



**PILGRIM
CONGREGATIONAL
CHURCH**
A UNITED CHURCH OF CHRIST

Pilgrim Congregational Church
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Constitution and Bylaws

as amended April 19, 2020

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Constitution

of Pilgrim Congregational Church of Duluth, United Church of Christ

Article I. Name

The name of this church shall be “Pilgrim Congregational Church of Duluth, United Church of Christ,” and referred herein as “Pilgrim.”

Article II. Covenant

We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord made known or to be made known to us. We therefore join and covenant with each other to worship, work, and serve together as loyal disciples of Jesus, to live within the human community a life of righteousness and neighborly love, and to do all within our power to promote the reign of God's will in all human relations.

Article III. Membership

Section 1: Notice of Intent—Persons desiring to unite with this Church may do so, either upon confession of faith, or by letter from other churches.

Section 2: Church Membership—The Church Membership shall consist of Active Members, Associate Members and Inactive Members.

- a. Active Members participate in the activities of the Church within their ability to do so and contribute to its support. Students shall be considered members as long as their families are members.
- b. Associate Members are any persons who for their own reasons are not able to accept membership in the Church. They are entitled to participate in Church activities but without the right to vote.
- c. Inactive Members have not participated in Church activities nor contributed to its support for a period of time as stated in the bylaws.

Section 3: Voting Eligibility—Only Active Members shall be eligible to vote at Annual or special meetings of the Church.

Article IV. The Ministry

Pilgrim recognizes that God calls the whole Church and every member to participate in and extend the ministry of Jesus Christ by witnessing to the Gospel in church and society. Pilgrim seeks to undergird the ministry of its members by nurturing faith, calling forth gifts, and equipping members for Christian service.

Pilgrim shall call one or more authorized minister(s) to lead the congregation by preaching and teaching, administering the sacraments and pastoral care, and supporting the work of the congregation. Such ministers shall be called by the congregation and are required to have ecclesiastical authorization from the United Church of Christ.

Pilgrim will act in partnership with the Minnesota Conference of the United Church of Christ as it seeks, calls and installs pastoral and other leadership, and as it calls forth leadership from its own membership to lead in other settings of the United Church of Christ.

Article V. Officers of the Church

The Officers of Pilgrim shall be a Moderator, Clerk, Treasurer and such other officers as Pilgrim may from time to time determine. They shall be responsible to and called by election of the congregation as officers of Pilgrim. As officers, they shall be authorized to execute legal documents on behalf of the congregation.

Section 1: The Moderator shall:

- a. Be the elected leader of Pilgrim and represent Pilgrim in accordance with its covenant and mission as stated in the bylaws.
- b. Prepare and preside at the Church Council meetings.
- c. Be a non-voting member of all Ministry Committees.
- d. Perform such other duties as may be delegated to the Moderator by Pilgrim or Pilgrim's Church Council.

Section 2: The Clerk shall:

- a. Be elected by the congregation and represent Pilgrim in accordance with its covenant and mission as stated in the bylaws.
- b. Serve as recording secretary at meetings of Pilgrim and Pilgrim's Church Council.
- c. Ensure that official records are maintained, including membership, baptisms, marriages, funerals, official correspondence, written reports and other valuable papers of the Church.
- d. Ensure official notices are posted and mailed as specified in the Bylaws.

Section 3: The Treasurer shall:

- a. Be elected by the congregation and represent Pilgrim in accordance with its covenant and mission as stated in the bylaws.
- b. Account for all Pilgrim income, funds, and cash accounts.
- c. Authorize payment of invoices, obligations, and debts.
- d. Maintain the financial records of Pilgrim including all income and disbursements and documents relating to Pilgrim property.
- e. Report and interpret the congregation's financial data to the Church Council and congregation.

