



CONSTITUTION
AND
BYLAWS

Redlands United Church of Christ

Set ~~into~~ 14. 2003

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CONSTITUTION

ARTICLE I THE CHURCH

Section 1. Name

The name of this Church shall be:

REDLANDS UNITED CHURCH OF CHRIST

Section 2. Membership

Membership in this Church is open to any person of any race, background or present condition who is willing to join the Church in the manner set forth in the Bylaws of the Church and to fulfill the responsibilities therein outlined according to the dictates of their conscience.

Section 3. Affiliation

This Church is a member of the Eastern Association, Southern California/Nevada Conference of the United Church of Christ.

Section 4. Autonomy

The government of this Church is vested in the members who compose it and is governed by the Bylaws which they chose to live by. It is an independent ecclesiastical body in matters of doctrine, order and discipline, and possessing under Christ, its Head, full power of self-government.

ARTICLE II PURPOSE

It is the purpose of this Church to develop in people a consciousness of their relations and duties to God and their fellow creatures; to maintain the worship of God and to proclaim the Gospel of Christ; to enlist people as disciples of Jesus; to instruct them in His way of life; to inspire them with a love of truth, a passion for righteousness and an enthusiasm for Christian service; and to develop a sense of stewardship with respect to time, talent, and treasure.

ARTICLE III OVERVIEW

Section 1. Scripture: Our Beginnings

It is the responsibility of Christians, both as individuals and together, to study the Old and New Testaments diligently. The Bible is the highest overt authority available in matters of faith, purpose, and the life-style of the church. We are not concerned with literal, orthodox or final interpretations of any passage. Rather we seek the major themes of God's message and revelation to us. We hunger to find and understand the living dialogue and confrontation which God wishes to have with us through the events, persons, and proclamations in the Bible. Most of all we seek the meaning of salvation, of Jesus' life, death and resurrection as it is presented in the Scriptures and as it applies to us.

Section 2. History: Our Heritage

We recognize that generations before us have attempted in many ways to come to terms with God's revelations to man and to relate them to their lives. The history of our forefathers and the history of our Church and denomination reflect that struggle. We laud their courage and faith and the efforts they have made. We humbly accept the fact that our time, too, is continually becoming history and trust that our efforts will likewise reflect in some small way a positive portion of the existence and growth of God's effect on men's lives together and with Him.

Section 3. Theology. Our Response to God

We have no formal creed. That is, no single set of words shall be used as a test of any person's faith. Each person is responsible for his or her own beliefs, and the formation and shaping of a life to go with those beliefs. The Statements of Faith are indicative of the areas we consider basic to Christian Faith, and of the foundations on which we essentially agree. They are not intended to be complete or final.

This is not to imply that we take our faith or our beliefs lightly. It is to state that we take them too seriously to limit any person's search to another person's language or experience. We seek unanimity in spirit in matters of belief and purpose through the sharing of each person's authentic experience with the search for, and the experience of, the Spirit of God.

Section 4. Holy Spirit and Prayer: Our Faith

We are of the conviction that God has a specific plan for each person's life which can be found and followed, however haltingly and imperfectly, in obedience to the directives and insights which come in consistent, humble prayer. We hold this conviction to be true of the Church as well as of each of its members. Therefore it is our purpose to attempt to find and follow the Spirit's leading both individually and together.

Section 5. Government: Our Life Together

We mean to keep clearly in mind in all our meetings together that the Will of the Spirit of God is the thing we seek more than human opinion, or worldly success, or the dominance of our own ideas or desires. Thus it is our hope that acclamation and consensus will decide the course of our life together rather than strict majority or individual will.

Section 6. The World: Our Life with Others

- a) We seek to learn to express in actions the love God has shown for us.
- b) We have no desire to claim now, or in the future, that we know the totality of God's truth. We wish to be faithful to that which God reveals to us without conclusions one way or another about what God may be asking of or revealing to others.
- c) We respect and affirm all other groups that profess and try to act in the light of the Christian Faith, and we will cooperate with them whenever that seems in accord with God's guidance for us.
- d) We further respect and affirm the convictions of those who sincerely believe in other religious faiths and who conscientiously search for and/or experience some portion of God's truth. We will seek friendly dialogue, when appropriate, for mutual understanding and enrichment. We will share that which is true in our experience, and ask others to do the same for us as we seek to grow in love for all our fellowmen, as God through Jesus asked us to do.
- e) We seek to minister to, to witness to, and to convert all persons who are hungry for or open to the revelation, love and salvation of God in Christ. We do not seek members already active in other churches. We do not seek to convert those who are convinced and content in other religions.
- f) We shall be obedient to and responsible to the civil authorities of our country and participate in its structure and processes according to the dictates of our Christian conscience. We recognize that the inherent rights of free men before God and the granted rights and privileges of our citizenship entail a responsibility for us insofar as we choose to live here. We will endeavor to relate our lives as Christians to our lives as citizens of our country.

