

Glade Church By-Laws

Adopted November 6, 2011

ARTICLE I

MEMBERSHIP

- A. Eligibility:** Glade Church welcomes into membership any person who embraces the purpose and covenant of the Church, and who wishes to share the study, understanding, and practice of what Jesus taught: “You shall love your God with all your heart, and with all your soul, and with all your strength; and your neighbor as yourself.”
- B. Joining:** A person may become a member, duly acknowledged by the Church Council, by baptism, transfer of letter from a previous faith community, or by a statement of one’s personal faith experience.
- C. Voting:** Any member of Glade Church sixteen (16) years of age or older may vote on any matter brought before the congregation at an Annual, Quarterly, or Special Meeting of the Church.
- D. Termination:** Membership of an individual may be discontinued as follows:
 - 1. Transfer of Membership** – at the member’s request, the Church Clerk upon the recommendation of the Church Council may forward a letter of transfer to another faith community.
 - 2. Resignation of Membership** – by written request, any member may resign his or her membership at any time, which shall be acknowledged by the Church Clerk.
 - 3. Removal of Membership** – the Church Council may, after kindly effort to make such action unnecessary, remove the membership of persons who have not had contact, support, or involvement in the life of the Church for two years.
 - 4. Termination of Membership** – It is the practice and intent of Glade Church to be a people of love, kindness, forgiveness, and grace. However, in the unlikely and unfortunate event that a member’s breach of the covenant and purpose as defined in the Constitution is to the extent that the relationship is destructive to the life and ministry of the Church, it shall be the responsibility of the Church Council to arrange a conference with the individual and lay out its concerns. If the behavior is not corrected in view of the Church Council, then the Church Council shall vote on removing the member from the Church roll, and if affirmed, a certified notification will be sent to the individual stating the termination of his or her membership by the Church Clerk.

ARTICLE II

MEETINGS OF THE MEMBERS

- A. The members** gathered in a duly called Annual, Quarterly, or Special Meeting of the Church constitute the governing authority of Glade Church, subject to the applicable laws of the Commonwealth of Virginia.
- B. Annual Meeting of the Church** shall be held on Church premises during the month of January for the purpose of receiving and acting upon the written reports of the Pastor, Officers, and Area Leaders; of electing Officers, Area Leaders, and Trustees as necessary; approving the Annual Budget; and considering and acting upon such other matters as may properly come before the meeting.
- C. Quarterly Meetings of the Church** shall be held on Church premises during the months of April, July, and October, on dates set by the Church Council, to receive reports and act on such other business as may properly come before the meeting.
- D. Special Meetings of the Church** may be called by the Church Council upon its own initiative, or upon written petition to the Church Council, stating the purpose of the meeting, signed by not less than five percent (5%) of the current members. Within one week of receipt of such petition, the Church Council shall instruct the President to issue a call for a Special Meeting of the Church to be held on Church premises.
- E. Notice of Annual, Quarterly, and Special Meetings of the Church** shall be posted in any appropriate place at the Church, e-mailed to all persons listed on the e-mail list, mailed to those without e-mail addresses and posted on the Church website. The date, time, and place shall be published in the Sunday bulletin and announced during Sunday worship. The notice shall be sent two weeks in advance of the meeting and shall include a summary of the proposed agenda for the meeting.
- F. Quorum for Meetings of the Church** shall be ten percent (10%) of the members, present in person, except for any meeting called to consider calling or dismissing of a Pastor, where the quorum will be twenty-five percent (25%) of the members, present in person. If less than a quorum is present, a majority of the members present may adjourn the meeting to another time without further notice. The majority vote of the members present at any Annual, Quarterly, or Special Meeting of the Church shall be the act of the congregation except as otherwise provided by these By-laws.
- G. Powers Reserved for the Congregation** shall be:
 - 1. The calling or dismissal of the Pastor or any person who has the title of Pastor or Minister in his or her position description;
 - 2. Purchase, sale, leasing for more than twelve months, or mortgage of Church real estate;
 - 3. Approval of the annual budget;
 - 4. Election of Church Officers, Area Leaders, and Trustees;
 - 5. Amendment of the Church Constitution and/or By-laws in accordance with the provisions stated therein, and;
 - 6. Adjudication of appeals of actions taken by the Trustees, Church Council, or any Team.

