1	Constitution of Zion United Church of Christ
2	
3	
4	Article I. Name
5	
6	The name of this church shall be ZION UNITED CHURCH OF CHRIST,
7	located at 15 Koenig Circle, in the Town of Tonawanda and the State of New
8	York.
9	
10	Article II. Purpose
11	
12	The express purpose of Zion United Church of Christ: to worship God and
13	celebrate the Sacraments; to preach and teach the Gospel of Jesus Christ; to extend
14	loving service to all humankind.
15	
16	Article III. Covenantal Relationships
17	
18	As a member of the United Church of Christ, Zion United Church of Christ
19 20	will relate to the various expressions of the church in a covenantal manner. Zion United Church of Christ will seek God's will and be faithful to God's mission,
20	attending to its responsibilities in relation to all expressions of the church. Its
21 22	decisions are made in consultation and collaboration with other parts of the United
22	Church of Christ, including its Association, Conference, and the General Synod.
23	charen of chilist, meruding its rissociation, conference, and the Ceneral Synod.
25	As a member of the Body of Christ, Zion United Church of Christ is called
26	to honor and respect the work and ministry of each other part. Zion United Church
27	of Christ listens, hears, and carefully considers the advice, counsel, and requests of
28	others in this covenant. Zion United Church of Christ joins the various expressions
29	of the United Church of Christ to seek to walk together in all God's ways.
30	
31	Article IV. Membership
32	
33	Persons become members of Zion United Church of Christ by: (a) baptism
34	and either confirmation or profession of faith in Jesus Christ as Lord and Savior;
35	(b) reaffirmation or re-profession of faith; or (c) letter of transfer or certification
36	from other Christian Churches.
37	
38	
39	

1	Article V The Ministry
1 2	Article V. The Ministry Zion United Church of Christ recognizes that God calls the whole Church
2	and every member to participate in and extend the ministry of Jesus Christ by
4	witnessing to the Gospel in church and society. Zion United Church of Christ
5	seeks to support the ministry of its members by nurturing faith, calling forth gifts,
6	and equipping members for Christian service.
7	and equipping memory for emission service.
8	Zion United Church of Christ recognizes that God calls certain individuals to
9	forms of ministry in and on behalf of the church for which ecclesiastical
10	authorization is required. The Call of an Ordained, Licensed or Commissioned
11	Minister to Zion United Church of Christ establishes a covenantal relationship with
12	both the authorized minister and the United Church of Christ as represented by the
13	Western New York Association of the New York Conference of the United Church
14	of Christ.
15	
16	Zion United Church of Christ will act in partnership with its Association and
17	Conference as it seeks calls and installs pastoral and other leadership, and as it
18	calls forth leadership from its own membership to lead in other settings of the
19	United Church of Christ.
20	
21	Article VI. Officers of the Church
22	
23	There shall be five regular officers of the church: President, Vice-President,
24	Secretary, Treasurer, and Financial Secretary.
25	$\mathbf{T} = \mathbf{D}_{\mathbf{r}} \cdot \mathbf{C} \mathbf{I}_{\mathbf{r}} \cdot \mathbf{C} + \mathbf{I}_{\mathbf{r}} \mathbf{I}_{\mathbf{r}} \cdot \mathbf{I}_{\mathbf{r}} + \mathbf{I}_{\mathbf{r}} \mathbf{I}_{\mathbf{r}} \cdot \mathbf{I}_{\mathbf{r}} + \mathbf{I}_{\mathbf{r}} \mathbf{I}_{\mathbf{r}} \mathbf{I}_{\mathbf{r}} + \mathbf{I}_{\mathbf{r}} \mathbf{I}_{\mathbf$
26	The President shall preside at all Consistory and Congregational meetings
27	and shall be responsible for the disposition and execution of all resolutions. The
28	President, or duly appointed representative, is an ex-officio member of all
29 20	committees of the Congregation and Consistory. The President is responsible for committee appointments with the approval of the Consistory.
30 31	committee appointments with the approval of the Consistory.
32	The Vice President shall preside at all meetings where the President is not
33	present and assist the President in the administration of all duties.
34	present and abbiet the riebident in the administration of an addes.
35	The Secretary shall keep the minutes of all meetings of the congregation
36	and the Consistory, issue the call to all meetings, attend to all correspondence and
37	keep a correct list of all Consistory members and their dates of service.
38	- · ·
50	

The **Treasurer** shall keep an accurate and faithful account of all monies received and paid out from the general account. Funds shall not be disbursed without proper authorization from the Consistory President. A monthly financial report shall be submitted to the Consistory by the Treasurer and an annual report to the congregation.

