

BYLAWS

FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

of Great Falls, State of Montana

APPROVED BY THE MEMBERSHIP

JANUARY 25, 1970

Amended December 7, 1975

Amended May 16, 1976

Amended May 20, 1984

Amended May 20, 1990

Amended September 21, 1997

Amended May 17, 2009

Revised May 5, 2019

Amended January 30, 2022

TABLE OF CONTENTS

Article I Name and Purpose 1

Article II Polity and Government 1

Article III Faith and Covenant 1

Article IV Membership 3

Article V Governing Body..... 5

Article VI Meetings, Voting, Quorum 5

Article VII Church Council 6

Article VIII Officers 9

Article IX Minister and Associate Minister 11

Article X Permanent Boards and Committees 13

Article XI Amendment..... 19

Article XII Gifts and Memorials 19

Article XIII Transition 19

1 BYLAWS- FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

2
3 ARTICLE I. NAME AND PURPOSE
4

5 Section 1. NAME The name of this church is First Congregational United Church of Christ
6 of Great Falls, State of Montana.
7

8 Section 2. PURPOSE The purpose of this church is to worship God, proclaim the gospel of
9 Jesus Christ, and celebrate the Sacraments; to realize Christian fellowship and unity
10 within this church and the church universal; to render loving service toward humankind;
11 and to strive for righteousness, justice, and peace.
12

13 ARTICLE II. POLITY AND GOVERNMENT
14

15 Section 1. POLITY This church shall be a part of the United Church of Christ, and it shall
16 sustain that relationship to the United Church of Christ described in those portion of the
17 Constitution and Bylaws of the United Church of Christ adopted July 4, 1961, relating
18 to local churches.
19

20 Section 2. GOVERNMENT The government of this church is vested in its members, who
21 exercise the ultimate right of control in all its affairs.
22

23 ARTICLE III. FAITH AND COVENANT
24

25 Section 1. FAITH This church is established to bring its members into fellowship through
26 Christ; to make effective the life of God in the lives of people; to draw into its
27 membership those followers of Christ who seek for themselves, and who accord to
28 others, the right of each to interpret the will of God according to the dictates of their
29 own conscience; to make available, through worship, instruction, and the sacraments,
30 the grace which comes from God; and to advance in every way possible the work of the
31 Church of Christ and to extend the Realm of God among all persons.

32 One expression of faith is: “STATEMENT OF FAITH”, approved for use by the Executive
33 Council of the United Church of Christ in 1981.

34

35 We believe in you, O God, Eternal Spirit,
36 God of our Savior Jesus Christ and our God,
37 And to your deeds we testify:
38 You call the worlds into being,
39 Create persons in your own image,
40 And set before each one the ways of life and death.
41 You seek in holy love to save all people
42 From aimlessness and sin.
43 You judge people and nations by your righteous will
44 Declared through prophets and apostles.
45 In Jesus Christ, the man of Nazareth, our crucified and risen Savior,
46 You have come to us and shared our common lot,
47 Conquering sin and death and reconciling the world to yourself.
48 You bestow upon us your Holy Spirit,
49 Creating and renewing the church of Jesus Christ,
50 Binding in covenant faithful people of all ages, tongues and races.
51 You call us into your church
52 To accept the cost and joy of discipleship,
53 To be servants in the service of others,
54 To proclaim the gospel to all the world
55 And resist the powers of evil,
56 To share in Christ’s baptism and eat at his table,
57 To join him in his passion and victory.
58 You promise to all who trust you
59 Forgiveness of sins and fullness of grace,
60 Courage in the struggle for justice and peace,
61 Your presence in trial and rejoicing,
62 And eternal life in your realm which has no end.

63 Blessing and honor, glory and power

64 Be unto you. Amen.

65

66 Section 2. COVENANT We covenant one with another to seek and respond to the Word
67 and the will of God. We purpose to walk together in the ways of the Lord, made known
68 and to be made known to us. We hold it to be the mission of the church to witness to the
69 gospel of Jesus Christ in all the world while worshiping God, and striving for truth,
70 justice, and peace. As did those before us, we depend on the Holy Spirit to lead and
71 empower us. We pray for the coming of the Realm of God, and we look with faith
72 toward the triumph of righteousness and eternal life.

