



PREAMBLE, CONSTITUTION AND BY-LAWS

ORO VALLEY UNITED CHURCH OF CHRIST
1401 E. El Conquistador Way
Oro Valley, Arizona 85704

Adopted at the
Annual Meeting of the Congregation
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TABLE OF CONTENTS

Preamble.....4

Constitution.....4

 Article One.....4

 Article Two.....4

 Article Three.....4

 Article Four.....4

 Article Five.....4

By-laws.....5

 Article One.....5

 Article Two.....5

 Article Three.....5

 Section 1: Services and Meetings.....5

 Section 2: Meeting Process.....6

 Article Four.....6

 Section 1: Council Purpose and Structure.....6

 Section 2: Council Duties and Responsibilities.....6

 Section 3: Council Membership and Election Guidelines.....7

 Section 4: Council Meetings.....8

 Section 5: Council Officers.....8

 Section 6: Removal of Council Members.....9

 Section 7: Standing Committees and Operating ~~Group~~
Ministries.....10

~~Article Five.....10~~

Article ~~Five~~Six.....11

 Section 1: Pastor’s Duties and
Responsibilities.....11

 Section 2: Pastor’s
Rights.....11

 Section 3:
Pastor’s Absence.....11

 Section 4:
Pastor’s Review.....12

 Section 5:
Call for New Pastor.....12





Article SevenSix.....12

Article SevenEight.....12

OVUCC OPERATING GROUP MINISTRIES.....13





PREAMBLE

~~Our Reason for Being is to keep the word of God alive, to maintain our facilities, and to be present for others. We aim to do this as Citizens in the Kingdom of God by fully funding our annual budgets, eliminating debt, and growing our endowed funds for stability and benevolence. As the body of Christ, we strive to fulfill the ministries of our operating groups. We are called to be one in Christ as together we strive to be spiritually healthy and financially sound.~~

Our Mission

Enthusiastic, spiritual followers of Christ practicing inclusive worship of God

Our Vision

Through covenantal relationships we promote:

- benevolence
- mission and outreach
- justice for all

CONSTITUTION

Article One

ORO VALLEY UNITED CHURCH OF CHRIST is the name of the corporation. The corporation will be referred to as the "Church" or the "Congregation." The Church maintains its principal office at 1401 East El Conquistador Way, Oro Valley, Arizona 85704. The Oro Valley United Church of Christ, and is incorporated according to the laws of the State of Arizona.

Article Two

ORO VALLEY UNITED CHURCH OF CHRIST is composed of its members and friends and is led by the elected Church Council and the Pastor.

Article Three





We pledge our support to our affiliation and covenantal relationship with the United Church of Christ and its Southwest Conference.

Article Four

Our operating structure is composed of the Church Council, two (2) Standing Committees, and ~~nine (9)~~ Operating ~~Group~~ Ministries as needed.

Article Five

ORO VALLEY UNITED CHURCH OF CHRIST is a non-profit corporation in accordance with The Arizona Corporate Commission; File Number 0786989-4, dated 09/11/1996. The Federal EIN (Employee Identification Number) is 86-0852538. The elected Church Council shall serve as the Board of Directors.





By-laws

Article One

The purpose of the by-laws is to set forth the rules and guidelines that ORO VALLEY UNITED CHURCH OF CHRIST will use to govern its meetings and affairs. Our ~~reason for being~~ mission and vision statements must always guide our application and interpretation of our Church by-laws.

Article Two

ORO VALLEY UNITED CHURCH OF CHRIST is composed of members and friends. We are an open and affirming congregation per covenant. All ~~members and friends~~ are invited and encouraged to participate fully in the ministries and life of the Church.

Members may be received by Letter of Transfer or Declaration of Faith. Members pledge to attend the regular worship services of the Church and the celebration of the Lord's Supper, to live the Christian life, to share in the life and work of the Church, to contribute to its support and benevolence, and to seek diligently the spiritual welfare of the membership and community.

Friends of the Church are encouraged to participate in all Church activities, contribute to the Church, and receive communications from the Church. However, friends may not vote as members and they may not serve on the Church Council.

