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"No matter who you are or where you are on life's journey, you're welcome here!"

CONSTITUTION AND BYLAWS Updated 2022

THE BYLAWS OF PIONEER CONGREGATIONAL CHURCH

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Article I---NAME

This church shall be officially known as "Pioneer Congregational Church, United Church of Christ" as referenced in the Articles of Incorporation. The designations "Pioneer Church" or "Pioneer Congregational Church" or "Pioneer Congregational United Church of Christ" may also be used in all its activities, such usages being interpreted as equivalents of the official name.

Article II---CHARACTER

Section 1: STATEMENT OF DOCTRINE

In keeping with the history of the Congregational Church, we believe in the freedom and responsibility of the individual soul and the right of private judgment. Recognizing Jesus Christ as our head and the Bible as our source of spiritual inspiration, we hold to the autonomy of the local church and its independence of ecclesiastical control. All members have the inviolate right to follow the word of God according to the dictates of their individual consciences as enlightened by the Holy Spirit.

We recognize the special fellowship of the churches of the United Church of Christ (UCC) organized in local associations, regional conferences, and the national synod. We therefore acknowledge and accept the important obligation of mutual counsel, courtesy, and cooperation involved in this fellowship, and pledge ourselves to safeguard and share its common aims and works.

We further declare our fellowship with all churches that seek to promote the dominion of Jesus Christ. While affirming the liberty of our church and the validity of our ministry, we hold to the unity and universality of the Church of Christ and will strive to give effect to the prayer of Christ for his disciples: "That they all may be one."

Section 2: STATEMENT OF FAITH

Declaring our steadfast allegiance to the faith which our forbearers confessed, which from age to age has found expression in the historic covenants of the Church Universal and of our communion, and affirming our loyalty to the basic principles of our democracy, we hereby affirm our belief in the expressions of faith set forth in the versions of the UCC Statement of Faith published in the UCC Book of Worship.

Section 3: FOCUS STATEMENT

The focus statement of this church, adopted at duly called congregational meetings, is "Pioneer Congregational United Church of Christ, a diverse congregation, shares God's love with all, honors all faith journeys, and serves our community."

Section 4: OPEN AND AFFIRMING

Pioneer Church is Open and Affirming. We join together as a covenantal community, to celebrate and share our common communion and the reassurance that we are indeed created by God, reconciled by Christ and empowered by the grace of the Holy Spirit.

Article III---ORGANIZATION

Section 1: CONGREGATION

(a) POLITY

The government of this church is vested in its active members, who have full and final control of all its affairs. However, as it is not feasible for the active members as a whole to govern the church, the power to decide matters of policy and governance must be delegated to the Council, the Boards, and the committees as may be established. Nevertheless, these organs of governance remain ultimately accountable to the active members.

(b) POWERS

The active members of the congregation retain the following powers, which may not be delegated in any respect:

(i) To exercise the power of election with respect to all positions designated as elective under this article, and to propose the nomination of any active member (including the nominator) for any elective office from the floor at the annual meeting;

(ii) To adopt, review, or amend the annual budget at the annual meeting (or any special congregational meeting devoted to that purpose);

(iii) To call, or terminate the call of, any minister or associate minister;

(iv) To ratify, amend, or rescind any proposed action by the Council to buy, sell, mortgage, or transfer real property; and

(v) To amend or adopt bylaws in accordance with the current bylaws.

Section 2: COUNCIL

(a) COMPOSITION

The Council shall be composed of the Executive Committee, and the chairs of any established Boards and any at large members (see § 3, 5, 6). The immediate past moderator, minister, and any associate ministers shall be non-voting ex officio members.

(b) QUORUM

A quorum shall consist of a majority of the members of the Council. In the absence of a

quorum, any action (other than a vote to recommend termination of a pastoral call) shall be effective subject to rescission by a quorum at the following meeting.

(c) MEETINGS

The Council shall meet regularly. A special meeting may be called by the Minister, the Moderator, or a majority of the Council. Failure by a Council member to attend (or send a designated representative to) any three consecutive regular meetings or four regular meetings overall may be, by vote of the Council, grounds for removal from office.

