

BYLAWS OF
CENTRAL ST. MATTHEW UNITED CHURCH OF CHRIST
ADOPTED FEBRUARY 25, 2014

ARTICLE I. NAME

The name and title of this Church shall be called CENTRAL ST. MATTHEW UNITED CHURCH OF CHRIST.

ARTICLE II. COVENANT

The covenant of this church is stated in Article V, Section 3 of the Constitution. It is suggested that it shall be spoken by the congregation once a year possibly at the service preceding the annual meeting. It could also be said when new members join to reinforce our covenantal relationship. It will be posted in a prominent place in the church for all to see.

ARTICLE III. MEMBERSHIP

SECTION 1. MEMBERSHIP: Membership in this church is attained by recognition from the church body and public assent to the Covenant of the Church, as provided in the Constitution of this congregation in Article V, Section 3¹, in one of the following ways:

- on baptism, if not previously baptized, and confession of faith;
- on presentation of a satisfactory Letter of Transfer from another Christian Church;
- by re-affirmation of faith as expressed to the Diaconate and Pastor;
- on recommendation of the Diaconate and Pastor, in case of a former member whose membership has been terminated

SECTION 2. PREPARATION: Candidates will subscribe to the instruction and preparation for Church membership through confirmation or other means as set forth by the Diaconate and the Pastor. The object of such preparation is to help the candidate understand the nature of our faith and the responsibilities of a person within the United Church of Christ.

SECTION 3. WELCOME: Persons shall be welcomed into the fellowship of this church at a worship service of the church by public assent of the member to the covenant of the church. Any person who is unable to attend in public may be received by the Diaconate, acting on behalf of the church, subject to subsequent recognition by the church.

SECTION 4. CLASS OF MEMBERS:

- Active Members are those who are included on the roster of the Church that is compiled for local, state and national denominational purposes;
- Associate Members are those who desire to share in the fellowship, work and support of this Church without terminating their active relationship with their former Church;
- Inactive Members.

SECTION 5. ENDING MEMBERSHIP: Ending membership in our congregation may be accomplished upon a member's written request delivered to the Pastor and/or the Diaconate. The Church body shall, at the January Annual Congregational Meeting, formally acknowledge and accept such requests and shall order removal of names from the membership rolls.

SECTION 6. TRANSFER OF MEMBERSHIP: Any active member may, on his/her own request, be granted a Letter of Transfer to another Church.

SECTION 7. INACTIVEMEMBERSHIP: A member whose address has long been unknown, or who for a period of two years, in spite of spiritual care, has not attended the Church's worship, received its sacrament, nor contributed to its support, may, after notice, by recommendation of the Pastor/Diaconate and a vote of the Governing Council, be removed from the active membership roll and placed on an Inactive list. If after the expiration of one year, the relationship remains unchanged, the name may be dropped from the Inactive list by a further vote of the Governing Council.

¹Constitution - ARTICLE V. SECTION 3. COVENANT: We covenant with one another to seek and respond to the work, word, and the will of God. We propose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, love, justice and peace as did our forebears. We depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

SECTION 8. BREACH OF THE COVENANT: If a member continually fails to perform his/ her covenanted membership responsibilities as stated in Article IV: Section 1 of these bylaws, the Pastor and the Diaconate are to make all efforts to advise and counsel the individual to fulfill those responsibilities. If this fails, a hearing before the Governing Council shall be offered and if this is unsuccessful, after due notice has been given, the Governing Council may suspend or terminate his/her membership.

SECTION 9. RESTORATION OF MEMBERSHIP: Any person whose membership has been ended may be reinstated into membership upon the recommendation of the Diaconate and the Pastor.

ARTICLE IV. PRIVILEGES AND DUTIES OF MEMBERS

SECTION 1. RESPONSIBILITIES OF MEMBERS: Members shall pledge themselves to attend the regular worship of the Church and the celebration of our Lord's Supper, to live the Christian life, to share in the life and work of this Church, to contribute time, talent and treasure to the support of the Church and its benevolence and to seek, diligently, the spiritual welfare of the membership and the community. Members fulfilling these duties shall be considered to be in good standing.

SECTION 2. PRIVILEGES OF WORSHIP: All members of the Church fully share in all the privileges of worship, fellowship, learning opportunities and pastoral care that the Church offers, as well as in the Christian sympathy and concern of their fellow members.

SECTION 3. MEMBERS IN GOOD STANDING: Members in good standing shall have the right to voice and vote in the Church and its congregational meetings, in all matters not requiring legal age, and also to represent the Congregation on the Governing Council, or other judicatories of the Church. In voting on matters of property, a minimum age of 18 or older is required.