73

74 ARTICLE IV. MEMBERSHIP

75

76 Section 1. ELIGIBILITY

77 A. Membership Membership in this congregation shall be open to any person who has
78 been baptized and confirmed, or has made public confession of faith in Jesus Christ as
79 Lord and Savior. In accordance with the gospel covenant which binds into a unity
80 “faithful people of all ages, tongues and races,” membership is open to all without
81 regard to age, ethnicity, educational background, marital status, socioeconomic status,
82 mental or physical ability, gender, gender expression, gender identity, or sexual
83 orientation.

84

85 B. Associate Membership Upon the approval of the Church Council, associate
86 memberships are available to persons who have reason to retain membership in
87 another church. Associate members are allowed to serve on Boards and committees of
88 the church. Associate members have voting privileges with the exception of calling or
89 releasing a pastor, buying or selling property, or leaving the denomination. Associate
90 members may not serve as a Church Council member or a church officer. Associate
91 members will be reported to Conference and National as members and will be counted
92 in church membership in regards to payment of dues.

93

- 94 C. Membership can be obtained through any of the following:
- 95 i. Confession of Faith: transfer from another denomination
- 96 ii. Re-affirmation of faith: joining First Congregational United Church of Christ of
- 97 Great Falls after having been an inactive member of another United Church of
- 98 Christ congregation
- 99 iii. Letter of Transfer: transferring as an active member from another United Church
- 100 of Christ congregation
- 101 iv. Re-instatement of Membership: reinstating previous membership at First
- 102 Congregational United Church of Christ of Great Falls

103

104 Section 2. DUTIES

105 Members shall pledge themselves to attend the services of the church and the celebration

106 of the Lord's Supper; to live the Christian life; to share in the life and work of the

107 church; to give systematically to its support and benevolences; and to seek diligently the

108 spiritual welfare of all the members and of the community.

109

110 Section 3. TERMINATION OF MEMBERSHIP

111 A. A Letter of Transfer Any member may, on request, be granted a letter of transfer to a

112 congregation within the United Church of Christ.

113 B. Certificate of Church Membership If wishing to join a congregation outside of the

114 United Church of Christ, the member may be released with a certificate of church

115 membership.

116 C. Letter of Release If a member requests in writing to be released from membership, the

117 church shall patiently endeavor to continue to minister to the member in

118 understanding fellowship, but failing in such effort, the church may grant the request

119 and terminate membership. Such a request shall be approved by the Church Council,

120 and the Clerk shall issue the appropriate letter of release.

121 D. Removal A member who, for a period of one year, in spite of attempts to minister

122 spiritual care, has not attended the church's worship or contributed to its support may

123 by recommendation of the Church Growth and Vitality Board and vote of the Church

124 Council, be removed from the membership roll and placed on an inactive list. If

125 possible, the Church Council will inform the member of this action and communicate
126 that they will be welcome to attend and participate but will no longer have voting
127 privileges and may re-activate membership at any time. If, after the expiration of a
128 second year, the relationship remains unchanged, the name may be removed from
129 church rolls by a further vote of the Church Council. Inactive members will not be
130 included as members on reports to Conference and National documents and will not
131 be counted in church membership in regards to payment of dues.

132
133 ARTICLE V. GOVERNING BODY

134
135 The governing body of this church shall be the active membership assembled in a properly
136 noticed Annual or Special church meeting.

137
138 ARTICLE VI. MEETINGS, VOTING, QUORUM

139
140 Section 1. CHURCH YEAR The Church year shall be from January 1 to December 31.

141
142 Section 2. CONGREGATIONAL BUSINESS MEETINGS

143 A. Annual Meetings The Annual Meeting shall be held in January. Annual reports shall
144 be received at this meeting; officers and board members shall be elected and other
145 business conducted as necessary.

146 B. Special Meetings Special meetings may be called by the Moderator, Minister, Church
147 Council, written request of any permanent board, or any 24 members of the church.
148 Notice of such meeting will be given according to Article VI, Section 3.

149
150 Section 3. NOTICE OF MEETING Notice of the place, day, and hour of an Annual or
151 Special Meeting must be given by announcement from the pulpit at the regular worship
152 service on each of the two Sundays immediately preceding the meeting date and in
153 writing delivered personally or mailed to the members at their most recent addresses
154 appearing in the church records not less than five days prior to the meeting date. Notice

155 of a special meeting must include a statement of the purpose for which the meeting is
156 called.

