

# **The Rock Metropolitan Community Church**

## **BY-LAWS**



Adopted 10/2007

## **Article I: NAME**

- A. The name of this congregation will be The Rock Metropolitan Community Church, Incorporated (The Rock MCC).
- B. The Rock Metropolitan Community Church, Inc., is a member congregation of the Universal Fellowship of Metropolitan Community Churches (UFMCC) and as such is subject to the most current by-laws, articles of incorporation, Standard Operating Procedures, and documents of legal organization of UFMCC and Region 2.

## **Article II: PURPOSE**

- A. The Rock Metropolitan Community Church, Inc., is a people called together into community to be the living manifestation of God's love by providing a safe haven and serving as Christ's instrument of reconciliation, healing, and liberation.

## **Article III: DOCTRINE, SACRAMENTS AND RITES**

- A. The Rock MCC embraces the doctrine given in the UFMCC by-laws.
- B. Sacraments and Rites of The Rock MCC are those prescribed by UFMCC by-laws.

## **Article IV: GOVERNMENT**

- A. The Rock MCC operates as an entity of the UFMCC and as such is subject to the by-laws of the group.
- B. In addition, The Rock MCC is affiliated with Region 2 of UFMCC and is subject to the legislation passed by the Regional Conference.
- C. All matters of government not covered by UFMCC or Region 2 legislation are vested in this local congregation to be determined at Congregational Meetings.

## **Article V: MEMBERSHIP**

- A. Members of The Rock MCC are those baptized persons who go through the membership class prescribed by the Pastor/Interim Pastoral Leader and Board and profess their faith before the congregation and are inducted into membership during worship.
- B. Friends of The Rock MCC are those persons who attend and support the work of The Rock MCC, who have completed Membership class, and desire official status, but choose not to make a commitment to membership.
- C. Membership review will be conducted twice yearly by the Board of Directors. Any member who does not have registered attendance, identifiable financial support, definite service contribution and expressed interest and loyalty within the preceding six months may be removed as a "member in good standing" and placed on an inactive list. Inactive members are ineligible to vote at congregational meetings. Those persons placed on the inactive list will be notified by letter of the change in their status. If an individual desires to be restored to "member in good standing," they must: 1) request this (in writing) to the Board of Directors, 2) receive counsel from the Pastor/Interim Pastoral Leader, and 3) demonstrate a renewed devotion and commitment to the Church. They may then be restored to "members in good standing" through a vote of the Board. If, two months after notification, the inactive member expresses no interest in being part of the congregation, their name will be dropped from the membership roll of The Rock MCC.

## **Article VI: CONGREGATIONAL MEETINGS**

- A. The Rock MCC will hold two Congregational Meetings a year. The spring Congregational Meeting will be for the purpose of receiving a report from the Treasurer regarding the previous calendar year, as well as current financial standing, Board of Director elections, and other business as designated by the Board. The fall Congregational Meeting will be held for the purpose of adopting a Vision of Ministry, adopting congregational goals, Board of Director elections, and other business as designated by the Board. In years of a UFMCC General Conference, a Lay Delegate and Alternate Lay Delegate will be elected.

- B. A quorum to conduct business at a Congregational Meeting shall consist of 20% of the "members in good standing."
- C. Special Congregational Meetings can be called by the Board of Directors or by a petition submitted to the Board. The petition must be signed by 25% of the "members in good standing" and state the reason for asking for the meeting. Special Congregational Meetings can only deal with the agenda for which they were called.
- D. Notice and agenda for a Congregational Meeting must be mailed, or otherwise delivered, to all "members in good standing" two weeks before the meeting.
- E. Congregational Meetings are to be open meetings. Anyone present may address the meeting, but only "members in good standing" may vote.

