

# Plymouth Congregational Church Draft Bylaws

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# The Bylaws of Plymouth Congregational Church

## I. Mission

Consistent with the Purpose of Plymouth from our Constitution, the mission of Plymouth from our covenant is "In the love of truth and in the spirit of Jesus, we unite for the worship of God and the service of all."

## II. Membership

### 1. Membership Rolls

- (1) The Senior Pastor or designee shall oversee maintenance of two Plymouth membership rolls:
  - (a) Members Roll for current members, and an
  - (b) Archival Roll for inactive and former members.
- (2) The Senior Pastor or designee shall report the current membership count annually at the Annual Meeting.

### 2. Members

Plymouth recognizes every person as part of the family of God and every Christian as part of the community of faith. In this community of faith, we include any child who has not yet owned the covenant and every member who through death has entered into the communion of saints.

#### A. Member

- (1) A member is any baptized person who has made public acceptance of the polity and covenant of Plymouth and participates actively in the life of Plymouth. Persons do not need to sever membership in another church to be a member of Plymouth.
- (2) Persons may be received into Plymouth membership by the Pastors through:
  - (a) Profession of Faith (baptism and confirmation);
  - (b) Presentation of a letter of transfer from another Christian church; or
  - (c) Reaffirmation of Faith if a letter of transfer is not available.
- (3) Any former member of Plymouth who has been issued a letter of transfer or withdrawn from membership may be received again into membership by letter of transfer or reaffirmation.
- (4) Participating actively in the life of Plymouth as a member includes, to the extent to which the member is able:
  - (a) Attending public worship and sharing in the sacraments, fellowship, and programs of Plymouth;
  - (b) Contributing to the financial support of Plymouth;
  - (c) Participating in the affairs of Plymouth by contributing time and talent; and
  - (d) Attending the Annual Meeting and Called Congregational Meetings.
- (5) The rights of members include:
  - (a) Eligibility to hold elective positions of Plymouth and to vote in Annual and Called Congregational Meetings; and
  - (b) Access to meetings and minutes of Council and organizations of the Congregation unless otherwise restricted by these Bylaws.

- (6) Length of membership is determined from the date of first being received as a member, regardless of any interruptions in membership.

### **B. Inactive Status**

- (1) A member on inactive status is someone who:
  - (a) Has not requested to withdraw their membership;
  - (b) Does not participate actively in the life of Plymouth for a period of two or more years; and
  - (c) Does not indicate they would like to remain as a member.
- (2) A member on inactive status does not share the responsibilities and rights of a member.
- (3) A member on inactive status is not considered in determining quorum requirements.
- (4) Council shall develop and maintain a process to annually determine members who should be moved to and from inactive status. The process shall include attempting to contact such members.

## **3. Termination of Membership**

### **A. Methods of Termination of Membership**

Membership may be terminated by any of the following steps:

#### **(1) Letter of Transfer**

A letter of transfer to another church shall be prepared for any member upon written request to the Senior Pastor or designee. Upon such notice, the Senior Pastor or designee shall promptly issue such letter of transfer and remove the person's name from the Membership Roll and place it on the Archival Roll.

#### **(2) Withdrawal**

Any member who desires to withdraw membership from Plymouth may do so by written request to the Senior Pastor or designee. Upon such notice, the Senior Pastor or designee shall ensure the removal of the person's name from the Membership Roll and have it placed on the Archival Roll. That person shall then have no privileges of transfer unless the person requests reinstatement by reaffirmation of faith.

#### **(3) Removal of Membership**

Council may develop and maintain a process to remove the membership of a member on inactive status for more than two years and place their name on the Archival Roll of former members unless the member requests to remain on inactive status.

### **B. Archival Roll**

- (1) The Senior Pastor or designee shall oversee maintenance of an Archival Roll that shall include the names of all inactive and former members of Plymouth.
- (2) A former member includes any member who has:
  - (a) Died;
  - (b) Terminated their membership; or
  - (c) Had their membership terminated by Council following the process outlined in policy for those on inactive status.

## **III. Worship**

Public services of worship are held each Sunday except when determined by the Senior Pastor to be impractical. The sacraments of Baptism and Communion are celebrated, and other services of worship may be held, as determined by the Senior Pastor in consultation with the Deacons.