(d) POWERS

Within the grant of authority to the Council by the active members, the Council may exercise all powers necessary to its role as the supreme policy-making body of the church. The Council shall generally be responsible for the efficient administration of the church, and for the promotion and coordination of the ministries of the church. In executing this charge, the Council (or any committee to which it delegates responsibility) shall:

(i) Set or approve annual goals for each Board to further the vision and mission statements of the church, and resolve any conflicts between Boards;

(ii) Develop an annual budget to be distributed to the congregation prior to the annual meeting; submit the budget for approval at the annual meeting; establish a date for review of the church's financial standing; establish procedures for receipt and disbursement of nonbudget income and expenses; and appoint an outside auditor as is necessary;

(iii) Appoint representatives for one-year terms to the Pioneer Foundation (a trust established by a Declaration of Trust presented by the Board of Trustees and the Church Cabinet to the January 1962 Annual Meeting and approved); make interim appointments in consultation with the Nominating Committee to a vacancy in any elective office; appoint up to active members to each Board for the following church year based on the recommendation of the Board chair and in consultation with the Nominating Committee; appoint church representatives for one-year terms (without limitation on consecutive terms) to represent the church in its outreach programs throughout the greater Sacramento area.

(iv) Submit recommendations to the congregation for the creation or elimination of any position; submit recommended letters of call to the congregation; approve job descriptions for positions not subject to a call; hire or dismiss any employee or ordained staff not subject to a call; assign duties to officers, Boards, and committees consistent with these bylaws; and appoint assistants to the officers as necessary;

(v) Set policies for use of the church buildings and grounds;

(vi) Coordinate the promotion of church growth with all Boards and committees;

(vii) Provide for the publicity of all church events;

(viii) Establish a committee or a Historian for the purpose of maintaining the historical records of the church, (the Historian shall be a non-voting ex-officio member of the Council);

(ix) Host any special or cultural event;

(x) Prepare a report for the annual meeting, which shall contain report of the activities and accomplishments of the Minister, other ordained staff, officers, the Council, Boards, appointed and elective committees, and any other group wishing to be included;

(xi) Create any special committee for purposes and periods of time which the Council may consider necessary which are consistent with these bylaws, and appoint its members; and,

(xii) To fill a Board chair vacancy in the event the Board chair is asked to step down, resigns, or is otherwise unable to fulfill the obligation.

This list of responsibilities is not exclusive.

Section 3: EXECUTIVE COMMITTEE

(a) COMPOSITION

The Executive Committee shall consist of the officers of the church (see § 4) and the non-voting ex-officio minister(s).

(b) POWERS

The Executive Committee is chaired by and assists the Moderator. Between Council meetings, it shall be the Executive Committee's responsibility, in cooperation with the Minister, to coordinate the efforts of the church. A majority of the Executive Committee shall have the authority to act on behalf of the entire Council on any matter (other than the termination of a pastoral call, or the employment of other employees) if, and only if, unable to convene a quorum for a special Council meeting for a motion posed in timely fashion via e-mail or other equivalent means of communication. The Executive Committee shall inform the other Council members of any action taken between Council meetings either at a subsequent special meeting or the next scheduled meeting so that the actions may be ratified or rescinded.

Section 4: OFFICERS

(a) COMPOSITION

The officers of the church are the Moderator, Vice-Moderator, Secretary, and Treasurer.

(b) GENERAL QUALIFICATIONS & TERMS OF OFFICE

Any active member of the church is eligible to be an officer, subject to any additional qualifications for that office. The officers shall serve without compensation. The officers shall be elected at the annual meeting for a one-year term, beginning February 1 and ending one year later on January 31. No person may serve more than three consecutive terms (which includes any interim appointive terms of longer than six months) with the exception of the Moderator, and the office holder shall thereafter be ineligible for the same office for a period of one year, except in the case of unavailability of members willing to serve on the council, in which case the council can elect to extend terms of office.

(c) DUTIES

The duties of the officers are as follows:

(i) The Moderator shall be the lay leader of the church, and shall preside at any congregational or Council meeting. In the absence of the Moderator, the Vice-Moderator shall preside. The Moderator shall be an ex officio member of all Boards without vote, and may designate any other member of the Executive Committee as a representative to a Board in the Moderator's stead. The Moderator is limited to no more than three consecutive terms (which includes any interim appointive terms of more than six months), except in cases noted in 4b.

