

ARTICLE 1: GENERAL PROVISIONS

- 1.1. NAME. The name of this Church is PILGRIMS' UNITED CHURCH OF CHRIST, Inc.
- 1.2. PRINCIPAL OFFICE. The principal office of the Pilgrims' United Church of Christ, Inc., is at 509 County Road 468, Fruitland Park, Florida.
- 1.3. BY-LAWS DEFINITIONS. These BY-LAWS govern the operation of the Church corporation. Any terms not defined in these BY-LAWS are those definitions established by the Church Council, the U.C.C. Florida Conference or by applicable Florida statutes.

ARTICLE 2: POLITY

PILGRIMS' UNITED CHURCH OF CHRIST acknowledges Jesus Christ as its sole source and head. Every Christian is called in her or his baptism to be a Servant of God in the service of Jesus Christ, using the gifts of the Holy Spirit (Galatians 5:22-23) to bring healing, justice, reconciliation and peace to the world (Exodus 19:5-6; I Peter 2:9-10; Matthew 28:18-20). The Ministers of the Church are all the baptized members of the Church. Therefore, the Church entrusts its temporal ministries and missions to the decisions of the Members of the gathered Church as they will act in duly called congregational meetings, to discover the guidance of the Holy Spirit through prayer, scripture, tradition, reason and experience. The polity of the Church will, therefore, be that which is called "congregational" and its governance vested in its members. The Church cherishes the bonds of the communion and partnership which bind it to other Churches in the UNITED CHURCH OF CHRIST and the FLORIDA CONFERENCE OF THE UNITED CHURCH OF CHRIST, and acknowledges its commitment to those voluntary relationships which are set forth in the Constitution and the By-Laws of both of those denominational entities.

ARTICLE 3: DEFINITION OF MINISTRY, MISSION AND PURPOSE

Three documents define the ministry, mission and purpose of PILGRIMS' UNITED CHURCH OF CHRIST. They are (1) THE BIBLICAL CHARTER, (2) THE COVENANT, and (3) THE STATEMENT OF FAITH.

3.1. THE BIBLICAL CHARTER of PILGRIMS' UNITED CHURCH OF CHRIST is found in Colossians 3:12-17: You are the people of God. God loved you and chose you for God's own service. So then, you must clothe yourselves with compassion, kindness, humility, gentleness, and patience. Be tolerant with one another and forgive one another whenever any of you have a complaint against someone else. You must forgive one another just as the Lord has forgiven you. And, to all these qualities add love, which binds all things together in perfect unity. The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in the one body. And be thankful. Christ's message in all its richness must live in your hearts. Teach and instruct one another with all wisdom. Sing psalms, hymns, and sacred songs. Sing to God with thanksgiving in your hearts. Everything you do or say, then, should be done in the name of the Lord Jesus, as you give thanks through him to God. (Translation: Today's English Version).

3.2. THE COVENANT: Members of Churches gathered in congregational polity are held together by mutual assent to a covenant, which is called "owning the covenant." THE COVENANT OF PILGRIMS' UNITED CHURCH OF CHRIST IS: We are not our own, but we belong to God. (I Corinthians 6:19) Therefore, we covenant with God and with each other to undertake the ministry to which God has called us in our baptism by:

- faithfully glorifying and enjoying God through worship and the sacraments;
- seeking daily guidance from the Holy Spirit through prayer and the Scriptures;
- caring for our sisters and brothers in the Church with the love of Jesus Christ; serving in the transformation of the world toward the justice and peace of the Kingdom of God;
- supporting the Church's ministries and missions through our time, talents, and treasures.

3. THE STATEMENT OF FAITH: The Statement of Faith adopted at the founding of the United Church in 1959 represents what the United Church basically stands for. However, each member is free to make his or her interpretation. The Church has no doctrine or dogma that members need to accept to become members of Pilgrims' United Church of Christ.

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being, create persons in your image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the Man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your Church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table to join him in his passion and victory.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you. Amen.

