

**Revised Bylaws of**  
**ST. PAULS UNITED CHURCH OF**  
**CHRIST**

Chicago, Illinois

**REVISED**

(as amended August 11, 2024)

# TABLE OF CONTENTS

<b>Article I: NAME AND ESSENTIALS</b> -----	<b>1</b>
1.1 Name-----	1
1.2 Mission of St. Pauls Church-----	1
1.3 Core Values and Activities of St. Pauls Church-----	2
1.4 Sacraments and Rites-----	2
1.5 Statement of Faith of St. Pauls Church-----	2
1.6 Heritage of St. Pauls Church-----	3
1.7 Languages Used at St. Pauls Church-----	3
<b>Article II: MEMBERSHIP</b> -----	<b>4</b>
2.1 Requirements for Membership-----	4
2.1.a General Requirements-----	4
2.1.b Adult Membership-----	4
2.1.c Baptism and Confirmation-----	4
2.2 Commitments of Membership in St. Pauls Church-----	4
2.2.a General Commitment Requirements-----	4
2.2.b Time and Talent Commitments-----	4
2.2.c Financial Commitments-----	5
2.2.d Upbringing Commitments-----	5
2.2.e Participation Commitments-----	5
2.3 Relinquishment of Membership in St. Pauls Church-----	5
2.3.a Request of Member-----	5
2.3.b Letter of Transfer-----	5
2.3.c Vote of the Council-----	5
2.4 Friends-----	5
<b>Article III: CONGREGATION</b> -----	<b>6</b>
3.1 General Conditions: Reserved Powers-----	6
3.2 Meetings of the Congregations-----	6
3.2a General Conditions-----	6
3.2b Annual Congregational Meeting-----	7
3.2c Special Meetings of St. Pauls Church to Change Denominational Affiliation or to Elect or Remove the Senior Pastor-----	7
3.2d Other Special Meetings of St. Pauls Church-----	7

<b>Article IV: THE COUNCIL OF ST. PAULS CHURCH-----</b>	<b>8</b>
4.1 Responsibilities-----	8
4.2 Composition of the Council-----	9
4.3 Qualifications to serve on the Council-----	9
4.4 Frequency of Meetings of the Council-----	9
4.5 Executive Committee of the Council-----	9
4.6 Composition of the Executive Committee of the Council-----	11
4.7 Frequency of Meetings of the Executive Committee of the Council-----	11
4.8 Minutes of the Council and the Executive Committee of the Council-----	11
<b>Article V: THE STANDING MINISTRIES OF ST. PAULS CHURCH-----</b>	<b>11</b>
5.1 Composition and General Responsibilities of the Standing Ministries-----	11
5.1.a Chairs of the Standing Ministries-----	11
5.1.b Composition of the Standing Ministries-----	12
5.1.c Service on Only One Standing Ministry At a Time-----	12
5.1.d Frequency of Meetings of the Standing Ministries-----	12
5.1.e Responsibilities of Each Standing Ministry-----	12
5.2 Giving and Finance Ministry-----	13
5.3 Church Buildings and Grounds Ministry-----	14
5.4 Youth Education Ministry-----	15
5.5 Worship and Adult Faith Formation Ministry-----	15
5.6 Activism and Advocacy Ministry-----	16
5.7 Care and Connection Ministry-----	17
<b>Article VI: NOMINATING COMMITTEE-----</b>	<b>18</b>
6.1 Responsibilities of the Nominating Committee-----	18
6.2 Qualifications for Governance Positions at St. Pauls Church-----	19
6.3 Nominating Process-----	19
6.4 Composition of the Nominating Committee-----	20
<b>Article VII: OFFICERS OF ST PAULS CHURCH-----</b>	<b>20</b>
7.1 General Conditions-----	20
7.2 President-----	20
7.3 Vice President-----	20
7.4 Secretary-----	21
7.5 Treasurer-----	21

<b>Article VIII: TENURE REQUIREMENTS FOR GOVERNANCE POSITIONS-----</b>	<b>21</b>
8.1 General Conditions-----	21
8.2 Officers of St. Pauls Church-----	21
8.3 At-Large Members of the Council-----	22
8.3 Chairs of the Standing Ministries-----	22
8.4 Members of the Standing Ministries-----	22
8.5 Representatives to the UCC-----	22
8.6 Vacancies-----	22
<b>Article IX: SPIRITUAL LEADERSHIP-----</b>	<b>22</b>
9.1 General Conditions-----	22
9.2 Senior Pastor-----	23
9.3 Associate Pastor(s)-----	23
9.4 Director of Music-----	23
9.5 Other Staff Retained by St. Pauls Church-----	24
<b>Article X: RULES OF ORDER-----</b>	<b>24</b>
10.1 Parliamentary Authority-----	24
10.2 Quorum Voting Requirements-----	24
10.3 Special Congregational Meeting to Change Denominational Affiliation or to Elect or Remove the Senior Pastor from Office-----	24
10.4 No Proxy Voting-----	25
<b>Article XI: AMENDMENTS TO BYLAWS-----</b>	<b>25</b>
11.1 Process-----	25
11.2 Review of Bylaws-----	26

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**Article I**

**NAME AND ESSENTIALS**

**1.1 Name**

The name of the church shall be St. Pauls United Church of Christ (hereinafter “St. Pauls Church”).

**1.2 Mission of St. Pauls Church**

The mission of St. Pauls Church, a congregation of the United Church of Christ, is to embrace individuals and families of all backgrounds and configurations in a joyful expression of Christian faith in the city. We do this through worship, respect for individuals, fellowship, lifelong Christian education, social justice advocacy, and support of programs and services consistent with our core values.