SECTION 5. EXEMPTION FROM RESPONSIBILITIES: If a member for due cause, such as age, illness or indigent circumstances, is reported as unable to exercise the duties or responsibilities of a member in good standing, he/she shall, after an affirmative vote of the Governing Council, be exempt from such responsibilities and continued in full membership with the Church

SECTION 6. REPORT ON MEMBERSHIP: see ARTICLE XIII, SECTION 3 of these bylaws.

ARTICLE V. OFFICIAL YEAR

The official year of the Church shall be from January 1st through December 31st.

ARTICLE VI. GOVERNING BODY AND OFFICERS OF THE CONGREGATION

SECTION 1. GOVERNING BODY: The governing body of this Church shall be the membership assembled in Church meetings. The vote of a majority of the active members present at the meetings shall be the action of the church, with the exception of matters concerning finance, where only members eighteen (18) years of age and older shall be entitled to vote.

SECTION 2. QUORUM: A quorum shall consist of forty (40%) percent of the average weekly worship attendance during the prior calendar year.

SECTION 3. OFFICERS THE CONGREGATION: The officers of this congregation shall consist of a President, a Vice-President, Secretary, Treasurer, Deputy Treasurer, Treasurer Assistant/Trainee and Historian. The President, Vice President, Secretary and Historian shall also be officers of the Governing Council.

SECTION 4. PRESIDENT: The President shall be EX-Officio member of all Boards and Committees and shall convene these Boards and Committees and see to it that they continue to function. The President shall preside at all business meetings of the Church.

SECTION 5. VICE-PRESIDENT: The Vice-President shall assist the President in his/her duties and shall perform all Presidential duties in the President's absence or when requested to do so by the President. The Vice-President shall be familiar with the duties of the President and be prepared at all times to assume the office.

SECTION 6. SECRETARY: The Secretary shall keep a record of all transactions at meetings of the Congregation and the Governing Council, issue the call to the Annual Meeting of the Congregation and attend to all correspondence on behalf of the Governing Council. The Secretary shall also co-ordinate with the Pastor and the Diaconate to assure accurate church records are kept and to provide for the recording of all members, their addresses and the date of their reception, the date of withdrawal and all vital statistics, baptisms, funerals and weddings of Church members held within the Church. The secretary shall also comply with ARTICLE XIII, SECTION 1 of these bylaws.

SECTION 6. TREASURER, DEPUTY TREASURER AND TREASURER ASSISTANT/TRAINEE:

SUBSECTION 1: DUTIES: The Treasurer shall have charge of and be responsible for the custody and recordkeeping for the funds and securities of the Church, under the direction of the Board of Trustees.

The Treasurer shall:

- render a monthly report at the Board of Trustees meetings, all Governing Council meetings and Church body meetings as requested by Board of Trustees or Governing Council and make an annual report to the Congregation.
- deposit funds received by the Church in such depository as the Board of Trustees shall direct.
- keep accurate records of all receipts and disbursements relating to the funds of the Church. Such documentation shall be provided to the Board of Trustees upon request.
- see to the approved disbursement of funds
- maintain financial giving records of members of the congregation and provide reports on individual giving at least twice per year, and upon request by individuals.
- Receive and record pledges of giving from individuals, and provide aggregated reports on pledged funds to the Board of Trustees
- Arrange for and oversee an annual compilation, review or audit of the funds and financial records of the church, at the direction of the Board of Trustees
- Maintain backup and hardcopy records of the financial reports of the church for the period of time recommended by preferred practices.
- Support the completion of various reports and forms requiring financial data.
- Maintain and update as necessary the financial policies and procedures of the church to protect the Church's financial assets.

SUBSECTION 2: ROTATION AND TERMS: Consistent with preferred accounting and fiduciary controls, there will always be three TREASURER positions – TREASURER, DEPUTY TREASURER, and TREASURER ASSISTANT/TRAINEE. Each TREASURER position shall be a three (3) year appointment, with overlapping terms, such that each appointee begins as the TREASURER ASSISTANT/TRAINEE, moves to DEPUTY TREASURER, and then to TREASURER. No TREASURER appointee shall serve more than two (2) consecutive three year rotations. The Treasurers shall be elected at the January Annual Meeting of the Congregation.

SUBSECTION 3: DEPUTY TREASURER: The Deputy Treasurer shall assist the Treasurer in all duties and shall act as Treasurer when the Treasurer is absent. The Deputy Treasurer shall have signature authority for normal transactions, and authority to interface with vendors and donors on behalf of the Treasurer, as requested by the Treasurer.