The Financial Secretary shall keep a careful record of all regular and
special contributions, and shall perform faithfully the duties generally appertaining
to this office. A weekly report shall be submitted to the Treasurer of all income.

Article VII. Organization and Governance

The organization and governance of the church shall consist of committees of three (3) or more members that perform their duties in accordance with the Consistory.

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- 17 **1.** Administration
- 18 2. Christian Education
- 19 3. Church Life
- 20 4. Community Coordinator
- 5. Count On Me
- 22 6. Finance
- 237.Health Ministry
- 24 8. House and Grounds
- 25 9. Missions and Outreach
- 10. Pastoral-Parish Relations
- 27 11. Stewardship
- 28 12. Worship
- 29 13. Memorial
- 30
- 31 32

Article VIII. Property

The property of Zion United Church of Christ, both real and personal, together with all bequests, legacies, memorials, and endowments shall be under the care of a Board of Trustees. The Board shall be responsible to the congregation and function in a manner as provided in the By-Laws.

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1	Article IX. Church Meetings
2	
3	1. A regular meeting of the congregation shall be held in February;
4	congregation shall include all eligible voting members. During the February
5	meeting, reports of activities of all committees and organizations within the church
6	will be presented to the congregation, the congregation will also approve the
7	budget for the forthcoming year and elect members to the Consistory.
8 9	2. Special meetings of the congregation may be called by the President of
10	the Consistory, a majority of the Consistory, or by petition of 10% of the
11	congregation. Said petition must be presented to the Consistory duly assembled
12	and such special meeting must be held within three (3) weeks after the presentation
13	to the Consistory.
14	, ,
15	3. Notices for regular and special meetings shall be given to the
16	congregation two (2) weeks before the date on which the meeting is to be held.
17	Such notices shall be in writing and shall contain the time, place, and agenda of the
18	meeting. Special meetings shall be limited to the topics outlined in the notice.
19	
20	4. A Quorum for congregational meetings shall be 10% of the
21	congregation.
22	
23	Article X. Rules of Order
24	
25	The parliamentary authority for Zion United Church of Christ shall be
26	Robert's Rules of Order.
27	
28	Article XI. Amendments
29 30	The Constitution may be amended by a 3/4 affirmative vote of present
30 31	members in good standing. The By-Laws may be amended by a 2/3 affirmative
32	vote of present members in good standing.
33	vote of present memoers in good standing.
34	
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1	By-Laws
2	•
3	These By-Laws, consistent with the Constitution of Zion United Church of
4	Christ, further define and/or regulate the officers, boards, committees and
5	membership. They also describe its free and voluntary relationship with the
6	Western New York Churches in Covenant, the Western Association, and the New
7	York Conference of the United Church of Christ, with the General Synod of the
8	United Church of Christ, its Executive Council, and the Covenanted, Affiliated and
9	Associated Ministries.
10	
11	Article I. The Ministry
12	
13	A Search Committee of Zion United Church of Christ shall be formed to fill
14	pastoral vacancies. The Search Committee shall consist of eight (8) members
15	appointed by the President with the consent of the Consistory.
16	In filling a wageney on accuring negtonal convises during the newiod of a
17	In filling a vacancy or securing pastoral services during the period of a vacancy, the Search Committee will report the vacancy, and seek the counsel of the
18 19	Western Regional Conference Minister. The Search Committee will request that
19 20	the Western Regional Conference Minister secure relevant information about any
20	candidate whom it wishes to consider for the vacancy. The congregation shall call
21	a Pastor who has been approved following the guidelines outlined by the United
23	Church of Christ through the Western Regional Conference Minister. The
24	Congregation shall consider only one candidate at a time.
25	
26	The Search Committee will work in conjunction with the Western Regional
27	Conference Minister to obtain approved profiles of candidates. Upon selection of
28	one leading candidate, the Search Committee will submit the profile of the
29	candidate to the Consistory. The Consistory will submit the candidate to the
30	Congregation. The congregation has the sole authority to call its Pastor through
31	election and this right shall never be delegated to individuals, to the church
32	Consistory, or to any committee.
33	
34	Proper notification of the trial sermon must be given to all members. The
35	candidate will preach a trial sermon to the Congregation. Immediately after the
36	service, the Congregation shall vote by ballot for or against his/her election. A 3/4
37	affirmative vote will be required to extend a call to the candidate. When a Pastor
38	has been elected, the Consistory President and the Search Committee Chair shall
39	immediately notify the candidate of the results.

