

COMMUNITY CHURCH OF SEBASTOPOL,
UNITED CHURCH OF CHRIST

Sebastopol, California

BY-LAWS

updated November 13, 2011

ARTICLE I: NAME

The name of this church shall be The Community Church of Sebastopol, State of California.

ARTICLE II: MISSION STATEMENT

The Mission of The Community Church is to be a community in which we worship God and share the love of Jesus Christ. We seek to teach the message of Jesus to all ages and to put our faith into action. We cherish, honor, support and serve each other and the world, in all our diversity.

We thank God for the diversity among us. We affirm that every person has worth as a special and unique creation made in God's image. As Christians, we experience God's reconciling love. In response, we seek to embrace justice and to stand with all who suffer discrimination, isolation and alienation. In this spirit, our family of faith is open to all. We welcome and affirm people of every religious background, sexual orientation, family composition, physical and mental ability, ethnicity, age and gender.

We encourage all people to participate fully in every aspect of our church's life and ministry, sharing in worship, fellowship, membership and leadership. We celebrate the variety of talents and perspectives which continue to enrich us as we journey together in this community of faith.

ARTICLE III: GOVERNMENT

SECTION A: MEMBERS

The government of this church shall be vested entirely in its members. Elected officers are to be members of the church.

SECTION B: AFFILIATION

This church shall be affiliated with the United Church of Christ

SECTION C: MEETINGS

- 1) Number. The church shall hold no less than one (1) business meeting each year. The meeting shall be held within four (4) weeks after the beginning of the year for the purpose of receiving the annual reports of officers, organizations, boards, and committees; announcing plans for the new year, election of officers and adopting the budget for the following year; and for the transacting of other business.
- 2) Special Meetings. Special meetings may be called by the Church Clerk upon request of a Minister, the Council, or five percent (5%) of the active members.
- 3) All regular and special meetings of the church shall be announced from the pulpit or in the church Bulletin on two (2) Sundays immediately preceding the meetings. In addition, written notice to active members, for the purpose of assuring attendance, shall be distributed not later than five (5) days preceding the meeting.
- 4) Quorum. A quorum for all meetings shall consist of those present, after all members have been duly notified.

ARTICLE IV: STATEMENT OF FAITH AND COVENANT

SECTION A: UNITED CHURCH OF CHRIST STATEMENT OF FAITH (ADAPTED BY ROBERT V. MOSS)

We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the world into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator.

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

God calls us into the Church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, 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.

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end. Blessing and honor, glory and power be unto God. Amen.

SECTION B: COVENANT

The members of the church, with all the faith our Christian growth makes possible, do covenant together in the presence of God:

- 1) To give ourselves unreservedly to God's services, and to take this to be our church;
- 2) To walk with the other members of this church in faithfulness and Christian love;
- 3) So far as able, to attend the services of this church, to observe its sacraments and to share in its work, give systematically for its support and benevolence; and
- 4) To make it a fruitful body of Christians in the community and the world.

ARTICLE V: MEMBERSHIP

SECTION A: JOINING

Membership shall be attained by (1) confession of faith; (2) reaffirmation of faith; or (3) presentation of letter of transfer.

SECTION B: MEMBERS SHALL BE CLASSIFIED AS FOLLOWS:

- 1) **ACTIVE.** Those who have chosen to share in the spirit and attitude of the church covenants and to participate in the life and program of the church. Active members may vote at any regularly called meeting of the congregation.
- 2) **ASSOCIATE.** Those who are members of another church, but who join this church may hold joint membership with another church. Associate members shall have all rights and privileges accorded to active members.
- 3) **INACTIVE.** Those, who for some period of time, choose to withdraw from all participation in the activities of this church but desire to be retained as members. Such persons, on their request to the Clerk, may be placed on an inactive membership roll. Active membership may be regained at any time by request. Inactive members shall have no vote at congregational meetings.

- 4) **FRIENDS OF THE CHURCH.** Those who wish to participate in the activities of this church but, who for whatever reasons, do not wish membership. Such persons are welcome in all respects but shall not vote at congregational meetings.

SECTION C: TERMINATION

- 1) Membership may be terminated upon request to and by vote of the Diaconate Board, by Letter of Transfer, or by release from membership at member's or Council's request.
- 2) Non-Communicating. Members whose addresses have been unknown for a long time or who, for a period of two (2) years, in spite of kindly reminders, have not communicated with the church or contributed to its support, may by vote of the Diaconate Board, be dropped from the active list.