SUBSECTION 4: TREASURER ASSISTANT/TRAINEE: The Treasurer Assistant/Trainee has no authority over funds but is to assist the Treasurer and Deputy Treasurer in whatever way requested. In the first year an individual is in this position, the Trainee will work with the Treasurer and Deputy Treasurer to learn the accounting systems, books and financial records, and the duties and responsibilities of the position in preparation for moving into the Deputy Treasurer position.

SECTION 9. HISTORIAN: The Historian is charged with the responsibility to assure that records of Congregational events past and current are preserved and archived.

ARTICLE VII. NOMINATION, ELECTION AND ROTATION

SECTION 1. RESPONSIBILITY: Except as otherwise stated in the Constitution and the Bylaws of the Church, the Nominating Committee, to be appointed by the Governing Council, shall have the responsibility of nominating members to fill positions and vacancies on the Church Boards and Committees. The nominations shall be presented at the Annual Meeting.

SECTION 2. OFFICERS: The nomination, election and rotation of Officers of the congregation are contained in ARTICLE VIII of these Bylaws.

SECTION 3. BOARD OF TRUSTEES: The nomination, election and rotation of members to the Board of Trustees are contained in ARTICLE IX of these Bylaws.

SECTION 4. DIACONATE: The nomination, election and rotation of members to the Diaconate are contained in ARTICLE X of these Bylaws.

SECTION 5. CHRISTIAN EDUCATION COMMITTEE: The nomination, election and rotation of members to the Christian Education Committee are contained in ARTICLE XIV of these Bylaws.

SECTION 5. COMMUNITY SERVICE AND MISSION COMMITTEE: The nomination, election and rotation of members to the Community Service and Mission Committee are contained in ARTICLE XV of these Bylaws.

SECTION 5. COMMUNICATIONS AND OUTREACH COMMITTEE: The nomination, election and rotation of members to

the Communications and Outreach Committee are contained in ARTICLE XVI of these Bylaws.

SECTION 5. OTHER COMMITTEES: The nomination, election and rotation of members to the Ad Hoc committees of the church are contained in ARTICLE XVII of these Bylaws.

ARTICLE VIII. GOVERNING COUNCIL

SECTION 1. POLICY MAKING BODY: The Governing Council shall be the executive and policy making body of the Church and the administrative arm of the Church, inclusive of personnel, and accountable to the Congregation. The Governing Council shall be empowered to appoint an individual to a vacancy which may occur in an elected office. The appointment shall be valid until an election can be held at the next Congregational meeting after the vacancy occurs. The various Boards and Committees of the Church shall submit, prior to the first meeting of the year, an outline of the activities of the organization for the ensuing year to the Governing Council

SECTION 2. MEMBERSHIP: The Governing Council shall consist of twelve (12) members. Seven (7) members shall be elected by the congregation at the Annual Meeting serving staggered terms. The other five (5) members shall be, upon their election to the Governing Council by the congregation at Annual Meetings, the respective chairpersons or representatives of the Board of Trustees, the Diaconate, the Christian Education Committee, the Community Service and Mission Committee, and the Communications and Outreach Committee.

SECTION 3. OFFICERS OF THE COUNCIL AND THE CONGREGATION:

The Governing Council consisting of twelve (12) members shall elect the officers, President, Vice President, Secretary and Historian from among the council members at the first Governing Council meeting of the year. The Officers of this Church shall serve until their successors are elected in accordance with the provisions herein. The President and Vice President shall be chosen from among the seven (7) members of the council elected by the congregation at the January Annual Meeting.

SECTION 4. TERMS OF OFFICE: Members of the council who are not the representatives of the Board of Trustees, the Diaconate or the 3 committees specified in Section 2 of this Article shall be elected to serve staggered terms of three (3) years. A council member is eligible to serve two (2) consecutive terms. No individual may serve on the Governing Council more than 6 consecutive years.

SECTION 4. DUTIES: The Governing Council shall:

- be the Congregation's policy making body and shall transact the business of the church
- be responsible for review and oversight of other Boards and committees
- keep the congregation informed on a regular basis.
- keep a complete and accurate record of its proceedings, be the custodian of the Church records, and report to the congregation at its regular and special meetings.
- review the budget proposed by the Board of Trustees, amending it if needed. The Governing Council shall then recommend the budget to the congregation to be voted on at the January Congregational Meeting.

SECTION 5. MEETINGS: The Governing Council shall meet regularly (normally once a month with the possible exception of July and August) for the transaction of such business as may properly come before it. Special meetings are subject to the call of the Pastor, or by petition of five (5) members of the Governing Council.

