

BY-LAWS

COMMUNITY CONGREGATIONAL CHURCH OF BELVEDERE-TIBURON

ARTICLE I. PURPOSE

The Community Congregational Church (CCC) celebrates life as an open, loving community, experiencing and expressing oneness in spirit with God, with Christ, and with each other.

ARTICLE II. POLITY

Section 1. General

The governance of the church is vested in its members duly assembled in meeting, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted to it by the State of California. A two-thirds majority vote of the active members present at the meeting at which a 20% quorum exists shall be the action of the church, unless otherwise specifically noted herein.

Section 2. Relationship with the United Church of Christ

CCC is accountable to no other ecclesiastical body but accepts the privileges and responsibilities of the free fellowship of the United Church of Christ, the Northern California-Nevada Conference and the Golden Gate Association of the United Church of Christ. It accepts the obligations of mutual counsel, comity and cooperation and pledges itself to share in their common aims and work.

ARTICLE III. SPIRITUAL FOUNDATIONS

Section 1. Statement of Faith

We recognize ourselves to be rooted in the Christian tradition and not root-bound by it. We consciously include the teaching and practice of other faith traditions to deepen our experience of our Judeo-Christian heritage.

We believe that one of our primary goals is to create a loving and caring community. We strive to create a safe place where healing, opening to the Spirit, continuing growth in personal and community wholeness, and service to the wider community can occur. In all that we do we seek to remain centered in God's goodness and promise, while acknowledging the complexity of life. We seek to open to the presence of the Spirit working within us and among us, and to be active in our community and the wider community in ways that radiate God's bounty, both spiritual and material.

Section 2. Covenant

Members of the Community Congregational Church of Belvedere-Tiburon shall share the following covenant with each other:

We agree to live out the questions together hand in hand, supporting the fragile, protecting the wounded, giving the angered space and time, dancing with the free, celebrating the moments of balance and not fearing the unfolding of imbalance.

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Believing in the power of God's revelations, we share a living awareness that faith and hope and love are the inhaling and exhaling of life, as necessary and real as the air we breathe.

Therefore, while praying, studying, working and celebrating together, we shall experience the moments of our lives in spontaneous response to the call of God.

Section 3. Statement of Mission

CCC's mission is to act with integrity and accountability to:

- explore and create what it means to be an authentic community, in which individuals are free to express their full range of feelings, beliefs, and ideas, and be heard;
- support, encourage, inspire and challenge individuals and families to pursue spiritual quests;
- be responsible stewards of our earth;
- be involved in compassionate outreach to the wider community and the world;
- explore all avenues (i.e., the arts - music, dance, the written and spoken word) through which we might experience our relationship with the Indwelling Presence in all creation;
- seek out a unifying language that communicates and celebrates our diversity;
- be a healing community.

Section 4. Open and Affirming Policy

In the living out of our Covenant we are called as a spiritual community to actively accept and welcome each and every one of God's people regardless of differences that may distract or divide us. Therefore, we declare ourselves to be an Open and Affirming church. We specifically extend our welcome with open hearts and doors to lesbian, gay, bi-sexual and transgender people because we recognize the fear, discrimination and injustice they face within society and within the church which has frequently exiled them from its spiritual community. By so doing we also affirm the personhood of all people within the fellowship and membership of the Community Congregational Church.

ARTICLE IV - MEMBERSHIP

Section 1. Membership - General

This church welcomes into its membership any person who seeks to embrace the Spiritual Foundations as presented above and meets the following conditions:

1. expresses interest in membership to someone in leadership or to pastoral staff;
2. attends a new member seminar or meets with the minister to discuss, among other topics, the structure of CCC, its Spiritual Foundations and its relationship to the United Church of Christ ; and
3. is recognized by the congregation at a church service.

A letter of transfer from another church may accompany any request for membership.

Section 2. Youth Membership

Children under the age of twelve shall be considered members without vote when engaged in the educational ministries of the church. Youth twelve and over may join the church as individuals with full membership rights upon meeting the conditions of membership.