ARTICLE IV STATEMENTS OF FAITH

Section 1. The Corporate Statement of Faith

We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to His deeds we testify:

He calls the worlds into being,

creates man in his own image,

and sets before him the ways of life and death.

He seeks in holy love to save all people from aimlessness and sin.

He judges men and nations by his righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord,

he has come to us and shared our common lot,

conquering sin and death and reconciling the world to himself.

He bestows upon us his Holy Spirit,

creating and renewing the Church of Jesus Christ

binding in covenant faithful people of all ages, tongues, and races.

He calls us into his Church
to accept the cost and joy of discipleship,
to be his servants in the service of men,
to proclaim the gospel to all the world,
and to resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.

He promises to all who trust him
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
his presence in trial and rejoicing,
and eternal life in his kingdom which has no end.
Blessing and honor, glory and power be unto him. AMEN.

Section 2. The Individual Statement of Faith

This Church recognizes the right of each individual to grow in and to explore his or her own relationship with God. As the individual's spiritual life grows, so does that of the Church and the world. Each member is encouraged to develop and expand the corporate statement of faith according to the dictates of his soul. Likewise the Church (and its members) shall endeavor to nurture and support that process as much as it is possible for one person to do so for another before God.

ARTICLE V COVENANTS

Section 1. The Corporate Covenant

In becoming a member of this Church, we pledge ourselves to friendship and Christian concern for one another. Together we agree, within the context of our human frailty and limitations to:

1. Grow in our comprehension and understanding of the Christian Faith and life.
2. Seek God's will in prayer, and the study of the Scriptures.
3. Live together in the fellowship of acceptance.
4. Be honest and open in all our associations with members of this Church.
5. Become better stewards of our material blessings and individual abilities.
6. Spread the knowledge and experience of God's love to others by our own witness, attitudes, purposes, and behavior.
7. Attend the services of worship.
8. Participate in those additional gatherings of the Church we choose for growth, reflection, study, play, and business.

Section 2. The Personal Covenant

Each person is expected to convey his or her personal covenant to the Church each year. This personal covenant is a condition of continued membership or new membership.

Section 3. The Individual's Covenants

It is hoped that as an outgrowth of the individual's personal covenant with the Church, the person will establish and grow in covenant relationships with others outside this body in a Christian manner.

ARTICLE VI OUR HOPE

It is our fervent hope that the spirit and faith expressed in this new beginning we have made in establishing our Church can be carried forth in the future, which is ours to shape. Like God's New Beginning in Jesus Christ, we humbly hope that the world will be enriched by our efforts.

BYLAWS
OF THE

***REDLANDS UNITED CHURCH OF
CHRIST***

Approved by the Congregation
at the
Congregational Meeting

September 14, 2003

APPROVED AT the congregational meeting, September 14, 2003

BYLAWS

ARTICLE I: THE REDLANDS UNITED CHURCH OF CHRIST

Section A: Name

The name of this church is the Redlands United Church of Christ, established in June 1975 in Redlands, California.

Section B: The Congregation

The congregation is the final authority in all matters governing the life of the church.

Section C: The Membership

Membership in this church is open and affirming of all persons regardless of race, ethnic background, sexual preference, or expression of faith, who are willing to covenant with this church in the manner set forth in the constitution and bylaws.

Section D: The Leadership

The Church Board, the elected representatives of the congregation, is the body to which authority is delegated. The Church Board is comprised of the four officers, an advisor, and seven area leaders with minister(s) as ex officio members. The seven areas of church life and work are worship, stewards, church growth, education, church life, shepherds, and wider ministries. This leadership will encourage individual church members in their Christian growth and spiritual development.

Section E: The Corporation

The elected officers of the church, the president, vice-president, treasurer, and corporate clerk are the legal representatives of the church and have the only legal authority for actions by the church as a corporation. The church is a registered California non-profit corporation.