## **IV. Congregational Meetings**

As used in these Bylaws, a Called Congregational Meeting is a meeting of the membership of Plymouth assembled, which has been properly called and has a sufficient quorum to exercise its governing authority.

### **1. Called Congregational Meeting**

A Called Congregational Meeting of Plymouth shall be held by one of the following:

- (1) On call of the Moderator;
- (2) On call of Council; or
- (3) On delivery to the Moderator or Clerk of a written petition signed by at least 5% of Plymouth membership reported at the previous Annual Meeting. Such petition shall state the purpose of the called meeting, including any proposed language to be adopted.

### **2. Annual Meeting**

- (1) A Called Congregational Meeting known as the Annual Meeting shall be held during the month of January or within the first 15 days of February.
- (2) The Annual Meeting of Plymouth shall:
  - (a) Elect members to fill all vacancies in elective offices and positions;
  - (b) Adopt a budget for the year;
  - (c) Receive an annual report of the current membership count;
  - (d) Receive annual reports of the Officers, Pastors, and appropriate organizations; and
  - (e) Transact such other business as may come before it.
- (3) The Moderator shall develop the agenda with the advice of Council, except that:
  - (a) An agenda item shall be added upon receipt of a written petition delivered to the Moderator or Clerk. The petition shall:
    - (i) State the item requested to be added to the agenda and include a brief explanation of the item, including any proposed language to be adopted;
    - (ii) Be signed by at least 5% of Plymouth's membership reported at the previous Annual Meeting; and
    - (iii) Be delivered with sufficient time for proper notice to be given to the Congregation.
- (4) The organizational year of Plymouth shall begin following the adjournment of the Annual Meeting. All newly elected officers and other holders of elected positions shall assume their duties at that time and continue in office until the following Annual Meeting or a successor has been selected.

### **3. Notice of a Called Congregational Meeting**

Notice of an Annual or a Called Congregational Meeting shall:

- (1) State the subject and objective of the meeting;
- (2) Be given by:
  - (a) Best reasonable method available to reach as many members as possible at least 10 days prior to the meeting date;

- (b) Announcement during worship for a minimum of two Sundays prior to such meeting;  
and
- (c) Include, if the meeting is for a proposal to amend the Constitution or Bylaws, the language proposed for deletion or addition, and a brief explanation.

#### **4. Procedures of a Called Congregational Meeting**

- (1) The Moderator shall preside at all meetings of the Congregation, and the Clerk shall act as secretary.
- (2) A quorum is 10% of the Plymouth's membership as reported at the previous Annual Meeting. If a quorum is not present, the members may adjourn such meeting to the same day and hour of the following week, at which time the members present shall constitute a quorum for any purposes stated in the original call, except for amendment of the Constitution.
- (3) Each member has the right to act and vote at any Annual or Called Congregational Meeting. A majority vote of those present and voting is decisive, except as otherwise required by the Constitution or Bylaws.
- (4) In addition to nominees made by the Nominating Committee, or if a nominee is not named for a position, nominations may be made by any member with the agreement of the nominee and one second.
- (5) If no more than one person is nominated for an elective office, election may be by acclamation. A written ballot is required if more than one person is nominated for an office.
- (6) The rules of parliamentary procedure compiled in the most recent edition of Robert's Rules of Order shall govern all Called Congregational Meetings unless otherwise provided by Council. The Moderator shall appoint and announce a Parliamentarian at each Called Congregational Meeting. Whatever the rules may be, the intent of the rules is to provide a civil and courteous meeting where members can be heard, the rights of the minority are respected, the majority decides, and action is facilitated.

### **V. Governance**

#### **1. Officers**

The Officers of Plymouth are the Moderator, Moderator-Elect, Immediate Past Moderator, Clerk, and Treasurer. In addition to the listed duties, all Officers serve in such capacities as provided by Bylaws and Policies. The Moderator, Moderator-Elect, and Immediate Past Moderator are collectively the Moderator Team.