Section 3. Responsibilities of Members

Each member is responsible for seeking out his/her own level of participation within the church family.

A. Active Member. An active member is one who participates in the life of the church. An active member is eligible to vote on congregational decisions and to receive “member rates” for functions where member rates are offered. Ways in which participation may be reflected include:

1. participating in the spiritually centered activities of the church;
2. participating in its services, on its commissions and governing board, on its ministry teams or in any other of its functions;
3. contributing towards the financial support of the church through pledging, gifts, endowment or other appropriate forms of support;
4. welcoming all members into the fellowship of the church and supporting them in their spiritual quests.

B. Inactive Member. An inactive member is one who is currently not participating in the life of the church. The church governing board may vote annually to classify those members who are currently not participating as inactive members. Those so classified would be provided with written notification if possible. Inactive members are not eligible to vote on congregational decisions, or to receive “member rates” for functions where member rates are offered.

Section 4. Termination of Membership

Termination of membership is an individual and voluntary act. It may be accomplished by withdrawal, either written or oral, confirmed by communication with the minister or a church officer.

A member who, for a period of two years, has not attended the church’s services or contributed to its support, or whose contact information has been unknown, may, upon the vote of the church governing board, be removed from membership.

Under extreme circumstance, with the board’s approval, a person may be asked to leave the church.

Section 5. Restoration of Membership

Any person whose membership has been terminated may, for good and sufficient reasons, be restored to membership, after discussion with worship leadership, by vote of the church governing board.

ARTICLE V - RELIGIOUS SERVICES

Public religious services shall be held regularly on each Sunday. The number and times shall be as directed by the church governing board.

ARTICLE VI - GOVERNING BOARD

Section 1. Governing Board

The governing board shall be the governing body of the church. It shall have the power and responsibility to act on behalf of the membership. It shall exercise the corporate powers set forth for the “Board of Trustees” in the Articles of Incorporation. It may delegate any of its tasks but not its responsibilities to an appropriate committee, commission, or the professional staff. Each member of the board shall have

concern for the work of the church as a whole. Governing Board members must be members of the church.

A. General Responsibilities. General responsibilities of the board shall be as follows:

1. to involve the congregation in the establishment of long-range goals to implement the purpose of the church;
2. to establish the policies for operation of the church;
3. to appoint the standing and other such committees, commissions and task forces as are deemed necessary;
4. to appoint representatives from CCC to the boards of The Hilarita, Tamalpais Pacific, and Tiburon Thrift Shop;
5. to fill vacancies on the governing board, or committees for unexpired terms;
6. to maintain a communication structure between the board and the established commissions and committees;
7. to appoint a ministerial search committee to seek a new minister(s) or an interim minister when necessary;
8. to recommend the employment of ministerial staff necessary to implement the program of the church and to specify the duties of the minister(s), which may include the supervision of administrative staff.

B. Annual Responsibilities. Annual responsibilities of the board shall be as follows:

1. to create a process to involve the leadership and the congregation in the setting of annual program goals for the church;
2. to propose a budget to carry out the annual program goals of the church;
3. to oversee the annual budget of the church; and
4. to review the performance of the minister(s) and to provide for the reviews of other staff.

Section 2. Quorum

Two-thirds of the members of the board in office shall constitute a quorum for the conduct of business.

Section 3. Membership in the Board

The board shall consist of seven or eight members: the moderator or comoderators (who shall act as co-chairs), immediate past moderator, secretary, treasurer, and members at large all of whom are elected by the congregation. The minister or co-ministers and the administrator shall participate in board meetings but are not board members and do not have a vote on the board.

Section 4. Meetings

A. Frequency and Call of Meetings. The board shall meet at least quarterly. Special meetings may be called by the moderator, the minister, and/or any three (3) members of the board. Special meetings also may be called upon written request of ten (10) percent of the active members of the congregation.

