

CONSTITUTION AND BY-LAWS
PILGRIM CONGREGATIONAL CHURCH OF DULUTH (UCC)

As Amended November 28, 1980

CONSTITUTION

Article I - Name

The name of this Church shall be Pilgrim Congregational Church of Duluth (UCC).

Article II - Purpose and Covenant

The purpose of this Church is to further the understanding of the principles of Jesus, and their application to character and conduct in the life of its members who are joined with each other in the following

COVENANT

We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord made known to us. We therefore join and covenant with each other to worship, work, and serve together as loyal disciples of Jesus, to live within the human community a life of righteousness and neighborly love, and to do all within our power to promote the reign of God's will in all human relations.

Article III - Government

Section 1. The government of this Church is vested in a body of believers who compose it, whose vote is final. It is amenable to no other ecclesiastical body.

Section 2. This Church, while it controls its own affairs, according to its understanding of God's word, yet recognizes the privilege of the communion of churches by seeking and extending that fellowship, sympathy, advice and cooperation which the law of Christ demands.

Article IV - Membership

Section 1. All persons desiring to unite with this Church, either upon confession of faith, or by letter from other evangelical churches, shall express such desire to the Minister, or a member of the Diaconate.

Section 2. If the applicant shall be approved by the Minister, and at least three members of the Diaconate, the applicant shall be received into membership by entering into covenant publicly at a stated meeting of the Church: provided, however, that such reception may be had in absentia in exceptional cases, with the approval of the Minister and the Diaconate.

Section 3. In any particular case the Minister, or a member of the Diaconate, may require the application to be referred to a meeting of the Diaconate called for that purpose, and the applicant may or may not be asked to appear before the meeting.

Section 4. Any persons who for their own reasons are not able to accept full membership in the Church may with the approval of the Minister and at least three members of the Diaconate be received as associate members of the Church and entitled to participate in Church activities but without the right to vote.

Section 5. The Church roll shall consist of (a) the Resident Membership Roll, (b) The Non-resident Membership Roll, (c) Associate Members, and (d) Inactive Members. The Resident Membership Roll shall include all members residing in the Duluth area who participate in the activities of the Church within their ability to do so and contribute to its support. Young people who are students in college - undergraduate or graduate, married or unmarried, shall be included in the Resident Membership Roll as long as their families reside in the Duluth area. The Non-resident Membership Roll shall include all members residing outside the Duluth area who are unable to participate in the activities of the Church because of distance. Inactive members shall include resident and non-resident persons who have been members at one time but no longer participate in the activities of the Church or contribute to its support. Inactive members will be placed on the Resident or Non-resident Membership Rolls upon renewing their activity in the Church or contributing to its support. Changes in membership status shall be made with the approval of the Diaconate and they shall review the membership roll periodically.

Section 6. Only members on the Resident Membership Roll and Non-resident Membership Roll shall be eligible to vote at regular or special meetings of the Church.

Section 7. Letters of dismissal and recommendation to evangelical churches shall be given to members in good and regular standing, who shall make a request therefor in writing, and the Clerk shall issue such letters upon the direction of the Minister. Members who remove their residence beyond Duluth are expected, ordinarily, to transfer their membership to some other church as soon as practicable. Other dismissals shall originate with the Diaconate and shall be approved by the Church.

Article V - Officers

Section 1. The Officers of this Church shall be a Minister, the Assistant Minister (if there be one), the Director of Christian Education (if there be one), sixteen members of the Diaconate, twelve members of the Board of Christian Education, nine Trustees, a Clerk, a Treasurer and a Moderator.

Each member of the Diaconate shall be elected for a term of four years, four to be elected at each annual meeting. After serving one full term, a member shall be ineligible for re-election for one year.

Eleven members of the Board of Christian Education shall be elected for terms of three years, three or four to be elected at each annual meeting. One member preferably a youth member shall be elected each year for a one year term. After serving two consecutive three year terms, a member shall be ineligible for re-election for one year. In addition to the elected members, the following shall be members ex officio: The Minister, the Assistant Minister, and the Director of Christian Education.

Each Trustee shall be elected for a term of three years, three to be elected at each annual meeting. After serving two consecutive full terms, a Trustee shall be ineligible for re-election for one year.

The Clerk and Treasurer shall each be elected annually.

Section 2. All officers shall be members of the Church, and shall be elected by ballot. All officers, except the Minister and Assistant Minister and the Director of Christian Education, shall serve until their successors are duly elected or appointed.

Section 3. The Minister and Assistant Minister, as soon as practicable, shall become members of the Church; the Minister shall have control of the pulpit and the exercises of public worship; shall preach the Word; shall administer the sacraments; shall have spiritual oversight of the congregation; shall be the director and supervisor of all activities of the Church, subject to the approval of the Diaconate in spiritual matters, and of the Board of Trustees in matters affecting the finances or physical property of the Church.