ARTICLE VI: CHURCH STAFF

SECTION A: PASTORAL STAFF

- 1) Minister(s)
 - a) The minister(s) shall be in charge of the worship and spiritual welfare of the church, with the assistance of the Diaconate Board. The minister(s) shall be guided by the terms of their individual calls. The minister(s) shall be ex-officio member(s) of all boards and committees.
 - b) In the event the church should be without minister(s), or anticipate being without minister(s), it shall be the responsibility of the Moderator and Council to nominate church members for a Pastoral Search Committee. All active and associate members may submit or have their names submitted for nomination to the Pastoral Search Committee.
 - c) Pastoral Search Committee: The Pastoral Search Committee shall be elected by the congregation to seek a candidate for the office of minister. The Pastoral Search Committee shall be composed of at least twelve (12) members. The Pastoral Search Committee shall present to the congregation the name of the candidate it recommends. A two-thirds (2/3) vote of the voting members present constitutes a call.
 - d) The minister(s) shall be called for an indefinite period. Upon selection, a written call shall be made setting forth the conditions of employment. The call shall be reviewed annually between the minister(s) and the Pastoral Relations Committee.
 - e) In order to terminate this relationship, sixty (60) days notice shall be given by either party. The church may at any time by majority vote of voting members at a congregational meeting duly called for the purpose, request the minister's resignation.
 - f) In the event an Interim minister is needed, Council shall appoint an Interim Committee.

SECTION B: LAY STAFF

Lay staff are responsible for supporting the congregation in work not normally the responsibility of the minister(s). Lay staff may be hired for work in areas such as finances, administration, secretarial, music, property maintenance, etc.

- 1) The Personnel Committee, in consultation with the minister(s) and a representative from appropriate boards, shall be responsible to recommend to the Church Council its selection of staff to handle these lay positions. Job descriptions shall be kept current by the Personnel Committee.
- 2) When lay staff are church members, they may not serve on any committee with supervisory authority over their work. There may be further restrictions set by the Personnel Committee for some positions.

SECTION C. DIRECTOR OF CHRISTIAN EDUCATION

The primary duty of the Director of Christian Education is to develop the Sunday morning children's program. This includes developing a "Kids Church" program that incorporates liturgical and season themes similar to those used in morning worship for children grades 1 to 5 and developing and maintaining a Sunday morning program for Jr. and Sr. High students. The Director will recruit, train, assist and support

Kids Church leaders; supervise and support Sunday morning Nursery staff; work with the Board of Christian Education to establish policies and goals; participate in planning and leading summer activities such as Vacation Bible School (MADD Camp). The Director will also attend staff and Christian Education meetings and will participate in Outdoor ministries, intergenerational events, and worship as appropriate.

ARTICLE VII: OFFICERS

SECTION A: MODERATOR

- 1) The Moderator shall be the lay leader of the church
- 2) The Moderator shall preside over the Church Council and shall preside at all business meetings of the congregation.
- 3) The Moderator shall be an ex-officio member of all committees.
- 4) The Moderator shall serve a one (1) year term. After serving one term, the Moderator shall be ineligible for re-election for a period of one (1) year.
- 5) The Moderator shall serve as a voting delegate and representative of the Congregation and Council to the Golden Gate Association and the Northern California-Nevada Conference of the United Church of Christ.
- 6) The Moderator shall form the core of a long range planning committee for the Community Church of Sebastopol along with the Vice-Moderator, immediate past Moderator and the four Members-at-Large.
- 7) The immediate past Moderator shall serve as a voting member of the Church Council for one term following his/her term as Moderator.

SECTION B: VICE-MODERATOR

- 1) The Vice-Moderator shall assist the Moderator and Minister(s) wherever possible and shall discharge the duties of the Moderator in the Moderator's absence.
- 2) The Vice-Moderator serves a one (1) year term, and shall succeed the Moderator at the expiration of the Moderator's term of office.
- 3) The Vice-Moderator shall serve as a voting delegate and representative of the Congregation and Council to the Golden Gate Association and the Northern California-Nevada Conference of the United Church of Christ.
- 4) The Vice-Moderator shall form the core of a long range planning committee for the Community Church of Sebastopol along with the Moderator, immediate past Moderator and the four Members-at-Large.