##### **A. Moderator**

- (1) Is the lay leader of Plymouth and principal spokesperson for the Congregation on church matters;
- (2) Presides over all meetings of the Congregation and meetings of Council and performs such other duties as provided by Bylaws or policy;
- (3) Oversees an annual report to the Congregation consisting of reports from the Moderator, the Senior Pastor, and such others as appropriate. The annual report shall provide members with an overview of the past year's activities and the current status of Plymouth. The report shall be made available to the Congregation each year at a time chosen by Council in consultation with staff; and
- (4) Serves as President for corporate filings and other purposes.

**B.Moderator-Elect**

- (1)Serves in such capacities as the Moderator may request;
- (2)Serves as Chair of the Nominating Committee; and
- (3)Prepares to serve as the next Moderator.

**C.Immediate Past Moderator**

- (1)Fulfills the duties of the Moderator in the absence of the Moderator; and
- (2)Serves in such other capacities as the Moderator may request.

**D.Clerk**

- (1)Serves as secretary of meetings of the Congregation and meetings of Council;
- (2)Oversees staff maintenance of the membership rolls; and
- (3)Serves as Secretary for corporate filings and other purposes.

**E.Treasurer**

- (1)Supervises the receiving of money and the making of payments consistent with the budget and as otherwise authorized by Council;
- (2)Oversees deposits of all money and other valuables in the name and to the credit of Plymouth with such financial institutions as may be designated by Council;
- (3)Is responsible for development and overview of financial accounting and reporting systems;
- (4)Shall be bonded for such amount as required by policy; and
- (5)Serves as Treasurer for corporate filings and other purposes.

**F.Terms and Limitations**

- (1)The Moderator-Elect is elected for a three-year term of one year as Moderator-Elect, followed by a one-year term as Moderator, and then a one-year term as Immediate Past Moderator.
- (2)If the Moderator-Elect is unable to assume the office of Moderator, a Moderator shall be elected at the Annual or other Called Congregational Meeting for a term of one year, followed by a one-year term as Immediate Past Moderator.
- (3)If the Moderator position becomes vacant, the post shall be filled with the Immediate Past Moderator. Council shall appoint a former Moderator to serve the remainder of the Immediate Past Moderator's term. If the Immediate Past Moderator cannot serve as Moderator, Council shall appoint a member to serve as Moderator until the next Annual Meeting.
- (4)The Clerk and the Treasurer are each elected to one-year terms with no more than six consecutive terms before a break of at least one year.
- (5)If any office becomes vacant and is not filled by steps in these Bylaws, Council shall appoint a replacement to serve until the next Annual Meeting.

**2.Council****A.Purpose**

Council is the governing, planning, evaluating, and coordinating body of Plymouth. Unless otherwise stated in the Constitution or these Bylaws, Council is the final decision-making body of Plymouth, subject to the will of the **membership** acting in a Called Congregational Meeting. Voting members of Council are the trustees of Plymouth.

## **B. Composition**

- (1) The 10 voting members of Council are the:
  - (a) Moderator;
  - (b) Moderator-Elect;
  - (c) Immediate Past Moderator;
  - (d) Treasurer; and
  - (e) Six at-large members.
- (2) The ex officio members, who are without vote, are the:
  - (a) Senior Pastor; and
  - (b) Associate Pastor(s).
- (3) The Clerk shall serve as secretary and keep minutes.
- (4) The six at-large members shall be elected at the Annual Meeting. Two shall be elected each year to serve a three-year term, except in the first year of the approval of these Bylaws when two shall be elected for a three-year term, two shall be elected for a two-year term, and two shall be elected for a one-year term. At-large members may serve two consecutive three-year terms. Those serving a partial term of one year or less may serve two additional three-year terms. Members may be reelected following a break of at least one year.
- (5) If a vacancy occurs, Council shall appoint a member to serve until the next Annual Meeting.