157

158 Section 4. VOTING

159 A. Each member, as determined from the membership roll, is entitled to one vote which
160 may be cast by the member only when personally present or virtually attending via
161 real-time technology (Skype, Zoom, Facetime, etc.) at a meeting. Except as otherwise
162 provided in these Bylaws, a majority of the votes entitled to be cast on a matter to be
163 voted upon by the members at a meeting at which a quorum is present shall be
164 necessary for the adoption thereof.

165

166 B. Voting by proxy shall not be allowed.

167

168 Section 5. QUORUM Ten percent of the membership shall constitute a quorum at all
169 business meetings of the membership.

170

171 Section 6. PARLIAMENTARY AUTHORITY The rules contained in the most current
172 edition of *Robert's Rules of Order, Newly Revised* shall govern the church in all
173 instances in which they are applicable and in which they are not inconsistent with these
174 bylaws.

175

176 Section 7. NON-BUDGETARY EXPENDITURES No church expenditures except those
177 within the current budget shall be made unless first submitted to the Business Affairs
178 Board and then approved by the Church Council.

179

180 ARTICLE VII. CHURCH COUNCIL

181

182 Section 1. The Church Council shall be the executive body of this church. It shall serve as
183 the interim governing body of the church between meetings of the congregation. All
184 acts and deliberations of the Council are subject to the will of and revision by the

185 membership. It shall meet regularly. All meetings shall be open to any member of the
186 congregation who shall have a voice but not a vote.

187

188 Section 2. CHURCH COUNCIL MEMBERS

- 189 1. Moderator
- 190 2. Vice-Moderator
- 191 3. Clerk
- 192 4. Treasurer
- 193 5. Youth Representative
- 194 6. Chairperson or designee of Business Affairs Board
- 195 7. Chairperson or designee of Christian Education Board
- 196 8. Chairperson or designee of Christian Service Board
- 197 9. Chairperson or designee of Church Growth and Vitality Board
- 198 10. Chairperson or designee of Fellowship Board
- 199 11. Chairperson or designee of Worship Board
- 200 12. Chairperson or designee of Stewardship Board
- 201 13. Member-at-large
- 202 14. Member-at-large

203 *The following members of the Church Council will have a voice but not a vote:*

- 204 15. Minister, or acting minister
- 205 16. Associate minister, if any
- 206 17. Christian Education Coordinator, if any
- 207 19 Parish Health Nurse, if any
- 208 20. Memorial Corporation Chairperson or designee
- 209 21. Joint Facilities Committee Representative

210

211 Section 3. QUORUM One half of the Church Council voting members shall constitute a
212 quorum. Three members of the quorum must be Board Chairpersons or designees.

213

214 Section 4. ELECTION Church Council officers (moderator, vice-moderator, clerk, and
215 treasurer) shall be elected for a two-year term to begin the first day of the church year.

216 They shall serve no more than two consecutive terms. They shall be ineligible for re-
217 election to the same office for a period of two years after expiration of a second term.
218 The Members-at-large and the Youth Representative shall serve a one-year term but
219 may be eligible for a second term.

220

221 Section 5. ATTENDANCE When a member of the Church Council has missed two
222 consecutive Church Council meetings during any church year without excuse or has not
223 provided for representation from the Board on which they serve, the member shall be
224 notified in writing that a third un-excused absence may result in suspension from office
225 upon a 2/3 vote of the Church Council. The Moderator shall also call upon the member
226 to discuss reactivation.

227

228 Section 6. DUTIES

229 A. Planning The Church Council shall annually be responsible for recommending
230 specific goals to be pursued by the congregation during the year. It shall also be
231 responsible for long-range planning in the life and work of the church. Each goal
232 should seek to further the formal purpose of the church as defined in Article 1.

233

234 B. Fiscal The Council shall, subject to congregational direction, be the executive body
235 and shall transact the business of the church, determine and make provision for
236 raising funds for the current budget, and provide for the auditing of financial
237 accounts. The Council shall instruct the proper officers and boards on all fiscal
238 matters. The Council shall consider and approve or disapprove all recommendations
239 from the Business Affairs Board of expenditures not otherwise permitted within the
240 current annual budget.

