the Word, to administer the Sacraments, and to promote the spiritual welfare of the Church and those whom it serves.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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- e. All religious activities of the Church shall be under the direction of the Senior Pastor, and shall be conducted by him/her or his/her appointee in consultation with the Board of Deacons.
- f. Pastors may, at their discretion, attend any meeting of a Board, Council, or Committee, but shall act in an advisory capacity and have no vote, except as otherwise provided by these By-Laws.
- g. Pastors shall report of their work at the Annual Meeting of the Church.

### **ASSOCIATE PASTOR:**

- a. The Senior Pastor, in conjunction with the Council, will advise when he/she considers an Associate Pastor is needed.
- b. If the Church Council approves, the Associate Pastor Search Committee shall consist of the Senior Pastor and two (2) members of the Congregation appointed by the Senior Pastor and approved by the Church Council.
- c. The duties of an Associate shall be defined by the Council and the Senior Pastor at a meeting of the Council called for that purpose.
- d. The Associate Pastor shall be under the direction of the Senior Pastor and shall be accountable to the Senior Pastor.

### **VACANCY (i.e., Interim Pastor):**

- a. When there is a vacancy in the Senior Pastorate, the Search Committee shall appoint an ordained minister to perform all the religious and spiritual responsibilities until a permanent Pastor has been chosen and has accepted a Call as provided elsewhere in these By-Laws. The duties of an Interim Pastor shall be defined by the Church Council.

## **SECTION 2 OFFICERS**

### **A. Moderator:**

- a. The Moderator shall be elected at each Annual Meeting for a term of one (1) year.
- b. No individual shall hold this office for consecutive terms.
- c. The Moderator shall be the lay leader of the Church, calling and moderating annual and special meetings of the Church and the Church Council over which he/she presides.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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- d. The Moderator is to coordinate the function of all Boards and Committees, with the exception of the nominating committee,
- e. and to serve as a liaison between such Boards and the Pastor.
- f. The Moderator shall be an ex-officio member without vote of all Boards.
- g. The Moderator shall ascertain and assure that all Boards and Committees conduct Church business in accordance with the By-Laws of the Church.
- h. The Moderator shall appoint a parliamentarian for each Annual and Special Meeting of the Church.

### **B. Moderator Elect:**

- a. The Moderator Elect shall be elected for a term of one (1) year.
- b. The Moderator-Elect shall be Chairman of the Nominating Committee and assist the Moderator in the performance of duties set forth in Article V, Section 2, Paragraph A of these By-Laws.
- c. Should the office of Moderator become vacant because of the death, resignation, or incapacitation of the Moderator, the Moderator-Elect shall assume the office and fulfill the duties of Moderator until the next Annual Meeting.
- d. In such an event, the Moderator-Elect will be eligible for the office of Moderator in the next term.

### **C. Clerk:**

- a. The Clerk shall be elected at each Annual Meeting and shall hold office for one (1) year, and until a successor is elected and qualified.
- b. There shall be no limitation on the re-election of an individual to this office.
- c. The Clerk shall record the Minutes of the Annual and any Special Meetings of the Church,
- d. The Clerk shall serve as Secretary without vote, of the Church Council.
- e. The Clerk shall ascertain that a register of the membership of the Church, a record of baptisms, marriages, and deaths, and other vital information regarding the Church is maintained in the Church Office. The Clerk shall report on these matters to each Annual Meeting.



# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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### D. Treasurer:

- a. The Treasurer shall be appointed annually by the Board of Trustees and shall hold office and perform such duties as may be determined by the Trustees.
- b. The Treasurer shall supervise the financial accounting of the funds of the Church, making a complete **report** of the income, expenditures, and the status of all funds to the Trustees as required by them, and to the Church at each Annual Meeting.
- c. The Treasurer shall act as Statutory Agent.

### E. Auditor Financial Records Review:

A committee shall be appointed by the Board of Trustees to periodically review the financial records of the Church and provide a appropriate report at the Annual Meeting.

### F. Publicity Chair

- a) A Church Publicist shall be appointed by the Membership Board.
- b) The Church Publicist shall assist in distributing the approved advertising budget as approved by the Membership Board. They will also assist other organizations in making the public aware of activities of the Church.

## SECTION 3 BOARDS, COMMITTEES, AND ORGANIZATIONS

### A. Church Council

- a. The Council shall **consist of**:
  - Senior Pastor,
  - Associate Pastor(s),
  - Moderator, who shall act as the Chair,
  - Retiring (Immediate Past) Moderator,
  - Moderator-Elect,
  - Council Clerk,
  - Treasurer,
  - Chairs of All Boards,
  - one (1) representative of the Women's Fellowship,
  - one (1) representative of the Men's Club, and
  - three (3) members at large, who shall not be current officers or members of any Board. The members at large

# THE CONGREGATIONAL CHURCH OF SUN CITY

---

## BY-LAWS

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shall be elected for three-year (3) terms according to Article VI-A of these By-Laws.