SECTION 6. RESPONSIBILITIES: The Governing Council shall have the power to make, amend and alter By-Laws to govern this Church.

ARTICLE IX. BOARD OF TRUSTEES

SECTION 1. MEMBERSHIP: The Board of Trustees shall consist of six (6) members of the Church of legal age, who have been members in good standing for at least one (1) year before their election. They shall be elected by the Congregation at the January Annual Congregational Meeting. Members shall be elected to serve staggered terms of three (3) years each and may be elected to two (2) consecutive terms.

SECTION 2. CHAIRPERSON AND TERM: The Board of Trustees shall choose a Chairperson who shall serve for a term of one year (January through December). The Chairperson will become a member of the Governing Council for the year(s) in which they were elected to be the Chairperson. If the board chooses another member to be the representative on the Governing Council they may do so with the understanding that he/she will be the regular, authorized representative on the Governing Council.

SECTION 3: OTHER OFFICERS, TERMS AND DUTIES: The Board of Trustees shall vote for officers other than the Chairperson at the January meeting of the committee. Other officers may include a Vice Chairperson and should include a Secretary. The Vice Chair and the Secretary will serve a one year term and may be reelected. The Vice Chair will assist the Chairperson with his/her duties. The secretary will be responsible for keeping all minutes, and distributing them to all committee members, the Governing Council, the Pastor and the church office in a timely manner.

SECTION 4. DUTIES: : The Board of Trustees, under the review and oversight of the Governing Council shall:

- have the care and custody of the property of the church
- have charge of the church's financial affairs, administering the budget and monitoring income and expenditures
- prepare an annual budget to be presented to the Governing Council for approval and then submitted to the Congregation at the January Annual Meeting for discussion and adoption
- oversee stewardship, buildings and grounds, budgeting and any committees formed that deal with these areas.
- report monthly to the Governing Council

SECTION 5. LIMITATION OF APPROPRIATIONS: The Board of Trustees may appropriate a maximum of \$5,000.00 at a time in order to provide for an emergency situation. Any appropriation greater than \$5,000.00 shall require the approval of the Congregation. If unbudgeted borrowing or spending exceeds \$10,000.00, it must receive the approval of the congregation.

SECTION 6. FISCAL AFFAIRS: The Board of Trustees shall have the care and custody of the property of the Church, and shall have charge of its financial affairs, but shall have no power to sell, buy, mortgage, lease or transfer immovable property without specific authority from a vote by the members of the Church.

SECTION 7. EMERGENCIES: Under emergency circumstances, the Board of Trustees shall be empowered to make necessary decisions to protect the property of the Church. The emergency action by the Board of Trustees shall be presented in writing to the Congregation for ratification during a regular meeting or call meeting of the Congregation, not more than thirty (30) days after the action

ARTICLE X. DIACONATE

SECTION 1. MEMBERSHIP: The Diaconate shall consist of nine (9) or more members of the Church elected and installed by the Congregation at the January Annual Congregational Meeting. The members shall be elected by the Governing Body for three (3) year staggered terms. To be eligible for membership on the Diaconate, a person must be a member in good standing for at least one (1) year. Deacons may be elected to multiple terms. The Pastor(s) shall be a non-voting member of the Diaconate

SECTION 2. CHAIRPERSON AND TERM: The Deacons shall choose a Chairperson who shall serve for a term of one year (January through December). The Chairperson will become a member of the Governing Council for the year(s) in which they were elected to be the Chairperson. If the board chooses another member to be the representative on the Governing Council they may do so with the understanding that he/she will be the regular, authorized representative on the Governing Council.

SECTION 3: OTHER OFFICERS, TERMS AND DUTIES: The Diaconate shall vote for officers other than the Chairperson at the January meeting of the committee. Other officers may include a Vice Chairperson and should include a Secretary. The Vice Chair and the Secretary will serve a one year term and may be reelected. The Vice Chair will assist the Chairperson with his/her duties. The secretary will be responsible for keeping all minutes, and distributing them to all committee members, the Governing Council, the Pastor and the church office in a timely manner.

SECTION 4. DUTIES: The Diaconate, under the review and oversight of the Governing Council, and with guidance from the Pastor, shall:

- keep a current list of all members as per ARTICLE XIII, SECTIONS 2 and 3 of these bylaws.
- encourage and nurture the Christian faith, understanding, and spiritual growth of members.
- remind all members that they are called by Christ to serve the needs of others, both in and beyond the congregation.
- comfort and aid members in distress of the body, mind, or soul.
- handle preparations needed for Sunday Worship and other services.
- provide for pulpit supply(consulting with the President during pastoral vacancies).
- cultivate and develop a welcoming atmosphere for all persons coming to services or other sessions and events.
- oversee the work of such committees they feel the need to form to help them with their responsibilities, such as worship committee, music committee, visitation committee or hospitality committee.