## **C. Operation**

- (1) Council shall meet at least nine times per year.
- (2) A special meeting may be called by the Moderator, the Senior Pastor, or three members of Council upon two days notice to all members of Council.
- (3) Any Council meeting is open to each member of Plymouth except as otherwise provided in these Bylaws.
- (4) The agenda and minutes of all open Council meetings shall be available to the membership of Plymouth in an easily accessible manner.
- (5) The agenda for any regular meeting shall include an open forum period to allow any member a reasonable opportunity to address Council on any Plymouth-related matter.
- (6) Council may, by a majority vote, go into a closed executive session.
  - (a) The motion will declare the justification for the executive session. Justification includes, but is not limited to, personnel matters, privileged discussions with an attorney, a real estate transaction, or other sensitive matter requiring privacy.
  - (b) Only voting members of Council and anyone named in the motion to enter into executive session may attend.
  - (c) The motion will state the time at which the open meeting is expected to resume. Executive sessions may be shortened or extended.
  - (d) While consensus may be reached in executive session, any decision of Council shall be made in an open meeting and recorded in the minutes.
- (7) If any member of Council fails to attend three consecutive meetings of Council without acceptable reason, the position shall be declared vacant. Remaining Council members will determine acceptability of reason.



- (8) A vacancy in an elected position on Council or other position that reports to Council may be filled by Council appointment for the unexpired term, subject to confirmation at the Annual Meeting if the unexpired term exceeds one year.
- (9) A simple majority of the voting members of Council shall constitute a quorum. When a quorum is present at any meeting of Council, the vote of a majority of those voting members present shall decide any question considered at the meeting unless otherwise stated in Bylaws or policy.

#### **D. Duties**

- (1) Council shall:
- (a) Ensure implementation of the decisions of the membership;
  - (b) Exercise general powers authorized by the laws of the State of Kansas and by the Annual and Called Congregational Meetings;
  - (c) Conduct, manage, and control the business and affairs of Plymouth consistent with the Charter of Incorporation, Constitution, Bylaws, and the actions of Called Congregational Meetings;
  - (d) Oversee the fiscal year of Plymouth;
  - (e) Oversee the management and development of a Plymouth Congregational Church Endowment Fund;
  - (f) Assure that the ministry of Plymouth is accomplished through the development of appropriate policies, annual goals, and long-range plans;
  - (g) Hold sessions for the Congregation to explain a proposed budget and solicit feedback on that budget prior to approval by Council; and
  - (h) Approve a proposed budget to present to the Congregation for its consideration at the Annual Meeting.
- (2) Council may adjust the budget approved by the Congregation at the Annual Meeting within the following constraints:
- (a) Council may not increase or decrease the budget more than 3% without approval of a Called Congregational Meeting;
  - (b) Council may increase or decrease the budget 3% or less with a positive vote of at least two-thirds of voting Council membership; and
  - (c) Council shall notify the Congregation at least three weeks in advance of a Council meeting at which Council intends to vote on a motion to increase or decrease the annual budget approved by the Congregation at the Annual Meeting.
- (3) Council is responsible for establishing all staff positions, funding all paid positions, and working with the Senior Pastor to ensure that employment policies and contractual obligations with employees are properly administered.

#### **E. Council Committees**

Council may create and dissolve standing and ad-hoc committees as needed to assist in carrying out its fiduciary responsibilities and other duties. Unless otherwise stated, committee membership shall be determined by Council.

#### **F. Emergency Powers**

- (1) In an emergency the Moderator, Moderator-Elect, Immediate Past Moderator, and Treasurer, by majority vote of those able to take part and, in consultation with the Senior Pastor, may make decisions normally requiring Council approval.

- (2) "Emergency" means a major national or local emergency caused by a natural disaster, fire, pandemic, terrorist act, or other significant event resulting in serious disruption.
- (3) Any action taken by these emergency powers is subject to review and ratification by Council at its next meeting.

### **3. Governing and Operating Documents**

#### **A. Overview**

Plymouth is governed by:

- (1) Constitution and Bylaws approved and amended by the Congregation;
- (2) Policies approved and amended by Council. These are details for implementing the Constitution and Bylaws;
- (3) Resolutions approved by the Congregation or Council. These are statements of Plymouth beliefs;
- (4) Memoranda of Understanding approved by Council. These are for operations of a temporary nature; and
- (5) Procedures created and approved by staff. These are operational details.