### **1.3 Core Values and Activities of St. Pauls Church**

The core values and activities of St. Pauls Church are:

- **Worship:** St. Pauls Church is a community of Christian faith that provides for regular and special services of worship in which the Congregation opens itself to God's revelation in scripture, proclaims the Good News, and thanks God for life through words, music and actions. We express our faith joyfully in the city;
- **Respect for the Individual:** St. Pauls Church affirms the uniqueness of each person as a gift of God with us. It is an open and affirming congregation, accepting into the congregation and as friends all people without regard to race, age, marital status, national origin, gender, gender identity, sexual orientation or physical ability;
- **Fellowship:** St. Pauls Church encourages a sense of fellowship among the Members and Friends of the Congregation by sharing joys, concerns, commitments and faith, and welcoming others. United in spirit and inspired by God's grace, we welcome all, love all, and seek justice for all;
- **Education and Faith Formation:** St. Pauls Church supports lifelong Christian education from the cradle to the Memorial Garden and encourages personal growth in Christian life and dedicated involvement in the ministry of the Church. We offer educational and faith formation programs in a variety of forms to meet the diverse needs of the Congregation;
- **Social Justice Advocacy:** In accordance with the heritage of the United Church of Christ (hereinafter "UCC") and St. Pauls Church, Members and Friends are called to serve and witness as good stewards in the local community and the world by advocating for justice, compassion and peace, by their financial support and by their actions and lives; and
- **Support programs and services consistent with our Core Values:** St. Pauls Church partners with and invests in the communities where Members and Friends of the Congregation live and work. St. Pauls Church supports missions of the UCC and the wider church in the city, nation and the world, and attempts to meet special and spiritual needs in ways that fulfill the congregation's commitment to being witness to God's love.

### **1.4 Sacraments and Rites**

Consistent with its Bylaws and as a part of the UCC, St. Pauls Church practices two sacraments: Baptism and Communion and the rite of Confirmation.

### **1.5 Statement of Faith of St. Pauls Church**

The Members of St. Pauls Church, as members of the UCC, have considered and revised the Statement of Faith of the United Church of Canada, with which the UCC is in full communion. Members of St. Pauls Church are called to believe as follows:

**We believe in God who has created and is creating,**

**Who has come to us in Jesus Christ to reconcile and make us new,**

**Who works in us and others by the Holy Spirit.**

**We trust God. God calls us to be the Church,**

**To celebrate God's presence,**

**To love and serve others,**

**To care for creation,**

**To seek justice and to resist evil,**

**To proclaim Jesus, crucified and risen, our judge and our hope.**

**In life and death, in life beyond death, God is with us.**

**We are not alone. Thanks be to God!**

## **1.6 Heritage of St. Pauls Church**

St. Pauls Church affirms its heritage as the first German-speaking Protestant congregation and among the first half dozen Protestant churches to be established in Chicago upon its founding on the corner of Ohio and LaSalle Streets in 1843. St. Pauls Church attempts to contribute to the spiritual, cultural and civic well-being of its community. From time to time, St. Pauls shall honor and nurture its history through such worship services as Reformation Sunday and *Totenfest*, education programs, special congregational events, special cultural programming, archival displays and other appropriate means. Moreover, in keeping with its German heritage, the name St. Pauls shall not include an apostrophe as there are no apostrophes in the German language.

## **1.7 Languages Used at St. Pauls Church**

St. Pauls Church worship services often include numerous languages, although English is predominant. We conscientiously attempt to use inclusive English during its services, believing that the words used in worship help form the images Members and Friends have of themselves, of others, and of God. However, on occasion, some hymns, scripture passages and creeds may not be changed in order to preserve the poetry, original meaning or historical value of the writing.

## **Article II** **MEMBERSHIP**

### **2.1 Requirements for Membership**

#### 2.1.a General Requirements

Membership in St. Pauls Church is open to any person who has been baptized in the Christian faith and who has been confirmed, or who has made a public confession in Jesus Christ as Lord and Savior. Membership is open to any person who believes in God without regard to race, age, marital status, national origin, gender, gender identity, sexual orientation or physical ability.

#### 2.1.b Adult Membership

Upon the recommendation of the Senior Pastor, Members may be received into St. Pauls Church by Baptism, Confirmation, confession of faith, reaffirmation of faith, or presentation of a letter of transfer from another church. All Members shall be welcomed into St. Pauls Church during a service of worship.

#### 2.1.c Baptism and Confirmation

Any person baptized into the community of faith, either at St. Pauls Church or at another church, shall be included as a part of the community of faith at St. Pauls Church. St. Pauls Church shall keep a record of all persons baptized or confirmed at St. Pauls Church.

### **2.2 Commitments of Membership in St. Pauls Church**

#### 2.2.a General Commitment Requirements

Members of St. Pauls Church shall take an active part in the life and work of the community of faith. They are expected to participate faithfully in worship; to celebrate the sacraments; and to bear witness to the Gospel of Jesus Christ in their daily lives. Each Member shall attempt to apply the teachings of Jesus Christ to all human relationships and set the kind of example that will attract others to the community of faith of St. Pauls Church.

#### 2.2.b Time and Talent Commitments

Members of St. Pauls Church shall be encouraged to make a commitment of their time and talents to at least one program of the Church to accomplish the mission of St. Pauls Church.



### 2.2.c Financial Commitments

Members of St. Pauls Church, according to their means, shall financially support the Church.

### 2.2.d Upbringing Commitments

Members of St. Pauls Church shall be encouraged to have their children participate in the Christian education program and Confirmation classes of the church..

### 2.2.e Participation Commitments

Members of St. Pauls Church shall participate in the affairs and activities of the congregation.

## 2.3 **Relinquishment of Membership in St. Pauls Church**

### 2.3.a Request of Member

Members of St. Pauls Church may relinquish their membership by a written request to the Senior Pastor.

### 2.3.b Letter of Transfer

Members of St. Pauls Church may relinquish their membership by requesting a letter of transfer to another congregation.

### 2.3.c Vote of the Council

If a Member of St. Pauls Church is not willing to accept the commitments of membership, that individual may forfeit membership by a majority vote of the Council, provided that an effort has been made to encourage such Member to accept those commitments.

## 2.4 **Friends**

Friends of St. Pauls are those individuals who support St. Pauls Church but who have not become Members of the Church. A Friend may be elected to serve on Standing Ministries, but may not serve as the Chair of a Standing Ministry. In addition, Friends may not serve as Officers of St. Pauls Church, as members of the Council, or as representatives to the UCC. Friends have voice but may not vote at meetings of St. Pauls Church.

## **Article III**

### **CONGREGATION**

#### **3.1 General Conditions: Reserved Powers**

The Congregation governs the affairs of St. Pauls Church. It is responsible for all activities of St. Pauls Church, although it may specifically delegate certain responsibilities to the Council, the Standing Ministries of St. Pauls Church or to the pastoral staff.