- b. The Council shall represent the membership and act as the coordinating body of the Church between Church Meetings.
- c. It shall consider the entire task of the Church, establish policy, plan for the development of the Church, recommend programs, be responsible for special events, have responsibility for the integration and correlation of the work of all Officers and Boards, and advise with the Senior Pastor.
- d. It shall resolve conflicts between Boards on policy matters brought by proper Board representatives, and shall make appropriate decisions.
- e. It shall be consulted on major changes, physical and aesthetic, in the church plant.
- f. It shall review these By-Laws through committee assignment and recommend such changes as may be desirable at any meeting of the Church.
- g. The Council shall meet at least twice (2) times a year at the call of the Moderator, the Senior Pastor, or any three (3) members of the Council.
- h. The Council shall elect delegates to the meetings of the National Association of Congregational Christian Churches (N.A.C.C.C.), and any other organizations to which the Council desires representation.
- i. Except in case of emergency, Notice of Council Meetings shall be announced in the Church bulletin and sent by mail or telephone to each member at least one (1) week prior to the meeting.

### **B. Board of Trustees:**

- a. The Board of Trustees shall consist of nine (9) members.
- b. It shall, under the direction of the Church, hold in trust all Church property.
- c. It shall propose the annual budget for the support of the Church, and have general charge of its financial and business affairs.
- d. Any indebtedness incurred by the Board of Trustees exceeding fifty thousand (\$50,000.00) must be approved by the Church membership.
- e. It shall be responsible for the maintenance of the physical properties of the Church, but shall be held to the Covenants of the

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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Articles of Incorporation as to the disposition of the properties of the Church.

- f. It shall provide for the prompt payment of salaries and current expenses and shall present a detailed, written report of all its transactions during the year at the Annual Meeting of the Church.
- g. It shall be responsible for acquiring insurance to indemnify the church leadership against personal liability for their actions or inactions, when done in accordance with church policies and procedures.
- h. The Board shall create and maintain a set of Policies and Procedures for the Duties and Responsibilities of the Board.
- i. Any vacancy on the Board shall be filled by an appointment by the Board, of a member to serve until the next Annual Meeting.

### **C. Board of Deacons:**

- a. This Board shall consist of twelve (12) members.
- b. It shall have supervision, in consultation with the Senior Pastor, over the spiritual life of the Church, the worship services, the sick, the sorrowing, and the stranger.
- c. It shall have oversight of the fellowship life of the Church and, with the Senior Pastor, devise ways to make the worship and fellowship of the Church effective.
- d. The Board shall create and maintain a set of Policies and Procedures for the Duties and Responsibilities of the Board.
- e. Any vacancy on the Board shall be filled by an appointment by the Board, of a member to serve until the next Annual Meeting.

### **D. Missions Board:**

- a. This Board shall consist of six (6) members.
- b. It shall investigate, correlate, and promote benevolent projects throughout the Church fellowship, especially care of the poor.
- c. The Board shall seek out and encourage means of expanding the Christian service of the Church beyond its own membership.
- d. Funds collected or allocated for benevolent purposes shall be disbursed by the authority of this Board.
- e. The Board shall create and maintain a set of Policies and Procedures for the Duties and Responsibilities of the Board.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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- f. Any vacancy on the Board shall be filled by an appointment by the Board, of a member to serve until the next Annual Meeting.

### **E. Board of Membership:**

- a. This Board shall consist of nine (9) members.
- b. It shall have responsibility for developing, ~~and~~ directing - and Church membership programs.
- c. It shall promote membership in the Church, as well as help to preserve current membership.
- d. The Board shall create and maintain a set of Policies and Procedures for the Duties and Responsibilities of the Board.
- e. Any vacancy on the Board shall be filled by an appointment by the Board, of a member to serve until the next Annual Meeting.

### **F. Nominating Committee:**

- a. The Nominating Committee shall consist of:
  - The Moderator-Elect as the Chairman;
  - One (1) member from each board;
  - One (1) representative from the Women's Fellowship;
  - One (1) representative from the Men's Club; and,
  - Two (2) members at large - to be elected at the Annual Meeting.
- b. This Committee shall function throughout the year as necessary, and shall review all nominations submitted for elective office.
- c. Nominations may be submitted to the Nominating Committee, by members of the Church between February 1 and December 1.
- d. Not later than January 1, the Nominating Committee shall complete a sample ballot to be distributed with the Call to the Annual Meeting of the Church.
- e. Prior to the election, the Nominating Committee shall prepare an official ballot to be handed out at the Annual Meeting. The ballot shall include a write-in option for each position(s).
- f. The ballots shall be tabulated by a Teller Committee, appointed by the Nominating Committee, and the results reported at the Annual Meeting.

# THE CONGREGATIONAL CHURCH OF SUN CITY

---

## BY-LAWS

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### **G. Women's Fellowship:**

- a. The Women's Fellowship shall have as its objective: the promotion of Christian fellowship by assisting the Church in its spiritual, benevolent, and financial work.
- b. It shall provide a means of fellowship among women of the Church, electing its own officers, and having representation on the Church Council.
- c. It may have its own funds, projects, and expenditures. It may operate on its own fiscal year and have its own By-Laws, except that any provisions in conflict with the Articles of Incorporation or By-Laws of The Congregational Church of Sun City shall be null and void.