B. Notice to Board Members. Regular meetings of the board may be held without notice if the time and place of the meetings are fixed by the bylaws or the board. Special meetings of the board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone, including a voice messaging system or by electronic transmission from a moderator or co-moderator. Notice of a meeting need not be given to any board member who (1) signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting,

or (2) who attends the meeting without providing written protest of the lack of notice prior to or at the beginning of the meeting.

C. Meeting by Teleconference. Any action required, or permitted to be taken, by the Board may be taken by a meeting noticed in accordance with this article and conducted by teleconference or comparable technology. Such actions taken by teleconference shall have the same force and effect as an equivalent vote of the Board. A regular quorum is required for the transaction of business during a meeting by teleconference. During the teleconference, each participant must be able to understand, and be understood by, every other participant. The secretary shall file a copy of the meeting notice and a record of the action taken by teleconference with the minutes of the Board meetings.

D. Action Without a Meeting. Any action required, or permitted to be taken, by the Board may be taken without a meeting if all Board Members then serving consent in writing to such action. Such action by written consent shall have the same force and effect as an equivalent vote of the Board. The secretary shall file such written consent or consents with the minutes of the Board meeting.

Voting by email is considered action without a meeting, and requires unanimous written consent, documented as follows:

- The cover email to the board members shall clearly explain that their formal consent to an action is being solicited, that their replies shall state such a consent unambiguously, and that the action will not take effect unless all board members approve it.
- All responses by board members to a written consent conducted by email shall be printed out and filed with the board's regular minutes, as would a signed written consent on paper.
- When all board replies have been submitted, the board secretary shall send a follow-up email to advise board members on whether the consent has been approved unanimously.

Section 5. Annual Plan and Budget

The board shall submit to a scheduled meeting of the Congregation the proposed annual budget and budget objectives. This meeting for the approval of the budget will generally be held in January, after the annual pledge drive.

Section 6. Election of Board Members

At a scheduled meeting of the congregation, the nominating committee shall present for election a slate of candidates for the following offices: moderator or co-moderator, secretary, treasurer, and members-at-large. Nominations may also be received from the floor. Those receiving a majority of the votes cast shall assume office on the first day in July.

The board positions will be rotated on alternate years. One year, the nominating committee shall present a slate for one co-moderator, secretary and member(s) at large. The next year the nominating committee shall present a slate for the other co-moderator, treasurer and member(s) at large. If a slate with single moderator is proposed, the co-moderator election rotation commences at the end of the moderator's term, and one proposed co-moderator is designated as serving for a one-year term and the other co-moderator for a two-year term.

Section 7. Term of Office

Board members shall be elected for a term of two years. Board members may serve only two consecutive terms in the same position.

An individual's term may be extended due to special circumstances. Such an extension would require a congregational vote.

Section 8. Removal of Board Member

Any member of the board may be removed for cause upon an affirmative majority vote of the board.

ARTICLE VII - OFFICERS AND MEMBERS AT LARGE

Section 1. Officers. The officers of the church shall be: the moderator or co-moderators, past moderator, secretary, and treasurer.

Section 2. Terms of Office. Officers and members at large shall be elected by the congregation from its membership for staggered two year terms. No officer or member at large may succeed himself or herself in the same position for more than two consecutive terms.

Section 3. Moderator. The moderator or co-moderators shall be the official lay leaders of the church. S/he/they shall preside at all regular and special meetings of the governing board and the meetings of the membership, and shall be the church's lay spokesperson(s).

Section 4. Past Moderator. The past moderator position shall be filled by the immediate past moderator or, if the immediate past moderator is unable to serve, by the next immediate past moderator or an appointee of the board. The past moderator shall perform such duties as are assigned by the board.

Section 5. Treasurer. The treasurer shall be responsible for the financial records of the church, and shall report on the financial position of the church. With the consent of the board, the treasurer may appoint one or more assistant treasurers, financial secretaries, or other person(s) to assist in the performance of the treasurer's duties.