Specifically, the congregation of St. Pauls Church shall:

- a. Elect or dismiss the Senior Pastor, pursuant to Paragraph 10.3 of these Bylaws;
- b. Elect the officers of St. Pauls Church, chairs and members of the Standing Ministries, at-large members of the Council, and representatives to the Chicago Metropolitan Association and the Illinois Conference of the UCC;
- c. Elect members of the Nominating Committee, pursuant to Article VI of these Bylaws;
- d. Consider and approve the annual operating and capital budgets;
- e. Change denominational affiliation, pursuant to Paragraph 10.3 of these Bylaws;
- f. Approve purchase or sale of real estate;
- g. Approve the mortgage or pledge of any asset;
- h. Approve amendments to the Bylaws, pursuant to Article XI of these Bylaws;
- i. Approve the long-range financial and strategic plans of St. Pauls Church;
- j. Approve a Search Committee if or when it becomes known that the office of the Senior Pastor will become vacant; and
- k. Review and consider such other matters as the Council shall request.

#### **3.2 Meetings of the Congregation**

##### **3.2a General Conditions**

Meetings of the Congregation shall be held to conduct the business of and to discuss the direction and life of St. Pauls Church. Proposals and resolutions related to the witness of

St. Pauls Church as a community of faith may be introduced and reports of the Council, the Officers of St. Pauls Church, the Standing Ministries, the pastors of St. Pauls Church, other church organizations and affiliated institutions may be submitted. The Congregation shall take such actions as it deems necessary.

### 3.2b Annual Congregational Meeting

The Members of St. Pauls Church shall assemble in the Annual Congregational Meeting. The Executive Committee of St. Pauls Church shall schedule the Annual Congregational Meeting of the congregation in the first calendar quarter of the year at such time that does not unduly conflict with other activities of St. Pauls Church. The Secretary of St. Pauls Church shall ensure that the Annual Congregational Meeting is announced at least thirty (30) days in advance of such meeting during the worship service and is otherwise appropriately publicized in advance of the meeting.

At the Annual Congregational Meeting, at least the following agenda items shall be included:

- i. Report of the State of the Congregation by the President of the Congregation and/or the Senior Pastor;
- ii. Election of officers, at-large members of the Council, chairs and members of the Standing Ministries, and UCC representatives to be elected under these Bylaws;
- iii. Election of three members of the Nominating Committee to serve for the following year;
- iv. Announcement of the Presidential appointment of three members of the Nominating Committee to serve for the following year; and
- v. Adoption of the annual operating and capital budgets.

### 3.2.c Special Meetings of St. Pauls Church to Change Denominational Affiliation or to Elect or Remove the Senior Pastor

Meetings of St. Pauls Church to change denominational affiliation or to elect or remove the Senior Pastor shall be held in accordance with Paragraph 10.3 of these Bylaws. These matters shall not be considered at the Annual Congregational Meeting.

### 3.2.d Other Special Meetings of St. Pauls Church

Other Special Meetings of St. Pauls Church shall be called by the Council, or by petition to the Council signed by no fewer than one hundred (100) Members of St. Pauls Church, which shall set forth the purpose(s) of the Special Meeting of St. Pauls Church. The Council shall call the Special Meeting within thirty (30) days of receiving a petition meeting these requirements. The Secretary of St. Pauls Church shall communicate to all

Members that a Special Meeting of St. Pauls Church will be held at least fourteen (14) days in advance of the Special Meeting. The Special Meeting of St. Pauls Church shall consider only those matters specifically stipulated in the call for the Special Meeting.

## **Article IV**

### **THE COUNCIL OF ST. PAULS CHURCH**

#### **4.1 Responsibilities**

The Council is elected by, and is accountable to, the Congregation. It refers all major policy decisions and those matters for which the Congregation has retained responsibility under these Bylaws to the Congregation.

Specifically, the Council shall:

- a. Manage the business and coordinate the activities of St. Pauls Church;
- b. Set and approve policies and procedures;
- c. Recommend the annual operating and capital budget to the Congregation;
- d. Develop, monitor and update a long-range financial plan for St. Pauls Church;
- e. Monitor actual operating expenses in relation to the congregation-approved budget;
- f. Assist in the development of the Strategic Plan and approve a draft Strategic Plan for submission to the Congregation for approval;
- g. Approve interim appointments to the Council and Standing Ministries upon the recommendation of the Nominating Committee;
- h. Nominate the Search Committee for the Senior Pastor in the event of a vacancy;
- i. Provide for the fulfillment of the duties of the Senior Pastor in the event of a vacancy;
- j. Be advised of any changes to the staff structure for pastoral, administrative and maintenance functions of St. Pauls Church, as recommended by the Senior Pastor;
- k. Be advised of the Senior Pastor's establishment of an advisory search committee to assist the Senior Pastor in filling vacancies in the positions of Associate Pastor, the Director of Music, or, as appropriate, other professional position;
- l. Be advised of the Senior Pastor's recommendation to appoint or dismiss an individual to serve as Associate Pastor, the Director of Music, or, as appropriate,

- other professional position;
- m. Call special meetings of St. Pauls Church when needed or when required under Article III of these Bylaws;
- n. Create issue-oriented task forces to address substantive issues that may be beyond the scope of any Standing Ministry, such task forces to be provided with specific charges and serve for a specific period of time; and
- o. Assume other duties as the Congregation or the President may assign.

#### **4.2 Composition of the Council**

The Council shall consist of the Officers of St. Pauls Church, three to five Members of St. Pauls Church elected “at large,” the Chairs of the Standing Ministries and the Senior Pastor. The Senior Pastor shall have voice and vote in the Council. Those members elected “at large” to the Council shall represent the interests of the Congregation as a whole at Council meetings and shall generally assist the Officers and Chairs of the Standing Committees. In addition, in coordination with the President, the “at large” members of the Council shall arrange to be responsible for representing those St. Pauls groups not otherwise represented on the Council. The President of the Congregation may request that other members of the staff also attend all or portions of the meetings of the Council, as appropriate.