Article VI. Organization and Structure

- a. The government of this Church is vested in its Active Members whose vote is final. The structure of governance is described in detail in the bylaws.
- b. This Church is a member of the United Church of Christ and pledges to share its spirit of ecumenism, being committed to mutual counsel, comity and cooperation in the fulfillment of its covenant and mission as stated in the bylaws.
- c. Pilgrim Church participates in the general and special meetings of the Minnesota Conference of the United Church of Christ. For this purpose, eligible delegates and alternates shall be elected by the Church membership. Actions taken by delegates and alternates shall not be binding in any manner upon Pilgrim Church.

Article VII. Church Meetings

Section 1: Annual Meeting—The Annual Meeting of Pilgrim shall be held to receive annual reports, elect officers, consider future priorities, and transact other business. The meeting shall be held at the time and place as the Moderator, in consultation with the Church Council and minister(s), may determine.

- a. Quorum—Ten percent (10%) of the Active Members of the congregation shall constitute a quorum.
- b. Voting—A majority of those present and voting shall be decisive.

Section 2: Special Meetings—Special meetings of Pilgrim to transact any stated purpose may be held at the call of the Moderator, or by petition to the Church Council signed by not less than ten (10) members, at the time and place as the Moderator may determine. The Moderator shall call special meetings no later than two (2) months following receipt of any petition.

- a. Quorum—Ten percent (10%) of the Active Members of the congregation shall constitute a quorum.
- b. Voting—A majority of those present and voting shall be decisive

Section 3: Rules of Order—Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all congregational and church council meetings.

Article VIII. Property

Decisions to buy, sell, mortgage, lease or transfer real property owned by Pilgrim shall be made only by specific vote of the congregation at a regular or specially called meeting.

Other matters related to all assets, real property, and personal property owned by the Church shall be handled by the trustees as designated in the bylaws.

Article IX. Dissolution

If the Church is dissolved, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or instrument, in trust or otherwise, made before or after dissolution, shall be transferred to the Minnesota Conference of the United Church of Christ or, if specified by donor, to some other non-profit religious organization as may be legally acceptable.

Article IX. Amendments

This Constitution may be altered or amended at any special meeting duly called for that purpose, or at any annual meeting. The proposed alterations or amendments shall be circulated by all reasonable methods among the membership for two consecutive weeks immediately preceding the meeting at which the proposed alterations or amendments are to be acted upon. A two thirds (2/3) vote of the members present and voting shall be decisive to alter or amend the Constitution.

This Constitution is effective upon adoption by the Church under the guidance of the Articles of this Constitution herein:

Effective Date: January 25, 2013

Amended: January 25, 2015

May 30, 2018

April 19, 2020

Moderator Signature: _____

Clerk Signature: _____

Bylaws

of Pilgrim Congregational Church of Duluth, United Church of Christ

Article I. Structure

The mission and ministry of Pilgrim Congregational Church of Duluth, United Church of Christ, (Pilgrim) is carried out primarily through the work of volunteer teams. Pilgrim's governance structure includes Ministry Committees which oversee and support the work of the teams and make and implement policy related to particular areas of the church's life and work. The Church Council is responsible for the health and well-being of the whole congregation and has responsibility for discerning a vision of the congregation's mission. It makes decisions on behalf of the congregation and oversees the work of all the Ministry Areas.

Article II. Mission Statement and Designations

We are on a spiritual journey together praising God with a SONG

- Seeking to know and live the way of Jesus
- Offering inspiring worship, music and arts
- Nurturing an inclusive and loving community
- Generating social and environmental justice

(statement developed in 2017 and adopted in May 2017)

Pilgrim designated itself a Just Peace church, which is defined as the interrelationship of friendship among peoples, human justice, common security from violence, and respect for the integrity of God's creation. *(congregational vote May 19, 1989)*

Pilgrim designated itself an Open and Affirming congregation, supporting and affirming the full membership and leadership of gay, lesbian, bisexual and transgender persons. *(congregational vote July 14, 2001)*

Article III. Membership

Section 1: Active Members—Members are received into membership by entering into covenant publicly in a service of worship of the church. Prospective members shall attend an orientation meeting conducted by the minister(s) to become familiar with the church.

