

**ARTICLES OF ASSOCIATION**  
OF THE  
FIRST CONGREGATIONAL CHURCH OF CHARLEVOIX, MICHIGAN  
UNITED CHURCH OF CHRIST

**ARTICLE I**

The name assumed by this Corporation and by which it shall be known in law is  
“The First Congregational United Church of Christ” Charlevoix, Michigan

**ARTICLE II**

The location of said church and its registered office shall be 101 State Street,  
Charlevoix Michigan: The resident agent shall be the Moderator (President) of the  
church

**ARTICLE III**

The time for which said Corporation shall be vested shall be in perpetuity

**ARTICLE IV**

The participants of said church shall worship and labor together according to the  
faith and practices of the United Church of Christ

**ARTICLE V**

The names of the incorporators as set forth in the Article IV of the initial Articles  
of Association remain unchanged

**ARTICLES VI**

Upon dissolution of the church, its assets and all property and interests which it  
possesses, including any device, 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 Michigan Conference of the United Church of Christ

# By Laws

## ARTICLE I COVENANT

“Our church community seeks to embody God’s Spirit and live the teachings of Jesus. We offer a sense of belonging to each other and to all our neighbors, as we build a just and sustainable world for all.”

## ARTICLE II CHARACTER

The government of this church is vested in those who participate in and run its many ministries. It is subject to no other ecclesiastical body but recognizes and sustains the obligation of the mutual counsel and cooperation with other churches of the denomination through the fellowship of the Association, the Michigan Conference, and the General Synod of the United Church of Christ.

## ARTICLE III

### PARTICIPATION

#### A. Definitions

Participation in this church is defined as: any involvement in any of the ministries, events, or programs of the church

First Congregational Church/UCC of Charlevoix understands that the idea of “membership” carries with it many associations, both positive such as a sense of belonging and of family, and negative such as being exclusionary and subject to the judgment of others. Any who participate in the life and work of this church and feel uplifted by the concept of membership are fully supported in being members, in their own eyes and anyone else’s. Any who so participate and feel a burden to their joy and enthusiasm from the concept of membership are likewise fully supported in being here with no such label. The church makes absolutely no distinction of worth or welcome based on an individuals’ concept of membership.

#### B. Reception

1. Persons become participants in our congregation by participating and may be added to our mailing list if they so desire.
  - a. Baptism and Confession of Faith are optional but not necessary for participation in our faith family
  - b. Letters of Transfer from other Christian churches are welcome but not required
2. Participants may, if they so desire, receive instruction in the history and practices of The United Church of Christ by the Pastor or designated body

#### C. Forms of Participation

Include but are not limited to:

1. Those participating in the worship and work of the church
2. Supporting this congregation’s local, national, or global benevolences and/or its general budget
3. Caring for the well-being of other participants of the congregation

4. Caring for the well-being of others not connected to this church equally as God's people
5. Voice and vote at all duly called meetings of the Congregation

#### **D. Discontinuing Participation**

Participants may discontinue their affiliation with this congregation by:

1. Ceasing to participate in its events, ministries, and programs
2. Letter of Transfer from another Christian church at the request of the participant
3. Written or verbal request of the participant directed to the church office that his or her name will be dropped from the mailing list.

## ARTICLE IV

### OFFICERS, BOARDS, COMMITTEES AND COORDINATORS

Officers, Boards, and Committees, are ideally elected at the Annual Election Meeting in October; vacancies may be filled at other times, as necessary

Acceptance of any of the below offices carries with it the implicit acceptance of discretion and confidentiality

\*For the purposes of these bylaws, the word bi-monthly means every other month

1. Moderator
2. Vice- Moderator
3. Clerk
  - a. Assistant Clerk (when necessary & available)
4. Treasurer
  - a. Assistant Treasurer (when necessary & available)
5. Financial Secretary
6. Special Gifts, Memorials, and Endowments Treasurer
  - a. Assistant Special Gifts, Memorials, and Endowments Treasurer
7. Church Council
8. Board of Trustees
9. Outreach
10. Diaconate

11. Personnel Committee
12. Nominating Committee
13. Childcare Coordinator (when necessary & available)
14. Coordinator of Ushers and Greeters
15. Historian (when available)
16. Ad Hoc Committees and Event Planning Teams

### **1. Moderator**

Purpose: To serve as the resident agent for the Articles of Incorporation

#### A. Term

1. Elected for one two-year term
2. May not be re-elected without being off Council for at least two years

#### B. Duties

1. Preside over the Congregational meetings of the church and Church Council meetings
2. Assist the pastor with insight and reflection on matters concerning the church
3. Sign contracts on behalf of the church with the Chair of the Board of Trustees

### **2. Vice- Moderator**

Purpose: To assist the Moderator with his/her duties and to stand in for the Moderator when necessary