SECTION C: CLERK

- 1) The Clerk shall keep a faithful record of the proceedings of the congregational meetings and of the church Council, and keep all statistics concerning membership, the sacraments, and special services of the church.
- 2) The Clerk shall be responsible for preparing a summary of Council meetings for publication in the newsletter.
- 3) The Clerk shall be elected annually.

SECTION D: MEMBERS-AT-LARGE

There shall be four Members-at-Large elected to serve as advocates for congregational concerns.

Members-at-Large shall serve for a term of three (3) years on a staggered term basis. Member shall be nominated by the Nominating Committee and voted upon at the Annual Meeting.

Except for nomination, procedure as set forth in Article IX, introductory paragraph, shall apply.

SECTION E: DELEGATES

The Moderator and Vice Moderator shall serve as delegates and representatives of the Congregation and Council to the Golden Gate Association and the Northern California-Nevada Conference of the United Church of Christ.

These delegates shall be the preferred delegates to the Golden Gate Association meetings and the annual meetings of the Northern California-Nevada Conference of the United Church of Christ. If a delegate is unable to attend any meeting, the Council shall appoint an alternate. In addition, a youth delegate may be elected by the Senior High Pilgrim Fellowship. The youth delegate must be an active church member.

The moderator, vice-moderator, immediate past moderator and the four members at large form the core of a long range planning committee and they represent the church in the wider UCC as voting delegates

ARTICLE VIII: COUNCIL

SECTION A: DUTIES

The Council shall:

- 1) Be the policy-making body of the membership. All boards and committees shall report to and be directly responsible to the Council.
- 2) Review and act on the financial condition of the church at every regular meeting.
- 3) Review and act on the Annual Budget for submission at the Annual Meeting.
- 4) Appoint standing and ad hoc committees as shall be necessary.
- 5) Fill vacancies of elected officers, board, and committees to serve until the Annual Meeting.

SECTION B: MEETINGS

The Council shall have open meetings.

SECTION C: MEMBERS

The Council shall be made up of the following voting members or designee(s):

Minister(s)

Moderator

Vice-Moderator

Clerk

Three Members-at-Large

The immediate past Moderator

One representative from Women's Fellowship

One representative from Senior High Pilgrim Fellowship

One voting representative from each standing board and committee, except Personnel (A standing board or committee is one with members nominated by the Nominating Committee and voted on at the Annual Meeting. The boards and committees are listed in the Addendum: Boards and Committee. This Addendum shall be reviewed each year for accuracy by the Nominating Committee.)

SECTION D: QUORUM

A quorum shall consist of half-plus-one of the total number of persons on Council.

ARTICLE IX: BOARDS AND COMMITTEES

Members of all boards and committees, unless noted otherwise, shall serve for a term of two (2) years on a staggered term basis. One-half of the members shall be nominated by the Nominating Committee and elected at the Annual Meeting. All boards and committees shall provide the Nominating Committee with a description of duties for those serving.

After serving one (1) full term, an elected member shall be eligible for reelection for a second full term of two (2) years. After serving two (2) full terms, the elected member shall be ineligible for reelection for a period of one (1) year. Vacancies in any board or committee may be appointed by the Council. Replacements by the Council shall be announced in the church bulletin. The term of office for a replacement shall be until the next Annual Meeting.

All members of boards and committees shall be active or associate church members. Each board and committee shall prepare a report to be included in the Annual Meeting Report.

The meetings of boards and committees shall be open, except for committees dealing with personnel issues, such as Personnel, Pastoral Relations, or Pastoral Search.

The standing boards and committees of the church are listed and described in Addendum A: Boards and Committees, and attached hereto and made a part hereof.

ARTICLE X: MISCELLANEOUS

SECTION A: RULES OF ORDER

All meetings shall be conducted under recognized rules of parliamentary procedure as contained in Robert's Rules of Order (current revised edition).

SECTION B: FINANCIAL REVIEW

The financial records shall be audited every other year by a committee appointed by Council and whenever there is a change in personnel handling church finances. The congregation, the Council, or the Board of Trustees may require additional audits at their discretion.

SECTION C: AUXILIARY ORGANIZATIONS

All auxiliary organizations shall be authorized by and responsible to the Council.