ARTICLE III

TRUSTEES

- A. Responsibilities:** The Trustees shall, under policies set by the Church and the Church Council, hold in trust, title to all property of the Church in all matters of legal responsibility. The congregation must authorize all actions of the Trustees involving legal agreements at an Annual, Quarterly, or Special Meeting.
- B. Term:** Three (3) individuals shall be elected as Trustees who have been members of the Church for at least three (3) years, each serving a six (6) year term, staggered so that a Trustee will be elected every other year.

ARTICLE IV

CHURCH COUNCIL

- A. Statement of Purpose:** The Church Council shall be the primary policy-making and executive body of the Church. The Council shall plan, coordinate, develop, implement, and evaluate the policies and programs of the Church. It shall work with the Pastor in shaping the Church's activities and formulating a well-rounded program. It shall be responsible for planning the Annual, Quarterly, and Special Meetings of the Church and shall establish the Church calendar.
- B. Other Powers and Duties:** The Church Council shall have full power to authorize or to perform all acts necessary to promote the interest and welfare of the Church between business meetings except those powers specifically reserved for the congregation. The Council shall appoint representatives to attend denominational meetings, to fill vacancies of Officers, Area Leaders, and Trustees until the next Annual, Quarterly, or Special Meeting of the Church. The Church Council may create or suspend Teams when deemed necessary to meet the needs of the Church. The President may invite any Team representative to attend when an issue pertaining to that Team is on the Church Council's agenda.
- C. Budget and Financial Responsibilities:** The Church Council shall receive and review the preliminary budget prepared and presented by the Finance Team in November. The Church Council shall have the authority to modify the proposed budget before recommending it for approval at the Annual Meeting of the Church. The Church Council shall have the authority to authorize necessary spending from the beginning of the Fiscal Year until final acceptance of the Budget by the congregation. The Church Council shall also have the authority to reallocate funds from one area to another within the approved budget as may be deemed necessary. The Church Council shall have the authority to accept any special gifts.
- D. Personnel Policy Responsibilities:** In consultation with the Pastor, the Church Council shall have the authority to engage or dismiss all staff, unless as otherwise provided for in these By-laws. The Church Council shall set salaries and benefits of all staff, after consultation with appropriately involved Teams and the Pastor. The Church Council shall have the authority to accept the resignation of any staff member, Church Officer, Area Leader, or Trustee and to initiate the appropriate replacement process.

- E. Membership of the Council:** The Church Council shall consist of the following individuals: President, Treasurer, Clerk, Pastor (non-voting), Director of Campus Ministry (non-voting), Property Administration Area Leader, Spiritual Formation Area Leader, Social Action & Missions Area Leader, Operations Area Leader, and Congregation & Community Welcome Area Leader. The President presides at all meetings of the Church Council.
- F. Term Limitations:** No Council Member shall be a member of the Church for less than one (1) year prior to being elected by the Church and shall serve no more than two (2) elected, consecutive, three (3) year terms in a single position on the Church Council. After one (1) year the individual shall be eligible to serve again.
- G. Meetings:** The Church Council shall meet regularly at such time and place as may be fixed by the Church Council members. Unless otherwise publicized, all meetings of the Church Council are open to any interested Church member, who shall have voice but not vote. In the event that Church Council needs to go into Executive Session, all visitors will be asked to leave until the session is completed. Five voting members of the Church Council shall constitute a quorum for all Church Council meetings.