Section F: The Organization Chart

THE CONGREGATION

The Church Board

Officers

President - Vice-President - Corporate Clerk - Treasurer
Minister(s) -- Advisor

The Seven Area Leaders

Worship - Stewards - Church Growth - Education - Church Life - Shepherds – Wider Ministries

ARTICLE II: THE CONGREGATION

Section A: Authority and Autonomy

1. The congregation, with God's guidance, is the final authority in all matters governing the life of the church.
2. The congregation recognizes its relationship within the denomination of the United Church of Christ as expressed in the constitution while remaining autonomous in all of its own affairs.
3. All covenanting members shall be entitled to full voice and vote and be eligible to hold elective or appointive positions of leadership within the congregation.

Section B: Meetings

1. **Annual Meeting.**

An annual meeting of the congregation shall be held in January of each year, the place and time to be determined by the Church Board. It shall be announced at least three weeks in advance of the meeting. The purpose of the annual meeting is to:

 - a. Receive yearly reports from the leadership.
 - b. Elect officers and area leaders as set forth in these bylaws.
 - c. Approve a budget for the new year.
 - d. Affirm and advise on proposed projects or basic new directions.
 - e. Celebrate the events of the past year.
 - f. Deal with any other matters mentioned in the call to the meeting.
2. **Special meetings for specific issues.**

With a three-week notice to the congregation, a special meeting:

 - a. may be called by the Church Board.
 - b. will be called by the Church Board in response to a petition presented and signed by fifty percent of the covenanting members of the church.
3. The quorum for any meeting of the congregation shall be thirty percent of the covenanting members of the church, unless raised by the Church Board under Article VII, Section C, Item 2.
4. **Absentee Ballots.** Any covenanting member who, because of travel or illness, cannot attend a duly scheduled meeting of the congregation may vote by absentee ballot. When arranged in advance with the clerk or president, an absentee ballot may be cast on an issue declared by the Church Board as a "major issue" to be decided at a congregational meeting. (See Article VII Section C) The ballots may be obtained from the church office. The marked ballot must be returned by mail or given to an officer of the church prior to the scheduled meeting. Votes recorded in this fashion may, however, be discounted if the major issue is significantly changed or amended by a majority vote of the covenanting members present at the meeting. This will be judged by the church officers conducting the meeting.

ARTICLE III: MEMBERSHIP

Section A: Eligibility

1. Membership in the Redlands United Church of Christ is open to all persons who believe in God and who seek support and guidance in affirming a way of life based on the teachings of Jesus Christ.
2. Persons under the age of sixteen who wish to covenant shall have participated in a course of instruction on church membership and its meaning.
3. Any person who wishes to retain membership in another church may, upon conveying a covenant, also be a member of this church.

Section B: Covenanting Members

1. An annual personal covenant is a condition of membership. Acknowledging the power of the written word to clarify our thoughts and strengthen our commitment, each person is asked to write annually a personal covenant. Any person who does not convey a written covenant shall otherwise communicate to the senior minister his/her commitment to membership. Any member who is unable to convey a covenant because of disability or extenuating circumstances may be retained on the membership roll by the Senior Minister.
2. The Shepherds shall be responsible for guidance and completion of the covenants for all members in their group. The covenant process is to be completed by the end of November each year and dedicated at a worship service in December.
3. The covenant may express needs of the person to which the church might respond, and also what she or he expects to contribute to the church in terms of stewardship of time, talent, and treasure. Members are encouraged to designate areas in the life of the church of particular interest to them.
4. The covenants shall be read only by the senior minister or, in the absence of a senior minister, by one person appointed by the Church Board. Pertinent information necessary for budgeting, nominating, and establishing the membership roll shall be given to the appropriate leaders of the church. Information regarding interest in program areas shall be given to the appropriate Area Leader. Personal aspects of each covenant will be kept confidential by the senior minister.
5. A person may become a recognized member upon submitting a covenant at any time during the year.

Section C: Member Responsibilities

1. Seek continuing personal spiritual growth.
2. Attend worship services.
3. Support the Shepherd group to which assigned.
4. Attend meetings of the congregation and cast informed votes on proposed actions.

ARTICLE IV: THE LEADERSHIP OF THE CHURCH

Section A: The Church Board

The governing body of the church will be the Church Board and will normally meet monthly. It will consist of the four elected officers, the advisor, and the seven Area Leaders with the minister(s) serving as ex officio member(s). The Church Board shall have the option of referring any matter to the congregation.