SECTION D: FISCAL YEAR

The fiscal year shall coincide with the calendar year.

SECTION E: CHECK DISBURSEMENT

All checks issued by the Financial Secretary and all bank accounts shall bear two signatures. The signatures of any two (2) of the following are required: Moderator, Chair of the Board of Trustees, Clerk, Financial Secretary, and Office Manager.

SECTION F: CONTRACT APPROVAL

The Council and/or congregation must furnish approval of contracts and/or agreements. The signatures of any two (2) of the following are required on such documents: Moderator, Vice Moderator, Chair of the Board of Trustees, and the Financial Secretary.

SECTION G: AMENDMENTS

Adoption, amendment, or repeal of the By-Laws shall require a majority of voting members present at a regularly called congregational meeting. Any proposed amendment shall be sent in written form to all active and associate members of the congregation at least ten (10) days prior to the date of the meeting.

SECTION H: RATIFICATION

Upon ratification of these By-Laws by a majority vote of the members present at a meeting called for this purpose, the By-Laws shall become effective January 1, 1985.

Notes:

During the Congregational Meeting of May 27, 1984, which was called specifically for ratification of these By-Laws, majority vote of members present approved these By-Laws.

During the Congregational Meeting of May 21, 1987, which was called specifically for changes to these By-Laws, majority vote of members present approved changes to Article X-Introduction; Article X-Section 6d; Article X-Section 6e.

During the Congregational Meeting of January 25, 1998, Article X, Boards and Committees, was amended to add the Adult Education Committee.

During the Congregational Meeting of January 27, 2002, the By-Laws were amended upon recommendations from the By-Law Task Force, charged with reviewing and making current the existing By-Laws. Descriptions of non-governing Boards and Committees were moved to an Addendum. Language was changed to reflect current terminology and practices (current titles were substituted for outdated ones; committees which had not existed for some time were removed; the possibility of more than one pastor and interim pastors were accounted for; the practice of not holding a separate Congregational Meeting for budget review was acknowledged by requiring only one Congregational Meeting annually; the Mission Statement which had been previously adopted at a Congregational Meeting called specifically for that purpose was incorporated into the Bylaws; descriptions for Staff positions were reviewed and a description for Director of Christian Education added; descriptions of Committees and Boards were reviewed by those groups and changes made to reflect current responsibilities.

During the Congregational Meeting of November 13, 2011, which was called specifically for the ratification of these changes, the By-Laws were amended to include the following: Article VII, Section A: Moderator, adding lines 5, 6 and 7; Section B: Vice-Moderator, adding lines 3 and 4; Section D: Members-at-Large to increase from 3 members to 4 members; Section E: Delegates, to be the Moderator and Vice-Moderator; Article VIII, Section C: Members, to exclude the Personnel Committee. Addendum A was modified to include the following: Every standing committee shall designate a committee member as a Council representative for one year. It is preferred that the committee chair take on that role, but not required.

COMMUNITY CHURCH – UCC CONGREGATIONAL Sebastopol, California

ADDENDUM A: BOARDS AND COMMITTEES

This Addendum lists and describes the current standing Boards and Committees more generally described in the By-Laws of the Community Church of Sebastopol. This Addendum may be modified by Council. Amendment does not require congregational approval.

Every standing committee shall designate a committee member as a Council representative for one year. It is preferred that the committee chair take on that role, but not required.

Note: The difference between the terms “boards” and “committees” is an historical one. At one time, committees were offshoots or subgroups of the boards first established.

SECTION A: BOARDS

1) DIACONATE BOARD

- a) The Diaconate Board shall be responsible for the spiritual life of the church. The Board works with the minister(s) to facilitate worship, deepen the spiritual life of the church family and insure that the spiritual needs of the congregation are met. The Board is responsible for integrating new members with the membership, thereby enriching the entire church family.
- b) Duties shall include assistance in worship services by providing pulpit supply as needed, preparing and serving communion, obtaining lay assistants ushers, greeters and acolytes. The Board shall be responsible for lay calling, including visitation to new people, those who are ill, shut-in or bereaved. The Board shall assist the minister(s) as needed.
- c) The Diaconate Board shall be composed of at least twelve (12) active members of the church.