SECTION 4. EVALUATION: The Diaconate shall develop an instrument to be used by a committee appointed by the Diaconate to annually evaluate the pastor's performance.

ARTICLE XI. THE PASTOR

SECTION 1. PASTORAL LEADERSHIP: The Church shall make provisions for ordained pastoral leadership in accordance with requirements of the United Church of Christ Manual of Ministry.

SECTION 2. DUTIES: The Pastor shall be an ordained Christian minister, with standing in the United Church of Christ. The Pastor shall make an annual report to the Congregation. The Pastor will have good character and act in accordance with the United Church of Christ's Manual of Ministry, conduct all services on Sundays, holidays, and such other days as the Church may establish, direct the work of Christian education, instruct the confirmands, administer the Sacraments and Rites of the Church, visit the sick, comfort and console the distressed, preach the Gospel of Jesus Christ, promote the spiritual welfare of the Church and perform all such offices as belong to a Pastor of the United Church of Christ. The Pastor shall be ex-officio of all Boards and Committees and shall provide spiritual leadership at all business meetings of the Church and shall make regular reports at meetings of the Congregation.

SECTION 3. SELECTION: The Pastor, working closely with the Diaconate, is the spiritual leader of the Church. A two-thirds (2/3) favorable vote of the Congregation constitutes a call for a Pastor

SECTION 4. TERMS OF THE RELATIONSHIP: The Pastor, working closely with the Diaconate, is the spiritual leader of the Church. No other Pastor shall perform any religious ceremony or act in the Church over the Pastor's objection. The Pastor's salary shall be paid promptly in installments and shall be adequate for relief of temporal care as far as possible and to preserve the dignity of the calling, subject to the provisions of the contract between the Pastor and the Church.

SECTION 5. TERMINATION OF THE CALL: The Pastor shall be called by the Congregation for an indefinite period. The Congregation may decide to terminate the relationship by majority vote at a meeting called for that purpose. In order to terminate this relationship, two (2) months notice shall be given by either party or a time period to be negotiated between the Pastor and the Church Council. Notice of such termination shall be sent by the President of the Governing Council to the South Central Conference Minister and the New Orleans Association of the Conference for appropriate action.

SECTION 6. ASSOCIATE PASTOR(S): The Church may call one or more Associate Pastors on such terms and for such period as shall be set forth in the call for such Pastor (s). Any Associate Pastor shall work under the supervision and direction of the Pastor. She/he shall be a member ex-officio. without vote, on any Boards or Committees on which he/she is asked to serve. The Associate Pastor shall not be a voting member of the Governing Council.

ARTICLE XII. CONGREGATIONAL MEETINGS

SECTION 1. BUSINESS MEETINGS: It shall be the responsibility of the Governing Council to insure that a minimum of two (2) meetings of the Congregation are called annually.

- The First Annual Meeting of the Church shall be held on the third Sunday in the month of January. This first meeting of the congregation will be to conduct the business of the Church, receive the previous year's reports and the plans and programs for the current year. At this meeting, the Governing Council, the officers of the Church, the Pastor (or Pastors), and all Church organizations shall submit their annual reports in writing.
- The Governing Council shall call a second meeting of the congregation to advise the congregation on current programs, budget considerations, or any other business that might be appropriate. This meeting shall occur within the second half of the calendar year, no later than October 1st,

Notices for all business meetings of the Church shall be given three (3) weeks in advance, and the nature of the business to be transacted shall be stated in full.

SECTION 2. SPECIAL CONGREGATIONAL MEETINGS: Special Congregational meetings may be called by the President, the Governing Council, or by petition to the Governing Council signed by the members of the Congregation numbering at least twenty-five percent (25%) of the average weekly worship attendance in the prior calendar year. The Governing Council shall call such meetings within three (3) weeks from the receipt of the petition. Notice of all such meetings shall be given to the membership three weeks in advance, along with the full nature of the business to be transacted.

SECTION 3. EMERGENCY CONGREGATIONAL MEETINGS: The president, with the consent of the Governing Council, shall be authorized to call a congregational meeting as soon as possible in the case of an urgent situation requiring immediate attention. Notice of the meeting will be given to the congregation using all reasonable forms of communication in as timely a manner as possible.