#### **4.3 Qualifications to serve on the Council**

Any Member of St. Pauls Church for at least one year who supports St. Pauls Church through faithful participation in fellowship and stewardship shall be eligible to serve on the Council. Only those Members of St. Pauls Church eighteen (18) years or older shall be eligible for election as Officers of St. Pauls Church.

#### **4.4 Frequency of Meetings of the Council**

The Council shall meet as called by the President and as needed, but no less frequently than quarterly. Meetings of the Council shall also be called at the request of four members of the Council, the President or the Senior Pastor.

#### **4.5 Executive Committee of the Council**

The Executive Committee of the Council is accountable to the Council, and through the Council, to the Congregation.

The Executive Committee of the Council shall:

- a. Act on behalf of the Council between Council meetings, in emergencies, and for the purposes of managing the business of St. Pauls Church and coordinating the activities of the Congregation; monitoring financial performance against the congregation-approved budget; monitoring performance against the

- congregation-approved Strategic Plan; and creating task forces;
- b. Approve non-budgeted capital or operating expenses of up to an aggregate of thirty thousand dollars (\$30K);
  - c. In coordination with the Church Buildings and Grounds Ministry, recommend non-budgeted capital expenses of between an aggregate of thirty thousand dollars (\$30K) and one hundred thousand dollars (\$100K) to the Council for approval;
  - d. In coordination with the Church Buildings and Grounds Ministry, recommend non-budgeted capital expenses of an aggregate of more than one hundred thousand dollars (\$100K) to the Council for its recommendation and to the Congregation for approval;
  - e. Serve as the Personnel Committee of St. Pauls Church and advise the Senior Pastor about personnel and performance-related issues of all pastoral and other staff, including providing input for their annual performance reviews;
  - f. Consult with the Senior Pastor regarding proposed changes to the staff structure for pastoral, administrative, and maintenance functions of St. Pauls Church, for approval by the Council;
  - g. Consult with the Senior Pastor regarding the Senior Pastor's recommendation to appoint or dismiss an individual to serve as Associate Pastor, the Director of Music, or, as appropriate, other professional positions;
  - h. In the event of vacancies in the positions of an Associate Pastor, the Director of Music, or, as appropriate, other professional position, consult with the Senior Pastor regarding the establishment of a task force to assist in the recruitment and interviewing of candidates for these vacancies. Such task force shall be advisory to the Senior Pastor and will recommend the names of up to three individuals for the Senior Pastor's consideration; the Executive Committee shall be consulted regarding the Senior Pastor's ultimate hiring decision for these positions.
  - i. Consult with the Senior Pastor regarding compensation levels and Human Resources practices and policies for staff;
  - j. Commencing in 2028, and every five (5) years thereafter, appoint a task force to review the Human Resources practices, processes and policies in place at St. Pauls Church, and propose such changes as it deems necessary;
  - k. Conduct at least an annual performance review for the Senior Pastor and address personnel and performance-related issues, as appropriate;
  - l. Review the annual operating and capital budgets as prepared by the Giving and Finance Ministry and submit them for approval of the Council (for recommendation to and ultimate adoption by the Congregation):
  - m. Schedule and set agendas for the Annual and Special Meetings of the Congregation;

- n. Serve as a mediator where the responsibilities of Standing Ministries, task forces, or other St. Pauls Church groups overlap; and
- o. Assume other duties as the Congregation or Council may assign.

#### **4.6 Composition of the Executive Committee of the Council**

The Executive Committee of the Council shall consist of the Officers of St. Pauls Church, up to three other members of the Council appointed by the President, and the Senior Pastor who shall serve with voice and vote. The President of the Congregation may request that other members of the Congregation or the staff attend all or portions of Executive Committee meetings, as appropriate.

#### **4.7 Frequency of Meetings of the Executive Committee of the Council**

The Executive Committee of the Council shall meet as needed and as called by the President or Senior Pastor.

#### **4.8 Minutes of the Council and the Executive Committee of the Council**

Minutes of the meetings of the Council and the Executive Committee of the Council shall be kept and shall be available for review by interested Members of St. Pauls Church. However, deliberations of the Council or the Executive Committee regarding specific personnel or their performance reviews shall not be included in the minutes that are available to St. Pauls Members.

## **Article V**

### **THE STANDING MINISTRIES OF ST. PAULS CHURCH**

#### **5.1 Composition and General Responsibilities of the Standing Ministries**

St. Pauls Church shall have seven (7) Standing Ministries, the Chairs and members of each being elected by St. Pauls Church.

##### **5.1.a Chairs of the Standing Ministries**

The Chair of each Standing Ministry shall be a Member of St. Pauls Church, recommended by the members of the Standing Ministry to the Nominating Committee members at least two (2) months before the Annual Congregational meeting, with the exception of the Giving and Finance Ministry, which shall be chaired by the Treasurer. Each Standing Ministry shall recommend at least one (1) and no more than two (2) candidates to serve as the future Chair of the Standing Ministry.

### **5.1.b Composition of the Standing Ministries**

Each Standing Ministry shall be composed of nine (9) members, except as when a member of the Standing Ministry is elected to serve as Chair during the last year of their term. In such instances, the Chair shall serve their full two-year term as Chair and the number of members of the Standing Ministry shall be increased to ten (10) during that one year. If a vacancy occurs on a Standing Ministry between the Annual Congregational Meetings of St. Pauls Church, the Council shall elect a replacement to fill the remaining term, upon recommendations of the Nominating Committee.

### **5.1.c Service on Only One Standing Ministry At a Time**

No Member or Friend may serve on more than one Standing Ministry of St. Pauls Church simultaneously.

### **5.1.d Frequency of Meetings of the Standing Ministries**

Each Standing Ministry shall meet as needed and no less frequently than quarterly.

### **5.1.e Responsibilities of Each Standing Ministry**

Each Standing Ministry shall have the following general responsibilities:

- i. Develop policies and/or resolutions for consideration and approval of the Council;
- ii. Review and implement the goals of and objectives recommended in the most current Strategic Plan;
- iii. Develop and propose an annual operating budget for its area of responsibility, for possible inclusion in the annual operating budget by the Giving and Finance Standing Ministry;
- iv. Submit regular reports (and additional special reports on specific topics, upon request) to the Council and the congregation;
- v. Review the charges to the Standing Ministry as noted in these Bylaws and suggest revisions to them by 2026. These revisions, as they may be revised, will be considered in the form of amendments to the Bylaw;
- vi. Recommend to the Nominating Committee St. Pauls Members or Friends to serve on the Standing Ministry;
- vii. Coordinate activities of the Standing Ministry with the other Standing Ministries and groups within St. Pauls Church and within the overall calendar



of St. Pauls Church;

- viii. As appropriate, assign to subcommittees tasks or responsibilities to allow the Standing Ministries to meet its responsibilities; and
- ix. Assume other duties as assigned by the Council or the Congregation.