Section 6. Secretary. The secretary shall discharge those duties usually associated with the office of secretary, including counting and recording votes taken, keeping the records of proceedings of the board and the congregational meetings, presenting those minutes for the acceptance of the board or congregation at the succeeding meeting. The secretary shall also keep or cause to be kept a list of all members, officers, terms of office, and baptisms and shall perform other duties as may from time to time be agreed upon by the board. The records of the church shall be available for inspection to all members at reasonable times.

Section 7. Members at Large. The members at large shall perform such other duties as are assigned by the board.

ARTICLE VIII – COMMISSIONS AND COMMITTEES

Section 1. Commissions

A. Purpose. The purpose of commissions is to develop and implement programs which are in alignment with the vision and covenant of the congregation and the policies and goals set by the congregation and the board.

B. Membership. Each commission shall be composed of a chair and additional members. Commissions are encouraged to recruit members in addition to those elected by the congregation. All members,

whether elected by the congregation or not, are full participating members. Commission members do not need to be members of the church.

C. Terms of Office, Election, Chairs, and Vacancies. To assure a core of active members, the chair of identified commissions shall be elected by the congregation for one-year terms at a scheduled meeting of the congregation. The chair of a commission should not serve more than five consecutive terms. Nominations shall be presented by the nominating committee and may also be received from the floor. Any vacancy in commission membership may be filled by the commission. Appointments of commission members to unexpired terms shall be reported to the board.

D. Responsibilities. Commissions shall have the following responsibilities:

1. create the vision for the functions for which it is responsible;
2. participate with the board and congregation in the annual setting of goals;
3. set commission objectives which support congregation goals or propose new goals;
4. develop and implement programs to achieve those objectives;
5. develop a budget proposal for the commission's work;
6. develop, review and recommend appropriate changes to existing policies which affect the commission's areas of responsibility; and
7. report at least quarterly to the board on the work of the commission.

E. Creation and Functions. The board may create such commissions as it considers necessary. The following functions, at minimum, shall be performed by commissions:

1. Worship. The worship function is responsible for planning and evaluating celebrations of worship and sacraments with the ministers, including music, dance and other arts used in worship and the welcoming of worship participants.

2. Arts. The arts function is to nurture the spiritual life of the congregation through the arts. This function includes, but is not limited to, the following responsibilities:

- a. plan and coordinate art exhibits, performing arts programs and other artistic events;
- b. affirm the artists in our midst;
- c. sponsor events that support the artistic and worship life of our community.

3. Parish Nurture. The parish nurture function relates to the inward reach of our congregation. This function includes, but is not limited to, the following responsibilities:

- a. comfort, care and healing support of people in the congregation in need;
- b. recognize special occasions in the lives of the members;
- c. nurture candidates for the ministry.

4. Fellowship. The function of fellowship is to plan and implement social and recreational events that foster community. This function includes, but is not limited to, the following responsibilities:

- a. organize fellowship events and encourage the membership to participate;
- b. sponsor parties and social activities of the church;
- c. plan and implement retreats.

5. Adult Education. The adult education function is to provide opportunities for the spiritual development of adults. This function includes, but is not limited to, the following responsibilities:

- a. develop and provide educational lectures, and other education programs for adults based on the interests and needs of the congregation;
- b. provide spiritual and educational materials consistent with the interest of the congregation, including the library;
- c. develop and provide or sponsor cultural, musical and other educational events for adults.

6. Youth and Family. The youth and family function is to provide opportunities for the spiritual development of youth and families. This function includes, but is not limited to, the following responsibilities:

- a. develop and conduct children's church;
- b. provide educational programs, retreats, and events for family members of all ages;
- c. coordinate with the church staff, commissions and committees to see that the spiritual needs of the youth and families are met;
- d. develop and provide child care as needed.