## **Article VII: PASTOR/INTERIM PASTORAL LEADER**

- A. The Pastor is a duly ordained clergy person who has been licensed to practice. In our local congregation, the Pastor is elected to be responsible for the duties of teacher, preacher, and spiritual leader. If no duly credentialed UFMCC clergy person is available, an Interim Pastoral Leader may be appointed annually by the Elder serving the Region. The Rock MCC will be led by a Pastor or Interim Pastoral Leader.
- B. Responsibilities of the Pastor/Interim Pastoral Leader are spelled out in the UFMCC by-laws. Additional responsibilities will be included in the pastoral contract.
- C. The Pastor/Interim Pastoral Leader shall serve as moderator of the Board of Directors and of Congregational Meetings.

## **Article VIII: THE BOARD OF DIRECTORS**

- A. The Board of Directors shall consist of five elected members of the Church and the Pastor/Interim Pastoral Leader.
- B. The Board of Directors candidate must have been a "member in good standing" of

this congregation for at least six months immediately prior to the election. Board members shall hold office for a three-year term with two positions becoming vacant yearly, except in the third year when one position becomes vacant. In the event of a death, resignation, or removal of a Board Member, the remaining Board Members may appoint an Interim Board Member to fill the vacancy until the next Congregational Meeting, or term nearest to three years, at which time an open election will be held to fill the unexpired term of the vacant position. The interim board member must meet all eligibility requirements for membership on the board.

## 1. Conduct of Board Meetings

1. Board meetings are open meetings.
2. All new business must be submitted to the clerk no later than the Sunday prior to the board meeting.
3. The meeting will open with 15 minutes of open discussion. Any incomplete discussion will be tabled until the next regular meeting, unless the board votes to extend time.

C. The Board is subject to these by-laws as well as the UFMCC and Region 2 by-laws and SOP's.

## 2. Church Officers

1. *Pastor/Interim Pastoral Leader*: (see Article VII) is the moderator of the Board.
2. *Vice Moderator*: Shall moderate the Board of Directors meetings and Congregational Meetings in the absence of the Pastor/Interim Pastoral Leader or when appointed by the Pastor/Interim Pastoral Leader.
3. *Clerk*: The duties of the Clerk are to serve as Church correspondent, maintain current membership and mailing lists, record minutes of the Board and Congregational Meetings and other functions as directed by the Board. The Clerk shall receive all petitions from the Congregation.
4. *Treasurer*: The duties of the Treasurer include the collection of all tithes, offerings, gifts, and special funds for deposit, maintaining tithing records of givers and prompt payment of bills, maintaining accurate financial records and monthly financial reports. The Treasurer serves as Team Leader for the Finance Team and presents the Vision of Ministry for approval at the fall Congregational Meeting, as well as provides status on Church finances at the spring Congregational Meeting. A member of the board shall be present in the absence of the treasurer for the collection of above-mentioned funds. A rotating schedule will be established at each monthly meeting for this purpose.

- F. All members of the Board of Directors are expected to attend regularly scheduled Board of Directors meetings. If any member fails to attend two consecutive meetings or three total meetings within one year without sufficient reason, corrective action shall be taken by other members of the Board, subject to the UFMCC by-laws.
  
- G. The members of the Board of Directors shall be expected to attend and support Sunday worship services and events sponsored by the Church.
  
- H. No two members of the same family/household/couple shall serve as members on the Board at the same time. A person serving on the Board of Directors, because of the magnitude of their responsibility, shall have no other major position in the Church (such as Lay Pastor or Clergy In Formation/Candidate).
  
- I. *Leaves of Absence:* When due to ill-health or other extreme circumstances, a member of the Board of Directors has need to take a leave of absence from her/his duties, a leave of up to three months will be granted with the approval of the remaining members of the Board. If, at the end of the three month period the member on leave is unable to return to active duty, the remaining members of the Board may appoint another “member in good standing” to serve in the position until the next regularly scheduled congregational meeting, at which time, an open election shall be held to fulfill the remainder of the term of office.