## **5.2 Giving and Finance Ministry**

There shall be a Giving and Finance Ministry composed of a representative group of Members or Friends of St. Pauls Church, including the Treasurer, and staffed by the Senior Pastor. The Treasurer shall serve as Chair.

The purpose of the Giving and Finance Ministry is to ensure that St. Pauls Church has the financial resources to fulfill its mission and strategic plan, has a process in place by which these financial resources are ethically and effectively gathered, and that the spending of these financial resources is appropriate and consistent with the desires of the Congregation as expressed through these Bylaws and the Strategic Plan.

It shall be the responsibility of the Giving and Finance Ministry to:

- a. Advise and educate Members and Friends of St. Pauls Church regarding their giving opportunities and responsibilities;
- b. Develop a multiple-year giving plan for St. Pauls Church and update as necessary, which would set annual giving goals, produce informational/giving campaign materials and website updates as needed, and ensure that timely giving updates are delivered at least twice per year to givers in the Congregation;
- c. Annually review the nature and timing of all fundraising efforts of St. Pauls Church. Provide coordination and oversight to ensure a strategically sound approach to asking for financial support;
- d. Ensure that an annual giving campaign is conducted;
- e. Develop and distribute as appropriate periodic communications and informational materials directed to the Congregation that encourage planned giving, including endowments, bequests and deferred giving, to St. Pauls Church.
- f. Plan and oversee implementation of periodic capital campaigns, the need for which shall be determined by the Congregation, upon the recommendation of the Council and Senior Pastor;
- g. Prepare and provide the Council with monthly statements of income and expenses;
- h. Monitor pledges and the worship service offerings;

- i. Prepare the annual operating and capital expenditures budget based upon the inputs of the Standing Ministries and consistent with the mission of St. Pauls Church, for submission to the Council;
- j. Monitor and oversee the investment and reserve funds of St. Pauls Church. Educate the Congregation regarding the purpose(s) of each reserve fund and report annually on each fund's assets;
- k. Develop and maintain appropriate financial policies for St. Pauls Church (e.g., signature and approval authority, consistent contract retention procedures) for approval of the Council; and
- l. With the Church Buildings and Grounds Ministry, recommend leases for approval to the Council.

### **5.3 Church Buildings and Grounds Ministry**

There shall be a Church Buildings and Grounds Ministry composed of a representative group of Members or Friends of St. Pauls Church, staffed by appropriate facilities staff and one of the pastoral staff as designated by the Senior Pastor.

The purpose of the Church Buildings and Grounds Ministry is to ensure that the buildings of St. Pauls Church (the church building itself, the parsonage and the garages) and the outdoor courtyard and grounds of the church are maintained in a welcoming, safe, efficient, appropriate, and environmentally sensitive manner.

It shall be the responsibility of the Church Buildings and Grounds Ministry to:

- a. Monitor and ensure that there are policies that welcome the community to use St. Pauls Church's buildings, courtyard and grounds;
- b. Develop and maintain a building use policy for St. Pauls Church, which ensures that safety is maintained and that environmentally sensitive waste and reuse policies and procedures are followed;
- c. Develop and update as necessary a long-range church buildings and grounds plan for St. Pauls Church, including a capital expenditures budget for inclusion in the long-range financial plan and direct its implementation upon approval;
- d. Oversee and maintain the grounds of St. Pauls Church;
- e. Develop and update as necessary an Owner's Manual for all property of St. Pauls Church;
- f. With the Senior Pastor, oversee regular maintenance and upkeep of the parsonage; and
- g. Develop and ensure that appropriate leasing arrangements have been entered into, and with the Giving and Finance Ministry, recommend leases for approval to the Council.

#### **5.4 Youth Education Ministry**

There shall be a Youth Education Ministry composed of a representative group of Members or Friends of St. Pauls Church, staffed by appropriate youth education staff and one of the pastoral staff as designated by the Senior Pastor.

The purpose of the Youth Education Ministry is to ensure that St. Pauls Church provides creative, age-appropriate religious education to the children and youth of the Church and wider community.

It shall be the responsibility of the Youth Education Ministry to:

- a. Develop policies, and review and approve educational curricula for the Sunday Church School, consistent with the Mission of St. Pauls Church;
- b. Coordinate and ensure that there are trained teachers for the nursery and Sunday Church School;
- c. Coordinate the youth fellowship programs at St. Pauls Church;
- d. Provide and coordinate the Confirmation program at St. Pauls Church;
- e. Develop criteria for selecting and operating an annual youth mission trip (an immersion or service experience), and use it to select youth opportunities; and
- f. In conjunction with the pastoral staff, plan and oversee an annual youth mission trip.

#### **5.5 Worship and Adult Faith Formation Ministry**

There shall be a Worship and Adult Faith Formation Ministry composed of a representative group of Members or Friends of St. Pauls Church, staffed by one of the pastoral staff as designated by the Senior Pastor.

The purpose of the Worship and Adult Faith Formation Ministry is to ensure that the weekly and special worship services at St. Pauls Church are meaningful and coordinated, and that Members and Friends of St. Pauls Church have educational opportunities available that address their religious and spiritual needs.

It shall be the responsibility of the Worship and Adult Faith Formation Ministry to:

- a. Develop and ensure that policies are in place to recruit, schedule and train communion servers, scripture readers, acolytes, ushers, and other worship leaders, and that the

physical arrangements for the worship service and worship elements are complete and appropriate;

- b. With the Director of Music, consider and discuss the music program in the context of regular and special worship services;
- c. With the pastoral staff, consider and discuss St. Pauls regular and special worship services;
- d. Develop and monitor policies regarding baptisms, weddings, funerals, memorial services, and other services held at St. Pauls Church;
- e. Ensure that all musical instruments owned by St. Pauls Church are appropriately maintained;
- f. With the members of the pastoral staff, evaluate, continue and modify as appropriate regular Bible studies and book study groups, small group faith formation, and other educational, faith-building programs for adults, with an eye toward how such programs relate to worship;
- g. Assess the needs and wishes of the Members and Friends of St. Pauls Church regarding specific adult Christian education programs and establish new educational programs in areas where there is interest; and
- h. Consider the establishment of adult mission trips.