SECTION 4. NOTICE OF MEETINGS: Notices for all business meetings of the Church shall be given three (3) weeks in advance and the nature of the business to be transacted shall be stated in full.

SECTION 5. QUORUM: A quorum for conducting business at any meeting of the Church shall consist of forty (40%) percent of the average weekly worship attendance during the prior calendar year

ARTICLE XIII. CONGREGATIONAL RECORDS

SECTION 1. CONGREGATIONAL RECORDS: The Secretary of the Church is responsible to assure that all Governing Council and Congregational Minutes are kept and filed in an appropriate and available manner. These records should be kept in paper as well as electronic forms if at all possible.

SECTION 2. MEMBERSHIP ROLLS: The Diaconate will keep an accurate and current list of all members of the congregation.

SECTION 3. REPORT ON MEMBERSHIP: At the Annual Meeting, the Diaconate shall make a report about the membership status of all members, including loss of membership by death, transfer or an ending of membership

ARTICLE XIV. CHRISTIAN EDUCATION COMMITTEE

SECTION 1. MEMBERSHIP: The Christian Education Committee shall be made up of members of the congregation who have an interest in designing and providing a comprehensive religious program that offers a variety of religious, educational and cultural experiences for people of all ages. It should include among its members, a representative from the children's educational program, an individual to take responsibility for Adult Education, a representative for the youth ministry, and the Pastor as well as those who would like to assist in those ministries and any other Christian Educational program.

SECTION 2. CHAIRPERSON AND TERM: Once a year, at either the September or October meeting of the Christian Education Committee the committee shall choose a Chairperson for the coming year who shall serve for a term of one year (January through December). The Chairperson may be reelected up to six times and then reelected again after a year not serving in that position. The Chairperson's name will be submitted to the nominating committee to be added to the slate to be voted on at the January Congregational Meeting. The Chair will become a member of the Governing Council for the year in which they were voted to Chair the Christian Education Committee or the committee may elect a representative of the committee to serve as the Governing Council Member, and in that case that members name shall be submitted to the nominating committee.

SECTION 3. OTHER OFFICERS, TERMS AND DUTIES: The Christian Education Committee will vote for the officers other than the Chairperson at the January meeting of the committee. Other officers may include a Vice Chairperson and should include a Secretary. The Vice Chair and the Secretary will serve a one year term and may be reelected. The vice chair will assist the Chairperson with his/her duties. The secretary will be responsible for keeping all minutes, and distributing them to all committee members, the Governing Council, the Pastor and the church office in a timely manner.

SECTION 4. DUTIES:

- Run an educational program for children and youth
- Oversee and develop all educational programs for the adults in the congregation.
- Take responsibility for the confirmation class.
- Provide a summer program that may include Vacation Bible School and Church Camps
- Oversee the nursery.
- Help to organize and conduct educational programs /retreats for officers of the church as well as whole congregational learning experiences.
- Any other duty that may fall in the purview of Christian Education.

SECTION 5. OTHER: All Christian Education activities, classes, training, workshops and seminars for children, youth and adults shall be conducted under the auspices of the Christian Education Committee. All requests for instructional materials, supplies and equipment for Christian Education activities and programs shall be approved by the Christian Education Committee.

The Christian Education Committee is charged with the responsibility of submitting a written budget request for all Christian Education classes, activities and programs as required.

ARTICLE XV. COMMUNITY SERVICE AND MISSION

SECTION 1: MEMBERSHIP – The community Service and Mission Committee shall consist of those members and friends of the congregation interested in the mission of the Committee. The pastor shall be a non-voting member.

SECTION 2: OFFICERS AND TERMS: Officers including the chair and or co-chair will be elected for a one year term at the Committee December meeting.

SECTION 3: GOVERNING COUNCIL REPRESENTATIVE: The name of the chairperson or of the member who has been designated as the Governing Council Representative shall be submitted to the Nominating Committee to be voted on by the Congregation at the Annual Congregational meeting.

SECTION 4: RESPONSIBILITIES: The Community Service and Mission Committee shall promote and interpret the mission of the United Church of Christ and encourage Congregational response to mission support through regular giving and special

offerings. The Committee shall be responsible for matters that would relate to the local Church, the larger Church fellowship and to the world, specifically including the raising of Christian principles and social issues in the fields of international, national, governmental, civil, economic, intercultural, family and school affairs by means of reports to the congregations, study sessions, work projects or other means deemed appropriate.