#### A. Term

1. Elected for one-year term
2. Eligible for re-election to a second one-year term only
3. Eligible to be nominated to the position of Moderator at the end of his/her term

#### B. Duties

1. See 1.B. above

### **3. Church Clerk**

Purpose: To keep accurate records of all participants, their baptisms, marriages, deaths, and of the business meetings of the church

A. Term

1. One Year

B. Duties

1. Record all new participants, total participants, baptisms, marriages, and deaths, and present statistical totals to annual meeting of the congregation in January and to the United Northern Association as well
2. Record all minutes at Church Council as well as Annual Meeting, and any other called Congregational meetings of the church.
3. Encourage the submission of all committee/board minutes to the church office
4. Issue letters of transfer and recommendation for participants when requested to do so by participants or other churches

3 a. **Assistant Clerk** *(when available and/or deemed necessary by the council or the clerk)*

Purpose: To assist the Clerk and serve in the Clerk's absence under the same parameters of Article IV Section 3

A. Term: One Year

4. **Church Treasurer**

Purpose: To serve as custodian of the general funds of the church and disperse church funds in accordance with the procedures established by the Board of Trustees

A. Term: One year

B. Duties

1. Receive all funds entrusted to the Treasurer's care
2. Keep an account of receipts and disbursed funds with vouchers for expenditures, providing updates to the Board of Trustees at least annually
3. Serve as ex officio member of the Board of Trustees
4. Provide monthly financial reports to both the Church Council and the Board of Trustees

4a. **Assistant Treasurer** *(when available and/or deemed necessary by the Board of Trustees or Council)*

1. An Assistant Treasurer may be appointed from time to time by Church Council; the Assistant Treasurer shall assist the Treasurer in the duties of that office and take the place of the Treasurer when necessary

## 5. Financial Secretary

Purpose: To assist the Treasurer

A. Term: One year

B. Duties

1. To receive all offerings, special collections, and payments for deposit in the bank and give a copy of the deposit slip to the Treasurer
2. Keep accurate records of all identifiable contributions
3. Furnish each contributor with a personal quarterly report

## 6. Special Gifts, Memorials, and Endowments Treasurer

*(when available and/or deemed necessary by the Board of Trustees)*

\*This office may be combined with the Financial Secretary whenever possible

Purpose: To receive deposits, acknowledge, and keep record of all contributions given to Special Gifts, Memorials, and Endowments

A. Term: One year

B. Duties:

1. Keep accurate records of all contributions and funds
2. Send an acknowledgement of the gift to the donor and notify the person/family in whose name the gift was given
3. Ensure that the funds spent are in accordance with the Special Gifts, Memorials, and Endowments Policy as adopted or amended by the Church Council

6a. Assistant Special Gifts, Memorials, and Endowments Treasurer

Purpose: see purpose above

A. Term: see 6.A. above

B. Duties: see 6.B. above

### \* Confidentiality

Knowledge regarding donor financials (i.e. who donates and how much)

shall be limited to the following people: Financial Secretary, Treasurer, Chair of Trustees, and Stewardship Chairperson. In the instance of an unpaid pledge, the treasurer and financial secretary may consult with the pastor to be sure there are no extenuating circumstances. Acceptance of any of the financially related offices carries with it the implicit acceptance of discretion and confidentiality.

## **7. Church Council**

Purpose: To serve as the governing body of the church and to engage in long range planning and big picture thinking.

### **A. Terms and Participants**

1. Moderator, Vice Moderator, and 3 other elected participants from the congregation at large
2. The congregation at large participants are eligible to serve two-year staggered terms, with one elected participant's term to coincide with the Moderator's
3. Eligible for reelection for a second term of two years but not a third term until a lapse of two years
4. The pastor and clerk serve as ex-officio participants.
5. Committee chairs, officers, and Ad-Hoc group participants may meet with council as needed; such groups are also required to submit reports and updates on their work to Council on a bi-monthly basis.

### **B. Duties**

1. Meet at least bi-monthly to coordinate & support the overall ministry of the church, and periodically work with the pastor in developing the church's overarching vision and priorities; only 5 persons can vote on matters at the council meeting. Any other attendees can comment on the agenda but are not able to vote.
2. Meet in November with outgoing committee chairs for review
3. Meet in February with incoming committee chairs for orientation

## **8. Board of Trustees**

Purpose: To manage the investment and use of church funds and property

### **A. Terms and Participants**

1. 5 elected participants.