ARTICLE 4: MEMBERSHIP

4.1. QUALIFICATIONS FOR MEMBERSHIP:

4.1.1. Membership in the Church is open to any person who has been baptized and either confirmed or has made public profession of faith in Jesus Christ as Lord and Savior. Members of other churches may become members of this Church by reaffirmation or reprofession of faith or by letter of transfer or certification from other Christian churches.

4.1.2. Members agree to attend the services of this Church, observe its sacraments, share in its work, support its programs, and endeavor to make it a fruitful body of Christians.

4.2. TERMINATION OF MEMBERSHIP

4.2.1. Members of P.U.C.C. congregation are expected to participate in the life of the church. Those who do not attend worship or contribute to the church's ministries for a period of one year can, at the discretion of the Caring Ministry, and after consultation with the Pastor, be placed on the inactive list.

4.2.2. Resignation from membership in Pilgrims' can be by written or verbal notice to the Pastor.

4.3. DUAL MEMBERSHIP It is possible for a Christian to retain membership in a local congregation in another locale, and at the same time, be a member of PILGRIMS' UNITED CHURCH OF CHRIST.

ARTICLE 5: CHURCH GOVERNMENT

5.1. GOVERNING BODY: The governing body of this church is the membership assembled in church meeting. The vote of a majority of members present for any business meeting will be the action of the church.

5.1.1. VOTING BY MEMBERS: All active members are eligible to vote at duly called meetings of the congregation.

5.1.2. MAJORITY VOTE: All business of the Church will be conducted on the basis of the vote of the simple majority of those present and voting "Yes" or "No" except where these bylaws may specify a greater majority for a vote to carry. All valid and countable votes will be either "Yes" or "No". If ballots are used, blank ballots are not counted to determine the majority. When there is a tie vote the motion fails, as defined by *Robert's Rules of Order* (latest edition).

5.1.3. METHOD OF VOTING: The method of voting will be left to the discretion of the Moderator, who will accede to the wishes of the congregation.

5.1.4. QUORUM for duly called meetings, including special meetings, of the congregation is 20% of the eligible voting members, except that the quorum for the Annual Meeting shall be those eligible members present and voting.

5.2. CHURCH COUNCIL. The Church Council is the administrative agency of the church having supervision over all its affairs. Voting members include the Moderator, Vice Moderator, Elder/Coordinator from each ministry, Financial Secretary, Treasurer, Clerk, and the chair of each standing board. Biblically, this is a council of Elders (or Presbyters—those who preside) and each member may be referred to as “Elder.”

5.2.1. In event of a vacancy in any office of the Church, except Moderator, the Church Council will elect a successor recommended by the Resource Board to serve the remainder of the term.

5.2.2. The Church Council will review and approve the annual budget before submission to the Annual Meeting for adoption. Church delegates to the Annual Meeting of the Florida Conference and other meetings to which the church is invited will be appointed by the Church Council.

5.2.3. The Church Council decides the frequency of its meetings. A quorum of the Church Council is a majority of its members. The Moderator or, in his/her absence, the Vice Moderator, can call special meetings of the Church Council with proper notification given.

5.3. RESPONSIBILITIES The Church Council has the authority to act on behalf of PILGRIMS’ UNITED CHURCH OF CHRIST between meetings of the congregation. It will coordinate the entire program and activities of the Church to see that all ministries, boards, committees, and other groups identified with the Church are focused toward the same purpose of ministry and mission as defined in the BIBLICAL CHARTER, THE COVENANT, and THE STATEMENT OF FAITH.

5.4 All church officers, ministry core team members, board members, and committee chairs must be active members in good standing of Pilgrims’ United Church of Christ.

5.5 All acts of any standing board, ministry or committee are subject to review by the Church Council. Acts of the Council are subject to review by the church membership in a duly-called meeting.

ARTICLE 6: MEETINGS

6.1. MEETINGS FOR WORSHIP: Worship will be held each Sunday at a time and place designated by the congregation upon the advice of the Pastor, Worship Ministry Core Team, and Church Council. Special worship services may be held for seasons of the Church year as the Pastor and Worship Ministry Core Team may determine.