## **5.6 Activism and Advocacy Ministry**

There shall be an Activism and Advocacy Ministry composed of a representative group of Members or Friends of St. Pauls Church, and staffed by one of the pastoral staff as designed by the Senior Pastor.

The purpose of the Activism and Advocacy Ministry is to inform, educate and coordinate actions, as appropriate, of St. Pauls Church regarding civil rights, economic justice, women and LGBTQ+ issues, voting rights, peace, climate justice, and other matters of Christian social action, and to support organizations and movements that may help build the “Beloved Community” in Chicago, the United States, and the world.

It shall be the responsibility of the Activism and Advocacy Ministry to:

- a. Determine and coordinate how St. Pauls Church can best inform the Congregation about specific social justice matters and whether to take individual or collective action;
- b. Assess and identify new or changing areas for outreach participation by Members and Friends of St. Pauls Church;

- c. Inform the Congregation and inculcate an understanding within the Congregation of the UCC, and, in particular, its social justice pronouncements and resolutions; and to define and explain to the Congregation the denomination's giving opportunities of Our Church's Wider Mission (OCWM), One Great Hour of Sharing (OGHS), and Neighbors in Need (NIN) and encourage their support,
- d. Distribute budgeted benevolence funds consistent with the Mission of St. Pauls Church and upon assessment of existing disbursements and new requests for benevolence giving;
- e. Support the involvement of St. Pauls Church Members and Friends with organizations historically related to St. Pauls Church, e.g., UCAN and Lincoln Park Community Services;
- f. Consider and approve requests for St. Pauls Church to support other organizations' campaigns for financial or other support; and
- g. Work with and support dialogue with other denominations, faiths and religious or other groups regarding matters of social justice.

### **5.7 Care and Connection Ministry**

There shall be a Care and Connection Ministry composed of a representative group of Members and Friends of Saint Pauls Church, and staffed by a member of the pastoral staff appointed by the Senior Pastor.

The purpose of the Care and Connection Ministry is to bring Members and Friends together to care for each other and to strongly encourage the fellowship of St. Pauls Church be extended to Members and Friends of all durations as well as to the wider community.

It shall be the responsibility of the Care and Connection Ministry to:

- a. Support and coordinate the ministries of the groups who extend care and support within the Congregation;
- b. Onboard new church members, pairing them with sponsors, and encouraging their active participation in the life of the church; and
- c. Provide enhanced opportunities for Members and Friends of St. Pauls Church to grow closer to one another by forming and supporting community-building groups and diverse activities for specific demographics,

### **5.8 Communications Ministry**

There shall be a Communications Ministry composed of a representative group of Members and

Friends of St. Pauls Church, staffed by a member of the pastoral staff and others from the administrative staff appointed by the Senior Pastor.

The purpose of the Communications Ministry is to enhance communications within the Congregation and to communicate the Good News of St. Pauls Church to individuals and communities “outside the walls” of the church building.

It shall be the responsibility of the Communications Ministry to:

- a. Manage and enhance communications with Members and Friends within St. Pauls Church by promoting and fine-tuning use of Church Center;.
- b. Assess all ongoing communications efforts of St. Pauls Church and determine whether changes are desirable or appropriate;
- c. Encourage regular communications within the Congregation regarding the activities of the Council, the Standing Ministries and other groups within the Congregation;
- d. Plan and propose an annual communications program to welcome individuals “outside our walls” to discover St. Pauls Church and its progressive mission and core values, and to implement this communications program upon approval and funding by the Council;
- e. Conduct an annual “Skills and Gifts” survey of all Members and Friends of St. Pauls Church to identify those with specific interests and skills that might be used in support of the Mission of the Church, and specifically to welcome newcomers into the Church;
- f. Identify ways and encourage Members and Friends to invite others to join in the St. Pauls Church community of faith and become involved with its programs and activities; and
- g. Coordinate St. Pauls Church social media communications, including the website, for both invitational and internal communications.

## **Article VI** **NOMINATING COMMITTEE**

### **6.1 Responsibilities of the Nominating Committee**

The Nominating Committee is responsible to and advises the Congregation.

It shall be the responsibility of the Nominating Committee to:

- a. Present a slate of Officers of St. Pauls Church, Chairs of the Standing Ministries (in consultation with the Standing Ministry), members of the Standing Ministries, and at-large members of the Church Council for election by the congregation at the Annual Congregational Meeting;
- b. Receive input from Standing Ministry chairs regarding individuals to serve as possible members of the Standing Ministry; and
- c. Should any elected position become vacant during the calendar year, recommend to the Council the name (or names) of a candidate to fill the vacancy. Each successor so chosen will serve until the expiration of the vacated term.

## **6.2 Qualifications for Governance Positions at St. Pauls Church**

Any Member of St. Pauls Church for at least one year who supports St. Pauls Church through faithful participation in the worship, fellowship and stewardship of St. Pauls Church shall be eligible to serve in any elected governance capacity. Friends of St. Pauls Church may be elected to serve as members of the Standing Ministries, but may not serve as Chair. Only those Members eighteen (18) years or older shall be eligible for election as Officers of St. Pauls Church.

## **6.3 Nominating Process**

- a. At the Annual Congregational Meeting, three Members of St. Pauls Church shall be elected to serve on the Nominating Committee. In addition, the President shall announce his or her three appointments to the Nominating Committee at this meeting.
- b. At least two months prior to the Annual Congregation Meeting, the Nominating Committee shall solicit the names of Members of St. Pauls Church who might be considered to fill vacancies in elected governance positions during the next calendar year, including nominees for Officers of St. Pauls Church, at-large members of the Council, chairs and members of the Standing Ministries, at-large members of the Council, and delegates to the Chicago Metropolitan Association and the Illinois Conference of the UCC.
- c. At least one month before the Annual Congregational Meeting, the Nominating Committee shall meet in executive session and consider and select the list of recommended individuals for each vacant position.
- d. Prior to the Annual Congregational Meeting, the Nominating Committee list of recommended individuals shall be communicated to each Member of St. Pauls Church.
- e. At the Annual Congregational Meeting, additional Members of St. Pauls Church may be nominated from the floor for those governance positions to be filled.