Section 2: Associate Members—If for their own reasons, a person(s) is unable to accept membership, they may be designated an associate member. Associate members are non-voting members of the congregation and will be listed on the membership roster. They may be elected to Ministry Committees.

Section 3: Inactive Members—Inactive Members are determined by their lack of participation in the church. If a member has not participated in church activities nor contributed to Pilgrim's support for a period of three (3) consecutive years, the Membership and Growth Ministry Committee may declare them inactive, and have their names removed from the membership roster. Inactive members may be returned to membership upon renewing their activity in the church or contributing to its support.

Section 4: Membership Roster—Any member, who requests in writing that their name be dropped from the membership roster, shall have their name removed from the roster.

Section 5: Transfer to Other Churches—Letters of transfer to other churches shall be sent on behalf of members upon written request. Letters may be signed by either the Minister or the Spiritual Life Ministry Area Coordinator.

Article IV. The Ministry

Pilgrim's ministry and responsibility for ministry is shared by the minister and the congregation. Authority for decisions resides in the congregation and is often delegated to elected leaders and volunteers who act on the congregation's behalf.

Section 1: Called Minister—The congregation shall call an ordained minister(s) to preach and teach, administer the sacraments and provide pastoral care to the congregation. The called minister oversees the ministry of the congregation, supports congregational leaders, and provides resources and connections that enable the congregation to carry out its ministry. The called minister serves as supervisor for the rest of the staff and reports to the Church Council. He or she is a non-voting member of the Council and all Ministry Committees.

A minister shall give at least sixty (60) days resignation notice in writing to the Moderator. A called minister's relationship with the congregation can be involuntarily terminated by vote of the congregation in a specially called meeting.

In the event of a pastoral vacancy, an interim minister may be appointed by the Church Council for a designated period. An interim minister shall not be considered a candidate for a permanent position.

Selection of a called minister shall be carried out by a Search Committee, representative of the congregation, nominated by the Church Council and elected by the congregation. They shall work in consultation with the Minnesota Conference of the United Church of Christ to develop a process for selecting a minister. The Search Committee will recommend a candidate to the congregation for final selection and call.

Section 2: Additional Staff—Additional staff may be hired to assist the congregation with particular aspects of its ministry. Assessing the need for additional staff and the maintenance of job descriptions shall be the responsibility of the Human Resources Ministry Committee. New staff positions shall be approved by the Church Council. Members of the staff shall be hired by the Human Resources Ministry Committee or persons delegated to hire for a particular position. Selection of staff members shall be in consultation with the called minister and one or more representatives of the ministry area to be supported by the staff person.

Staff members who are also members of the congregation may not serve in any elected position.

Section 3: Church Council—The Council provides leadership and vision for the congregation as a whole. One of its responsibilities is to foster a reflective dialogue among its members on various aspects of the congregation's life. The Church Council shall:

- a. Work closely with the called minister to fashion a vision of the congregation's ministry.
- b. Provide for an annual planning process.
- c. Provide direction and oversight of the Ministry Areas.
- d. Approve the formation of teams and assign them to Ministry Committees for oversight and support.

- e. Update the Ministry Committee and Team rosters annually.
- f. May declare vacant any elected position where an individual is unable to fulfill the responsibilities of the position.
- g. Oversee the budgeting process and recommend an annual budget to the congregation.
- h. Fill by appointment any unfulfilled terms and terms vacated by resignation or Council action, upon recommendation of the Human Resources Ministry Committee. An appointed term shall not count toward the elected position's six (6) year maximum term limit.

The council will include 11 members: Moderator, Moderator-Elect, Clerk, Treasurer, a Spiritual Life Coordinator, a Justice and Witness Coordinator, a Care for Common Resources Coordinator, and four At-large members. The called Minister serves as a non-voting member.

Voting Church Council members shall:

- a. Be elected by the congregation and represent Pilgrim in accordance with its mission.
- b. Be an active member of Pilgrim.
- c. Serve two (2) year terms, renewable twice (total of 6 years) with the exception of the Moderator and Treasurer.