6.2. THE ANNUAL MEETING will be held during the month of January for reviewing of the minutes of the past congregational meeting; reviewing year-end reports from the Pastor and ministries of the Church; the election of officers, Ministry Core Team members, and board members whose terms of office begin when they are installed on the Sunday following the Annual Meeting; the Treasurer’s report for the fiscal year ended on December 31; the adoption of a final budget for the fiscal year beginning January 1; and such other business as may come before the congregation as set forth in the call to the meeting.

6.3. SPECIAL MEETINGS to conduct business that requires a vote of the congregation prior to the Annual Meeting can be held anytime at the request of the Church Council, Pastor, Officers, or 10% of the members of the congregation. The call to the special meeting will specify the subject of the meeting.

6.4. THE CALL for all meetings is to be issued by the Clerk and read by the Moderator, or Vice Moderator in the absence of the Moderator, at least two weeks prior to the meeting, and must state the purpose for which the meeting is called. An announcement will be posted on a bulletin board and/or published.

ARTICLE 7: MINISTRIES

7.1 THE MINISTRIES. The basic structure of this Church is modeled after the orders of ministry identified by Calvin as appropriate to the Reformed tradition. All members and friends of the church are encouraged to participate fully in the work of one or more ministries as their health and local availability permit. Each ministry generally will meet as needed for study, fellowship, and to coordinate the ministry's work. Each ministry will determine its policies and procedures and submit them for approval to the Church Council for inclusion in the Church Policy Manual. Each year each ministry shall submit to the Budget Committee its projected needs for fiscal support. Each ministry shall discuss issues of relevance to the life and work of the church and communicate their views to the Church Council. Each ministry has one vote on the Church Council.

7.2 THE MINISTRY TEAMS. Each ministry shall be composed of a three-person core team plus any number of members and friends of the congregation whose interests, skills, and talents resonate with the work of that ministry. The members of each core team shall be elected at the Annual Meeting to a three-year term such that one new member is elected each year. Immediately following the Annual Meeting, the core team shall meet to organize and elect one of its members as Elder (Coordinator) for a one-year term. The Elder shall coordinate the work of the ministry and shall represent the ministry on the Church Council. During absence or incapacity of the Elder or when the Elder cannot attend a Council meeting, another member of the core team shall represent the ministry.

7.3 MINISTRY OF WORSHIP (Leitourgia). This ministry is responsible for assisting the pastor(s), the music staff, and volunteer musicians (choir, ensembles) in the planning and leading of liturgy and sacraments, including preparing and serving Holy Communion. It provides leadership for stated services of worship when no member of the pastoral staff is available and will act as or appoint ushers, liturgists, and other worship assistants as needed. It will coordinate appointments and decorations (flowers, banners, seasonal decorations) in the worship space and coordinate donations for flowers, bulletins, etc. This ministry is responsible for appointing, setting up guidelines for, and overseeing the Music Committee.

7.3.1 Music Committee. The Music Committee will consist of members drawn from the Worship Ministry and include choir members and/or persons with a musical interest. The Music Staff will be *ex officio* members.

7.3.2 Duties: The Music Committee shall support the Music Staff in carrying out the music program, assist in the development of summer music programs and participation of musicians in worship when the choir is not active, and act on requests by the Pastor, Worship Ministry, and Music Staff.

7.4 MINISTRY OF SPIRITUAL FORMATION. (Didache) This ministry, responsible for the spiritual and intellectual life and welfare of the Church, will provide a complete and well-rounded ministry of education, nurture, growth, development, and formation in Christian thinking, feeling, and doing, including theology, spirituality, and ethics. It will employ all appropriate educational methods and modalities to expand the individual's and the congregation's understanding of the Christian faith and Christianity's relationships with other faiths. This ministry is responsible for appointing, setting up guidelines for, and overseeing the Church Librarian and the Library Committee.

7.4.1 Library Committee. This committee, chaired by the Librarian, maintains and administers the church library and is responsible for all library-related activities.