241

242 C. Budget The Council shall review and present the budget proposal and recommend
243 acceptance to the congregation.

244

245 D. Records and Property The Council shall keep a complete and accurate record of its
246 proceedings, be the custodian of all church records, and report to the church at its

247 congregational meetings. It shall review at least annually the recommendations of the
248 Church Growth and Vitality Board regarding changes in the members who, because
249 of prolonged absence or indifference, are to be placed on the Inactive Member Roll
250 or removed from the church's rolls. It shall have the care and custody of the real and
251 personal property of the church in accordance with the provisions of the Articles of
252 Incorporation and these Bylaws.

253

254 E. Grievances The Council shall act as a sounding board for grievances expressed by
255 church members.

256

257 F. Personnel Actions The Council shall have final responsibility for all personnel
258 actions.

259

260 G. Call of Meetings The Council may call special congregational meetings.

261

262 H. Appointments The Council shall appoint members as delegates and representatives
263 and shall create such temporary committees as it may deem necessary.

264

265 I. Evaluation and Recommendation The Church Council at its final meeting each year
266 shall make an evaluation of the past year and formulate recommendations for the
267 coming year.

268

269 J. Filling of Vacancies The Church Council shall, by appointment, fill any vacancies on
270 the Permanent Boards of the church and the Church Council for the unexpired term
271 giving due consideration to such recommendation as may be received from the
272 Nominating Committee.

273

274 ARTICLE VIII. OFFICERS

275

276 Section 1. TITLES AND QUALIFICATIONS The officers of the church shall be the
277 Moderator, Vice-Moderator, Clerk, and Treasurer, each of whom shall be elected for

278 a term of two years and shall serve until their successors are elected and qualified.
279 All officers must be members of the church.

280

281 Section 2. MODERATOR The Moderator shall be recognized as the President of the
282 congregation and shall be responsible for the administration of its business. The
283 Moderator shall preside at all meetings of the Council and at all official business
284 meetings of the church; shall be an ex-officio member of all boards and committees
285 of the church; shall motivate and coordinate efforts of boards with the objective of
286 reaching established goals; shall keep the Minister informed of significant
287 conditions encountered in the pursuit of the Moderator's responsibilities; shall
288 maintain effective communication with the Vice-Moderator on matters pertaining to
289 the above responsibilities. The Moderator shall be elected in odd-numbered years.
290 The Moderator shall serve as a member of the Pastoral Relations Committee.

291

292 Section 3. VICE-MODERATOR The Vice-Moderator shall share with the Moderator
293 the administrative responsibilities of the church. The Vice-Moderator shall share the
294 Moderator's responsibility as an ex-officio member of all boards and committees.
295 The Vice-Moderator shall preside in absence of the Moderator. The Vice-Moderator
296 shall be elected in odd-numbered years. The Vice Moderator shall serve as a
297 member of the Pastoral Relations Committee.

298

299 Section 4. CLERK The Clerk shall serve as Secretary of the Congregation and of the
300 Church Council. The Clerk is the custodian of all original documents and records
301 pertaining to the organization and government of the church. The Clerk will give
302 notice of Annual and Special Meetings of the congregation; and perform such other
303 duties required of this office or as may be delegated to the Clerk by members of the
304 Church Council. The Church Council, upon consultation with the Clerk, may
305 appoint or designate such acting or assistant clerks as are necessary for the
306 performance of these duties. The Clerk shall be elected in even-numbered years.

307

308 Section 5. TREASURER The Treasurer shall oversee the receipt and acknowledgment
309 of all funds, pledges, and contributions to the church, and give a receipt therefore;
310 supervise such records of pledges and contributions to the support of the church as
311 may be appropriate to keep the Church Council and Business Affairs Board
312 correctly informed. On a monthly basis, the Treasurer shall check the monthly
313 financial reports, confirming the accuracy of all accounts being used for additions
314 and disbursements and directing transfers of funds as necessary. The Treasurer shall
315 furnish a report at each Annual Meeting and from time to time, as requested, to the
316 Church Council or Business Affairs Board and perform such other duties required of
317 this office or as delegated by the members of the Church Council.

318
319 The Treasurer shall serve as a member of the Pastoral Relations Committee and as
320 an ex-officio member of the Business Affairs Board. The Treasurer shall be elected
321 in even-numbered years.

322
323 Section 6. OTHER OFFICERS The Church Council may appoint such assistant or
324 acting officers as it deems necessary.