In calling a Minister or Assistant Minister, the following procedure shall be followed: The Diaconate shall name three members of the Church as a committee to nominate a pulpit committee of seven or more to select and recommend to the Church a Minister or Assistant Minister. The committee of three shall report its nominations to a regular meeting of the Church, at which time the Church shall, by majority vote, select the pulpit committee, adopting or rejecting, in whole or in part, as it may see fit, the nominations of the committee of three.

The pulpit committee so selected, shall as soon as practicable after due consideration, select and recommend to the Church a Minister or Assistant Minister at a meeting of the Church called by the Trustees upon request of the pulpit committee, notice of which meeting shall be given at least one week in advance from the pulpit, or by announcement in the Church Bulletin. Recommendation of an Assistant Minister shall be made only with the concurrence of the Minister. At such meeting the church, by a majority vote shall approve or reject the selection of the pulpit committee.

A Minister or Assistant Minister selected by the Church shall, upon acceptance, be either installed or recognized, as the Diaconate and the Minister shall determine.

Section 4. The Director of Christian Education, who may be an Assistant Minister, shall be chosen in the same manner as an Assistant Minister and shall initiate and supervise plans for the religious education work of the Church, including Sunday sessions of the Church School, and related activities under the direction of the Minister and the guidance of the Board of Christian Education.

The Director shall, as soon as practicable, become a member of the Church.

Section 5. The Diaconate shall aid the Minister in the planning and oversight of the services of worship, including the celebration of the Lord's Supper, providing the communion table and carrying the responsibility of the preparation for the communion service and taking care of the communion equipment; shall, in the absence of the Minister or a stated supply, provide temporary supply for the pulpit; shall have the responsibility for visits to the sick and needy; shall call upon new members and shall introduce new families into the life of the Church; shall review the membership roll periodically; and shall assist the Minister in the spiritual care of the congregation and in promoting the spiritual interests of the Church.

Section 6. The Board of Christian Education shall have supervision and direction of educational work of the Church. It shall consult with and assist the Ministers and the Director of Christian Education in the recruitment of teachers and in the determination of policies and selection of curriculum for the Church School.

Section 7. The Trustees shall see that they are legally incorporated according to the laws of the state; shall hold the property of the Church; shall cause to be prepared and presented to the Church an annual budget and shall superintend the raising of funds to meet the same. They shall have no power to buy, sell, mortgage, lease or transfer property without specific vote of authority by the Church, with suggestions touching its affairs for the ensuing year as they deem advisable.

Section 8. The Clerk shall:

1. Keep a faithful record of the proceedings of all business and special meetings of the Church.
2. Keep a roll of the Church members as provided for in Article IV.
3. Keep a record of baptisms.
4. Issue letters of dismissal upon the direction of the Minister.
5. Keep a file of all correspondence, all written reports and other valuable papers of the Church entrusted to the Clerk by the Board of Trustees or otherwise.
6. Make a written report at the Annual Meeting for its approval or correction.

Section 9. The Moderator shall preside at annual meetings and any special business meetings of the Church and meetings of the Church Council. Prior to each meeting the Moderator shall become familiar with the business to be taken up at the meeting. The Moderator shall be responsible to coordinate the operations of and to determine questions of jurisdiction among the Church Boards.

The Moderator shall be elected by the members of the Church at the time of the Annual Meeting. The term of office shall be two years with a maximum of two consecutive full terms.

In the absence of the Moderator, the Chair of the Diaconate shall serve as Moderator Pro-tem.

Article VI - Departments, Committees and By-Laws

Such departments, such committees, and such rules and regulations as may be desirable, may be established and defined by By-Laws; provided that no By-Law shall be adopted that is inconsistent with the provisions of this Constitution.

Article VII - Services and Meetings

Section 1. The Sunday services of the Church shall be held at such hour or hours as the Church may determine. Services on other days shall be held at such times as the Church may determine.

Such meetings, together with the Annual Meeting, shall be understood to be regular meetings of the Church.

Special meetings may be held at such times as the Minister and the Board of Trustees, or the minister and the Diaconate, may determine, notice of which shall be announced from the pulpit or published in the Church bulletin on the Sunday prior to such meeting.

Section 2. The Annual Meeting of Church shall be held on the second Wednesday in May in each year, or at such other date as may be set by the Minister and the Board of Trustees when the annual reports for the preceding year ended March 31 shall be submitted and the regular elections held. Notice of the Annual Meeting shall be published in the Church bulletin, or announced from the pulpit for four successive Sundays prior to such meeting.