ARTICLE V

STAFF

A. PASTOR

- 1. Responsibilities:** The Pastor shall have primary responsibility for leading the spiritual life of the Church and its members. The Pastor shall conduct religious services, minister to members of the Church and community, serve on the Church Council, and perform other duties related to the role of spiritual leader. The Pastor shall be responsible for initiating and implementing programs, subject to the direction of the Church Council. The Pastor shall be accountable to the Church Council. A performance review shall mutually occur between the Pastor and the Church Council annually in the month prior to the anniversary of the Pastor's call to the Church.
- 2. Standing:** The Pastor shall have standing in the United Church of Christ or the equivalent of standing in the Alliance of Baptists.
- 3. Election:** When the Pastoral Search Committee has a candidate to recommend, the Church Council shall call a Special Meeting of the Church. The notice shall include the qualifications and relevant personal data considered by the Pastoral Search Committee as well as the contract and compensation package being recommended. In advance of the Special Meeting, the congregation shall have an opportunity to meet with the candidate(s) and to experience worship and preaching led by the candidate(s). An affirmative vote of three-fourths ($\frac{3}{4}$) of those members present and voting shall be required to approve the call of a Pastor.
- 4. Term:** The Pastor shall be called for an indefinite period. In order to terminate this relationship proper notice, usually sixty days, shall be given by either party. Proposed termination shall be brought by the Church Council to an Annual,

Quarterly, or Special Meeting of the Church. If the termination of the relationship is sought by the Church, then three-fourths ($\frac{3}{4}$) of the members present and voting are required to approve it.

B. INTERIM MINISTER

- 1. Responsibilities:** The Interim Minister's responsibilities will essentially be those of the Pastor except an important dimension of the ministry will be to help the congregation work through its separation from its previous Pastor and prepare for a new ministry to unfold.
- 2. Selection:** The search for an Interim Minister shall be the responsibility of the Church Council. Candidates shall have standing in the United Church of Christ, the equivalent of standing in the Alliance of Baptists, or in one of the denominations in which that body and the United Church of Christ mutually recognize one another's sacraments and ministry.
- 3. Election:** The election process shall be the same as the one for the Pastor except that the Church Council shall propose the candidate with the assistance of the United Church of Christ and the Alliance of Baptists.
- 4. Term:** The tenure of an Interim Minister is negotiable.

C. DIRECTOR OF CAMPUS MINISTRY

- 1. Responsibilities:** The Director of Campus Ministry, a member of the Church, shall extend the ministry of the Church to the students of Virginia Tech, Radford, and the New River Valley. The Director will be appointed by and accountable to the Church Council and conduct the ministry in consultation with the Pastor or the Interim Minister.
- 2. Term:** The Director of Campus Ministry shall serve for an indefinite period.

ARTICLE VI

CHURCH OFFICERS

- A. President:** The President is the Executive Officer of the Church and is authorized to speak for and represent the Church on matters not otherwise delegated by these By-laws. The President has the following duties:
 - 1.** Shall preside at meetings of the Church Council;
 - 2.** Shall arrange for and see that notice is given for the Annual, Quarterly, and Special Meetings of the Church;
 - 3.** Shall prepare an agenda for each Church and Church Council meeting;
 - 4.** Shall represent the Church Council and report to the Church membership at all Annual, Quarterly, and Special Meetings of the Church;
 - 5.** Shall manage the Church office and all non-professional staff, and;
 - 6.** Shall be the liaison with the United Church of Christ and the Alliance of Baptists, keeping the Church informed about the ministry of the wider church.
- B. Moderator:** The Moderator, not a member of the Church Council, shall preside at all Annual, Quarterly, and Special Meetings of the Church.
- C. Clerk:** The Clerk has the following duties:
 - 1.** Shall keep a faithful record of all Church and Church Council meetings;

2. Shall maintain a current record of all Church members, including a record of all births, baptisms, marriages, and deaths of Church members;
 3. Shall maintain the archives of the Church in the Church office, and;
 4. Shall compile and distribute the Church's Annual Report.
- D. Treasurer:** The Treasurer has the following duties:
1. Shall have charge and custody of and be responsible for all funds and securities of the Church;
 2. Shall receive all monies and pay all bills as authorized by the congregation or Church Council;
 3. Shall keep account of all transactions and prepare an Annual Report for the Church, and;
 4. Shall prepare the records for audit.
- E. Term:** Each Officer shall be a member of the Church for no less than one (1) year prior to being elected by the Church at the Annual Meeting for a term of three (3) years and may be eligible for re-election for a maximum of two (2) consecutive terms. After two (2) consecutive terms, the incumbent may not stand for election as an Officer for one (1) year before being eligible again.
- F. Assistant Treasurers:** Each Assistant Treasurer shall be a member of the Church for no less than one (1) year prior to being appointed by the Church Council at the time of the Annual Meeting. There shall be two (2) Assistant Treasurers who shall serve two (2) year staggered terms. Each Assistant Treasurer may serve two (2) consecutive terms after which the incumbent may not be reappointed for one (1) year before being eligible again. The Assistant Treasurers will be accountable to the Treasurer who will define their duties.