Executive Leadership

- a. The Moderator, called Minister and a Ministry Area Coordinator for each ministry area shall serve as the Executive Leadership Team.
- b. They shall meet regularly to plan for the Church Council and the life of the congregation. They also shall serve as a leadership team if the congregation experiences a crisis or opportunity beyond the scope of any one Ministry Committee. They shall attend to the quality of relationships among the ministries and foster a climate of respect, collaboration, and collegiality among various expressions of the church. They shall provide for mutual accountability, mutual reporting, and assessing the ongoing programs of Pilgrim.

The Moderator shall:

- a. Fulfill the duties as necessary in accordance with the constitution.
- b. Appoint members to the Pilgrim Fund Distribution Team with the approval of the Church Council.
- c. Be authorized to sign legal documents and checks on behalf of Pilgrim.
- d. Be elected for a four (4) year term. The first two (2) years they shall serve as Moderator Elect and the second two (2) years they shall serve as Moderator.
 - i. In the event the Moderator is unable to fulfill all requirements of the position, the Moderator Elect will serve as Moderator.
- e. Be an active member of Pilgrim.

The Moderator Elect shall:

- a. Fulfill the duties as necessary in accordance with the constitution.
- b. Be elected for a four (4) year term. The first two (2) years they shall serve as Moderator Elect and the second two (2) years they shall serve as Moderator.
 - i. During the first two (2) years, they shall learn the process and requirements necessary to fulfill the duties as Moderator.

- ii. In the event the Moderator is unable to fulfill all requirements of the position during the first two (2) years, the Moderator Elect will serve as Moderator until at such time the Moderator returns.
- c. Be an active member of Pilgrim.

The Clerk shall:

- a. Fulfill the duties as necessary in accordance with the constitution.
- b. Serve two (2) year terms, renewable twice (maximum of 6 consecutive years).
- c. Be authorized to sign legal documents and checks on behalf of Pilgrim
- d. Be an active member of Pilgrim.

The Treasurer shall:

- a. Fulfill the duties as necessary in accordance with the constitution.
- b. Be elected at the Annual Meeting of the Church for a term of two years to begin the July 1st following election and shall continue until June 30th following the election of a successor.
- c. Ensure all Pilgrim obligations and debts are paid upon direction of the Building and Finance Ministry Committee.
- d. Be authorized to sign legal documents and checks on behalf of Pilgrim
- e. May be re-elected to succeed themselves for an unspecified number of terms.
- f. Be an active member of Pilgrim.

Section 4: Ministry Areas—The ministry of the congregation shall be organized into three major areas:

Spiritual Life—This ministry area includes worship, music, education, spiritual formation, and church membership. It provides for the internal life of the congregation and its growth. Spiritual Life includes Worship and Arts, Christian Education, and Membership and Growth Ministry Committees as well as teams that carry out ministry under their auspices.

Justice and Witness—This ministry area provides for Pilgrim’s ministry locally, regionally, nationally, and globally. This ministry helps communicate Pilgrim’s identity and service to the larger world. Justice and Witness ministry includes Social Justice and Communications Ministry Committees as well as teams through which Pilgrim and its members are involved in serving for the greater good.

Care for Common Resources—This ministry area exercises care for the resources that support Pilgrim’s ministry: its finances, building, and personnel (employed staff and volunteers). This ministry includes Building and Finance, Stewardship and Human Resources Ministry Committees as well as teams that operate under their auspices.

Section 5: Ministry Leadership—Each Ministry Area is overseen by a Ministry Area Coordinator, elected for a term of two years. No coordinator will serve more than six consecutive years.

Ministry Area Coordinators shall:

- a. Be elected by the congregation and represent Pilgrim in accordance with its mission.
- b. Be an active member of Pilgrim.
- c. Serve on the Executive Leadership Team and on the Church Council.
- d. Provide direction and oversight of committees and teams in their ministry area. This includes working with staff to help provide resources needed by committees and teams as necessary.