All members and friends are entitled to share in the spiritual blessings of the Church; to receive Christian fellowship, support, and the Pastor's services; to serve on Operating ~~Group~~ Ministries; and to use the Church facilities subject to guidelines and fee considerations.

Article Three

Section 1: Services and Meetings

Regular worship services are held on Sunday. Additional services are conducted in keeping with Church history and tradition.

~~A Town Hall Meeting is held in late October to update the Congregation and to prepare for the Annual Meeting in January.~~

The Congregational Election Meeting is held on a Sunday ~~in November~~ before the end of the calendar year, as determined by the Church Council.





The Annual Meeting of the Congregation is held on ~~the third~~ Sunday ~~before the end~~ of January. During this meeting, the Congregation will accept an annual budget and may transact any necessary Church business. The Annual Report is distributed in advance of the Annual Meeting so the Congregation may make informed decisions.

Special meetings may be called by the Pastor, Moderator or by a majority of the Church Council.

Section 2: Meeting Process

Calls for all meetings of the Congregation, except those called to amend the by-laws, ~~must be~~ must be communicated by all appropriate means including email to the Congregation at least two (2) weeks before the meeting. Such notice must also be announced at worship services two (2) Sundays prior to the proposed meeting date.

Annual and special meetings of the Congregation require a quorum of twenty-five (25) percent of the membership. If there is not a quorum, a second meeting of the Congregation must be scheduled to occur within two (2) weeks of the first meeting date.

Written ballots will be used in the election of Council members when more than one candidate is nominated for a position. They will also be used on any issue for which a written ballot is requested by a Church member. A majority vote at which a quorum is present will be decisive. Members and friends may attend congregational meetings virtually. Only Church members may vote either in person or virtually at Congregational meetings. Virtual voting must be done live. Absentee and proxy votes are not allowed.

Article Four

Section 1: Council Purpose and Structure

The Church Council is the governing authority of ORO VALLEY UNITED CHURCH OF CHRIST. The Council is a policy board with oversight responsibilities. The Council assigns the tasks, duties and responsibilities to the two (2) Standing Committees and the ~~nine (9)~~ Operating ~~Group~~ Ministries as needed. The Council may appoint an Ad Hoc Committee for a specific purpose.

Section 2: Council Duties and Responsibilities

The Council creates the operating structure of the Church. It has the authority to decide matters of church policy and welfare, subject to the will of the Congregation. The will of the Congregation may be expressed by the vote of the majority of members present at a meeting of the Congregation at which a quorum is present.





The Church Council transacts the business of the Church. It acts on behalf of the Church in all legal, financial and administrative matters. These matters include, but are not limited to,

- a. preparation of the budget for congregational approval and management of finances;
- b. use and maintenance of all facilities;
- c. employment evaluation, and compensation of all staff, except the initial call of a pastor;
- d. establishment and maintenance of adequate insurance to protect the Church;
- e. legal authority to receive and administer all bequests, donations and acquisitions;
- f. legal representation of the Church in real property transactions, when authorized by the Congregation;
- g. formation of long-term plans;
- h. discussion with the Pastor about the general direction of Church activities;
- i. involvement of the Congregation in developing Church goals;
- j. purchase, disposal, transfer and administration of Church supplies, furnishings, and equipment. [Emergency expenditures exceeding \$5,000 must be approved by the Council, and the Congregation will be notified at the first opportunity.]

The Church Council is also responsible for maintaining accurate membership rolls. Each year, the membership rolls will be reviewed by an Ad Hoc committee consisting of the pastor, a past moderator, ~~accounting manager~~treasurer and the office ~~manager~~staff.

Section 3: Council Membership and Election Guidelines

The Church Council is composed of ~~seven (7)~~five (5) Church members who are elected by the Congregation during the Congregational Election Meeting. The term of office for the newly elected Council shall commence at the conclusion of the Annual Meeting. The Council is installed during a worship service in January.