2. 3-year staggered terms with no more than 2 to serve concurrently, if possible.
3. Eligible for re-election to a second term of three years, but not a third term until after at least two years have passed.
4. The Church Treasurer will serve as an ex-officio participant.
5. The election of a chairperson and secretary may take place prior to or during the February meeting
6. The Treasurer of Special Gifts, Memorials and Endowments may attend at least two B.O.T. meetings a year for communication purposes and as an ex-officio participant

#### B. Duties

1. Meet at least bi-monthly and exercise general oversight of the business affairs of the church, including maintenance and repair of the church property
2. To manage the investment and use of church funds, including the authorization and payment of bills and salaries
3. Make all decisions concerning money matters of the church in coordination with the Church Treasurer
4. Approve all fundraising activities of the church
5. Prepare an annual budget in consultation with the Church Council and the Church Treasurer to be presented at the Annual Meeting in January for approval
6. Appoint an auditor to assist in financial oversight
7. Coordinate with the Treasurer regarding Special Gifts, Memorials, and Endowment's Treasurer on planned expenditures over \$500
8. Approve capital expenditure vouchers for over \$500; such vouchers require the signatures of the Treasurer and a Trustee

#### 9. Outreach

Purpose: To promote interest in systematic giving to local, regional, national, and global organizations and causes consistent with the ministries of the congregation, and, whenever possible to encourage and facilitate physical participation in these organization and causes

#### A. Terms and Participants

1. 3-5 participants, preferably in equal numbers of males and females and a balance of seasonal and year round residents
2. 2-year term
3. Eligible for re-election to a second term of two years, but not a third term until after a lapse of two years
4. Outreach Committee will elect their chairperson before or during the February meeting

#### B. Duties

1. Meet at least bi-monthly to educate church participants about opportunities for service in the local community, in our country, and internationally
2. Submit an annual budget of outreach and projects to the Board of Trustees
3. Promote active participation in Outreach ministry opportunities
4. Support the four annual denominational offerings: One Great Hour of Sharing, Neighbors in Need, Strengthen the Church, and the Christmas Fund offering

### 10. Diaconate

Purpose: To provide caring support to participants in this congregation, and, whenever possible, to those in the larger Charlevoix community

#### A. Terms and Participants

1. 4-6 deacons, preferably an equal number of males and females and a balance between seasonal and year round residents
2. 2-year, staggered terms
3. Eligible for reelection to a second term of 2 years but not a third term until after a lapse of two years
4. Election of their Chairperson before or during its February meeting

#### B. Duties

1. Meet at least bi-monthly to provide caring support to the participants in this congregation
2. Provide welcome and involvement opportunities for new

participants

3. Provide materials and prepare the table for the Lord's Supper
4. Prepare and submit an annual budget to the Board of Trustees
5. Provide caring support to the larger Charlevoix community

## 11. Personnel Committee

Purpose: To serve as the liaison & provide support for the pastor, staff, and congregation: To review job performance and job satisfaction annually for all paid employees and aid in filling staff vacancies as requested by the pastor or Church Council

### A. Terms and participants

1. 3-5 participants
2. Two-year, staggered terms
3. Eligibility to serve a second term but not a third term until at least two years have passed
4. Election of its chair before or during its February meeting

### B. Duties

1. Make recommendations regarding staff salary considerations and other matters to all Board of Trustees and Council
2. Review job performance with pastor and staff on yearly basis  
\* Duties 1 and 2 are to be completed by September 15<sup>th</sup>
3. Interview the pastor and staff concerning job satisfaction at least annually and when deemed necessary
4. Work with other boards or committees concerning personnel matters of staff or pastor that fall under their jurisdiction
5. Investigate and interview new candidates for vacancies on church staff as requested by the pastor and/or church council

## 12. Nominating Committee

Purpose: To find persons among the participants who will serve the church in the offices, committees, and boards where there will be vacancies the following year

### A. Terms and participants

1. 2-4 participants

2. Two-year, staggered term
3. May serve no more than 2 consecutive terms and must step aside for at least 2 years
4. The nominating committee will elect its chair before or during its February meeting

#### B. Duties

1. Develop a slate of nominees to fill the vacancies of the Boards, Committees, and offices of the church, preferably in equal number of males and females and balanced between seasonal and year-round residents and then present its slate to the Church Council in September for approval
2. Present the slate in the church bulletin no later than the Sunday proceeding the Fall Annual Election Meeting
3. Present the slate of names to the participants of the church at the Annual Election Meeting
4. Call for additional nominees from the floor at the Annual Election Meeting only if absolutely necessary

### 13. **Childcare Coordinator** *(when deemed necessary by the council)*

Purpose: To care for nursery needs as necessary

#### A. Term

1. Recommended annually by the Council or its designee
2. Term shall begin on September 1 and continue through August 31 of the following year

#### B. Duty

1. To provide for the safe care of children in keeping with all Safe Church Policies

### 14. **A Coordinator of Ushers and Greeters**

Purpose: shall be elected at each Annual Election Meeting. It shall be the Coordinator's duty to recruit and train two people for each Sunday worship service who will serve as both ushers and greeters and collect the offering

**15. Historian** (when available)

Purpose: Shall be elected at each Annual Election Meeting: It shall be the Historian's responsibility to keep and organize the historical records of the church and to share and celebrate the church's documents and history

**16. Ad Hoc Committees & Event Planning Teams**

Such groups may be created by the Church Council or initiated by participants for special finite projects in consultation with the council; Should any group require a budget, that budget must be approved by the Board of Trustees; all such groups must report their business in writing to the council on a bi-monthly basis; when the mandate or mission of any such group is completed, it may be dissolved either by a vote of the Church Council, or the group's participants

## ARTICLE V PASTOR AND STAFF

(Specific job descriptions and duties can be obtained in the church office.)