#### **6.4 Composition of the Nominating Committee**

The Nominating Committee shall comprise six (6) Members of St. Pauls Church who shall serve a one-year term, three of whom will be appointed by the President of the Congregation and three of whom will be elected by the Congregation and who cannot be members of the Council. The Senior Pastor shall serve as an *ex officio* member with vote. The members of the Nominating Committee shall select their own chair.

Members of the Nominating Committee cannot be nominated for any position. Members of the Nominating Committee may succeed themselves in the same position for up to three (3) one-year terms. Following these three (3) terms, a member of the Nominating Committee may not act in the same capacity until an interval of one year is observed.

## **Article VII** **OFFICERS OF ST PAULS CHURCH**

### **7.1 General Conditions**

The Officers of St. Pauls Church shall be the President, Vice President, Treasurer and Secretary. Officers shall be voting members of the Council and the Executive Committee of the Council.

### **7.2 President**

The President shall be the Principal Lay Officer of the Congregation and the chair of the Council and shall, in general, supervise and control the business affairs of St. Pauls Church. The President shall preside over all meetings of the Congregation, the Council and the Executive Committee of the Council.

The President shall sign all documents and papers requiring an official signature; shall appoint all necessary task forces, subject to the approval of the Council; and shall perform such other duties as are required by these Bylaws or as may be assigned by the Congregation or the Council. The President shall serve as a non-voting *ex officio* member of all Standing Ministries and task forces.

### **7.3 Vice President**

In the absence of the President or in the event of their death, inability or refusal to act, the Vice President shall assume the duties of the President and, when so acting, shall have all the powers of, and be subject to, all other restrictions upon the President. The Vice President shall perform such other duties as the President or the Council may assign.



#### **7.4 Secretary**

The Secretary shall carry on all correspondence of the Congregation and of the Council; shall see that all notices are duly given in accordance with these Bylaws; shall have charge of all documents, papers, charters and other official documents regarding St. Pauls Church; and shall keep the minutes of all meetings of the Congregation, the Council and the Executive Committee of the Council. The Secretary shall perform such other duties as the President or the Council may assign.

#### **7.5 Treasurer**

The Treasurer shall be the Chief Financial Officer of the Congregation and shall receive and have custody of all monies and securities belonging to St. Pauls Church. The Treasurer shall serve as Chair of the Giving and Finance Ministry.

The Treasurer shall be responsible for the handling of all offerings collected; for the proper recording of all dues, pledges, contributions and expenses; and for ensuring that all invoices are paid in a timely fashion in accordance with the congregation-approved budget and in consultation with the Giving and Finance Ministry.

At each regular meeting of the Congregation and the Council, the Treasurer shall present the most recent financial report. The Treasurer shall ensure that a certified public accountant shall periodically audit or review the financial records of St. Pauls Church. The Treasurer shall perform such other duties as the Congregation or Council may assign.

### **Article VIII**

## **TENURE REQUIREMENTS FOR GOVERNANCE POSITIONS**

#### **8.1 General Conditions**

There shall be tenure requirements for Members or Friends of St. Pauls Church elected to governance positions.

#### **8.2 Officers of St. Pauls Church**

Officers of St. Pauls Church shall be elected to two-year alternating terms by the Congregation at the Annual Congregational Meeting. The terms of the President and the Secretary shall commence in odd-numbered years and the terms of Vice President and the Treasurer shall commence in even-numbered years. Officers may succeed themselves in office, but no officer may serve more than three (3) consecutive terms in one office or in any combination of offices.

### **8.3 At-Large Members of the Council**

At-large members of the Council shall be elected for a term of three (3) years, commencing at the Annual Congregational Meeting. Following a three-year term, at-large members may not serve in the same capacity until an interval of one year is observed.

### **8.3 Chairs of the Standing Ministries**

The Chair of each Standing Ministry shall be elected for a term of two (2) years, commencing at the Annual Congregational Meeting. Standing Ministry Chairs may not succeed themselves in office.

### **8.4 Members of the Standing Ministries**

Members and Friends of St. Pauls Church elected to serve on the Standing Ministries shall serve a three (3) year term, renewable once. Following these two three-year terms, an individual may not serve in the same capacity until an interval of one year is observed.

### **8.5 Representatives to the UCC**

Those Members of St. Pauls Church elected to represent St. Pauls Church to the Chicago Metropolitan Association and the Illinois Conference of the UCC shall serve a term of one (1) year. These individuals may succeed themselves in the same position for up to three years. Following these three one-year terms, a Member of St. Pauls Church may not serve in the same capacity until an interval of one year is observed.

### **8.6 Vacancies**

A Member of St. Pauls Church appointed to fill a vacancy in a governance position where the remaining time of the original term is more than one year shall be considered to have served the full term. Should the time remaining of the original term be one year or less, such time shall not be considered toward eligibility for a full term.

## **Article IX** **SPIRITUAL LEADERSHIP**

### **9.1 General Conditions**

The Congregation shall retain the services of individuals to serve as spiritual leaders of St. Pauls Church. Such individuals shall encourage the life of St. Pauls community of faith and support the mission of St. Pauls Church.

## **9.2 Senior Pastor**

The Congregation shall retain the service of a Senior Pastor for St. Pauls Church, who shall be an ordained minister in good standing with the UCC. The Senior Pastor shall support St. Pauls Church through study, preaching, teaching and example. The Senior Pastor shall serve as a voting member of the Council and the Executive Committee of the Council and except as otherwise provided, shall be an *ex officio* member without vote on all Standing Ministries and task forces.

The Senior Pastor shall be the primary spiritual leader of St. Pauls Church. The Senior Pastor shall lead by example, consensus, written direction or suggestion. The Senior Pastor is charged with the responsibility for administering St. Pauls and for the spiritual life of the congregation.