7. Social Justice and Global Outreach. The social justice and global outreach function relates to social justice issues, environmental concerns, homeland and world ministries, local outreach, and ecumenical concerns. This function includes, but is not limited to, the following responsibilities:

- a. develop and present to the board and/or congregation ways of meeting the needs of the community at large;
- b. provide educational opportunities to the CCC community on issues of peace, social justice, economic policy, the environment, and other global concerns;
- c. assist congregational members to find their own ways of reaching out to the community in service with projects and other opportunities for lay ministry in our community;
- d. support ecumenical ministries such as ministries to hospitals, convalescent homes, and other special populations;
- e. appoint delegates or representatives to ecumenical committees and organizations in Marin, such as Marin Interfaith Council, Ecumenical Association for Housing, Marin Organizing Committee, etc.;
- f. educate the congregation about and support the United Church of Christ's social welfare and pastoral activities in this country and abroad, including Our Church's Wider Mission (OCWM), the Board for Homeland Ministries, One Great Hour of Sharing, among others.

9. Membership. The membership function is to attract, welcome and orient new members and to make recommendations as to church membership. This function includes, but is not limited to, the following responsibilities:

- a. assist those who would like to join the church, by introducing them into the life of our church as well as by educating prospective and new members in the privileges and responsibilities of membership in CCC;
- b. organize and present regular new member programs;
- c. prepare and provide literature appropriate to membership;
- d. welcome new members into the congregation at a ceremony within a Sunday service;
- e. recommend to the board regarding the membership status of members; and
- f. integrate new members into the congregation.

10. Stewardship and Finance. The function of stewardship and finance is to secure and care for the resources necessary to support the church. This function includes, but is not limited to, the following responsibilities:

- a. educate the congregation about the resources, including financial, necessary to carry out the mission of the church;
- b. secure the operational and capital resources necessary for carrying out the mission of the church, including planning and conducting the annual pledge drive.

11. Building, Grounds, and Transportation. This function relates to the care and maintenance of the church's buildings, grounds and vehicles. This function includes, but is not limited to, the following responsibilities:

- a. establish and implement maintenance and preventive maintenance policies and procedures;
- b. establish and implement cleaning and janitorial policies and procedures;
- c. recommend and maintain a master plan for the buildings, grounds and transportation of the church;
- d. organize and supervise "workdays";
- e. inventory and purchase supplies and equipment;
- f. implement building rehabilitation and expansion and major landscaping projects as directed by the board;
- g. build and maintain good relations with the church neighbors in connection with the use of church facilities.

F. Subcommittees. The commission chairs may appoint whatever subcommittees they deem necessary to discharge the responsibility of their commission.

G. Communication with Board. Teams responsible for commissions shall communicate with the board regarding their activities on at least a quarterly basis.

Section 2. Committees

A. Standing Committees

1. Nominating Committee. The nominating committee shall be elected by the board annually. Everyone in the congregation shall be invited to participate in the process by nominating themselves or anyone else to serve on the committee. If there are more than three nominees, the candidates are ranked and contacted in order until three people accept the offer to serve. The ranking is kept confidential. This group selects its own chair and serves for one year.

The nominating committee shall recommend to the board and to the congregation the names of persons who are suitable and interested in serving as officers and board members for the expiring and vacant terms. It shall also recommend persons for the expiring and vacant terms of the existing or other commissions as directed by the board. It shall educate the congregation about the offices for which it is seeking nominations.

2. Personnel Committee. The personnel committee shall be responsible for recommending policies and procedures for employment, termination, and annual reviews of the lay and professional staff excluding the minister (hereafter, staff) and shall make recommendations to the board regarding relations with the staff. The committee shall recommend salary, fringe benefits, job descriptions and conditions of employment for staff to be approved by the board. The committee shall be responsible for consulting the UCC employment guidelines and for exploring the employment conditions in other churches to make recommendations to the governing board as to whether the staff is fairly and equitably treated. The board may delegate to the committee the function of hearing grievances from staff and from members of the congregation concerning staff performance, all of which shall be confidential and discussed only in closed

session with the board. The personnel committee shall provide a forum for an open exchange of ideas or concerns related to personnel.

The committee shall be composed of two or more members appointed by the board. The members of this committee may be selected from the board or congregation at large.