325
326 ARTICLE IX. MINISTER AND ASSOCIATE MINISTER

327
328 Section 1. MINISTER

329 A. Election and Call When a vacancy occurs in the pastorate, the Church Council shall
330 appoint a Pastoral Call Committee which shall then proceed in consultation with the
331 Conference Executive to find a minister who in their judgment should be called to
332 be pastorate; introduce the candidate to the church; and, at a duly called business
333 meeting of the church, propose election and call. Election shall require the
334 affirmative vote of 2/3 of the members present and entitled to vote.

335
336 B. Tenure of Office The Minister shall be elected for an indefinite period. In order to
337 terminate this relationship, ninety days' notice shall be given by either party, unless
338 by mutual consent the relationship is sooner terminated. When either party desires to

339 terminate the relationship, the termination shall be by action of the congregation
340 upon recommendation of the Church Council at a duly called meeting. Termination
341 shall require the affirmative vote of 2/3 of the members present and entitled to vote.

342

343 C. Duties With the assistance of the Church Council, the boards and congregation, the
344 Minister shall be in charge of the spiritual welfare of the church. The Minister shall
345 be an ex-officio member of all boards and committees. The Minister shall plan and
346 prepare worship services, preach the gospel, administer the sacraments, and
347 coordinate the activities of the church in cooperation with the Church Council and
348 the boards. The Minister shall act as the supervisor of all personnel. Specific duties
349 may be directed, or altered by resolution of the Church Council, and shall be
350 reported annually to the membership.

351

352 Section 2. ASSOCIATE MINISTER

353 A. Election and Call One or more Associate Ministers may be elected by following the
354 same procedure set forth in Article IX, Section 1, above, in consultation with the
355 Minister.

356

357 B. Tenure of Office The Associate Minister shall be elected for an indefinite period. In
358 order to terminate this relationship, ninety days' notice shall be given by either
359 party, unless by mutual consent the relationship is sooner terminated. When either
360 party desires to terminate the relationship, the termination shall be by action of the
361 congregation upon recommendation of the Church Council at a duly called meeting.
362 Termination shall require the affirmative vote of 2/3 of the members present and
363 entitled to vote.

364

365 C. Duties The duties of an Associate Minister shall be such as the Church Council in
366 consultation with the Minister shall determine.

367

368

369

370 ARTICLE X. PERMANENT BOARDS AND COMMITTEES

371

372 Section 1. NAMES AND PURPOSE There shall be the following seven (7) Permanent

373 Boards:

374 1. Business Affairs Board

375 2. Christian Education Board

376 3. Christian Service Board

377 4. Church Growth and Vitality Board

378 5. Fellowship Board

379 6. Worship Board

380 7. Stewardship Board

381

382 These boards shall serve as advisors to the Church Council and be immediate
383 supervisors of the programs and activities of the church falling within the scope of
384 their respective duties. All boards are strongly encouraged to draw from the broader
385 membership of the church to assist in carrying out the mission and ministry of the
386 church.

387

388 Section 2. MEMBERSHIP AND TENURE Each board shall have a minimum of five (5)

389 and no more than eleven (11) members, one of whom is to be elected as Chairperson.

390 The chairperson or designee shall be a member of the Church Council. Each must be a
391 member of the church. Board members shall be elected for a three-year term.

392

393 Section 3. ELECTION Board members shall be elected at the Annual Meeting from

394 nominations presented by the Nominating Committee and such nominations as are made

395 from the floor, for one three-year term beginning with the first board meeting following
396 installation at the annual meeting. Their terms shall be staggered, with approximately

397 1/3 of the members of each board being elected each year. Board members shall serve

398 no more than two consecutive terms and shall be ineligible for re-election to the same

399 board for one (1) year following their term.

400

401 Section 4. COMMON DUTIES

- 402 A. It shall be the duty of each board to cooperate with any other board or boards on any
403 matter of mutual concern.
- 404 B. It shall be the duty of all boards to evaluate their work throughout the year. At the
405 end of each year, each board shall make recommendations to the incoming boards
406 and the Church Council and submit a report for the Annual Meeting.
- 407 C. It shall be the privilege of all boards to create and disband task force groups and
408 committees as necessary with the approval of the Church Council.
- 409 D. Each board shall authorize vouchers for payment of proper expenses of that board.
- 410 E. Each board shall propose its own budget for the forthcoming year and submit it to the
411 Business Affairs Board.
- 412 F. When a member of a Church board has missed three consecutive board meetings
413 without excuse during any church year, the member may be notified in writing that a
414 fourth un-excused absence may result in suspension from office upon a 2/3 vote of
415 the Church Council. The Moderator may also call upon the member to discuss
416 reactivation.
- 417 G. One-half of the board voting members shall constitute a quorum.
- 418 H. Provide education pertaining to their programs and offerings.

