

ZION REFORMED UNITED CHURCH OF CHRIST

BY-LAWS

(Adopted \_\_\_\_\_, 2021)

ARTICLE I

COMMITTEES

SECTION 1. Generally. The Consistory may from time to time establish one or more committees. Each committee shall consist of two or more members of the Consistory or the Congregation appointed by the Consistory and shall have and may exercise such powers as the Consistory may determine from time to time.

SECTION 2. Standing Committees. The following standing committees are established:

**Executive Committee** – members are the Consistory President, Vice President, Secretary, Treasurer, and Pastor. The committee meets to plan the agenda for and discuss issues related to upcoming Consistory meetings.

**Worship, Christian Education, and Music Committee** – members include the Pastor, the Director of Music, the Choir Director, Consistory members, Sunday School Teachers, and interested congregation members. The committee develops the worship program on a liturgical basis and then coordinates appropriate music, worship elements, Sunday School lessons, and other activities which support the liturgy.

**Budget and Finance Committee** – members include the Pastor, church treasurer, the church financial secretary, Consistory members and interested congregation members. The committee develops and monitors the annual church budget and provides oversight of the church's endowment. The committee may also choose to apply for grants to support the maintenance of the church structure/property and various programs/activities of the church.

**Properties** – members include the Pastor, the church treasurer, Consistory members, and interested congregation members. The committee is responsible for overseeing the maintenance and cleaning of the physical property of the church including both the inside and outside of the church and its grounds.

**Outreach** – activities focus on including the surrounding neighborhood residents.

**Soup Kitchen** – members include each week's coordinator and the Pastor who serves as the supervisor. The committee plans, prepares and provides a weekly free

dinner open to the public. The committee is also responsible for oversight of the supplies and leftovers to ensure that food is not wasted.

**Micah's Backpack** – members include the coordinator and volunteers that shop for and organize the Micah's pantry, fill the backpacks, and deliver the backpacks to the area school(s).

**4 H Club** – members include volunteers from the Congregation who led the 4 H club activities

**Neighborhood** – members include the Pastor, Consistory members and interested congregation members who develop and implement various community events.

**Personnel** – members include the Pastor, Consistory members and interested congregation members. The committee ensures that the Personnel Policy and the UCC Safe Conduct Policy are provided to all employees, are read and employees signed forms indicating that, and the signed forms are filed in each employee's file. Additionally the committee will revise or update job descriptions of employees to reflect changes in expectations, advertise and interview potential employees for job openings, review annual performance evaluations, and make recommendations to the Consistory re: salary, hiring, and continued employment. The committee also will review the Personnel Policy and revise or update it as is needed.

## ARTICLE II

### BANK ACCOUNTS AND INVESTMENTS

SECTION 1. Bank Accounts. The Consistory may, from time to time, establish bank accounts by banking resolution and account contracts approved by the Consistory, which may include the designation of officers or members of the Consistory who are granted signatory authority with respect to such accounts.

SECTION 2. Borrowing. The Consistory shall have the authority to enter into loan transactions on behalf of the Church with banks and other financial institutions, both secured and unsecured, and to authorize officers and members of the consistory to execute documents for that purpose.

SECTION 3. Investments. The Consistory may enter into transactions and relationships with investment advisors, securities brokers, and consultants for the purpose of investing funds of the church, of any kind or nature.

## ARTICLE III

### Meetings

SECTION 1. Regular Meetings. The Consistory shall meet on a regular basis as provided in Article II, Section 6 of the Constitution.

SECTION 2. Special Meetings. Special Meetings of the Consistory may be called at any time, for any purpose by the President, Vice President or majority of the members of the Consistory by providing reasonable notice of the date, time and place of the special meeting to members of the Consistory.

SECTION 3. Place of Meetings. All meetings of the Consistory shall be held at the Church at 201 North Potomac Street, Hagerstown, Maryland, or elsewhere as designated by the Consistory from time to time.

SECTION 4. Meetings by Telephone or Teleconference. Upon the determination of the President or Vice President, a meeting of the Consistory may be conducted by means of a conference telephone or other communications equipment if all persons participating in the meeting can hear each other at the same time.

SECTION 5. Conduct of Meetings. Meetings of the Consistory shall be presided over by the President or if the President is not present, by the Vice President, or, if neither officer is present, by a chairperson to be elected at the meeting. The Secretary shall act as Secretary of such meetings. In the absence of the Secretary, the presiding officer may appoint a person to act as Secretary of the meeting.

## ARTICLE IV

### Fiscal Year

The fiscal year of the Corporation shall end on the last day of December.

## ARTICLE V

### Amendments

The Consistory shall have the power and authority to amend, alter or repeal these By-Laws or any provision thereof, and may from time to time make additional By-Laws.