ARTICLE XVI. COMMUNICATIONS AND OUTREACH

SECTION 1. SECTION 2. COMMUNICATIONS AND OUTREACH COMMITTEE: The Communications and Outreach Committee, aka C&O Committee, is a Standing Committee formed as per Article XIX of the Constitution of Central St. Matthew United Church of Christ.

SECTION 2. MEMBERSHIP: Membership shall be open to anyone in the church willing to devote time and effort to participate in various committee projects or activities. Roster of committee members will be kept by chairperson and may fluctuate. Current roster will be noted in the monthly report to Governing Council.

SECTION 3. CHAIRPERSON AND TERM: A Chairperson shall be selected by the committee members before the January Congregational meeting. Term of the Chairperson shall be one-year January-December with no limit on number of terms served. In the event the Chairperson cannot complete his/her term, members of the committee will elect a new chairperson to complete the year-long term.

SECTION 3. CHAIRPERSONS DUTIES: Keep roster of committee members current and prepare and/or present monthly report to Governing Council. Attend Governing Council Meetings or select a committee member to be a regular, authorized representative on the Governing Council

SECTION 4. COMMITTEE RESPONSIBILITIES: Committee will have one regularly scheduled meeting per month. Additional meetings may be scheduled as-needed

ARTICLE XVII. AD HOC COMMITTEES

SECTION 1. AD HOC COMMITTEES: The following committees may be established by the Governing Council, the Board of Trustees or the Diaconate, except as otherwise provided. Members of these committees shall be appointed to serve a term of one (1) year and may succeed themselves, unless otherwise noted in these bylaws:

- Nominating Committee
- Pastoral Relations Committee
- Building and Grounds Committee
- Stewardship Committee
- Personnel Committee
- and other committees as deemed necessary from time to time.
- Worship Committee
- Music Committee
- Fellowship Committee
- Evangelism Team

All committees shall be under the general supervision of the Governing Council except as indicated in this document

SECTION 2. THE NOMINATING COMMITTEE: The nominating committee shall be established by the Governing Council and shall have the responsibility of nominating members to fill positions and vacancies on the church boards and governing council. Members of this committee shall be appointed to serve a term of one (1) year and may be appointed to serve three (3) consecutive terms.

SECTION 3. PASTORAL RELATIONS COMMITTEE: This Committee shall be selected by the Pastor(s) and the Governing Council and consist of not more than four (4) members. The duties of the Committee shall be to support the Pastor and to offer guidance and advice to the Pastor, as needed.

SECTION 4. BUILDING AND GROUNDS: This Committee shall report directly to the Board of Trustees and it shall recommend and see that all necessary repairs, alterations and maintenance are carried on within the approved budget. It shall approve purchase of materials and supplies and be custodian of all Church properties, including those on Bienville Street, North Tonti Street and Sound Carrollton Avenue.

SECTION 5. STEWARDSHIP COMMITTEE: This Committee shall report directly to the Board of Trustees and shall be responsible for the direction and planning of the annual stewardship and pledge campaign. It shall seek to provide Stewardship leadership within the Church and seek support for the local, regional, national and world-wide mission of the Church

SECTION 6: PERSONNEL COMMITTEE: The five member Personnel Committee shall be appointed by the president, subject to the approval of the Governing Council. This committee shall interview and screen applicants for employment for full time, part time and contract positions in the church, except for ministerial positions. In cooperation with the Pastor (Supervisor), they shall conduct an interview with each employee of the church, make such recommendations as deemed necessary in reference to salaries, benefits, working conditions, continued employment and or termination of employees. They shall perform all

personnel duties as required.

SECTION 7. WORSHIP: A Worship Committee shall be established by the Diaconate and the pastor to assist the pastor in the planning of worship services. The members of this committee and their terms shall be decided upon by the Diaconate and Pastor.

SECTION 8. MUSIC: The Music Committee shall be composed of nine members, elected annually. This committee shall provide for musical activities of the church. Should a vacancy occur within the Ministry of Music, this committee would act to make recommendations for replacement to the church council. The Music Committee shall submit an annual budget to the Budget committee.

SECTION 9. FELLOWSHIP COMMITTEE: The Fellowship Committee will consist of those members and friends of Central St Matthew UCC who have an interest in promoting the opportunities for fellowship among our community throughout the year. It will report to the Governing Council with suggestions and plans for fellowship events and upon approval, carry out the plans for those activities.

SECTION 10. EVANGELISM TEAM: The Evangelism team may be formed by the communications and outreach committee to oversee and carry out our mission to spread the good news to others in our community and our city.