**1. Pastor**

Purpose: The Pastor is charged with the spiritual welfare of the church and administration of the activities of the congregation in cooperation with the various elected and appointed Boards and Committees

**A. Term**

1. The Pastor is called or dismissed by a majority vote of the participants present at a meeting called for that purpose in accordance with Article X
2. The call is for an indefinite period
3. The relation between Pastor and people may be dissolved by either the Pastor or the Church giving three (3) months' notice
4. Details of the Pastor's call agreement, job description, and evaluation shall be the responsibility of the Personnel Committee

**2. Ministers/Directors of Music**

Purpose: To serve the church by developing, coordinating, and administering an effective and well-rounded music program and providing leadership to and supervision of staff members and volunteers involved in the ministry

**3. Custodian**

Purpose: To perform and oversee routine maintenance of church building and grounds

**4. Office Manager**

Purpose: To serve as the Pastor's secretary, facilitate the day-to-day operations of the church office.

## ARTICLE VI

### VACANCIES AND YOUTH PARTICIPATION BOARDS

1. When any participant of Boards or Committees listed in Article IV is unable to or ceases to participate in the committee's work, his/her position may be considered vacant by the Chair of the Committee
2. Should any participant of Boards or Committees listed in Article IV choose to resign, such resignations may be acted upon by Church Council
3. Vacancies in any of the Offices, Boards, or Committees named in Article IV may be filled by the Church Council, with the replacement(s) serving until the Annual Election Meeting
4. Youth Participants of the church may serve on any church Board or Committee for a one-year term at the discretion of the Church Council

## ARTICLE VII

### SACRAMENTS

The United Church of Christ celebrates two (2) sacraments: The Lord's Supper (Holy Communion) and Baptism.

1. **The Lord's Supper** shall be celebrated at least four times a year. It is prepared by designees of the diaconate or pastor and served to all who wish to receive it; the elements may be served to the congregation either in the pews or by intinction
2. **Baptism of infants and children** shall be arranged with a Minister and the Diaconate: Active participation of the parents of children to be baptized is encouraged but is not a requirement; adults who have not already been baptized may be baptized upon request and upon consultation with the pastor; baptism is an act and promise of the entire faith community, therefore private baptism is discouraged

## ARTICLE VIII

### MEETINGS

1. **Annual Financial and Program Report Meetings** shall be held during the month of January for the purpose of receiving and approving the financial reports from the previous year (the church year, for all purposes, being January 1<sup>st</sup> through December 31<sup>st</sup> of the same year); adopting a budget for the current fiscal year; receiving the work of the various Offices, Boards, Committees, and organizations in the church, and to do other business outlined in the meeting call
2. **Annual Election Meeting** shall be held during the month of October for the purpose of electing Officers, Boards and Committee members for the following calendar year, and to do other business specifically outlined in the meeting call
3. **Special Meetings** shall be called in the manner specified above for the calling of either Annual Meeting upon request of the Pastor, of the Church Council, or by written application of any twelve qualified participants

4. **All Regular and Special Meetings** shall ordinarily be conducted in accordance with Roberts Rules of Order; a written agenda and meeting packet shall be provided to the congregation for all such meetings; all annual and special meetings of the congregation must be announced from the pulpit at least twice, beginning two weeks prior to the meeting

## ARTICLE IX QUORUM

Participating voters equal in number to ten percent (10%) of the participants of the church shall constitute a quorum at any meeting of the church; a simple majority of the appointed participants of a Board or Committee shall constitute its quorum

In certain circumstances, voting by email may be necessary. In such cases, Roberts Rules of Order may be suspended to the extent of not requiring a unanimous vote for approval.

## ARTICLE X AMENDMENTS

These Articles of Association and By-laws may be amended by two-thirds (2/3) vote of the participants present and voting at any Annual Meeting of the church or at a meeting called for that purpose, the proper notice having been given as required by Article IX

Updated with all amendments incorporated: September 30, 1983; September 1985; September 1986; September 1990; September 1992; June 13, 1993; October 16, 1994; January 2006; January 23, 2011. *March 24, 2021*