419

420 Section 5. BUSINESS AFFAIRS BOARD The duties of the Business Affairs Board shall
421 be:

- 422 A. Review and verify vouchers authorized by boards;
- 423 B. Oversee financial resources;
- 424 C. Provide tellers for church services;
- 425 D. Coordinate the capital improvements of the church property in cooperation with the
426 Joint Facilities Committee as appropriate.
- 427 E. Ensure and oversee risk management of the church;
- 428 F. Set salaries for all paid personnel upon the recommendation of the Personnel
429 Committee and Pastoral Relations Committee;
- 430 G. Compile the final budget for presentation to the Council;

431 H. Consider and approve for recommendation to the Church Council all expenditures
432 not otherwise permitted within the current annual budget.

433 J. Responsible for retaining appropriate accounting services.

434 The Treasurer shall be an ex-officio member of this board.

435

436 Section 6. CHRISTIAN EDUCATION BOARD The duties of the Christian Education
437 Board shall be:

438 A. Develop programs and staff for lifespan Christian education of youth and children;

439 B. Coordinate young adult and adult education programs and fellowship;

440 C. Coordinate inter-generational gatherings;

441 D. Plan and implement Christian Education programs with Christ United Methodist
442 Church when suitable;

443 E. Oversee the nursery.

444 The Christian Education Coordinator shall be an ex-officio member of this board.

445

446 Section 7. CHRISTIAN SERVICE BOARD The duties of the Christian Service Board
447 shall be:

448 A. Submit recommendations for the benevolence budget;

449 B. Recommend and promote the special offerings;

450 C. Encourage ecumenical cooperation;

451 D. Identify and consider responses to needs within the church and community;

452 E. Organize Christian service activities for the membership.

453

454 Section 8. CHURCH GROWTH AND VITALITY BOARD The duties of the Church
455 Growth and Vitality Board shall be:

456 A. Assist the Minister with Inquirers' classes for prospective members;

457 B. Recruit and encourage active participation of new members;

458 C. Retain existing members;

459 D. Review church membership rolls;

460 E. Develop community awareness of our local congregation, its activities, and
461 objectives.

462 F. Secure greeters for Sunday morning worship.

463

464 Section 9. FELLOWSHIP BOARD The duties of the Fellowship Board shall be:

465 A. Plan and coordinate church social events;

466 B. Oversee the offering of fellowship following worship and other appropriate times.

467 C. Assist other Boards in matters of offering fellowship throughout the church's
468 programming as suitable.

469

470 Section 10. WORSHIP BOARD The duties of the Worship Board shall be:

471 A. Arrange for ushers and other worship leadership for the assistance at services of
472 worship;

473 B. Prepare and serve communion;

474 C. Supply the pulpit in the absence of the minister;

475 D. Make recommendations for the planning of worship and festival observances.

476 E. The chair of the Worship Board or his or her designee shall serve as a member on the
477 Pastoral Relations Committee.

478 The Director of the Chancel Choir shall be an ex-officio member of this board.

479

480 Section 11. STEWARDSHIP BOARD The duties of the Stewardship Board shall be:

481 A. Oversee the planning and implementing of an annual Stewardship Campaign to
482 encourage church members to make an annual financial pledge. The Stewardship
483 Campaign shall be conducted prior to the development of an annual budget.

484 B. Oversee a process through which church members can regularly indicate their
485 interests in giving of their time and talents for the mission and ministry of the
486 church.

487

488 Section 12. JOINT FACILITIES COMMITTEE The Joint Facilities Committee is the
489 governing body established by the Reciprocal Use Agreement dated June 8, 1975, and
490 revised on December 17, 2018 between the Christ United Methodist Church of Great
491 Falls, Montana, and First Congregational United Church of Christ of Great Falls,
492 Montana, which provides generally for the joint maintenance and care of the facilities of

493 the two congregations located on Ninth Avenue South between 29th and 30th Streets in
494 Great Falls, Montana. The make-up of the committee shall be as provided in that
495 agreement and currently consists of four voting members from each of the two
496 congregations and one minister from each congregation as ex-officio members. The
497 voting members under that agreement serve a three-year staggered term with one
498 member from each congregation selected each year for two years and two members
499 selected the third year of the cycle. First Congregational United Church of Christ
500 Committee members shall be elected at the Annual Meeting from nominations presented
501 by the Nominating Committee and such nominations as made from the floor.