- e. Facilitate communication between their Ministry Area, the other two Ministry Areas, the called Minister, and the Church Council.
- f. In the event that a Ministry Area Coordinator cannot fulfill their responsibilities, the Church Council may appoint another person to the position temporarily or to serve until the end of the term.

Section 6: Ministry Committees—Ministry Committees are deliberative groups “committed” to a particular aspect of ministry within and on behalf of the congregation. Their task is to oversee the various ways in which the congregation carries out mission and ministry. They identify opportunities for ministry, recruit needed volunteers, and support the organization and work of teams. They draft policies required for their area of the congregation’s life and work. They report information for the Church Council and staff to the Ministry Area Coordinators. They submit budget requests on behalf of the committee and teams operating under their auspices. They monitor said budgets throughout the year.

Ministry Committees shall organize themselves for their work and select a chair to call meetings, set agendas, and report to the Ministry Area Coordinator. They shall keep minutes of meetings and submit them to the church office after every meeting. Every two years Committees shall review their mission, terms, number of members, commitments, and teams and provide recommendations to their Ministry Area Coordinators for consideration by the Church Council.

Ministry Committees shall:

- a. Meet and organize themselves for their work within a month of the congregation’s Annual meeting.
- b. Meet monthly or at least meet quarterly to plan and oversee the work of the congregation. In as much as possible, Ministry Committees shall plan meetings in coordination with each other to facilitate communication to and from the Church Council and with each other.

Ministry Committee Members shall:

- a. Be elected by the congregation and represent Pilgrim in accordance with its mission.
- b. Be an active member or associate member of Pilgrim.
- c. Serve two (2) year terms, renewable twice (maximum of 6 consecutive years). *Exceptions to the three-term limit (six (6) consecutive years) may be granted by approval of the Church Council, prior to congregational vote.*
- d. Serve on only one Ministry Committee at a time.

Spiritual Life Ministry Area—The Spiritual Life Ministry Area is responsible for the internal life of the congregation. Its ministry is carried out through the work of three Ministry Committees:

a. Worship and Arts Ministry Committee shall:

- 1. Plan for and oversee the worship life of the congregation; establish and implement policies related to worship; be responsible for recruiting and training volunteers who assist with worship; work with the minister and staff in developing Pilgrim’s worship style and culture.
- 2. Oversee and care for the environment for worship and establish and implement policies and strategies related to the sanctuary and other sacred spaces, including the use of technology to enhance worship.
- 3. Encourage the incorporation of the fine arts into Pilgrim’s worship life and facility.

4. Plan for fellowship events related to worship such as Gathering Sunday.
 5. Assist the called Minister in administering the sacraments of communion and baptism, including preparing the elements used for either sacrament.
 6. Have six (6) members, three elected each year.
- b. **Christian Education Ministry Committee shall:**
1. Develop ongoing priorities and goals for the congregation's ministry of education and faith formation.
 2. Make and implement policies related to the educational and faith formation ministries of the congregation.
 3. Oversee educational ministries for the congregation including: Sunday school and other ministries for children and families; confirmation preparation and adolescent faith development for youth; learning and faith formation opportunities for adults.
 4. Provide intergenerational events that build community and connection across generations.
 5. Shall have five (5) members, each serving 2 year terms, 2 elected in one year and 3 elected in alternate years.
- c. **Membership and Growth Ministry Committee shall:**
1. Encourage the development of relationships among members of the congregation, with particular attention to welcoming visitors, guests and newer members.
 2. Support and encourage congregational care for each other and oversee and support small groups which foster care within the congregation.
 3. Oversee fellowship events designed to help congregational members get to know each other better.
 4. Establish and implement policies related to communications within the congregation.
 5. Oversee the maintenance of the membership roster, including regular review of the roster, determining church membership, and reporting membership changes to the Church Council. Membership records shall be kept in the church office.
 6. Shall have five (5) members, each serving 2 year terms, 3 elected in one year and 2 elected in alternate years.