ARTICLE XVIII MEN'S, WOMEN'S AND YOUTH FELLOWSHIPS

SECTION 1: MEN'S FELLOWSHIP: The Men's Fellowship shall include all adult male members of Central St. Matthew United Church of Christ. The members shall elect their own officers and a yearly report of activities shall be given to the congregation in the annual report

SECTION 2: WOMEN'S FELLOWSHIP: The Women's Fellowship shall include all adult female members of Central St. Matthew United Church of Christ. The members shall elect their own officers and a yearly report of activities shall be given to the congregation in the annual report

SECTION 3: YOUTH FELLOWSHIP: Youth Fellowship is open to youth of Central St. Matthew United Church of Christ (10) ten to (16) sixteen years of age. The objective of this Fellowship is to provide opportunities for youth to plan a variety of educational, cultural, recreational, self-development and religious experiences for themselves with the assistance of two or more adult advisors. The members shall elect their own officers and a yearly report of activities shall be given to the congregation in the annual report. The adult advisors shall be appointed by the President of the Congregation subject to the approval of the Governing Council.

ARTICLE XIX RELATIONSHIP AMONG CHURCH BODIES

SECTION 1. ORGANIZATION: These Bylaws provide for the organization of a Governing Council, a Board of Trustees, and Diaconate and various committees. While these groups are responsible for all matters pertaining to their respective area and for the activities of the various Committees under their supervision, it should be recognized that the Governing Council and ultimately, the Congregation, are responsible for the overall management and supervision of the Church. Issues and decisions of great importance being considered by Committees and Boards should be discussed with the Governing Council and, where appropriate, the Congregation as part of the Committees' and Boards' decision-making process.

SECTION 2. RESPONSIBILITY: All Boards and Committees shall be responsible to the Governing Council and shall report monthly to the Governing Council and annually to the Congregation. Unless stipulated in the Constitution or Bylaws, each Committee shall recruit its own members, determine its size, set its terms of service, select its own chair and determine its own procedures. Each Committee shall provide to the Church Secretary a copy of its minutes, unless they are confidential.

ARTICLE XX ENDOWMENT FUNDS

SECTION 1. ESTABLISHMENT: Endowment funds, whose purposes, governance and operational procedures shall be defined by special resolutions adopted by the Congregation, shall be established.

SECTION 2. OWNERSHIP: Ownership of endowments received before the date of the New Covenant shall not be changed or affected by this New Covenant. Central's claim to funds from the UCC for hurricane recovery work on the Central Sanctuary and buildings on Bienville Street and North Tonti Street shall remain intact. All endowments, gifts, and bequests received after the New Covenant is adopted shall be accepted in the name of Central St. Matthew United Church of Christ. Decisions as to the use of the endowments, gifts and bequests consistent with their terms shall be made jointly. The terms of specific endowments, gifts and bequests will be honored and if the donor so specifies, may be used to benefit specific property owned by Central or St. Matthew.

SECTION 3. TERMS AND CONDITIONS: The administration and management of any endowment funds shall be set forth in each Plan of Operation.

ARTICLE XXI RULES OF ORDER

ROBERT 'S RULES OF ORDER shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution or the By-Laws of this Church.

ARTICLE XXII DISSOLUTION

SECTION 1. TRANSFER TO THE SOUTH CENTRAL CONFERENCE: Upon dissolution of the Church, its assets and all property and interest of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the South Central Conference of the United Church of Christ, or its successor, which is organized as a Section 501 (c) (3) organization under the Internal Revenue Code

SECTION 2. DISTRIBUTION OF ASSETS: Upon the dissolution of this Church, and after distribution to the South Central Conference of the United Church of Christ, or its successor, any and all assets remaining shall be distributed for one or more exempt purposes within the meaning of Section 501 © (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose..

ARTICLE XXIII. AMENDMENTS

SECTION 1. BY -LAWS: The Governing Council have the power and the authority to make amendment (s), alteration(s) and/or deletion(s) to these By-Laws.

SECTION 2. CONSTITUTION: Amendment(s), alteration(s) and/or deletion(s) to the Constitution may be made at any duly called Church meeting, by two-thirds (2/3) affirmative vote of the members. The text of the proposed amendment(s), alteration(s) and/or deletion(s) must be made available to the membership two (2) weeks prior to the meeting.

ARTICLE XXIV. CONFLICTS

In case of conflict between the Constitution and the By-Laws, the Constitution shall prevail.

THESE AMENDED BYLAWS ARE ADOPTED BY THE CENTRAL ST. MATTHEW UNITED CHURCH OF CHRIST GOVERNING COUNCIL ON THIS 25th DAY OF February IN THE YEAR 2014.