#### **B. Policies**

- (1) Policies are details for implementing the Constitution and Bylaws.
- (2) Council may adopt, repeal, or amend such policies as it views necessary consistent with the Plymouth Constitution and Bylaws.
- (3) Council shall consolidate adopted policies into a Policy Book. The Policy Book shall be available to the membership. Council shall ensure the maintenance of the Policy Book and include dates of adoption or amendment.
- (4) Proposed policy language shall be published as part of the agenda for the Council meeting at which it is to be considered for final approval. This shall be accompanied by an explanation of why it is being considered and stating the authority from the Bylaws for the policy.
- (5) Adopted language shall be part of Council minutes and shall include explanatory language.

#### **C. Resolutions**

- (1) Resolutions are statements of opinion, concern, celebration, or such other statements as the Congregation or Council believes appropriate.
- (2) The membership at a Called Congregational Meeting may adopt, repeal, or amend such Resolutions as it views appropriate, consistent with the Plymouth Constitution and Bylaws.
- (3) Council may also adopt, repeal, or amend such Resolutions not previously adopted by the membership as it views necessary, consistent with the Plymouth Constitution and Bylaws.
- (4) Council may request the membership, at a Called Congregational Meeting, to discuss and determine any Resolution or potential Resolution that Council believes needs a broader Church discussion.

#### **D. Memoranda of Understanding**

Council may adopt, repeal, or amend Memoranda of Understanding for matters not requiring a permanent policy.

### **E.Procedures**

The Senior Pastor, as Head of Staff, may adopt, repeal, or amend Procedures for staff and volunteers to follow in performing their duties.

## **4.General Governance**

In addition to the following areas, Council may, consistent with the Constitution and these Bylaws, adopt such policies as appropriate to ensure good governance of Plymouth.

### **A.History and Heritage**

Maintaining the history of Plymouth is critical to the health of Plymouth. Council shall ensure the preservation, appreciation, understanding, and utilization of the heritage of Plymouth.

### **B.Meetings and Voting**

Meetings, voting, and attendance may be in person, electronically, or a combination of the two unless changed by Bylaws or Policy. If a written ballot is required, reasonable effort shall be made to ensure that votes of members casting electronic votes are as confidential as possible.

### **C.Nominating Committee**

#### **(1)Membership**

Annually, the Moderator-Elect shall form a Nominating Committee that shall include three additional members chosen to reflect the diversity of Plymouth.

#### **(2)Duties**

The Nominating Committee shall:

- (a)Consult with members of the Congregation and the Senior Pastor concerning candidates for nomination;
- (b)Nominate at least one eligible member of Plymouth as a candidate for each elected position in Plymouth and publish the list of nominees at least 10 days prior to the Annual Meeting;
- (c)Seek nominees that reflect the diversity of Plymouth; and
- (d)Assist Council in selecting members for appointment by Council to appointed positions.

### **D.Pastor-Parish Committee**

#### **(1)Membership**

The Pastor-Parish Committee shall consist of the Moderator, Immediate Past Moderator, Moderator-Elect, Senior Pastor, and Associate Pastor(s). Council may choose to have separate Pastor-Parish Committees for each Pastor and may change the membership. The meetings are not open to the general membership.

#### **(2)Purpose**

The purpose of this Committee is to facilitate informal communications between the lay leadership and the Pastors. Topics may include concerns of the Congregation, nurture of the Pastors, prevention and resolution of conflict and misunderstanding, and such other matters as may come before the Committee. A meeting may be called by any of its members.

### **E.Limits on Elected and Appointed Positions**

Unless otherwise stated in these Bylaws, any person holding a position listed in these Bylaws may:

- (1)Not serve more than seven consecutive years in that position;

- (2) Be removed from that position by a majority vote of a Called Congregational Meeting or, if holding an appointed position, be removed from that position by a majority vote of Council.

#### **F. Speaking in the Name of Plymouth**

Any statement made in the name of Plymouth must be approved in advance by a majority of the membership at a Called Congregational Meeting or Council.