7.5 MINISTRY OF FELLOWSHIP (Koinonia) This ministry is responsible for hospitality and for planning and presenting fellowship activities ("Arts and Events" such as programs, dinners, exhibits, shows, concerts, bazaars, etc.) which enhance and inform the life of the congregation and the public and raise the visibility of the church in the surrounding community. This ministry provides support to other ministries when their activities and events call for hospitality and/or meal functions. As appropriate, events may include a fundraising aspect. This ministry is responsible for appointing and overseeing Greeters and Hosts. This ministry shall appoint and oversee the work of the Kitchen Committee, coordinate the events calendar (especially for meal events), and develop and oversee policies for receptions and similar functions.

7.5.1 Kitchen Committee. This committee shall assist in coordinating meal and food-service functions and events, shall see to provisioning the kitchen, purchasing food and supplies, and keep the Trustees notified as to condition and serviceability of kitchen equipment. The committee shall also monitor compliance with health regulations concerning the kitchen and food service.

7.6 MINISTRY OF MISSIONS (Apostello). This ministry is responsible for assuring that the church is informed and involved in expressing the Gospel message of justice, reconciliation, peace and reverence for creation, locally through direct involvement, and also through the work of the Florida Conference and the UCC Wider Mission and Global Missions. This ministry will identify agencies worthy of the Church's financial support and include them in an annual missions budget. The ministry will inform and educate the congregation of the work of these agencies and receive offerings for them. All receipts for missions will be given in the name of the Church. This ministry shall cooperate with the Spiritual Formation Ministry in providing educational opportunities concerning missions, social justice and related issues.

7.7. MINISTRY OF COMMUNICATION (Kerygma). This ministry will devise communication techniques for the membership about the activities of the Church, and gather and publish news and information, through a newsletter, online publications, etc.. It will communicate about the Church to the local community through advertising, and promotional activities, so that the community may know about the Church and its ministry. This ministry shall assist other ministries in advertising and promoting programs and events they are undertaking. This ministry shall assist the pastor(s) in communicating the message of the Gospel, the Good News, as it has opportunity.

7.8 MINISTRY OF CARING (Diakonia). This ministry is responsible for the care of the Church membership and its growth. It will assist the Pastor(s) in visitation, particularly of the sick and shut-ins. It will assist with new member recruitment such as contacting and visiting potential new members. It will follow up on new members after they have united with the Church to assure that they are involved in the life of the Church. It will coordinate with the ushers and hosts to take attendance for worship and other events, and calling and/or visiting those who are absent, and keeping the Clerk informed for proper maintenance of the membership roll. It shall coordinate the appointing, training and qualifying of members of this ministry as caring ministers, historically "the diaconate" or "deacons," to serve in each of the congregation's geographic areas, and for the work of the "Sweet Chariots" carpool.

ARTICLE 8: PASTOR AND OFFICERS

8.1. THE PASTOR. The Pastor will be an ordained minister with full and regular standing in the United Church of Christ or in one of its Ecumenical Partners. If the latter, the Pastor will have, or begin process for, Privilege of Call, Dual Standing, or Ordained Ministerial Partner status, or the equivalent, as appropriate, in the United Church of Christ. He/She will become a member of PILGRIMS' UNITED CHURCH OF CHRIST upon election as Pastor and acceptance of the call; a member with voice but not vote of: the Church Council, the Ministries, all board meetings, all committees, groups, organizations, and programs identified with the Church.

8.1.1. Duties and Responsibilities. The Pastor is responsible to the congregation through the Church Council for the guidance and direction of the spiritual welfare of the church, and is in charge of all services of public worship. Freedom of the pulpit is an express right of the pastor. The Pastor, called by the church, will seek to enlist persons as followers of Christ, provide adequate opportunity for confirmation, support the program of Christian education, preach the gospel, administer the sacraments, and have under his/her care all services of public worship, visit church members and minister to the sick and shut-ins, and perform the functions allotted him/her in cooperation with the Church Council and various ministries, boards and committees. The Pastor may act as advisory member in *ex officio* status on ministries, boards and committees. It is not, however, necessary that he/she attend all meetings of these ministries, boards and committees. The Church Council will, with the Pastor, decide his/her duties and will review these activities quarterly. The Pastor is charged with the responsibility of, and is given authority to, implement the policies of the church from day to day as established by the ministries, boards and committees or by the Church Council. The Pastor supervises all members of the church staff.