(ii) The Vice Moderator shall serve as the general assistant to the Moderator, carrying out such duties as are delegated by the Moderator, and shall serve during the absence or incapacity of the Moderator. Should the Vice Moderator be unable to preside over a Council or congregational meeting, the remaining members of the Executive Committee shall select a Moderator pro tempore. The Vice Moderator is a member of the Finance Committee (see § 4(c)(iv)(D)) and also the voting and organizing chair of the Personnel Committee. The Vice Moderator is responsible for keeping the calendar of all personnel job reviews and evaluations current and timely. The Vice Moderator is also responsible for making sure all chairs and committee members have completed required screening and policy requirements as detailed in the Pioneer Church Policy on Sexual Harassment training and certification.

The Personnel Committee is responsible for the general hiring and supervision of all employees of the church except those subject to a call (unless otherwise noted). Particular responsibilities include (but are not limited to) recommending the creation or elimination of any position; recommending job descriptions for any position; interviewing applicants in conjunction with the Minister (and any affected Board or committee) and recommending a candidate to the Council for employment; making annual performance evaluations of employees in conjunction with the Minister; recommending salary increases for employees; and investigating any employee grievances; and investigating complaints about employee performance and recommending disposition (including dismissal).

(iii) The Secretary shall keep a permanent record of the transactions of all congregational meetings of the church and the Council; give legal notice of all meetings

for which it is required; report all communications intended for the church, preserve them on file, and conduct the church's correspondence as necessary; maintain a register of all active and inactive members (pursuant to the decisions of the Spiritual Life Board [see § 6(d)]); and record all baptisms, marriages, and deaths in cooperation with the church office. The Secretary shall verify the presence of a quorum at all congregational and Council meetings.

(iv) The Treasurer shall maintain accounts of all moneys received for the support of the church; shall give a fidelity bond (the premium of which shall be paid by the church); and shall pay out only such funds as are authorized by the budget or as specifically authorized by the Council. The Treasurer shall oversee and be responsible for all accounts and reports, and shall make monthly reports to the Council, in conjunction with the bookkeeper as necessary. The Treasurer shall also present a complete financial report to the annual meeting. The Treasurer shall also be a voting ex officio member of the Property Board and of any other committee with responsibility for developing the church budget.

(d) CORPORATE POWERS

The officers shall be the directors of the church corporation.

Section 5: MEMBERS-AT-LARGE

The Council will determine how many at large members shall serve. The sole qualification for office is active membership in the congregation. Members-at-large are elected at the annual meeting to a one-year term in office, which commences on February 1. Members-at-large may serve up to three consecutive terms (which includes an interim appointive term of more than six months). In the instance of insufficient members to serve, the council may waive this limitation of service years.

Section 6: BOARDS

(a) PROPERTY BOARD

Subject to the Council's final approval, the Board is responsible for the general management of the property of the church. The Treasurer shall be an ex officio member of this Board with vote. Particular responsibilities include (but are not limited to):

(i) Evaluating proposed building uses in accordance with the guidelines in effect, and negotiating the terms under which the building use shall take place;

(ii) Maintaining the building, grounds, and inventory (including musical instruments), and consulting with the custodian regarding the condition of the building;

(iii) Developing proposals for approval by the Council and congregation regarding the church's real property.

(iv) Establishing a list of emergency repair contractors; and

(v) Developing and implementing policies and procedures for formal evacuation of the building and for medical emergencies.

The Property chair is a member of the Finance Committee with voting rights.

(b) WORSHIP BOARD

The members of the Worship Board are responsible for assisting the Minister in the preparation and coordination of all aspects of the worship service. The Director of Music shall serve as an ex officio member of this Board without vote. Its responsibilities include (but are not limited to):

(i) Pulpit supply; assistance in the administration of sacraments; music; candles; visual aids; ushers; flowers; coordination and training of ushers, scripture readers, and acolytes; implementing emergency evacuations; security during worship; maintaining the hearing aids; and

(ii) Recommendation to the Council, in consultation with the Minister, of a Director of Music.