## **VI. Ministries**

### **1. Purpose and Operation**

- (1) Standing Ministries and Ministry Teams:
  - (a) **Work with** staff in developing and implementing the purpose, mission, and goals of Plymouth and the activities in their specified area; and
  - (b) Provide energy, ideas, feedback, and help in implementing the services needed to fulfill their ministry in their specified area.
- (2) Council shall create policies to develop and support Standing Ministries and Ministry Teams.
- (3) **Any decision of a Standing Ministry may be modified by the membership at a Called Congregational Meeting or by Council.**

### **2. Standing Ministries**

**A Standing Ministry:**

- (1) **Works** with staff to help consider, develop, and design programs within their area to fulfill the purpose, mission, and goals of Plymouth.
- (2) **May** be created, changed, or dissolved by Council as it determines how best to meet the purpose, mission, and goals of Plymouth.
- (3) Membership and its purpose shall be determined by Council in policy it shall create to establish each Standing Ministry.

### **3. Ministry Teams**

**A Ministry Team is:**

- (1) **An** action group that **works** with staff to implement the purpose, mission, and goals of Plymouth.
- (2) **May** be created by **Council, a Standing Ministry, or** staff in response to the interests and needs of the congregation, and in accordance with applicable Bylaws and Policies.
- (3) **Is subject to approval by Council; and**
- (4) **Is** encouraged to operate collaboratively and creatively, seeking to engage the passions and interests of individual team members.
- (5)

## **VII. Pastors and Staff**

### **1. Senior Pastor**

The Senior Pastor shall be an ordained minister with full standing in the United Church of Christ.

### **A. Senior Pastor Search Committee**

A Senior Pastor Search Committee shall be established by the Moderator whenever a vacancy occurs in the Office of Senior Pastor.

#### **(1) Membership**

- (a) The Moderator shall consult with the Kansas-Oklahoma Conference concerning United Church of Christ recommendations for conducting a search;
- (b) The Search Committee shall have at least nine and no more than 12 voting members. The Moderator, Moderator-Elect, and Immediate Past Moderator are three of the voting members, plus an additional six to nine voting members nominated by the Moderator;
- (c) Nominees shall be members of Plymouth and reflect the diversity of Plymouth;
- (d) The names of the nominees shall be published to the Congregation and presented to Council for consideration. Additional nominations may be made by members of the Congregation at that time; and
- (e) The membership of the Search Committee, beyond the three members of the Moderator Team, must be approved by a majority vote of Council.

#### **(2) Organization and Operation**

- (a) At the first meeting of the Committee, the Committee shall elect a chair, vice-chair, and secretary. The Committee shall propose a budget for Council approval;
- (b) The Committee shall meet with sufficient frequency to accomplish its responsibilities expeditiously;
- (c) Minutes of all meetings shall be submitted by the secretary and approved by the Committee;
- (d) Meetings of the Committee are closed and confidential unless the Committee by majority vote opens a meeting to the Congregation;
- (e) Persons may be invited to attend for advice and consultation; and
- (f) Minutes of the meetings may be disposed of as decided by the Committee once a Senior Pastor is called by the Congregation.

#### **(3) Recommendation**

- (a) When the search is completed, the Committee shall report its recommendation to Council for its consideration; and
- (b) Approval by at least a three-quarters vote of Council is required before submitting the name of the candidate to the Congregation.

### **B. Call**

The Senior Pastor is called by a vote of at least three-fourths of the membership present and voting at a Called Congregational Meeting. Votes shall be by written ballot. The Senior Pastor is called for an indefinite term.

### **C. Duties**

The Senior Pastor:

- (1) Serves with professional freedom and responsibility as the spiritual leader of the Congregation;

- (2) Seeks to enlist persons as followers of Christ, preaches the gospel, administers the sacraments, and has care of all services of public worship in consultation with the Deacons;
- (3) Is the Chief Executive Officer and administers the activities of Plymouth in cooperation with the membership;
- (4) Is head of staff with all staff, including other Pastors employed by Plymouth, answering to the Senior Pastor in the execution of their duties; and
- (5) Performs other duties required by these Bylaws or by Policy.

#### **D. Resignation**

A Senior Pastor may resign by written notice submitted to the Moderator. Resignation of services is effective not earlier than 60 days after written notice has been given unless a different period was agreed upon in writing at the time of call or by mutual agreement of the Senior Pastor and Council.