Justice and Witness Ministry Area—The Justice and Witness Ministry Area shall be responsible for Pilgrim's outreach, public witness, and public relations. Its ministry is carried out through the work of two Ministry Committees.

- a. **Communications Ministry Committee shall:**
1. Encourage the growth and development of the congregation, with particular attention to promoting Pilgrim's identity through the media, marketing, and UCC connections.
 2. Develop and implement policies related to public relations and communications.
 3. Support community presence through online resources, PACT-TV, etc.
 4. Maintain the historical content of the church and its congregation.
 5. Articulate and communicate Pilgrim's identity in the wider community.
 6. Shall have five (5) members, each serving two year terms, 2 elected in one year and 3 elected in alternate years.
- b. **Social Justice Ministry Committee shall:**

1. Oversee Pilgrim's outreach and public witness on issues of Social Justice and develop and implement policies related to such ministries.
2. Provide education for the congregation on social issues and where appropriate, assist the congregation in developing positions on particular issues.
3. Oversee collection and dispersal of specific funds for support of organizations beyond Pilgrim.
4. Respond to requests for assistance from community groups with missions congruent with Pilgrim's mission.
5. Support service learning trips.
6. Respond to initiatives of the United Church of Christ.
7. Oversee and support Pilgrims' participation in community projects (i.e., meals on wheels; Damiano; Gabriel Project).
8. Shall have seven (7) members, each serving two year terms, 3 elected in one year and 4 elected in alternate years.

Care of Common Resources Ministry Area—The Care of Common Resources Ministry area is responsible for the resources necessary for Pilgrim to fulfill its mission and carry out its ministry. These responsibilities are carried out through the work of three Ministry Committees:

a. Building and Finance Ministry Committee shall:

1. Develop and implement policies related to the care of Pilgrim's building and finances.
2. Serve as trustees of Pilgrim and exercise fiduciary responsibility in accordance with established policies.
3. Pilgrim checks can be signed by the Moderator, Treasurer, Clerk, and Chair of the Building and Finance Committee.
4. Provide for short and long-term building maintenance.
5. Recommend investment and spending options to the Council based on the funds of the church.
6. Oversee the development of the congregation's annual budget.
7. Work closely with the treasurer and staff to interpret financial matters to the congregation.
8. Provide for the periodic review of financial records and accounting practices.
9. Be responsible for the management of the Pilgrim Fund in accordance with the congregation's directives. The mission of the fund shall be to augment the commitment of Pilgrim to the priorities of the congregation in its ministry to its members and to the wider community.
10. Review investments regularly for compliance with the congregation's request for social responsibility in financial matters.
11. Shall have five (5) members, each serving 2 year terms, 3 elected in one year and 2 elected in another.

b. Stewardship Ministry Committee shall:

1. Foster within Pilgrim an atmosphere of generosity and develop policies related to church giving and revenue-raising.
2. Encourage stewardship as a way of life among congregational members.

3. Raise revenues for promoting and sustaining Pilgrim’s ministry through such activities as the annual pledge drive.
4. Work to obtain non-pledge revenues (i.e., sales, businesses, inheritance, bonuses).
5. Coordinate and oversee fund-raising efforts undertaken by members of the congregation for specific or general purposes.
6. Provide education through financial seminars (estate and financial planning).
7. Develop intergenerational financial support for Pilgrim’s mission.
8. Shall have five (5) members, each serving two year terms, 2 elected in one year and 3 elected in another.

c. **Human Resources Ministry Committee shall:**

1. Assist the congregation in identifying human resource needs and make recommendations regarding job descriptions for both staff and volunteers.
2. Develop and implement policies related to staff and volunteer positions.
3. Develop ongoing ways of identifying volunteer interests and abilities.
4. Assist in recruiting volunteers for the various ministries of the congregation.
5. Oversee hiring of staff.
6. Nominate volunteers to elected positions within the governance structure.
7. Support, monitor and evaluate paid staff and make recommendations related to salary and benefits.
8. Consult with the Minnesota Conference of the United Church of Christ regarding human resource issues.
9. Have five members, each serving 2 year terms, 2 elected in one year and 3 in alternate years.