Responsibilities of the Board:

1. Provide overall administration of the church on behalf of the congregation.
2. Review and approve all policies.
3. Implement the annual budget as approved by the congregation
4. Call the annual and special congregational meetings.
5. Inform the congregation of Board issues and actions.
6. Fill vacancies when they occur.
7. Establish church policies. (See Article VI)

The Executive Committee

1. The four elected officers of the church will comprise the Executive Committee.
2. The purpose of the Executive Committee is to advise the President and make decisions when it is impractical to schedule a special meeting of the entire Board. All executive decisions will be reviewed and acted upon at the next-scheduled Church Board meeting.

Committees and Appointed Positions

1. Are to serve until the next annual meeting or completion of ad hoc task.
2. May be re-appointed by the Board.
3. May be dissolved at any time with Church Board approval.

Section B: Elected Officers

1. President

a. Responsibilities:

- i. Serve as the lay leader of the church and principal executive officer of the church corporation.
- ii. Chair all meetings of the congregation, the Church Board, and the Executive Committee.
- iii. Sign, with the clerk or any officer of the church, documents and contracts.
- iv. Appoint the following standing committees with Church Board approval:

- 1) Pastoral Relations/Personnel Committee: This committee will be composed of three church members mutually agreeable to the minister(s). The Vice-President will be the chairperson and fourth member. The committee shall be available to review the needs and desires of the congregation and staff, according to the current Personnel Policies. This committee will provide for:
 - a) Investigation and recommendation of resolution of personnel issues.
 - b) Annual evaluations of staff members. (Due December 1)
 - c) Annual review and update of job descriptions.
 - d) Annual review of personnel policies.

v. Appoint positions with Church Board approval:

- 1) Church Historian/Archivist: Responsibilities include keeping copies of:
 - a) Minutes for meetings of the Church Board and Congregation.
 - b) Legal documents, e.g., constitution, bylaws (including revisions and policies), deeds, mortgages, and contracts.
 - c) Vital statistics, such as records of baptisms, marriages, deaths, and membership lists (directories).
 - d) Annual reports, church newsletters (Wanderings), and samples of the Sunday bulletins.
 - e) Memorabilia about special events in the church, e.g., ordinations, dedications, Feastings, and anniversaries of RUCC.
 - f) Files on each minister who has served the church. These files should include photographs, biographical information, sample sermons, etc.
 - g) Special promotional materials, e.g., brochures, slides, newspaper clippings, etc.
 - h) Artifacts which are related to RUCC.
 - i) Previously written histories and articles on the church's founding and development.
 - j) Records of projects and events which have had significant impact upon the Redlands United Church of Christ.

- 1) Auditor:

- a) Be responsible for the timely audit of the Treasurer's books and report findings to the Church Board. The Church Board shall provide for an audit of all financial transactions, actions of the seven areas, and such other material as deemed necessary. The Church Board shall appoint one to three persons to provide the audit. An audit shall be provided at least once every three years. The audit shall be performed within 90 days after the Annual Meeting last held and the report presented at the April/May meeting of the Church Board.

- vi. Appoint other committees or positions as necessary, and report appointments to Church Board.
- vii. Serve as ex officio member of all committees and advisor to all officers and staff.
- viii. Submit an annual report. (See Article V)

- b. The President shall be elected annually by the congregation for up to three successive years.

2. Vice President

- a. Responsibilities:
 - i. Serve as assistant to the President. Fill the office in the absence or at the request of the President.
 - ii. Serve as chairperson of the Pastoral Relations/Personnel Committee.
 - iii. Serve as a member of the Church Board and the Executive Committee.
 - iv. Submit an annual report. (See Article V)
- b. The Vice President shall be elected annually by the congregation for up to three successive years.

3. Corporate Clerk

a. Responsibilities:

- i. Keep a register of the members of the church, with dates of their reception, removal, and annual covenants.
- ii. Take minutes of annual and special meetings of the congregation.
- iii. Keep records of marriages, deaths, and baptisms.
- iv. Issue letters of transfer when requested.
- v. With the Administrative Assistant, keep on file all important church records.
- vi. With the church Administrative Assistant, give legal notice of congregational meetings.
- vii. Serve as a member of the Church Board and Executive Committee.
- viii. Submit an annual report. (See Article V)

b. The Corporate Clerk shall be elected annually by the congregation.