### **H. Men's Club:**

- a) The Men's Club shall have as its objective the promotion of Christian fellowship.
- b) It shall provide a means of fellowship among men of the Church, electing its own officers, and having representation on the Church Council.
- c) It may have its own funds, projects, and expenditures, subject to audit by the Church. It may operate on its own fiscal year and have its own By-Laws, except that any provisions in conflict with the Articles of Incorporation or By-Laws of The Congregational Church of Sun City shall be null and void.

### **I. Pastor Search Committee:**

- a) When there is a vacancy in the Pastorate, a Pastor Search Committee shall be formed to act for the Church in matters pertaining to seeking, selecting and recommending a candidate to be elected by Church Members at a meeting called for this purpose.
- b) This Pastor Search Committee shall consist of seven Church Members. Of the seven, four shall be Council Members elected by the Council. The remaining three shall be non-Council Members elected by the Congregation at a Congregational Meeting.
  1. The Pastor Search Committee shall not obligate the Church to exceed a financial amount stipulated by the Board of Trustees. Such amount shall be stipulated at the beginning of the year, and consist of a compensation package to be offered, as well as expenses incurred by the committee.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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2. The Pastor Search Committee shall conduct closed meetings with the Committee reporting to the Church on a regular basis.

### **J. Columbarium**

Money prepaid, and the earnings there from, by members pursuant to agreement with The Congregational Church of Sun City shall be considered trust funds for Columbarium use only, and are to be kept separate from other Church funds. Any expenditure of these funds shall be by this the trustees within the budget submitted to and approved by the Board of Trustees.

## ARTICLE VI

### ORGANIZATION OF BOARDS AND COMMITTEES

#### **SECTION 1 ELECTION AND TERMS OF OFFICE**

- a. Unless otherwise provided in the Articles of Incorporation, the members of the Boards shall be elected for three-year terms in such manner that the terms of approximately one-third (1/3) of the members shall expire annually. After serving a full three-year term, a person shall not be eligible for re-election to that Board until one (1) year has expired.
- b. If not otherwise provided in the Articles of Incorporation, each Board shall meet within thirty (30) days after the Annual Meeting to elect a Chair, Vice Chair and Secretary. Until such new officers are elected, the outgoing Chair will chair the Board and be responsible for its activity.

#### **SECTION 2 COMMITTEES**

- a. At their discretion, the Council and several Boards may create and dissolve special Committees for the furtherance of their respective duties. Such Committees shall be dissolved upon completion of assignment.
- b. A member of a Committee — appointed by the Church membership, a Board, or by the Council, shall be responsible to the Board or body which made the appointment. The term of any ad hoc appointed committee, or individual, shall not extend beyond the first meeting of the Board or Council after the Annual Meeting of the Church.

# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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- c. Boards and their Committees may spend funds budgeted for their use by the Board of Trustees. No additional funds may be spent by them unless approved by the Board of Trustees.

### **SECTION 3 LIMITATIONS**

No Board, Committee, or Organization of the Church shall engage in activity which would result in or could be interpreted as the Church receiving unrelated business income and/or participating in unrelated trade or business of a church.

### ARTICLE VII

#### INCLUSION

The Church regards as an integral part of itself all organizations formed for the development of any part of its life and work and sponsored by the Church or its organizations. All such organizations shall be under the general oversight of the Church, which will expect a report from each such organization at the Annual Meeting.

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# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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### ARTICLE VIII

#### FISCAL RESPONSIBILITY

The Church's fiscal year shall be the calendar year.

The Church shall operate on an annual budget prepared by the Board of Trustees, which shall consider all recommendations by the Boards, the Council and the members of the Church.

The Board of Trustees shall complete a church Budget for the ensuing year to be published with the Call to the Annual Meeting and to be acted upon by the Church at the Annual Meeting.

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### ARTICLE IX

#### RESPONSIBILITY

All Church Officers, Boards, Committees, and Organizations are responsible to the Church at an Annual or Special Meeting.

### ARTICLE X

#### BY-LAWS AMENDMENT

These By-Laws may be amended as provided in Article XIV of the Church's Articles of Incorporation.

### ARTICLE XI

#### PARLIAMENTARY AUTHORITY

Authority for all matters of procedure not covered in these By-Laws shall be Roberts Rules of Order Newly Revised.

These amended By-Laws of The Congregational Church of Sun City, were adopted at a duly authorized meeting of the membership of the Church on \_\_\_\_\_.



# THE CONGREGATIONAL CHURCH OF SUN CITY

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## BY-LAWS

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This document was approved by vote of the congregation:

*[This signature is on the Original of this document and placed on file in the  
corporate drawer in the church office filing cabinet.]*  
Carl Wolkenhauer, 2016 Moderator

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Patricia Canfield, 2016 Clerk

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