(c) SPIRITUAL LIFE BOARD

The members of this Board are responsible for membership review, providing opportunities for deepening of the spiritual life of the congregation, and caring for the congregation. Its responsibilities include but are not limited to:

(i) Adult Education;

(ii) Administration of the Compassion Fund, a separate collection made monthly to defray any financial hardships of the members and friends of the church and (if there are adequate funds) to support local missions in coordination with the Christian Outreach Board. The Minister, in consultation with the Board chair, shall determine the disbursement of funds; the Treasurer shall include an in/out account in the monthly budget report tracking the amounts of income and disbursements. If the chair is vacant and there are no other members, the Moderator will assume these responsibilities;

(ii) Coordination of the roster for Sunday Fellowship;

(iv) Collection of information regarding baptisms, forwarding to the Secretary for inclusion in the Church record;

(v) Supervision of admission of adult members; maintenance of the membership roster; and

(vi) Visitation of members of the congregation who are ill or confined at home, and helping them to participate vicariously in the activities of the church.

(d) CHRISTIAN EDUCATION BOARD

The members of this Board shall establish the policies and programs for the religious education of children and youth in the church (fostering the habit of church attendance in the process), shall serve as the church's educational representatives in its relations with the denomination and the community, and shall maintain the materials in the church library. Specific responsibilities include (but are not limited to):

(i) Developing curricula for all levels of Sunday School and training teachers;

(ii) Identifying confirmation candidates, preparing a confirmation curriculum in consultation with the Minister, and coordinating with the Minister and the Worship Board in developing a confirmation ceremony;

(iii) Developing educational programs for post-confirmation youth;

(iv) Organizing youth activities; and

(v) Coordinating child care during Sunday worship.

(e) CHRISTIAN OUTREACH BOARD

The Board shall guide the church in its local, national, and world-wide missions, providing information to the membership regarding opportunities for outreach and encourage participation locally and in the wider mission of the church. Its duties include (but are not limited to):

(i) Acting as a liaison for the concerns of all church-sponsored outreach programs, including outside outreach programs occurring in the church building;

(ii) Receiving recommendations from the congregation for participation in outreach programs;

(iii) Disseminating information to congregation on outreach opportunities on local, national, and worldwide levels; and

(iv) Promoting the UCC-sponsored and Pioneer supported outreach programs.

(f) STEWARDSHIP BOARD

The Board shall be responsible for educating the active membership in the importance of stewardship (gifts of time, talent, and treasure); conducting the annual stewardship drive; organizing fund-raising for any special projects; and encouraging and facilitating the inclusion of the church in bequests or trusts. The chair of this Board also has a seat on the Finance Committee with voting rights. In the absence of the chair, a designee will be appointed to attend in the chair's place and will have voting authority.

Section 7: ELECTED COMMITTEES AND DELEGATES

(a) PASTOR PARISH RELATIONS COMMITTEE

This committee is responsible for fostering communication between the congregation and the Minister and helping to provide for the Minister's well-being and growth. These responsibilities shall include the Associate Minister if one is called.

(i) There shall be six members, three of whom shall be nominated by the Minister. The members are elected to one-year terms at the annual meeting, which commence on February 1. There is no limitation on the number of terms, but the members shall resign when the call of an incumbent Minister ends.

(ii) The Committee shall meet regularly, or upon the call of the Minister, the Moderator, its chair, or a majority of its members.

(iii) The Committee shall receive complaints regarding the Minister in confidence. However, anonymous complaints will not receive action by the Committee. In all matters not involving breaches of professional or sexual ethics, the Committee shall attempt to mediate and resolve the disputes; to this end, the Committee may meet separately with the complaining church member if the member does not wish to confront the Minister directly.

(iv) The Committee shall carry out the duties prescribed in article V, § 5(a), consulting with the regional conference in developing procedures.

(v) The Committee is responsible for preparing an annual evaluation of the Minister in conjunction with the Vice-Moderator, as measured by the expectations contained in the bylaws and the substantive terms of the letter of call and any other relevant materials and recommend salary adjustments for the Minister (and Associate Minister, if applicable) to the Executive Committee