Nomination Procedures

At least two (2) months before the Congregational Election Meeting, the Church Council will select at least three (3) people to serve on the Nominating Committee. The Council may select members for the Committee from the Congregation or ~~from out-going members from the current Church Council~~members. At least one Nominating Committee member must not be a council member. The Committee will select a chairperson at its first regular meeting.

The Nominating Committee will recommend candidates for the ~~seven (7)~~five (5) positions on the Council. The Pastor may serve as a resource to the Committee. Members of the Nominating Committee may not nominate themselves for Council membership. Only one member of a household may serve on the Council at any one time. The Committee will present the names of nominees to the Church Council





only for review, not approval, prior to presentation to the Congregation. The Congregation may also make nominations from the floor at the Congregational Election Meeting.

All Council members are elected for one-year (1) terms and may be elected to serve for no more than three (3) consecutive years. A former Council member may be nominated after being off the Council for at least one (1) year.

The ~~seven (7)~~ five (5) nominees with the greatest number of votes will be elected to serve on the Council when there are floor nominees.

If a Council vacancy occurs during any one-year (1) term, the remaining Council members must choose a church member to fill the vacancy until the conclusion of the term. The appointed member is eligible to serve for three (3) subsequent consecutive one-year (1) terms. If more than one vacancy occurs, regular election procedures will be followed.

Nomination Guidelines

The candidates for Council must be committed to Christ as Lord and Savior; be committed to the mission of the Church; and be an active participant in worship and the work of the Church.

When considering a candidate for the Council, the Committee must also take into account whether the candidate has held church office, has participated in church activities and has the time and desire to serve. The Committee must also determine whether the candidate will commit to attend Council meetings and take on assignments required to perform the duties of an officer of the Church.

Section 4: Council Meetings

The Church Council will meet regularly at times established by the Council in January of each year. A quorum consists of ~~four (4)~~ three (3) members. Special meetings may be called by the moderator or the pastor.

Council meetings are open to the Congregation as observers. The Council may hold meetings regarding personnel and/or legal matters in closed session. The results of such closed meetings must be recorded in the Council Secretary's minutes.

Section 5: Council Officers

At the first Church Council meeting following the Congregational Election Meeting, the incoming Council members shall elect the following officers from among themselves: Moderator, Vice-Moderator and Secretary. The Moderator must have served at least one (1) one-year term as a Council member. The Council will also choose a Treasurer, who may or may not be a Council member.





Moderator: The Moderator will preside over all meetings of the Council and all meetings of the Congregation. The Moderator may also assume other leadership responsibilities as agreed by the Council.

Vice-Moderator: The Vice-Moderator will assist the Moderator and preside over meetings of the Congregation and the Council when the Moderator is absent.

Secretary: The Secretary must keep an accurate record of all meetings of the Church Council and of all Congregational meetings. The minutes of these meetings must be posted in the narthex and a permanent record kept in the Church office.

Treasurer and Financial Secretary: ~~The~~ Treasurer and ~~Accounting Manager~~ Financial Secretary are responsible for accounts of the Church and will prepare quarterly financial reports. The Treasurer ~~and/or Accounting Manager~~ may open bank accounts, arrange for deposits of money and secure transfers, supervise ~~investments~~ investments, and pay the bills of the Church. The ~~Accounting Manager~~ Financial Secretary will also keep an account of receipts and disbursements and take charge of all offerings and special collections. All financial records are subject to an annual examination by the Council.

Note: ~~The~~ Treasurer and ~~Bookkeeper~~ financial secretary must be bonded in an appropriate manner as determined by the Council.

The Church Council will designate not less than two (2) church members in addition to the treasurer to be signers on the main checking account. Checks are to be signed by a different individual than who created the check whenever possible. When it is not possible, with the approval of the Moderator or Pastor, this policy can be temporarily suspended. All payments made by the church will be in the form of check/voucher or electronic funds transfer. All vendors doing business with the Church are required to submit a W9 prior to, or along with their first invoice. When a purchase amount exceeds six hundred dollars (\$600), three quotes will be required before a vendor is selected and approved by Council. All financial records are subject to an annual examination by the Council. A fiscal review of the Church will occur no less than every other year. The fiscal year of Oro Valley United Church of Christ is the calendar year.