#### **E. Termination**

The Senior Pastor's call is terminated by a vote of at least three-fourths of the membership present and voting at a Called Congregational Meeting. Votes shall be by written ballot. Termination is effective immediately after the end of the Congregational Meeting at which the vote for termination is passed unless a different period is agreed upon in writing during that meeting.

## **2. Associate Pastor**

An Associate Pastor is an ordained minister with full standing in the United Church of Christ.

### **A. Associate Pastor Search Committee**

An Associate Pastor Search Committee shall be established by the Moderator when there is a need to call an Associate Pastor.

#### **(1) Membership**

- (a) The Moderator shall consult with the Kansas-Oklahoma Conference concerning United Church of Christ recommendations for conducting a search;
- (b) The Search Committee shall have at least nine and no more than 12 voting members. The Moderator, Moderator-Elect, Immediate Past Moderator, and Senior Pastor are four of the voting members plus an additional five to eight voting members nominated by the Moderator;
- (c) Nominees shall be members of Plymouth and reflect the diversity of Plymouth;
- (d) The names of the nominees shall be published to the Congregation and presented to Council for consideration. Additional nominations may be made by members of the Congregation at that time; and
- (e) The membership of the Search Committee beyond the four members of the Moderator Team and the Senior Pastor must be approved by a majority vote of Council.

#### **(2) Organization and Operation**

- (a) At the first meeting of the Committee, the Committee shall elect a chair, vice-chair, and secretary. The Committee shall propose a budget for Council approval;
- (b) The Committee shall meet with sufficient frequency to accomplish its responsibilities expeditiously;

- (c) Minutes of all meetings shall be submitted by the secretary and approved by the Committee;
- (d) Meetings of the Committee are closed and confidential unless the Committee by majority vote opens a meeting to the Congregation;
- (e) Persons may be invited to attend for advice and consultation; and
- (f) Minutes of the meetings may be disposed of as decided by the Committee once an Associate Pastor is called by the Congregation.

(3) Recommendation

- (a) When the search is completed, the Committee shall report its recommendation to Council its consideration.
- (b) Approval by at least a three-quarters vote of Council is required before submitting the name of the candidate to the Congregation.

### **B.Call**

An Associate Pastor is called by a vote of at least three-fourths of the membership present and voting at a Called Congregational Meeting. Votes shall be by written ballot. An Associate Pastor is called for an indefinite term.

### **C.Duties**

An Associate Pastor:

- (1) Serves with professional freedom to supplement and complement the spiritual leadership of the Senior Pastor; and
- (2) Shall carry out duties assigned by the Senior Pastor including the duties of the Senior Pastor in the Senior Pastor's absence.

### **D.Resignation**

An Associate Pastor may resign by written notice submitted to the Moderator and Senior Pastor. Resignation is effective not earlier than 60 days after written notice has been given unless a different period was agreed upon in writing at the time of call or by mutual agreement of the Associate Pastor, Council, and Senior Pastor.

### **E.Termination**

An Associate Pastor's call is terminated by a vote of at least three-fourths of Council. Termination is effective immediately after a sufficient vote is announced at the Council meeting at which the vote for termination is passed unless a different period is agreed upon in writing during that meeting.

## **3.Assistant Pastor**

One or more Assistant Pastors who are ordained ministers with full standing in the United Church of Christ or another denomination may be hired by the Senior Pastor who shall consult with the Kansas-Oklahoma Conference. Such a position requires approval by Council by a majority vote of Council voting members present.

## **4.Interim Pastor**

One or more Interim Pastors who are ordained ministers with full standing in the United Church of Christ or another denomination may be hired by Council by a majority vote of Council voting members present. An Interim Pastor is to temporarily fill a Senior or Associate Pastor position.

Council shall consult the Kansas-Oklahoma Conference. Such a hire will be for no more than six months but may be renewed by Council by a majority vote of Council voting members present.

**5.Other Staff**

Other staff may be employed as needed to carry out the activities of Plymouth.

**VIII.Amendment of Bylaws**

These Bylaws may be amended as provided in the Plymouth Constitution.

Adopted \_\_\_\_\_

Signed \_\_\_\_\_ (Clerk)