(b) NOMINATING COMMITTEE

It is the responsibility of this Committee to submit nominations for each elective position under these bylaws, including the following year's Nominating Committee. The Committee shall also assist the Council by providing recommendations with respect to appointments for the following year's Boards and committees. The Committee shall strive to obtain as diverse a representation of the congregation as possible in leadership positions. The Committee shall consist of 3 members elected for a one-year term at the annual meeting, commencing on February 1. Members of this Committee may serve up to three consecutive terms (which include any interim appointive terms of more than six months). Nominations for elective office shall be posted in the church and printed in the church newsletter and Sunday Bulletin at least two weeks before the annual meeting. In the absence of members willing to serve on the Nominating Committee, the Council will be required to serve in this function

All Boards and elective committees must supply a current description of the criteria they believe should govern the selection of a member for the Boards or committees, as well as any supplementation of the description contained in these bylaws of their function which they feel better imparts the nature of the duties connected with that Board or committee. At minimum, the nominating committee should consider the following brief description of board positions and committees, so candidates have a realistic understanding of the duties they are agreeing to undertake.

- Moderator is essentially responsible for coordinating all functions of the larger church work through the boards set up to work on those functions. The Moderator's job requires excellent organizational and communication skills and considerable interpersonal relationship skills. This position requires a time investment.
- Vice Moderator is main delegate of the Moderator and is charged with essential Human Relations duties with responsibility for employee relations and reporting and coordination of same. The Vice Moderator's job requires the same skills as the Moderator's as well as organizational skills.
- Secretary is responsible for all the official communications and reporting abilities as detailed in section 4, as well as accuracy, timeliness, excellent attention to detail, organization, and patience.
- Treasurer is responsible for all the monetary actions of the church as detailed in section 4 and needs to be conversant with accounting and bookkeeping functions, as well as extreme accuracy, timeliness, attention to details of recording and record keeping, organization and patience especially in explaining fiscal details to those with less familiarity with the terms and conditions of accounting principles and language.
- Members of Boards and Committees should be aware of the essential functions of the board and committee and understand that these are active and essential to the functioning and health of the church. Membership is not a pro forma, meet occasionally and nothing else commitment. The church council cannot be expected to be responsible for everything. As a Congregational church, we are all together responsible for the life of the church and as membership varies, we must all work together so the church may survive and thrive.

(c) MINISTERIAL SEARCH COMMITTEE

(i) Interim Ministerial Search Committee

Upon the announcement of a minister's resignation, a vote to terminate a minister's call, or the decision to call or replace an associate minister, the Council, in consultation with the Nominating Committee, shall nominate candidates for membership on the Interim Ministerial Search Committee, to be elected at a special congregational meeting called for this purpose. Nominees shall be active members of Pioneer Congregational Church, UCC. (See section 4 (a) of the By Laws). While the Northern California Nevada Conference (NCNC) does not recommend inclusion of staff members on the Interim Ministerial Search Committee, this is a local decision that Pioneer must make. Staff input should be an important part of the search process. At the congregational meeting, additional nominations may be proposed.

The Interim Ministerial Search Committee's responsibility is to recommend an interim minister and the terms of the interim call to the Council, which shall have authority to act on the recommendation without ratification at a congregational meeting. The Interim Ministerial Search Committee shall work closely with NCNC staff to survey available candidates, interview the most promising and make its recommendation to the Council.

(ii) Ministerial Search Committee

At an appropriate time, in consultation with the Interim Minister and NCNC staff, the Council, in consultation with the Nominating Committee, shall nominate five (5) to seven (7) candidates for membership on the Ministerial Search Committee, to be elected at a special congregational meeting called for this purpose. At the congregational meeting, additional nominations may be proposed; if there are more candidates than positions, the seven candidates receiving the most votes shall be elected.

The Ministerial Search Committee's responsibilities are to:

- Assist the Council in a process of engaging the congregation in exploration of congregational identity, developing a Congregational Profile based on input from members of the congregation,
- In consultation with NCNC staff, survey available candidates,
- Interview the most promising,
- Arrange interviews for finalists and Church Staff,
- Negotiate the terms of call and, after obtaining authorization from the Council,
- Introduce the candidate to the congregation and
- Propose the candidate for vote at a duly called congregational meeting.

(d) DELEGATES

The Nominating Committee shall propose delegates representing the church at the local association, the regional conference, and the national synod as needed. The delegates shall be elected at the annual meeting to one-year terms beginning February 1, with no limitation on number of terms served. The delegates shall hold meetings with the congregation to keep them informed of issues and to solicit the views of the congregation.