4. Treasurer

a. Responsibilities:

- i. Under direction of the Church Board manage all financial affairs of the church.
- ii. Pay all bills and obligations of the church and keep a faithful record of all income and disbursements.
- iii. Serve as a member of the Church Board, Executive Committee, and Steward Area.
- iv. Keep a confidential record of each financial covenant and contribution.
- v. Prepare and distribute individual statements of contributions each year, or when requested.
- vi. Submit monthly finance reports to the Church Board and distribute as directed by the Church Board.
- vii. Appoint financial assistants as necessary. e.g.,
Assistant Treasurer: to write checks.
Financial Secretary: to collect offerings and make deposits.
Assistant Financial Secretary: to keep records of pledges, donations and offerings.
- viii. Submit an annual financial report. (See Article V)
- ix. Submit records for audit.

b. The Treasurer shall be elected annually by the congregation.

5. Advisor

This member of the Board is to function as a member-at-large and is elected by the congregation. The Advisor may be the immediate past President or past Board member.

a. Responsibilities:

- i. Provide continuity and advice to the Board when necessary.
- ii. Be an advocate for all members of the congregation equally.

b. The Board Advisor shall be elected annually by the congregation.

Section C: The Seven Areas

Area Leaders

The leaders of the seven designated areas are members of the Church Board.

All area leaders will:

1. Lead area members, and volunteers as necessary to perform tasks.
2. Describe the functions of their area to encourage participation by church members.
3. Organize and conduct area business, being responsive to concerns relating to the area. Call meetings as needed.
4. Serve as area liaison with the Church Board, assuring area representation at each Board meeting.
5. Coordinate area activities with appropriate church staff.
6. Submit annual budget for the area in October and monitor adopted budget expenditures.
7. Submit plans for fund raising activities and expenditures beyond budget to the Church Board for approval.
8. Submit annual report of area's actions and accomplishments. (See Article V)

Area Responsibilities

1. Worship Area - Concerned with the logistics and personnel for all worship services in coordination with the Senior Minister, Director of Music, Organist and church staff..
 - a. Responsibilities:
 - i. Music program.
 - ii. Rites and Sacraments of the Church, including communion preparation.
 - iii. Special services, e.g., memorial or recognition services.
 - iv. Scheduling and guiding worship leaders, ushers, and communion servers.
 - v. Taping and sound control for worship services.
 - vi. Monitoring environmental control.
 - viii. Décor for worship areas in coordination with decorating committee.
2. Steward Area - Concerned with management of corporate and business affairs of the church as authorized by budget categories.
 - a. Responsibilities: Financial Group
 - i. Assemble the annual budget, submit to the Church Board for approval, and refer to congregation for adoption at annual meeting.
 - ii. Monitor expenditures in each budget category.
 - iii. Oversee investment policy and recommend any changes to the Board.
 - iv. Conduct annual review of insurance coverage and recommend adjustment as necessary. (Due December 1)
 - b. Responsibilities: Buildings and Maintenance Group
 - i. Oversee and direct the maintenance of buildings and equipment.
 - ii. Oversee rental or loan of buildings and equipment, e.g., recommend fee schedules, monitor insurance coverage. (See Article VII, Section D, 2c)
 - c. Responsibilities: Landscape Group
 - i. Oversee the care of lawns, trees, and plantings on the property.
 - ii. Hire personnel as necessary to maintain the landscape.