## **Article IX: CHURCH SERVICES**

- A. The Rock MCC will hold services of worship each week, which will include Holy Communion. Other services of worship may be held as determined by the Pastor/Interim Pastoral Leader in consultation with the Board. An offering will be received at each service of worship.

## **Article X: CHURCH FINANCES**

- A. The fiscal year for The Rock MCC will run from January 1 to December 31. The Vision of Ministry for the fiscal year will be adopted by the Congregation at the fall Congregational Meeting.
  
- B. All The Rock MCC bank accounts require two signatures of Board members for

withdrawal, one of which must be the Treasurer's, unless extreme circumstances make obtaining her/his signature impossible. In such cases, all remaining Board members must be in agreement, and the Treasurer must be notified as soon as possible. In the event of the physical incapacitation of the Treasurer, the Vice-Moderator shall serve as Acting Treasurer until the return of the Treasurer or the appointment of a new Treasurer.

- C. The Treasurer shall make monthly reports of attendance and receipts to UFMCC before the tenth of the next month. In addition to the reports, the Treasurer will remit 15% of the receipts, or the percentage currently mandated by UFMCC by-laws, to UFMCC. Money that will not be counted in these receipts would include bequests, building funds, funds designated to meet the needs of people in distress, *moneys* designated for General and Regional Conferences and Love Offerings collected for Special Guests.
- D. The Board of Directors may, at their discretion, appoint a bookkeeper to assist the treasurer.

## **Article XI: CHURCH STAFF**

- A. *Deacons* are laypersons called to a special ministry within the congregation.
  - 1. Deacons must be "members in good standing" of The Rock MCC for at least six months immediately prior to consideration.
  - 2. Deacons are appointed by the Pastor/Interim Pastoral Leader with the approval of the Board of Directors for a period of three years. At the end of the three-year term, an evaluation by the Pastor/Interim Pastoral Leader and Board will take place prior to reappointment.
  - 3. Deacons must go through a candidacy period and program prescribed by the Pastor/Interim Pastoral Leader.
- B. Other staff may be appointed by the Pastor as stipulated by UFMCC by-laws.

## **Article XII: CHURCH PROPERTY**

- A. The Board of Directors shall serve as trustees of any and all Church property acquired

The Rock MCC. As trustees, the Board may sell or otherwise dispose of property subject to prior approval of the Congregation.

- B. Should The Rock MCC disaffiliate or close for any reason, the property will be subject to the provisions regarding disaffiliating and closure as specified in the UFMCC by-laws.

### **Article XIII: CHURCH REPRESENTATIVES**

- A. *Lay Delegate*: Duties of the Lay Delegate include representing the Congregation at General and Regional Conferences, being informed about concerns and policies of UFMCC and Region 2, and keeping the Congregation informed of the activities, concerns, and policies of UFMCC and Region 2. The lay delegate shall be elected for a 3-year term.
- B. *Alternate Lay Delegate*: Duties of the Alternate Lay Delegate shall include representing the congregation at the Regional or General conferences in which the Lay Delegate is unable to represent the Congregation, being informed about concerns, and policies of UFMCC and Region 2, and keeping the Congregation informed of the activities, concerns and policies of UFMCC and Region 2. The alternate lay delegate shall be elected for a 3-year term.
- C. Representatives and Team Leaders are appointed by the Board of Directors and/or Pastor/Interim Pastoral Leader and must be "members in good standing" of The Rock MCC. Team Leaders unable to attend Board meetings shall submit a written report to the Clerk prior to a board meeting.

### **Article XIV: ADOPTION AND AMENDMENTS**

- A. These by-laws become effective when approved by a two-thirds majority vote of those present at a duly convened Congregational Meeting.
- B. The by-laws may be amended at any duly convened Congregational Meeting. Amendments will take a two-thirds majority vote of the members at that meeting.
- C. Proposed amendments must be distributed in writing to all members of the Church at least two weeks prior to the Congregational Meeting where they will be considered.