Section 7: Teams—The voluntary ministry of Pilgrim is carried out through teams focused on specific projects, events, or ministries. Their life span, composition, and meeting frequency are determined by the work for which they are responsible. Some teams may be short-term and related to specific events or projects. Others may be ongoing or long-term. Teams may be recruited by a Ministry Area Committee or initiated by a group within the church and then assigned to a Ministry Area Committee. In organizing a team, organizers should clarify its purpose, the length of time a volunteer may serve (may be open-ended or limited), and designate initial leadership. It is the responsibility of the Church Council to approve a team and designate a committee to provide support.

A team working under the auspices of the Human Resources Ministry Committee will work closely with all committees, teams and Ministry Area Coordinators to identify skills, interests, and enthusiasms among Pilgrim members and to match them with opportunities within Pilgrim or Pilgrim’s outreach.

Team members:

- a. Are non-elected volunteers.
- b. Do not need to be members of Pilgrim.
- c. Act on behalf of and in accordance with Pilgrim’s mission.

Section 8: Congregational Representation—The congregation shall have elected representative(s) to United Campus Ministry, Churches United in Ministry (CHUM), the Minnesota Conference of the United Church of Christ, and others as shall be determined by the congregation. These representatives shall:

- a. Be elected by the congregation at the annual meeting and represent Pilgrim in the greater community in accordance with its mission.
- b. Report back to the Social Justice Ministry Committee and/or the Church Council as necessary.
- c. Be a member of Pilgrim.

Article V. Church Meetings

Section 1: Notice of Meetings—Notice of the Annual Meeting and any Special Meeting of the Church shall be published in the church bulletin and announced during worship for at least two consecutive Sundays prior to the meeting. Each notice shall state the purpose of the meeting. Notice of meetings shall also be distributed by mail or electronic media at least two weeks prior to the meeting date.

Section 2: Annual Meeting—The Annual meeting of the congregation shall be held at a time and date to be determined by the Church council. Business shall include election of Church council members and Ministry Committee members, *and to elect delegates to community, ecumenical, interfaith and denominational organizations*. The meeting shall provide an opportunity for an annual reporting of the activities, programs and ministries of the congregation.

Section 3: Special meetings—Special meetings may be held to transact any stated purpose at the call of the Moderator or by receipt of a petition at a Church Council meeting signed by at least ten members of the Church. A special meeting shall be held no later than two (2) months following receipt of a petition. The Moderator will determine the time and place of the meeting.

Section 4: Attendance—Annual and Special meetings of the Church shall be convened and conducted by the Moderator, Moderator-Elect, or one of the Area Ministry Coordinators. In addition, there shall be a member of each Ministry Area designated to serve as a resource to the congregation during the meeting.

Section 5: Voting—At any meeting, a member may request a written ballot either at the meeting or in advance to the Moderator. Upon this request, written ballots shall be distributed during the meeting and results tabulated by two members of the Church Council appointed by the Moderator.

In special circumstances, a process for a vote of the entire membership on a specific issue may be established by the Church Council.

Article VI. Amendments

These Bylaws may be altered or amended at any special meeting duly called for that purpose, or at any annual meeting. The proposed alterations or amendments shall be circulated by all reasonable methods among the membership two weeks prior to the meeting at which the proposed alterations or amendments are to be acted upon. A majority vote of the members present and voting shall be decisive to alter or amend the Bylaws.

These Bylaws are effective upon adoption by the Church under the guidance of the Articles of this Constitution herein:

Effective Date: January 25, 2013

Amended: January 25, 2015

May 30, 2018

April 19, 2020

Moderator Signature: _____

Clerk Signature: _____

Appendix

Pilgrim Congregational Church Decision-Making Structure