3. Pastor-Parish Relations Committee. The Pastor-Parish Relations Committee shall be responsible to the congregation to support and maintain a healthy relationship between the pastor and members of the congregation in order to enhance their ministries, and thereby the effectiveness of the church. The committee shall be composed of up to three members to be selected by the pastor in consultation with the moderator or co-moderators. Other support may be brought in as needed. One or more members of the committee shall revolve off each year. Members revolving off may be reappointed after a lapse of at least one year.

4. Term of Office. Except as provided in subsection 3 above, the term of office of standing committee members shall be one year. Members of standing committees may serve no more than two consecutive terms, except that after a lapse of at least one year, they may be reappointed.

B. Other Committees. The board may appoint such additional committees as it sees fit to assist in its work, but such committees shall expire automatically at the end of the board's term of office, unless terminated sooner.

ARTICLE IX - STAFF

Section 1. Ministers. The ministerial staff shall consist of the pastor or co-pastors and any other ordained clergy called by the congregation.

A. Call. A Call meeting must be duly noticed for the purpose, and attended by a quorum of 20% of the active membership. Upon an affirming vote of two-thirds of the active members present, the ministerial staff shall be called for an indefinite period, and, upon acceptance, shall become members of the church.

B. Duties. To the pastor or co-pastors shall be entrusted the conduct of celebrations of worship, the administration of the sacraments, the spiritual guidance of the church and the task of ministering to persons in the congregation as well as to persons in the community. The pastor or co-pastors shall be responsible for supervision of the church staff. The pastors shall be ex-officio members of all commissions, committees and the governing board without vote.

C. Termination. A minister may terminate his/her relationship with the church upon 90 days notice given to the governing board.

Should the resignation of a minister be requested, the procedures shall be as follows:

1. a recommendation to that effect must be submitted to the church membership by a majority vote of the church governing board;
2. ratification of that recommendation must be effected by a majority of the members present (which members must also represent at least twenty (20) percent of the active membership), at a meeting called for this purpose in accordance with Article XI, Section 2, at least 15 days in advance of the meeting date.

D. Search. In the event of a vacancy in the position of pastor, and optionally of other ministerial staff, the governing board shall make recommendations to the congregation for the appointment of a search

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committee whose members shall be approved by the congregation. The search committee shall be charged to seek and present its recommendation(s) to the congregation.

ARTICLE X. ENDOWMENT FUND COMMITTEE

Material relating to the creation and operation of the Endowment Committee is contained in the “Resolution Adopted by the Congregation of Community Congregational Church of Belvedere-Tiburon Amending and Restating the Prior Resolution Governing the Status and Operation of The Endowment Fund of CCC” adopted January 31, 2010, and amendments.

ARTICLE XI - MEETINGS OF THE CONGREGATION

Section 1. Meetings

Scheduled meetings of the church shall be held once or twice a year, usually in May and January, as determined by the governing board.

Section 2. Special Meetings

Special meetings may be called by the governing board, upon 10 days notice to the membership. Special meetings may be called upon written request of fifteen (15) percent of the church membership.

Section 3. Notice

Notice shall be deemed given if published in the church newsletter or mailed or emailed to all members at their latest physical and/or electronic address as shown in the church’s active membership list.

Section 4. Quorum

Unless otherwise noted, a quorum for the conduct of business shall consist of 20% of the active membership of the congregation.

ARTICLE XII - MISCELLANEOUS

Section 1. Rule of Order

Conduct of all meetings shall be in accordance with the consensus model of decision making backed up by Robert’s Rules of Order.

Section 2. Amendments

These bylaws may be amended by a majority vote of the governing board, provided that the governing board shall have no power to alter the voting, quorum or governing board membership provisions, nor those pertaining to employment or termination of a minister; further, that any amendment shall be published on the church website as soon as practicable thereafter. These bylaws may also be amended upon two-thirds vote of the attending membership at a meeting duly noticed for that purpose. Twenty (20) percent of active members shall be required for a quorum to amend the bylaws.

Section 3. Fiscal Year

The fiscal year of the Church shall begin on January 1 and end on December 31.