Section 3. Business may be transacted at any regular meeting of the Church, or at a special meeting called by the Minister, by the Board of Trustees, or by the Diaconate, or on written request of ten members of the Church, provided that notice of such special meeting shall be given from the pulpit or published in the Church bulletin on the preceding Sunday.

At any duly called regular or special meeting of the Church at which a quorum is present a majority may determine that any question before the meeting is of such interest and concern to the Church that all members should vote thereon by mail. In such event, the meeting shall determine (a) the form of the ballot to be cast on such question or questions, (b) the date on which such ballots shall be mailed to the members, and (c) the day and hour by which ballots shall be returned to the Church office.

When a vote is so taken by mail, the Clerk shall cause ballots to be prepared and shall mail one such ballot to each member whose name appears on this current resident membership roll at his address listed therein, together with two envelopes, the first to be marked "Ballot Envelope", in which the ballot shall be sealed after being marked by the voter, and the second to be marked "Mailing Envelope", in which the ballot envelope with the ballot enclosed is to be deposited and mailed or delivered to the Church office. The ballot envelopes shall have no marks indicating the identity of the voter, but the mailing envelope must be endorsed by the signature of the member voting. At the time of mailing the ballots with such envelopes, the Clerk shall notify each such member of the date and hour by which the completed ballot, duly enclosed and endorsed, must be received at the Church office. On the day and immediately following the hour, by which ballots must be returned, they shall be opened and the vote canvassed under the direction of the Clerk and the result of the balloting declared and recorded. Any such member may be present when the vote is canvassed. Such a vote shall have all the effects of a vote taken at a regular or special meeting and a majority of the votes cast shall determine the question voted upon.

Section 4. Ten members of the Church shall constitute a quorum for church business.

Article VIII - Ordinances

The Lord's Supper shall ordinarily be celebrated on the first Sunday of February, Maundy Thursday evening, the first Sunday of June, October and December. The Lord's Supper shall be celebrated at such other times as the Minister and the Diaconate shall determine.

Article IX - Miscellaneous

In all elections of officers and of members of committees to be elected by the Church and in all matters calling for a vote by the members of the Church it shall be understood that ten members shall constitute a quorum, and a majority vote shall be a majority of the members present and voting.

Article X - Amendments

This Constitution may be altered or amended at any regular meeting or at any special meeting duly called for that purpose, provided that the proposed alterations or amendments shall be posted upon the Church bulletin board and attention called thereto from the pulpit or in the Church bulletin for three consecutive Sundays immediately preceding the meeting at which the proposed alterations or amendments are to be acted upon. A majority vote shall be necessary to alter or amend.

Article XI - When Effective

The Amended Constitution shall become effective from and after its adoption by the Church.

BY-LAWS

ARTICLE A - Departments

1. Women's Fellowship.

A department now known as the Women's Fellowship shall establish its own rules and regulations, select its own committees and pursue its activities with a view of carrying out the purposes of the Church as defined in Article II of the Constitution.

2. Church School.

Regular sessions of the Church School shall be held as designated by the Church.

ARTICLE B - Committees

1. Lookout Committee shall assist the Diaconate in visiting the sick and needy, specifically in the delivery of flowers to the sick and the shut-ins. It shall consist of five or more members who shall be appointed annually by the Chair of the Diaconate.

2. The Music Committee shall assist the Diaconate regarding music of the church and shall consist of six members, two to be elected for a three year term at each Annual Meeting of the congregation. After serving two consecutive terms, a member shall be ineligible for re-election for one year. The committee shall hold meetings at the call of the chairperson or the Minister or of two members of the committee.

The Committee, with the approval of the Minister, shall select the choir director or directors, who shall consult with the Minister in the selection of the music of the Church and the determination of the personnel of the choir. It shall have charge of the music and the property having to do with the music of the Church, and the disposition of the funds directed by the Board of Trustees therefor.

3. The Committee on Stewardship and Mission shall consist of six members, three to be elected directly by the congregation and one to be chosen by each of the following boards: Diaconate, Trustees, Christian Education. The three at large members shall be elected to three year terms, with the exception that in 1977 one person will be elected to a one year term, one to a two year term and one to a three year term. Subsequently one person shall be elected for a term of three years at each Annual Meeting. The members chosen by the respective boards shall be appointed on an annual basis. No member of the committee shall serve more than three consecutive years.

It shall be the function of the Committee to educate the congregation in the practice of Christian stewardship generally, and more particularly to keep the congregation informed of the work of the United Church of Christ and of other agencies to which Pilgrim Church is related. It shall be a further function of the Committee to review annually the Church's support of various enterprises extending beyond the local program of Pilgrim Church, to investigate requests received by the Church for financial support from denominational and nondenominational agencies, and to make recommendations to the Board of Trustees regarding the Benevolences Budget.