8.1.2. Term of office. The term of office is of indefinite duration with termination by the congregation or the Pastor on ninety days' written notice, or as mutually agreed. When a vacancy in the Office of Pastor occurs, the Moderator recommends and the Church Council approves a Pastor to serve in the Interim. The Moderator then recommends and the Church Council approves a Pastoral Search Committee of no less than five nor more than seven members. The Pastoral Search Committee will nominate a successor at a meeting of the church called for the purpose of acting on such nomination. Election or termination of the Pastor must be by at least two-thirds of those active members of the church present and casting ballots. Upon election of a new Pastor, the Church Council will inform the Florida Conference of the United Church of Christ, which will install the new Pastor of PILGRIMS' UNITED CHURCH OF CHRIST. The Moderator, for the interim appointment, and the Pastoral Search Committee, shall seek the advice of the appropriate Conference Minister of the Florida Conference of the United Church of Christ.

8.1.3. PASTORAL STAFF: The church may elect other clergy to the pastoral staff, as it deems prudent. A position description and title, and if a funded position, a budget for compensation, will be adopted by the congregation. A suitable candidate will be nominated by the Moderator and the Pastor, and approved by the Church Council. Generally, candidates shall meet basic requirements as for pastor (paragraph 8.1), except that seminarians nearing graduation and entered in process for full and regular clergy standing may be considered. The term of office unless specified in the position description, shall be of indefinite duration, with termination by the Church Council or staff member on ninety days notice, or as mutually agreed.

8.1.4. HONORARY PASTORAL STAFF: Members of PUCC, not covered in foregoing paragraphs of this article, who are commissioned or ordained clergy or missionaries, whose credentials are current or, if retired or disabled, whose credentials were current at time of entering retired/disabled status, and have been neither surrendered nor revoked, may receive courtesy appointments as Pastoral assistants, without additional compensation or honoraria, except as may be provided in the budget for actual expenses for tasks assigned by the pastor, or that they may receive for weddings, funerals, pulpit supply, etc. While serving in this role, these persons would not also serve as officers, Ministry Core Team members, or caring ministers (deacons). The appointment is made on recommendation of the Pastor and Moderator and approved by the Church Council, and is of indefinite duration, with termination by termination of membership in PUCC, or by the church Council or appointee, upon written notice, by appointment to a compensated pastoral position in another church or ministry, or as mutually agreed.

8.2. THE MODERATOR is the lay leader of the Church, elected at the Annual Meeting for a two-year term. The Moderator will preside at the meetings of all Congregational Meetings and as chairperson of the Church Council with voice and vote on all matters. The Moderator will act as an advisory member in *ex officio* status on ministries, boards and committees. He/she will represent the Church on all official occasions along with the Pastor and will work closely with the Pastor in the administration of the Church. The Moderator, as lay leader of the Church and as chief executive officer has the primary signatory power on all legal documents for the congregation and corporation. If the Moderator is unable to exercise this power due to absence or illness, then this duty is vested in the other officers in the following order: Vice Moderator, the Clerk, and the Treasurer. If the Moderator is unable to serve at a particular meeting or occasion, the Vice Moderator will serve in his/her place for that particular event.

8.3. THE VICE MODERATOR. The Vice Moderator, elected at the Annual Meeting for a two-year term, becomes a member of the Church Council with voice and vote and can act as an advisory member in *ex officio* status on ministries, boards and committees. He/she will support the Moderator in his/her responsibilities and perform the duties of the Moderator if he/she is unable to attend a particular meeting or occasion.

8.4. THE CLERK. The Clerk, elected at the Annual Meeting for a two-year term, becomes a member of the Church Council with voice and vote. The Clerk will keep a faithful record of all proceedings of the Church and the Church Council, and keep such records current and available in a place where any member of the Church can see these documents. The Clerk is responsible for keeping a register with addresses of the members of the church, with dates and modes of their reception or removal in conjunction with the Church Secretary. Under the direction of the Clerk, the Church Secretary or other responsible person prepares and maintains records of marriages, baptisms, confirmations, and deaths.