The Senior Pastor, in consultation with the Executive Committee and with the approval of the Council, shall develop a staff structure to meet the mission of St. Pauls Church, consistent with the congregationally-approved budget. Consistent with other provisions in these Bylaws, after consultation with the Executive Committee, the Senior Pastor may appoint or dismiss an individual to serve as Associate Pastor, the Director of Music, or as appropriate, other professional position.

The Senior Pastor shall be elected to and removed from office in accordance with the provisions of Paragraph 10.3 of these Bylaws.

The Congregation shall extend a call to the Senior Pastor at the time of his or her election as the spiritual leader of St. Pauls Church. The Secretary shall notify the Illinois Conference of the UCC of such election.

## **9.3 Associate Pastor(s)**

The Congregation may retain the services of an Associate Pastor(s) to share in the ministry and to assist the Senior Pastor in offering spiritual leadership to St. Pauls Church. This individual shall be an *ex officio* member on any Standing Ministry or task force to which the Associate Pastor is appointed by the Senior Pastor.

An Associate Pastor(s) shall be selected and removed from office by the Senior Pastor, consistent with the congregation-approved budget.

## **9.4 Director of Music**

The Congregation shall retain the services of an individual to conduct the music program at St. Pauls Church and to assist the Senior Pastor in the spiritual ministry of the Church. The Director of Music shall be an *ex officio* member on the Worship and Adult Faith Formation Ministry and any other Standing Ministry or task force to which the Director of Music is appointed by the Senior Pastor.

The Director of Music shall be selected and removed from office by the Senior Pastor, consistent with the congregation-approved budget.

#### **9.5 Other Staff Retained by St. Pauls Church**

The Senior Pastor shall have the authority to retain the service of whatever individuals the Senior Pastor believes are necessary to conduct the business of St. Pauls Church, consistent with the congregation-approved budget.

## **Article X** **RULES OF ORDER**

### **10.1 Parliamentary Authority**

In the absence of any contrary provision in these Bylaws, all meetings of the Congregation, the Council, the Executive Committee of St. Pauls Church, the Standing Ministries and task forces of St. Pauls Church shall be governed by standard parliamentary procedure which provides for adequate notice and a fair opportunity for debate. The presiding officer may be guided by the most current edition of *Robert's Rules of Order*.

### **10.2 Quorum Voting Requirements**

At meetings of the congregation, all Members of St. Pauls Church who attend in person or via electronic means shall constitute the quorum necessary to conduct business, except for a Special Congregational Meeting specifically called to change denominational affiliation or to elect or remove the Senior Pastor from office.

For the Council, the Executive Committee of St. Pauls Church or Standing Ministries or task forces, half of the members of such group shall constitute a quorum necessary to conduct business.

### **10.3 Special Congregational Meeting to Change Denominational Affiliation or to Elect or Remove the Senior Pastor from Office**

- a. The Council shall determine the date of the Special Congregational Meeting (“Meeting”) at which the Congregation will be required to make a decision either to (a) change denominational affiliation or (b) elect or remove the Senior Pastor from Office.
- b. The President of the Congregation shall appoint a Head Teller to oversee all aspects of the voting process. The Head Teller shall be responsible for identifying a Teller Team to assist with the voting process.

- c. The Secretary of St. Pauls Church shall send a written notice of the Meeting and its express purpose to all Members of St. Pauls Church at least thirty (30) days prior to the date of the Meeting. The date of the Meeting shall be considered that day on which Members of the Congregation are asked to gather and vote on the ballot question posed. A sample voting ballot requiring a yes or no answer shall be included in the written notice.
- d. The President of St. Pauls Church shall preside at the Meeting and shall announce the appointment of the Teller Team to assist with and oversee the voting. The President shall state the question posed on the ballot. Discussion on the question shall be allowed, but no other business will be permitted. The question on the ballot may not be amended. When discussion is ended, Members shall be asked to vote on the ballot question posed. The voter may occur in person or via electronic means . The Teller Team shall oversee the in-person and electronic voting during the Meeting.
- e. The Teller Team shall tabulate the results of the votes cast at the Meeting. The Head Teller shall announce the results to those assembled at the Meeting. In addition, the Secretary shall ensure that all Members of the Congregation are informed of the results of the voting on the ballot question posed as soon as possible.
- f. A valid decision for the congregation shall require both:
  - (i) At least two hundred (200) Members of St. Pauls Church have voted, either in person or via electronic means; and
  - (ii) The vote is passed by the affirmative vote of two-thirds of the Members of St. Pauls Church who voted.

The ballot question shall fail if fewer than 200 Members vote, or if less than two-thirds of those voting fail to vote in favor of the question posed.

#### **10.4 No Proxy Voting**

At all Meetings of the Congregation, Council, Executive Committee of the Council, Standing Committee or task force, voting shall be done by the individual and not by proxy.

## **Article XI** **AMENDMENTS TO BYLAWS**

### **11.1 Process**

Any Member of St. Pauls Church may propose amendments to these Bylaws by submitting them to the President of the Congregation, provided such proposed amendments are in writing and are supported in writing by at least five (5) other Members of St. Pauls Church. These proposed amendments shall be voted upon at the next meeting of the Congregation.

Unless the proposed amendments to the Bylaws are proposed by the Task Force established under Paragraph 11.2 of these Bylaws, the President shall appoint a Task Force to review the proposed amendments and offer recommendations regarding them at the meeting of the Congregation when such amendments are to be considered.

The Secretary of St. Pauls Church shall ensure that Members of St. Pauls Church are informed in advance of the proposed amendments to the Bylaws at least fourteen (14) days prior to the meeting of the Congregation where they will be considered.

Amendments to these Bylaws require the affirmative vote of two-thirds (2/3) of those Members of St. Pauls Church voting.

### **11.2 Review of Bylaws**

Commencing in 2004, and every five years thereafter, the President shall appoint a Task Force for the purpose of reviewing the Bylaws currently in place at St. Pauls Church. The President shall designate a chair for this Task Force. This Task Force shall propose such amendments to the Bylaws as it determines necessary. These proposed amendments shall be considered through the process described in Paragraph 11.1, except that the support in writing of five (5) Members of St. Pauls Church for the proposed amendments shall not be necessary.