Section 6: Removal of Council Members

Council members are expected to attend each Council meeting. If a member cannot attend, the member must notify the Moderator or Vice-Moderator in advance to be excused from the meeting.

If a member fails to attend two (2) consecutive meetings without approval, the Council may consider the member's removal. However, the Moderator or a Council member designated by the Moderator, shall





first contact the non-attending member and discuss that individual's intentions concerning future attendance and fulfillment of responsibilities. This information shall be reported to the Council at the next Council meeting. The Council may grant an attendance waiver or vote on removing the member from the Council.

A vote to remove requires the approval of at least ~~four (4)~~three (3) Council members, not to include the subject of the vote. If the vote fails, the member is restored to good standing.





Section 7: Standing Committees and Operating ~~Group~~ Ministries

The two (2) Standing Committees are the Pastoral Relations Committee and the Personnel Committee.

Pastoral Relations Committee: The Pastoral Relations Committee supports and maintains an open and sensitive relationship between the Pastor and the Congregation. This enables sharing of ideas, hopes and goals between the Pastor and the Congregation. It also provides a forum in which to resolve conflict. The meetings are confidential and not open to other members of the Congregation. If members of the Congregation have pastoral relations concerns, they should communicate directly with the Pastor or with a member of the committee. After the approval and acceptance of the call for a new settled pastor, and no later than 60 days after his/her arrival, the Church Council will appoint two members from the search and call committee. The new settled pastor will, after consultation with the former interim minister, appoint two congregation members to serve on the Pastoral Relations Committee. If a member or members of the Pastoral Relations Committee resigns during the year, the Pastor or Church Council will appoint a replacement based on who originally appointed the resigning member. Each January, the Pastor and the Church Council will renew or replace the members of the Pastoral Relations Committee. The Committee will meet at least quarterly and may report to the Congregation after each meeting.

Personnel Committee: The Personnel Committee is responsible for handling all personnel concerns and/or issues as they arise. The Personnel Committee meetings are private and not open to other members of the Congregation. If members of the Congregation have personnel concerns, they should communicate directly with a member of the committee.

~~The nine (9) Operating **Group** Ministries: are Buildings and Grounds, Education, Financial Planning and Accounting, Hospitality, Missions, Caring Ministry, Office, Promotions and Publications and Worship.~~

Each ~~Group~~ Ministry has a Convener. The Convener is selected by the group and approved by the Council.

The role of the Convener is to call the group together to identify who will fulfill the tasks, duties and responsibilities of the group. The Conveners submit their group budget requests to the Convener of the Financial Planning and Accounting Group Ministry prior to the Town Hall Annual Meeting. At the Town Hall Annual Meeting, each Convener presents a group activity report which will be updated, if necessary, and be included in the Annual Report.

~~Article Five~~

~~The fiscal year of ORO VALLEY UNITED CHURCH OF CHRIST is the calendar year.~~

~~The ORO VALLEY UNITED CHURCH OF CHRIST Endowment Fund is invested with the United Church Funds housed in in New York City. It is funded by bequests and gifts from the Church's members and~~





~~friends. This is achieved through estate planning and through extraordinary giving above and beyond amounts pledged to fund our annual budget. It is our intention to grow the fund to a minimum of \$400,000.00. The annual earned income from the initial \$400,000.00 may be withdrawn and used for stability and benevolence. Funds in excess of \$400,000.00 may be borrowed by the church to finance heavy maintenance projects approved by the Congregation.~~

~~If the Church is dissolved, the Church Council will use any existing assets to pay off all debts and liabilities. All remaining assets, liquid and real, will go to the Southwest Conference or its successor entity.~~

Article SixFive

Section 1: Pastor's Duties and Responsibilities

The PPastor is theologian and teacher of the Church. The pPastor conducts or oversees all worship services. The PPastor ~~directs the work of and the Convener of Religious Education will oversee the work of~~ religious education and enrichment. ~~The Pastor,~~ administers the Holy Sacraments, visits the sick, comforts the distressed and performs all duties as outlined in the "United Church of Christ Manual on Ministry: The Office of the PPastor." The PPastor's conduct should reflect and be in accord with the ethical principles charted in the manual. The Pastor must maintain the connection with and remain in good standing within the United Church of Christ.