502

503 The committee shall report to the Church Council as directed.

504

505 Section 12. PASTORAL RELATIONS COMMITTEE A Pastoral Relations Committee
506 shall consist of the Moderator, Vice-Moderator, Treasurer, and Chairperson of the
507 Worship Board. For one year following the installation of a new minister an additional
508 member shall be chosen by the Church Council from the Pastoral Call Committee to
509 serve as a member of this Committee. The Moderator shall serve as chairperson of this
510 committee. This committee shall meet at least four times a year and such other times as
511 may be deemed necessary by any committee member.

512

513 The committee shall have as its duties:

- 514 A. Advise and support the Minister(s);
- 515 B. Provide a means of communication for member(s) to Minister(s);
- 516 C. Function as a mediating body in instances of conflict involving staff or members
517 of the congregation;
- 518 D. Provide guidance for the professional development and continuing education of
519 the Minister(s);
- 520 E. Make recommendations for Ministerial compensation and benefits to the Business
521 Affairs Board and the Church Council.

522

523 This committee shall evaluate the performance of the Minister(s) annually, report their
524 evaluations, and make recommendations to the Church Council.

525

526 Section 13. PERSONNEL COMMITTEE The Personnel Committee shall consist of the
527 Vice-Moderator and representatives as appointed by the Church Council from Business
528 Affairs Board, Christian Education Board, Joint Facilities Committee, and Worship
529 Board. The Vice-Moderator shall serve as chairperson. The committee shall establish
530 and coordinate personnel policies for all church staff.

531

532 The committee shall have the following duties relating to all staff exclusive of the
533 Minister(s):

534 A. Prepare and make recommendations for compensation and benefits to the
535 Business Affairs Board and the Church Council;

536 B. Supervise the hiring process and make recommendations to the Church Council;

537 C. Hear any personnel grievances and recommend appropriate action to the Church
538 Council;

539 D. Recommend any disciplinary or termination actions to the Church Council.

540

541 Section 14. NOMINATING COMMITTEE The chairperson of each of the seven boards
542 shall appoint from that board one member to serve on a Nominating Committee. The
543 chair of the Nominating Committee shall be one of the Council Members-at-Large as
544 determined by the Church Council. The Moderator, Vice-Moderator, Minister, and
545 Christian Education Coordinator shall serve as ex-officio members of this committee.

546

547 The duties of the Nominating Committee shall be:

548 A. Select candidates to fill vacancies for Church Officers, Council Members-at-large,
549 Youth Representative, and board members;

550 B. Select candidates for the Board of Directors of the Memorial Fund Corporation;

551 C. Present these candidates as a single slate to the Annual Meeting of the Church and
552 the Memorial Fund Corporation, respectively.

553

554

555

ARTICLE XI. AMENDMENT

556

557 These Bylaws may be amended or repealed at any Annual Meeting or Special Meeting
558 called for that purpose upon the vote of 2/3 of the members present and entitled to vote or
559 2/3 of the votes actually cast in a mail ballot as herein provided.

560

561

ARTICLE XII. GIFTS AND MEMORIALS

562

563 Non-designated, non-memorial gifts shall be referred to the Business Affairs Board for
564 determination of use. Memorials to this Church, other than those pledged or designated to
565 defray its operating budget, shall first be referred to the Memorial Fund, First
566 Congregational Church, Great Falls, Montana, (hereinafter the Memorial Fund) for review
567 prior to acceptance. The Memorial Fund Board shall, after appropriate consultation with
568 the Joint Facilities Committee, make its recommendation to the Church Council regarding
569 the appropriateness of the proposed tangible gift or memorial and the manner in which it
570 may be received or declined. The Memorial Fund shall generally take title to and be the
571 repository for all gifts to this Church other than:

572

573 A. Certain tangible gifts relating to the church building, title to which is more
574 appropriately taken in the name of this Church; and

575 B. Gifts pledged or designated to defray the operating budget of this Church.

576

577

ARTICLE XIII. TRANSITION

578

579 Upon adoption of these Bylaws, the Church Council shall designate the terms for Board
580 members as may be necessary to accomplish the required staggering of terms.

581