8.5. THE TREASURER. The Treasurer, elected at the Annual Meeting for a two-year term, becomes a member of the Church Council with voice and vote. The Treasurer is the chief financial officer and guardian of all monetary assets of Pilgrims' United Church of Christ. The Treasurer will have custody of all deposited funds, pay all bills, and keep open and true accounts of all the fiscal transactions of Pilgrims' United Church of Christ under policies set by the Board of Trustees with the approval of the Church Council. The Treasurer prepares monthly statements for the Board of Trustees and the Church Council and a year-end financial report for the presentation at the Annual Meeting. The Treasurer will oversee the duties and outputs of the Assistant Treasurer.

8.6. THE ASSISTANT TREASURER. The Assistant Treasurer is elected for a two-year term in the same manner as the Treasurer.. The Assistant Treasurer works with the Treasurer and assumes all responsibilities in the absence or incapacity of the Treasurer, including attending and reporting at meetings of the Trustees and Church Council during such absence or incapacity.

8.7. THE FINANCIAL SECRETARY. The Financial Secretary, elected at the Annual Meeting for a two-year term, becomes a member of the Church Council with voice and vote. The Financial Secretary will keep confidential records of all pledges and contributions, count and/or supervise the counting of all monies received by the church from whatever source, deposit those funds in account(s) designated by the Trustees and approved by the Church Council, and provide accurate receipt and deposit records to the Treasurer. The Financial Secretary prepares monthly

statements for the Board of Trustees and the Church Council and a year-end report of receipts for the presentation at the Annual Meeting. The Financial Secretary will prepare and distribute quarterly reports of giving to all givers of record and will also prepare and deliver receipts for noncash contributions received by the church. The Financial Secretary will oversee the duties and outputs of the Assistant Financial Secretary and those Tellers appointed by the Board of Trustees to assist in counting and verifying receipts.

8.8. THE ASSISTANT FINANCIAL SECRETARY. The Assistant Financial Secretary is elected for a two-year term in the same manner as the Financial Secretary. The Assistant Financial Secretary works with the Financial Secretary and assumes all responsibilities in the absence or incapacity of the Financial Secretary, including attending and reporting at meetings of the Trustees and Church Council during such absence or incapacity.

8.9. STAGGERED TERMS FOR OFFICERS. The Moderator, Vice Moderator, Financial Secretary, and Assistant Financial Secretary shall be elected at the Annual Meeting occurring in odd-numbered years. The Clerk, Treasurer, and Assistant Treasurer shall be elected at the Annual Meeting occurring in even-numbered years.

ARTICLE 9: STANDING BOARDS AND COMMITTEES

9.1. GENERAL. Each standing board and committee elects its own Chairman, Vice Chairman and Secretary. The standing boards are the Board of Trustees and the Resource Board. Each board has voice and vote on the Church Council. In the absence of the Chairman of a standing board, the Vice Chairman represents the Chairman on the Church Council with power to vote in his/her stead. Members of boards are elected at the Annual Meeting for three-year terms. Term of office will be three years offset so that about one third of the board or committee members' terms will expire each year.

9.2. BOARD OF TRUSTEES. The Board of Trustees will consist of seven members.

9.2.0.1 Corporate: The Board has care and custody of all property of the church. It makes, establishes and enforces reasonable rules governing the use of church property. The Board has no power to buy, sell, mortgage, lease or transfer real property without authorization by vote of the congregation.

9.2.0.2 Financial: The Board has no power to borrow funds without authorization by vote of the congregation. The Board, subject to the approval of the Church Council, is in charge of implementing financial policy of the church including administration of the budget adopted by the congregation. It establishes procedures for the Treasurer's and Financial Secretary's conduct of his/her office, including requirements for periodic comparison and reconciliation of their records. Individual Trustees, and the Assistant Financial Secretary, on a rotating basis, shall act as Tellers to assist the Financial Secretary in counting and processing receipts and offerings.