- d. Responsibilities: Memorials Group:
 - i. Receive and acknowledge gifts.
 - ii. Notify family of gifts.
 - iii. Maintain a record of all gifts.
 - iv. Monitor memorial funds with the Treasurer and Financial Secretary.
 - v. Develop a list of recommendations for the use of memorial funds.
 - vi. Keep the memorial tree updated.
 - e. Responsibilities: Decorating Group
 - i. Coordinate decoration of indoor facilities with Worship, Education or Church Life Areas.
 - ii. Coordinate design of exterior elements such as signage with Church Growth Area.
3. Church Growth and Enrichment Area - Concerned with reaching out to individuals who have no church affiliation, and encouraging members to integrate newcomers into the life of the church.
- a. Responsibilities:
- i. Design and guide a program to encourage our members to bring new people into our congregation.
 - ii. Oversee guest book and follow-up contact with visitors.
 - iii. Nurture new members.
 - iv. Train Sunday greeters.
 - v. Coordinate with Shepherds for group assignment of new and prospective members.
 - vi. Coordinate with Shepherds to schedule hosts and greeters for Sunday services.
 - vii. Publicize Church activities. Submit articles to newspapers for regular and special events . Advertise regular services and programs .
4. Education Area - Concerned with Christian education for all ages, in coordination with the Director/Minister of Christian Education and/or the Senior Minister.
- a. Responsibilities:
- i. Church School
 - ii. Bible Study Groups.
 - iii. Program planning relating to growth and development e.g., Lenten series, summer series, Bible school, etc.
 - iv. Christian Living classes.
 - v. Retreats and seminars.
 - vi. Recruiting and training of teachers.
 - vii. Nursery care.
 - viii. Physical arrangement of church school and nursery areas in coordination with Decorating Committee.
5. Church Life Area - Concerned with social, recreational, and fellowship activities.
- a. Responsibilities:
- i. Coordinate food needs for church functions.
 - ii. Arrange transportation to church functions when required.
 - iii. Monitor kitchen facilities and report needs to the Stewards Area leader.
 - iv. Send greeting cards to members.
 - v. Plan and organize social activities.

- vi. Serve as liaison with the Church Board for existing groups and projects such as:
 - 1) Women's Fellowship
 - 2) Art Show Committee.
 - 3) Library: maintain control of books and resources.
 - 4) Barnraisers.
 - 5) Art Gallery.
6. Shepherd Area: The shepherds will be considered the diaconate (deacons) of the church, concerned with the spiritual life and welfare of the church and its members.
- a. Responsibilities of the Shepherd Area Leader:
 In addition to the general responsibilities listed in Section C, the Shepherd Leader will:
 - i. Coordinate the selection of individual shepherds with the help of the Nominating Committee and input from covenants.
 - ii. In cooperation with the shepherds, assign groups of members and friends of the church to each shepherd, so that everyone interested in the church is assured of being in a shepherd group.
 - iii. Together with the minister, provide coaching for the shepherds in the care and concern for individual members.
 - iv. Call meetings of the shepherds and minister at least three times a year for discussion of overall goals, issues, and problems, as well as training.
 - v. Communicate needs of members to the Senior minister.
 - vi. Disseminate information as needed to the shepherds and through them to the members.
 - vii. Administer the shepherd fund, including a summary in the Annual Report. The shepherd fund is used at the discretion of the Shepherd Area leader and Senior Minister.
 - viii. Initiate and oversee annual covenant process.
 - ix. Encourage shepherds to assemble their flocks frequently during the year for discussion of spiritual needs and for social interaction.
 - x. Chair nominating process.
 - b. Responsibilities of Shepherds:
 - i. Provide care and support when needed for members of the flock, calling upon other members of the group when practical.
 - ii. Advise Shepherd Area leader of special events and needs of members.
 - iii. Assemble group about four times a year, even if only part of the group is able to attend, in order to foster a closer relationship within the group.
 - iv. Encourage members to develop and share special talents and skills.
 - v. Communicate news and announcements as needed.
 - vi. Be responsible for covenants being submitted at the proper time.
 - vii. Coordinate with Growth Area to schedule hosts and greeters for Sunday services.
 - viii. Act as Nominating Committee. Its purpose is to submit to the Church Board at the January Board meeting a proposed slate of the four church officers, the advisor, the seven Area leaders and members of Areas. It shall also make nominations to Church Board to fill interim vacancies as they occur.

7. Wider Ministries Area: The area of wider ministries shall be concerned with relating Redlands United Church of Christ to the community, denomination, and world at large. Significant needs and actions shall be reported back to the congregation.
 - a. Community.
Encourage participation in and support for local outreach beyond our church; e.g., Food For All, Christian Counseling Service, Family Services, and Habitat for Humanity.
 - b. Redlands Area Interfaith Council. (RAIC)
Provide representation from our congregation to RAIC.
 - c. Denomination and world at large.
 - i. Assure representation from RUCC to the Eastern Association and to the Southern California/Nevada Conference of the UCC. Delegates shall be approved by the Church Board.
 - ii. Promote and support national and world missions with recommendations where our church's emphasis should be.