2) BOARD OF CHILDREN’S EDUCATION

- a) The Board of Children’s Education shall be responsible to guide and support all of the children’s Christian educational programs of the church including, but not limited to, the Church School. The Board shall plan and be responsible for special events for the Church School, such as Vacation Church School, Launch Sunday, and special trips.
- b) The Board of Christian Education shall be composed of at least twelve (12) active members of the Church and church staff involved with children’s ministry.

3) BOARD OF TRUSTEES

- a) The Board of Trustees shall be responsible for care and custody of the property and financial affairs of the church, subject to review by the Council and congregation.
- b) It shall also be their responsibility to form and oversee committees for the areas of Budget/Finance, Stewardship, Property and Capital Improvement.
- c) Trustees shall establish procedures for receipt and disbursement of funds, entering into and executing contracts, and other ensuring that financial and physical assets of the Church are protected for the benefit of all present and future members. Any changes adopted by the Trustees will be reported to Council.
- d) The Board of Trustees shall be composed of at least nine (9) active members of the church.

4) MISSION AND OUTREACH BOARD

- a) The Mission and Outreach Board shall be responsible to:
 - i) Seek to develop within the congregation a spirit which encourages a creative ministry to meet human needs in the local community, the nation, and the world.

- ii) Present specific opportunities for relating Christian teachings to current social, political, and economic concerns such as the problems of peace, hunger, poverty, and justice, encouraging the congregation to deal openly with controversial issues on which members have strong and opposing viewpoints, in an atmosphere of dialogue, openness, and healing;
 - iii) Keep the congregation informed regarding the broader projects and programs of the denomination, at the local, Conference and national levels, and the World Council of Churches;
 - iv) Encourage the congregation's financial commitment to mission and outreach programs and submit to the Board of Trustees an annual goal for the Church's benevolence contributions raised from pledges, collections, and operating funds.
- b) The Board shall be composed of at least twelve (12) members nominated and elected at the Annual Meeting.

SECTION B. COMMITTEES

1) NOMINATING COMMITTEE

- a) The Nominating Committee shall:
 - i) Present at the Annual Meeting a slate of officers and members of Boards and Committees to be elected by the congregation, utilizing the Church's human resources inventory in an effort to balance such nominations by a diversity of age, gender, and outlook;
 - ii) Define clearly the responsibilities of each job when recruiting nominees;
 - iii) Publish the slate of nominations at least two weeks in advance of the Annual Meeting so that additional floor nominations may be a viable alternative.
 - iv) Review the Addendum: Boards and Committees after the Annual Meeting. Make recommendations to Council of changes needed to the Addendum, and advise Council on the number of active standing Boards and Committees, so that a quorum for Council can be calculated.
- b) The Nominating Committee shall consist of at least six members.

2) PERSONNEL COMMITTEE

- a) The Personnel Committee shall:
 - i) Be a liaison among the lay church staff, the church Council and the congregation to promote harmonious relationships;
 - ii) Encourage personal and professional growth through evaluation and review;
 - iii) Discuss and assess annually changes or trends that are developing in the church that might affect staff or staff policies
 - iv) Carry out the following functions relating to the support staff:
 - (1) In consultation with the minister(s) and representatives from appropriate boards and committees, shall recommend selection of staff to handle lay staff positions such as administrative and financial tasks, music program and property maintenance.
 - (2) Establish and maintain a personnel policy, including, but not limited to, procedures for hiring and dismissing, job descriptions, leave practices, employment contracts; and maintain a current manual of such policies.
 - (3) Develop employment contracts, including, but not limited to, job descriptions, pay schedules, and leave allowances.
 - (4) At least annually review and evaluate support staff performance with the participation of the staff member, in cooperation with and with input from the ministers, appropriate boards, committees and individuals. The review process shall be supportive in nature.
 - (5) Seek current information on employment practices of other churches in the Northern

California-Nevada Conference (UCC) assuring that staff members are being treated fairly and equitably.

(6) Recommend salaries and fringe benefits.

- v) Set up grievance procedures whereby staff and church members may be assured of a fair hearing; and as necessary recommend terminations to Council.
- b) The Committee shall be bound by confidentiality in all its proceedings related to personnel problems, including performance ratings and grievances.
- c) All actions of the Committee involving finances shall be subject to the approval of the Board of Trustees.
- d) Except for grievance hearings and evaluations, all actions of the Committee including, but not limited to, recommendations regarding hiring and terminations shall be advisory and shall require approval by the Council.
- e) The Committee shall be composed of at least five elected members.