9.2.0.3 Personnel With the advice of the Pastor, the Board will establish personnel policies for the non-clergy members of the church staff. The Board shall hear appeals of actions recommended to the Church Council by the Resource Board as to discipline, due process, and separation of staff. The Board, reviewing an appeal, may concur with the recommendations, or may send them back to the Resource Board for further consideration and possible resolution, before submitting them to the Church Council. An appeal may be heard once.

9.2.0.4 General The Board is responsible for the safe keeping of important documents and papers (e.g., bylaws, policy manual, deeds, mortgages, agreements, loans) relating to the church and its property. It is the duty of the Board to manage all gifts to the church whether or not restricted by the donor. The Board is responsible for the conduct and actions of the following committees and for appointing members and filling vacancies:

- Memorial Endowment Fund Committee
- Budget Committee
- Stewardship Committee
- Building and Grounds Committee

9.2.1. Memorial Endowment Fund Committee. To manage gifts not subject to directions or restrictions by the donor, the Board of Trustees will establish and appoint a Memorial Endowment Fund Committee consisting of five members of the Church, one of whom is a member of the Board of Trustees. Members may be re-appointed for additional terms. The committee members will choose one member to act as Chairman of the Committee. The Chairman will report committee action to the Board of Trustees.

The established fund or account designated as a Memorial Endowment Fund will be maintained separately from all other church accounts by the Church Treasurer. This fund will include all undirected legacies as well as legacies

directed for the Memorial Endowment Fund. All gifts not specifically designated by the donor for other purposes become part of the Memorial Endowment Fund.

The Memorial Endowment Fund Committee can recommend or reject gifts, which, by their very nature are too restrictive to be accepted for the Fund. The Memorial Endowment Fund Committee will serve as trustees of all Memorial Endowment Funds received by the Church. It has full authority to sell, transfer, lease or convey any tangible or intangible assets of the Fund for appropriate consideration. The Committee also will act to counsel and advise the members and friends of the Church to make memorial, directed and endowment gifts and bequests.

The Committee can use the income from the funds for projects approved by the Board of Trustees and Church Council, but income may not be used for routine operating expenses of the Church.

Similarly, the principal of the Fund will not be used for the routine operating expenses of the Church, but may be used for any other purpose by a majority vote of the Committee, Board of Trustees and the Church Council. Otherwise, the Committee will hold the Fund intact at all times.

The Committee will adhere to rules governing prudent investing, bearing in mind that preservation of capital is more important than return on investment.

9.2.2. Budget Committee. The Budget Committee includes the Pastor, Moderator, Vice Moderator, Treasurer, Clerk, and one representative each from each Ministry, the Board of Trustees, and the Resource Board. The representative from the Board of Trustees chairs this committee. No later than three months prior to the Annual Meeting, each ministry, board, and standing committee, and any other organization will present its budget to the Budget Committee. The Budget Committee then reviews and analyzes these budgets and submits a preliminary church budget at the October Church Council meeting for their review. If revisions are made following the close of the Stewardship Campaign, that proposed final budget, with Church Council approval, is presented to the Congregation for adoption at the Annual Meeting.

9.2.3. Stewardship Committee. The Stewardship Committee, consisting of five members appointed by the Board of Trustees, and the Chair of the Budget Committee as a liaison, is responsible for the annual stewardship campaign, following the Conference guidelines, and any other duties as directed by the Church Council or Board of Trustees. The Stewardship Committee reports directly to the Board of Trustees. The committee elects its' own Chairman, Vice Chairman and Secretary. Term of office will be three years offset so that about one third of the committee members' terms will expire each year.

9.2.4. Building and Grounds Committee. The Building and Grounds Committee oversees all activities related to maintenance and upkeep of the buildings and grounds, and reports directly to the Board of Trustees.

9.3. RESOURCE BOARD. The Resource Board consists of seven members. Term of office will be three years staggered so that about one third of the committee members' terms will expire each year.

9.3.1 as Nominating Committee The Resource Board will nominate candidates to fill each officer, deacon, and board member vacancy as it occurs. The Resource Board annually nominates candidates to fill each officer, Ministry Core Team and board member vacancy, including vacancies within the Resource Board, and will present its slate of candidates to the Church Council prior to the Annual Meeting. The slate of candidates may include persons for consecutive terms of offices, although the Resource Board will strive to introduce new persons to the roles of the various Church Offices. The Moderator will ask for further nominations from the floor at the Annual Meeting.