Article IV---MEMBERSHIP

Section 1: QUALIFICATIONS

The Church will welcome all who love Jesus Christ and who propose to live according to his law of love, because choosing to live in accordance with these teachings is the true test of fellowship.

Section 2: MEMBERSHIP CLASSIFICATIONS

(a) ACTIVE MEMBERS

All active members are expected to give financial support to the church, participate in its fellowship, and work to further its ministry (as reflected in the church's focus statement). These duties may be satisfied in any year by satisfying two of the following criteria:

(i) Pledging/identifiable giving in proportion to the member's conscience and ability to pay;

(ii) Regular attendance at Sunday services. "Regular" is defined as no fewer than 12 per year, provided that this requirement may be excused for otherwise active members too ill or infirm to attend regularly. The Spiritual Life Board will determine the matter of attendance by reference to the pew attendance forms;

(iii) Active participation in the life of the church; or

(iv) Active participation in church-sponsored missions as a representative of this church.

All active members may participate and vote in congregational meetings of the church. They may attend any regular meetings of the Council, Boards, and committees. They may enter discussions (subject to the rules of order set by the presiding officer of the meeting) but cannot vote unless they are voting members of the entity that is meeting. Subject to any qualifications specified in Article III, all active members have the right to hold elective office and may be appointed to any office.

Members of other churches may be received as *associate members*, maintaining dual membership. An associate member has all the privileges and responsibilities of active members but is not eligible for a letter of transfer.

(b) INACTIVE MEMBERS

After one year of failing to meet "active membership" criteria, a member may be reclassified as "inactive" by the Spiritual Life Board. A member may also request to be transferred to inactive status. The sole consequence of inactive status shall be the loss of the rights to vote and hold office; an inactive member otherwise is still a member of the

congregation.

Section 3: REVIEW OF MEMBERSHIP RECORDS

Once a year, in timely fashion before 31 December (or other date used by the regional conference for census purposes), the Spiritual Life Board shall review the membership records in consultation with the Minister and Secretary, obtaining the appropriate information for the determination of whether members of the congregation have fulfilled their duties as measured by the criteria for active membership. The Board may transfer to the inactive list any member not satisfying the criteria for active membership, and shall transfer to the active list any formerly inactive member now satisfying the criteria for active membership.

Section 6: TRANSFER, TERMINATION, AND REINSTATEMENT

(a) TRANSFER

Any member desiring a letter of transfer to another church is entitled to receive it upon written request. Such request shall be processed immediately by the Secretary or Minister in consultation with the Spiritual Life Board. The Board shall then transfer any records of the former membership to the historical files.

(b) TERMINATION

Upon the written request of a member to withdraw from this church, the Spiritual Life Board shall act at its earliest opportunity to remove them from the active member list.

(c) REINSTATEMENT

A former member may initiate a request for readmittance to active membership by presentation of a written request to the Spiritual Life Board or by a public reaffirmation of faith at a regular service with the consent of the members present. A reinstatement must be approved by a majority vote of the Board before the name can be submitted to the Secretary for addition to the roll of active members.

Article V---MINISTER

Section 1: PROFESSIONAL REQUIREMENTS

(a) ETHICS

The Minister is expected to abide by the Codes of Professional Ethics and Sexual Ethics as promulgated in the *Manual on Ministry* and any addenda to it adopted by the regional conference. In addition, it is the policy of this church that any sexual activity between the Minister and any member of this church (or a nonmember in a client relationship with the Minister) is inappropriate (with the exception of the Minister's spouse, domestic partner, or other pre-call relationship).

(b) MINISTERIAL STANDING

Any candidate for the position of minister must have one of these three requirements:

- (1) Standing within the regional conference;
- (2) Be approved for ordination pending a call within the United Church of Christ or its ministerial partners; or
- (3) Be approved for privilege of call or dual standing by the regional conference. The minister must maintain ministerial standing within the regional conference.

Section 2: DUTIES

The first loyalty of the Minister shall be to Jesus Christ.

It is expected that the Minister shall serve as the spiritual leader, instructor, and guide of the church. To this end, the Minister shall possess the necessary skills to inspire members to re-create the church for the future; to be able to design and lead creative worship (including sermons) that reaches out to those who are not regular churchgoers; and to perform the church's ministry in concert with its active members.