3) PASTORAL RELATIONS COMMITTEE

- a) The Pastoral Relations Committee shall:
 - i) Serve as a liaison between the congregation and the called staff.
 - ii) Serve as advocate for pastors, including such areas as professional compensation, study leave, etc., obtaining current information and employment practices of other churches of the Northern California Nevada Conference of the United Church of Christ.
 - iii) Serve as an informal forum, bringing input from the congregation.
 - iv) Build a trusting environment in which individual pastors may bring their concerns, and in which interpersonal relations may be supported.
 - v) Be informed on issues relating to the called staff to help inform the congregation and to better serve as advocates in addressing pastoral needs.
 - vi) Carry out the following functions relating to ministerial staff:
 - (1) Annually review with each minister that minister's original call and the current practices in order to develop recommendations for implementation or change of policies as appropriate, including, but not limited to, salary, fringe benefits, sabbatical and study leave practices, and vacations. Input shall include current information and employment practices of other churches in the Northern California-Nevada Conference (UCC), to assure that the minister(s) are being treated fairly and equitably.
 - (2) Review and evaluate each minister's performance with the participation of the minister and appropriate individuals. The review process shall be supportive in nature, encouraging mutual understanding between the minister(s) and the congregation and fostering professional growth.
- b) The Pastoral Relations Committee shall consist of discrete sub-committees of at least four lay members for each member of the ministerial staff. Each minister shall nominate the names for his/her committee and submit them to Council. Each minister shall meet separately with his/her committee.
- c) The Committee may also meet as a whole or divide into other sub-committees as necessary.
- d) The term of office of lay members shall be at least three years.

4) MEMORIAL AND ENDOWMENT COMMITTEE

- a) The Memorial and Endowment Committee shall establish and manage the funds given as Endowments or Memorials in memory of friends and loved ones.
- b) The Endowment Fund is a long-term investment, with the annual income available to support those church projects named by the donors and recommended by the Committee and approved by the Board of Trustees and Council.

- c) The Memorial Funds are to be established for the following purposes:
 - i) Christian Education and Outreach
 - ii) Buildings and Grounds
 - iii) Music and Arts
 - iv) An Undesignated Fund for all unrestricted memorials
- d) The funds shall be disbursed by the Committee in accordance with the wishes of the donors, subject to the approval of the Board of Trustees and church Council.
- e) The Committee shall be composed of at least six elected members, plus the Moderator and Chair of the Board of Trustees (or their designees). The Financial Secretary shall serve as an ex-officio member.

5) COMMITTEE FOR MUSIC AND THE ARTS

- a) The Committee for Music and the Arts shall:
 - i) Aid, support, and encourage the church's ministry of music and other art forms;
 - ii) Maintain liaison with music and arts professionals in other churches in the Northern California Nevada Conference;
 - iii) Oversee the church's musical instruments;
 - iv) Assist the Personnel Committee and Council in selection of music staff.
- b) Funds raised shall be expended by the Committee as appropriate for the enhancement of the church's ministry of music and the arts.
- c) The committee shall be composed of at least five members nominated and elected at the Annual Meeting. The choir directors and organist(s) shall serve as ex-officio members.

6) YOUTH MINISTRY COMMITTEE

- a) The Youth Ministry Committee shall:
 - i) Be a support group for church youth groups.
 - ii) Recruit and support adult leadership;
 - iii) Serve as liaison between youth and the congregation, and encourage church, ecumenical and community youth activities;
 - iv) Prepare budget requests for youth ministry.
- b) The Youth Ministry Committee shall be composed of at least six (6) active members of the church and may have youth group advisors and representatives of each youth group attend meetings.

7) ADULT ED COMMITTEE

- a) The Adult Education Committee shall work to support adult Christian educational programs of the church, including classes and series for adults both on Sunday mornings and at other times; recruit and prepare for the Lenten Faith Journey Series; conduct special events such as lectures, presentations, workshops, leadership training and retreats; provide funding and oversight for education resources such as the church library and church web site; support, encourage and initiate the formation and independence of new groups around specific educational issues of adult interests.
- b) The Adult Education Committee shall be composed of at least seven (7) active members of the church, with representation from broad constituencies within the congregation, such as young adults and older adults.