The Pastor will advise the Council of any spiritual or scriptural needs of the Church.

The Pastor will keep the Council informed of any outside activities that may affect his or her leadership of the Church.

The Pastor will make an annual report to the Congregation.

The Pastor will guide and equip the members and friends of the Church to discover, explore and pursue their unique and personal gifts and ministries.

Section 2: Pastor's Rights

The Pastor is an ex-officio member of the Church Council, the Standing Committees, any Ad Hoc Committees and the Operating Group Ministries.

As long as he or she is the Pastor of the Church, no other minister will perform any religious ceremony in the Church without the Pastor's consent. In the absence of the Pastor, the ~~Pastoral Relations Committee~~ worship committee in consultation with the Pastor will invite a speaker or officiant. The





Pastor's salary and benefits will be paid promptly, subject to the provisions of the Call Agreement in force between the Pastor and the Congregation.

Section 3: Pastor's Absence

Whenever the Pastor is unavailable to conduct worship or other ecclesiastical duties, the Pastor, or if incapacitated, his or her representative, must inform the Moderator of the Church Council and the Chair of the Pastoral Relations Committee as soon as possible.

Section 4: Pastor's Review

The Pastor and the Pastoral Relations Committee will annually review the priorities of the Pastor and the Church. Pastoral compensation will be recommended by the Pastoral Relations Committee, then submitted to the Financial Planning and Accounting Ministry for the annual budget, and then finally to the Church Council. The Pastoral Relations Committee will determine ways to encourage the continued growth and ministry of the Pastor and the Congregation. The Pastoral Relations Committee will inform the Council about the annual review and provide any additional information they deem pertinent for consideration.

Section 5: Call for New Pastor

A Search Committee appointed by the Council will interview and recommend a candidate whom the Congregation will call as Pastor. The Search Committee may recommend only one candidate at a time to the Congregation for a vote. The candidate must have been recommended and approved by the placement staff of the Southwest Conference and have standing in a recognized Association or Conference of the United Church of Christ or the Disciples of Christ.

Article SevenSix

These by-laws may be amended at any properly called Congregational Meeting at which a quorum is present. Amendments can be adopted by two-thirds (2/3) approval of the voting members in attendance. At least thirty (30) days prior to the meeting, the text of the proposed amendment and the call for the meeting must be mailed to the Congregation.

The Oro Valley United Church of Christ Constitution and Bylaws will be reviewed no less than every two (2) years by a committee approved by the Church Council.





Article Eight Seven

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Church's constitution or by-laws.





For Information only—not part of By-laws

CURRENT OVUCC OPERATING ~~GROUP~~ MINISTRIES

Operating Groups <u>Ministries</u>	Tasks, Duties, and Responsibilities
Buildings & Grounds	Routine maintenance, landscaping, cleanup, irrigation, exterior signage, extermination services, heating and cooling, lighting, parking lot, railings, cleaning service, emergency responses.
Caring Ministry	Assistance with planning for memorials, funerals, establishing contact with OVUCC home/facility bound persons, and having a plan to connect members to one another.
Education	Identify class study topics and materials, library, church issues.
Financial Planning & Accounting	Financial planning, budget creation, stewardship, pledges, systematic giving, endowment funds, gift, grants, offertory counters, accounting & bookkeeping oversight, facilities use and rental, loans, insurance.
Hospitality	Planning special social events, oversee fellowship time.
Missions	Planning of fund drives at OVUCC for giving and benevolence.
Office	Proofreading, copying, assembling, labeling, stamping, mailing, distributing. Office equipment maintenance, equipment upgrades, new technology, memorial contribution acknowledgments.
Promotions & Publications	Advertising, publicity.
Worship	Ushers/greeters, sound/recording, music, hymnal selections, lay readers, paraments, communion, weddings, funerals, memorial services, special services, choir, yellow pew cards.