The Minister shall conduct (or be responsible for arranging) regular public worship services; any administration of the sacraments; and all weddings, funerals, memorials, and special services held in the building. The Minister shall also supervise any and all ordained staff. The Minister shall also supervise all staff and contract personnel in consultation with the appropriate Board chair(s). The Minister shall be an ex officio member without vote of all Boards and committees. Other duties may be specified in the letter of call. Any duty may be revised by mutual agreement with the Council (subject to ratification at a congregational meeting). The Minister shall provide a report to the annual meeting on the manner in which these duties have been carried forth.

The Minister will hold the copyright for any original materials made while holding this office.

Section 3: CALL

A candidate for minister shall be presented at a duly called congregational meeting by the Ministerial Search Committee immediately following the candidating service. The resolution to

issue a call for an indefinite term may be carried only by a 2/3 vote of a quorum of the active members present. Terms of the call must be defined by a written letter of call between the church and the Minister. The call may be terminated by either the Minister or the congregation subject to the procedures specified in these bylaws.

Section 4: RESIGNATION

The Minister shall give written notice a minimum of 60 days before resignation. The Council may waive this requirement if exigent circumstances are present. The Council shall work with the Minister and the regional conference in developing a fair resignation agreement.

Section 5: TERMINATION

The active members of the congregation may terminate the Minister for failure to live up to the terms of her or his call, for a breach of professional ethics, or for a breach of sexual ethics. In connection with any termination, the Council should work with the regional conference in developing a fair severance agreement.

(a) FAILURE TO LIVE UP TO TERMS OF CALL

(i) The Council will refer issues of pastoral conduct to the Pastor Parish Relations Committee for the purpose of mediating the conflict. The Committee or the Minister may request assistance from the regional conference's Committee on Ministry in resolving the matter.

(ii) The Committee shall report back to the Council with a recommendation, which then may entertain the motion to terminate. The Council may recommend the termination of a Minister by a vote of the majority vote.

(iii) If the Council votes in favor of termination, it shall call a special congregation meeting for the purpose of considering the recommendation. The congregation must be given at least two weeks notice of the special meeting. The Minister has the right to attend this meeting. The termination may be ratified by a majority vote of the active members in attendance at the meeting.

(iv) If the Council's recommendation is ratified by the congregation, the Minister's call shall be terminated.

(b) BREACH OF PROFESSIONAL OR SEXUAL ETHICS

In the event of an allegation of an ethical breach, particularly inappropriate sexual conduct, the primary concern of the church is the determination of the truth of the allegation through procedures comporting with due process for all concerned. The Council shall notify the regional conference's Committee on Ministry requesting an investigation with maximum permissible candor and with concern for the emotional well-being of the congregation. The church will work with the regional conference to provide emotional support for the Minister, the complainant, and any distraught members of the

congregation. Upon requirement of the investigation, the minister will be placed on administrative leave.

Article VI---ORDAINED, COMMISSIONED, OR LICENSED STAFF

Section 1: GENERAL PROVISIONS

As with the Minister, any ordained, commissioned, or licensed staff must abide by the Codes of Professional Ethics and Sexual Ethics as promulgated in the ***Manual on Ministry*** and any addenda to it adopted by the regional conference. In addition, it is the policy of this church that any sexual activity between ordained staff and any member of this church (or nonmember in a client relationship with ordained staff) is inappropriate (with the same exceptions as for the Minister).

Ordained, commissioned, or licensed staff must maintain ministerial standing within the regional conference, and any candidate for an ordained staff position must either have ministerial standing within the regional conference or be approved for ordination pending a call within the UCC.

Ordained, commissioned, or licensed staff shall be called by a vote at a congregation meeting to work parallel with the Minister as defined by the letter of call. This article does not apply to individuals who are temporarily enlisted by the church only to preach sermons or otherwise participate in other events.

Section 2: ESTABLISHMENT OF ORDAINED STAFF POSITIONS

Prior to the establishment of any position, the Council must approve an appropriate written job description (or letter of call) which has been prepared in consultation with the Minister. The recommendation of the Council to establish a position must be ratified at a congregational meeting. As individuals employed under this article will work under the supervision of the Minister, the Minister (and any Board or committee with which the staff member will be working) may serve on any search committee or participate in the interview of candidates.