4. The Nominating Committee shall consist of nine members to be elected by the members of the Church for a term of three years each, three members of the Nominating Committee being elected at each annual meeting. After serving one full term, a member of the Nominating Committee shall be ineligible for re-election for one year. The Nominating Committee shall, in the process of nominating persons for election to the Nominating Committee, request from the Diaconate, the Board of Trustees, the Board of Christian Education, and the Women's Fellowship their suggestions as to possible nominees for election to the Nominating Committee, which suggestions the Nominating Committee shall consider but are not necessarily bound by. All meetings of the Nominating Committee shall be open to all members of the congregation with reasonable notice.

The Committee shall nominate one candidate for each office listed in Section 1 of Article V of the Constitution to be filled at any election. In the case of offices to be filled by election at the Annual Meeting, it shall cause its nominations to be posted on the bulletin board of the Church for at least three weeks prior to the Annual Meeting and published in the Church bulletin for three consecutive Sundays immediately preceding the Annual Meeting; in the case of offices to be filled by election at a special meeting, it shall cause its nominations to be so posted and published on the Sunday immediately preceding such special meeting. Any ten members of the Church may, not less than one week before the Annual Meeting, in writing request the Committee to add to such list another candidate for any office and when so requested, the Committee shall report such name or names with its own selections at the Annual Meeting. Nothing herein contained shall be construed to prevent any Church member from nominating from the floor at any election any other eligible person for any office to be filled at such election.

The Nominating Committee shall also nominate for election at the Annual Meeting of the Church delegates and alternates to represent the Church at meetings of the State Conference and District Association of the Minnesota Conference of the United Church of Christ.

5. The Personnel Committee shall be responsible to meet with all paid personnel of the Church at least once annually about the conditions of their work and any problems they may have in the service of the Church. It shall hear, consider, and subject to the Constitution and By-Laws, take such action as it shall deem advisable upon any complaint, grievance or suggestion which any member of the Church may make with respect to any minister or other paid staff person of the Church regarding the discharge of their duties. It may determine whether its proceedings in a particular personnel matter shall be held confidential. The Committee shall consist of five members, one to be designated as convenor, appointed at the beginning of each Church year by the chair of the Diaconate acting jointly with the chair of the Board of Trustees, one member of the Committee to be a member of the Diaconate, one to be a member of the Board of Trustees, one member to be from the Board of Christian Education, and two members to be of the Church at large.

6. The Church Council. The Church Council shall consist of the Moderator as Chair, the Minister, the Assistant Minister, the Director of Christian Education, the Clerk, who shall serve as secretary of the Council, the Treasurer, the chairs (or, in their absence, the vice-chairs) of the Diaconate and the Board of Trustees and the Board of Christian Education, the Chairs (or, in their absence, representatives) of standing committees, and the heads (or, in their absence, representatives) of auxiliary organizations.

It shall be the function of the Church Council to visualize the entire task of the Church, to advise the Minister on the general direction of the Church's activities, and to cooperate with him in the formulation of a well-rounded program. The Council may act for the Church in minor matters, always assuming that unless such action is taken with practical unanimity, it must have the confirmation of the Church. All officers, boards, committees and auxiliary organizations shall present their plans to the Church Council for their information and in the interests of coordinating the overall program of the Church.

Regular meetings of the Council shall be held not less than one time during each calendar quarter. Meetings of the Council shall be held at the call of the Moderator or, in the absence of the Moderator, by the Moderator Pro-Tem, or by the Minister.

ARTICLE C - Vacancies

In case of vacancies, by resignation or otherwise, in any office, board or committee, established by the Constitution or By-Laws, such vacancies shall be filled by the members by election, at a regular or special meeting of the Church, except as otherwise provided by the Constitution or By-Law. Such vacancies shall be filled within a three month period after the vacancy is created. Whenever a person shall be elected to any term for a period of time less than a regular term, said term shall be considered a full term if it is for a period of time equal to two-thirds or more of a regular term and shall not be considered a full term if it is for a period of time less than two-thirds of a regular term.

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ARTICLE D - Historian

An Historian shall be elected annually, who shall keep a journal of all occurrences of special interest to the Church.

ARTICLE E - Church Secretary

A Church Secretary, who shall have charge of the Church office, may be selected and appointed by the Minister, with the approval of the Board of Trustees.

ARTICLE F - Amendments

These By-Laws may be altered or amended at any regular or duly called special meeting of the Church, provided that any such proposed change shall, in substance, be printed in the Church bulletin, or announced from the pulpit, on the Sunday preceding such meeting. They may be temporarily suspended by a two-thirds vote of the members present and voting at any regular meeting.