Section D: Ministers

1. The calling of ordained ministers:
 - a. The senior minister, on recommendation of the pastoral search committee, shall be called by the Church Board upon approval by a two-thirds (2/3) vote of the covenanting members including the absentee ballots.
 - b. The pastoral search committee shall consist of nine members to be nominated by the Church Board and elected by the congregation.
 - c. Associate minister(s), on recommendation of a search committee, shall be called by the Church Board subject to the concurrence of the senior minister and approval by a two-thirds (2/3) vote of the covenanting members including the absentee ballots.
2. The "Letter of Call" for ordained ministers, as prescribed by the United Church of Christ, shall be considered the initial job description for the ministers. The call shall be reviewed annually by the pastoral relations committee and a report filed. Revisions shall be presented to the Church Board for approval.
3. The letter of call shall include, but not be limited to:
 - a. A statement of the talents and interests of the minister to be used in the ministry of the church.
 - b. Specific areas of responsibility of the minister in relation to the life of the church.
 - c. The financial compensation package.
4. All ordained ministers on the staff of the church shall maintain membership in this church and standing in the Eastern Association, Southern California/Nevada Conference of the United Church of Christ.
5. All ministers shall be ex-officio members of the Church Board and will be ex-officio members of those committees with which they share responsibility.
6. Associate minister(s) and other staff personnel shall work under the direction of the senior minister.
7. All minister(s) will submit an annual report. (See Article V)

8. Termination of the call:
 - a. A minister shall give sixty days written notice of intention to resign.
 - b. The church may, by two thirds vote at a meeting for the stated purpose, request the resignation of a minister, to be effective in sixty days.

ARTICLE V: THE ANNUAL REPORT

Section A: General Guidelines

All persons or committees who accomplish tasks that they wish to have included in the church annual report should submit a report to the responsible area leader for attachment to or inclusion within the area leader's report.

Section B: Due Date

All annual reports are due in church office no later than the first week in January each year.

Section C: Minister(s)

Each minister will submit a report to cover the general state of the church, pastoral activities and concerns.

Section D: Officers

The officers will submit their reports to cover the responsibilities of the position held. The Treasurer's report will be a financial summary for the year.

Section E: Area Leaders

The Area Leaders are to submit their reports to cover the tasks under the listed responsibilities. The Area Leaders may use or attach reports from individuals or committees submitted under Section A of this article.

ARTICLE VI: POLICY MANUAL

The Church Board will establish a church policy manual created and maintained by the Stewards Area and the Church Board concerning the use of property, facilities, and church activities. These rules will indicate the party responsible for maintaining the procedure. Each area leader shall recommend policies for that area when it is recognized that a policy is needed. The Manual will be available in the church office. The policies may be changed at any meeting of the Church Board, and will be reviewed each year to evaluate the need for change.

ARTICLE VII: THE CORPORATION

Section A: Principal Office

The principal office for the transaction of the business of the corporation is hereby fixed and located at Redlands, County of San Bernardino, State of California.

Section B: Seal

The corporation shall have a common seal consisting of two concentric circles with the words "REDLANDS UNITED CHURCH OF CHRIST" together with the date of incorporation.

Section C: Rules of Order

1. Except as otherwise provided in these bylaws, all meetings of the congregation shall be conducted and business transacted under and in accordance with Robert's Rules of Order, Newly Revised.
2. The Church Board may raise the quorum and/or vote required for any special meeting of the congregation that the Board has deemed by vote to be a major issue. (See Article II, Section B, Item 3.)
3. The Church Board may accept absentee votes from covenanting members when the Board declares any vote to be for a major issue.

Section D: The Church Staff

1. The Church Board shall have the final authority to employ or dismiss all church personnel except the minister(s), and shall work out contracts in cooperation with the Stewards, Senior Minister, and the Area Leader concerned.
2. The church staff under this authority may be composed of, but not limited to, the following:
 - A. Administrative Assistant
 - B. Secretary
 - C. Director of Music
 - D. Choir Director
 - E. Hand Bell Choir Director
 - F. Church Organist/Accompanist
 - G. Church Custodian
 - H. Child Care Worker
 - I. Wedding Coordinator
 - J. Youth Director
 - K. Education Director

Any request for work outside a staff job description is to be referred to the Senior Pastor, responsible Area Leader or President for resolution or approval.

ARTICLE VIII: AMENDMENTS

The constitution and bylaws may be amended at any annual or special meeting of the church called for that purpose, by a two-thirds vote of the covenanting members present and voting, provided that the amendments have been reviewed by the Church Board. The proposed amendments shall have been presented to the congregation in writing three weeks prior to the date upon which action is to be taken.