9.3.2 as Personnel Committee The Resource Board will oversee and administer personnel policies, safe church policies, and workplace rules and regulations. The Board, in cooperation with a position's supervisor will advertise for and qualify candidates for non-clergy staff positions, monitor job descriptions, evaluations, and merit raise recommendations. The Board, ensuring due process, will mediate clergy and non-clergy work-related disputes, settle disputes, if possible, and make recommendations for discipline, or disciplinary or regular separation, to the Church Council. In handling disputes concerning clergy staff, the Board will cooperate with and seek advice of the Pastoral Relations Committee.

9.4. PASTORAL RELATIONS COMMITTEE. The Pastoral Relations Committee consists of four appointed members and the Moderator who serves without a vote. The Pastor recommends two candidates and two candidates are recommended by the Moderator, who appoints the members to this committee. The committee will select one member to act as chairperson This committee supports and maintains a relationship between the Pastor and members of the congregation, meeting on a quarterly basis, or more often as need arises.

9.5 MINISTRY VISION TEAM The Ministry Vision Team consists of one member from the Core Team of each Ministry. Other members of the Ministries may be invited to work with the Team as their skills and talents provide, but a single Ministry should not be represented by more than two persons. The Team shall elect its own chair and secretary and meet as needed. The Team shall report its undertakings to the Ministries and, as appropriate, to Church Council.

9.5.1 The Ministry Vision Team shall facilitate the work of the Ministries where the interests of the Ministries overlap, shall take the spiritual pulse of the congregation from time-to-time, monitor the church's fidelity to our Mission and Purposes, and plan and organize all-church retreats, seminars, and other events to help the church maintain focus and purpose.

ARTICLE 10: THE CHURCH POLICY MANUAL

Church policies will be developed and reviewed periodically. Proposed policies and/or changes will be presented to the Church Council for revision and/or approval. After Church Council approval, each policy will be filed in the Church Policy Manual. The Clerk will keep the Church Policy Manual current and in a place easily accessible to all members of the congregation.

ARTICLE 11: INDEMNIFICATION

All officers, employees, directors, board member of any committee or entity serving within the Church, shall be indemnified for judgments, reasonable expenses, amounts paid, etc. for their personal liability for acts or omissions within the scope of their duties.

ARTICLE 12: FISCAL YEAR

The Fiscal Year of PILGRIMS' UNITED CHURCH OF CHRIST will begin on January 1 and run through December 31.

ARTICLE 13: AMENDMENTS

13.1. PROPOSAL: A resolution for a proposed amendment to these by-laws may be made by the Church Council or by twenty percent (20%) of the voting members of the Church to conform to the quorum requirement for a meeting. (See Article 5.)

13.2. NOTICE: The statement of the proposed amendment must be included by the Clerk in the call to the meeting at which the amendment is to be considered.

13.3. ADOPTION: A proposed amendment will be approved by the affirmative vote of a majority of the Church members present and voting as provided in Article 5.

ARTICLE 14: DISSOLUTION

PILGRIMS' UNITED CHURCH OF CHRIST and its monies, property, buildings, grounds, equipment, etc. will be forever devoted to religious purposes. No officer, member, or employee of the Church will receive a monetary benefit from the Church except reasonable compensation for services rendered in fulfilling one or more of its purposes. In the event of the dissolution of the Church, its property will become vested in, and its function as trustee, if any, administered by the Florida Conference of the United Church of Christ or its successor; or, in the event that this be impossible, by such Church or other Church organization organized and operated exclusively for religious or charitable purposes which the membership of Church will designate.

BY-LAWS ADOPTED ON December 6, 1998

BY-LAWS AMENDED ON:

April 9, 2000

December 3, 2000

June 23, 2002

April 6, 2003

June 4, 2006

January 28, 2007

June 10, 2007

January 20, 2008

December 13, 2009

April 29, 2012