ARTICLE VII

AREAS & TEAMS

- A. Area Leader's Role:** Each Area Leader shall be responsible for deciding how to accomplish work necessary to their Area, coordinating the work of the Team(s) in their Area, and reporting on their work to the Church and Church Council.
- B. Property Administration Area Leader:** The Property Administration Area Leader is responsible for the following Teams:
1. Building Team, and;
 2. Grounds Team.
- C. Spiritual Formation Area Leader:** The Spiritual Formation Area Leader is responsible for the following Teams:
1. Worship Team;
 2. Music Team;
 3. Education Team, and;
 4. Renewal Team.
- D. Operations Area Leader:** The Operations Area Leader is responsible for the following Teams:
1. Newsletter Team;

2. Website, Database & Internet Team;
 3. Advertising Team, and;
 4. Finance Team.
- E. Social Action & Missions Area Leader:** Social Action & Missions Area Leader is responsible for the following Teams:
1. Special Offerings Team, and;
 2. Awareness & Advocacy Team.
- F. Congregation & Community Welcome Area Leader:** The Congregation & Community Welcome Area Leader is responsible for the following Teams:
1. Nursery Team, and;
 2. Arts Team.
- G. Team Membership and Procedures:** Teams may be comprised of volunteers and/or recruits who are active participants in the life of the Church, not necessarily Church members. Upon being gathered together by the Area Leader, the Team shall select a Chair to lead the Team and a Note Taker for reports to the Area Leader. The Area Leader shall report to the Church Council and the roster of each Team shall be kept by the Church Clerk. The Team members will determine how best to tackle their responsibilities as broadly outlined by the Area Leader. Teams will be formed within thirty (30) days of the Annual Meeting and continue in office until thirty (30) days after the next Annual Meeting or until their replacements have been secured.

ARTICLE VIII

DEACONS

- A. Responsibility:** The Deacons shall provide care for members and friends of the congregation under the direction of the Pastor.
- B. Term:** Deacons shall be a member of the Church for no less than one (1) year prior to being appointed by the Church Council at the Annual Meeting for a term of three (3) years.

ARTICLE IX

COMMITTEES

- A. Nominating Committee:** The Nominating Committee shall consist of three (3) persons with staggered terms of three (3) years each with the task of finding candidates and placing their names in nomination for each vacant position. The Committee members shall be elected at the Annual Meeting. The proposed slate shall be sent out and posted with notice of the Annual Meeting.
- B. Pastoral Relations Committee:** The Pastoral Relations Committee is charged with the task of supporting and maintaining an open and healthy relationship between the Pastor and the members of the congregation. The Committee shall be composed of four (4) members appointed by the Church Council. The Committee shall meet at least four

(4) times a year with the Pastor. Accountable to the Church, the Chair of the Committee shall report to the Church at its Quarterly Meetings.

C. Pastoral Search Committee: The Pastoral Search Committee shall consist of at least five (5) members, chosen to represent a cross-section of Church membership and history. The committee shall conduct a search of available ministers with the assistance of the United Church of Christ and the Alliance of Baptists. The committee shall recommend no more than one (1) candidate or pair of partnering candidates at a time for consideration by the congregation. The members of the Committee shall be selected at an Annual, Quarterly, or Special Meeting of the Church.

ARTICLE X

AMENDMENTS TO BY-LAWS

Any member of the congregation may propose changes in the By-laws in writing at any Annual, Quarterly, or Special Meeting of the Church. The proposed amendment may be discussed at that same meeting, but the proposed change(s) will not be voted on before the next Quarterly Meeting. Notice of the proposed change(s) shall be mailed to the congregation at least one (1) month prior to the Quarterly Meeting at which the proposed change(s) will be brought to a vote by the members present and voting.