Section 3: TERMINATION

(a) ASSOCIATE MINISTER

All provisions of article V, sections 4-5 (resignations and terminations) shall apply to an associate minister, except that a termination may also be for budgetary reasons.

(b) OTHER ORDAINED, COMMISSIONED, OR LICENSED STAFF

All provisions of article V, sections 4-5 (resignations and terminations) shall apply to other ordained staff, except that termination may also be for budgetary reasons, and the decision to terminate (for any reason) does not require ratification at a congregational meeting.

Article VII---OTHER CHURCH ORGANIZATIONS

Should the members of the church seek to organize themselves in groups for spiritual, educational, or social purposes under the aegis of this church, they have the right to use the church facilities (subject to the approval of the Property Board and any previous commitments) and may address their concerns to the Spiritual Life Board.

Article VIII---MEETINGS

Section 1: WORSHIP

(a) Public services shall ordinarily be held each Sunday at a time designated by the Worship Board. Special services shall be held at the request of the Worship Board in consultation with the Minister.

(b) The sacrament of communion shall be observed on a schedule determined by the Worship Board and the Minister.

Section 2: CONGREGATIONAL MEETINGS

(a) ANNUAL MEETING

The Annual Meeting shall be held once a year at such time as the Council may direct by order entered upon its minutes. At the annual meeting, the active members shall receive the report prepared by the Council, vote for elective offices, approve the budget, and transact any other necessary business. Active members may propose both candidates for election and amendments to the annual budget from the floor.

The meeting shall be held at the church building (unless another location is selected by the Council including online). Notice of the time and place of the meeting shall be given by announcement in the bulletin for the regular worship service for the two Sundays preceding the meeting, as well as being published in one issue of the church newsletter preceding the meeting.

(b) SPECIAL MEETINGS

Special meetings of the church may be called by the Minister or the Moderator. The Moderator or the Secretary may call a special meeting on request of **i)** the Council, **ii)** any Board, or **iii)** the written request of 25% active members of the church, specifying the purpose of the meeting. Notice of the time and place of the special meeting shall be given in the same manner as for the annual meeting.

(c) ONLINE MEETINGS

The Council may hold congregational meetings through online methods. Determination of

quorum and voting procedures will be the same as for regular and special meetings. Procedures for secret balloting may be determined by the Council.

(d) QUORUM AND VOTING PROCEDURES

(i) Regular quorum: A quorum shall consist of 15% of active members for all annual and special meetings, except as provided in subdivision (c). A vote may be carried by a majority of those present. In the event of a contested election, the vote may be by written ballot. The candidate (or candidates, if multiple positions are involved) receiving the highest number of votes shall be elected to the position(s). Upon motion, the vote on any other issue may be by written ballot.

(ii) Special quorum: A quorum shall consist of 15% of active members or 20 active members of the congregation (whichever is smaller) if the subject of the vote is amendment of the bylaws, issuing or terminating a call, or any action affecting the real properties or investments of the church. At such meetings, a vote may be carried by a simple majority of those present. On motion, the vote may be by written ballot.

Article IX---BYLAW AMENDMENT AND REVISION

The Council may appoint a committee to examine the bylaws for the purpose of amendment or revision. The Council may propose the recommended amendments or revision either at the annual meeting or a special meeting called for that purpose. Active members may propose amendments or revision at the annual meeting, or any special meeting called for such purpose. Due notice of the meeting must be given as specified in Article VIII, § 2. Copies of any proposed amendments or revision shall be made available to the congregation at least two weeks in advance of the meeting and at the meeting.

Article X---RULES OF ORDER

The current edition of Robert's Rules of Order shall apply on all matters of procedure not specifically covered in these bylaws.

CERTIFICATE OF SECRETARY

I, Philip Jackman, certify that: I am the duly elected Secretary of Pioneer Congregational Church, United Church of Christ, a nonprofit corporation; and these are a true and correct copy of the bylaws of Pioneer Congregational Church, United Church of Christ as revised on November 21, 2021; these bylaws are in full force and effect. These bylaws have not been amended or modified since November 21, 2021.

Date: 16 January 2022

Sacramento, California.

Philip Jackman

Corporate Secretary

CORPORATE SEAL