The church Consistory shall also extend to him/her a written Call, according 1 to the form prescribed by the General Synod. The Call must be confirmed by the 2 proper Conference and Association authorities. In the Call, the terms of the 3 relationship shall be stated, including the agreement of the church to participate in 4 the Pension Fund of the United Church of Christ, the ministers' health insurance 5 program, or other terms agreed upon by the candidate and the committee. 6 7 When an Ordained Minister accepts the call to Zion United Church of 8 Christ, the Minister and Church will join in requesting the Western Association to 9 arrange for a Service of Installation and Recognition. 10 11 If Zion United Church of Christ selects a ministerial leader who does not 12 have standing in the United Church of Christ, the minister will be required to seek 13 Dual Standing from the Western Association. 14 15 Upon assuming the pastoral call, the minister's moving expenses will be 16 borne by the Congregation. 17 18 If serious issues or divisive conflicts arise between the members of Zion 19 United Church of Christ and its pastoral leadership, the Consistory will seek the 20 assistance of the Church and Ministry Committee of the Western Association. 21 Should this committee have reason to question the fitness for ministry of any of the 22 leaders of Zion United Church of Christ, every effort will be made to cooperate 23 fully in the investigation, to remain in covenant with all parties, and to provide the 24 appropriate leadership and nurture for the congregation during and after the fitness 25 review. 26 27 When a minister decides to terminate their relationship, notice of the 28 decision is sent to the Conference Minister and Western Association. 29 30 When the current Pastor announces their resignation, retirement, or 31 termination, the Consistory will confer with the Western Association to select an 32 interim minister in accordance with the United Church of Christ guidelines. 33 34 Article II. The Consistory 35 36 1. The Consistory of Zion United Church of Christ is its primary governing body, 37 accountable directly to the Congregation. 38 39

2. The Consistory will have nine (9) voting members and two (2) alternates 1 elected by the Congregation. 2 3 3. Three (3) members will be elected to the Consistory each year and will serve for 4 a three (3) year term for no more than two (2) consecutive terms. After a one (1) 5 year recess they are eligible to again serve on the Consistory. Nominees must be 6 members of the congregation for at least one year and must be at least eighteen 7 years of age. 8 9 10 4. Two alternates will be elected each year for a one (1) year term to the Consistory. There are no term limits for alternates. Alternates are able to 11 participate but are unable to vote. Vacancies will be filled by the alternates; 12 fulfilling a vacancy will not deem them ineligible for two consecutive term limits. 13 14 5. The Consistory shall organize its governing body (President, Vice President, 15 and Secretary) during its first meeting of March. 16 17 6. The newly elected Consistory members shall be installed after the first 18 Consistory meeting in March, during a regularly scheduled Church Service. 19 20 7. The Consistory shall appoint a Treasurer and a Financial Secretary from outside 21 the Consistory. These terms are indefinite but can be terminated by the Consistory. 22 23 8. The Consistory will meet monthly as needed and no less than nine (9) times a 24 year. A quorum will consist of five (5) voting members. 25 26 9. The Consistory's work will include reviewing, modifying and pre-approving the 27 budget of the church; setting annual mission direction and goals for the 28 congregation; reviewing all Personnel actions; reviewing the work of all 29 committees through the President's Agenda; maintaining a policy manual of all 30 actions established by the Consistory; and taking such action as it deems necessary 31 to promote the mission of the Church. 32 33 10. The Consistory will establish task forces when necessary to obtain its goals. 34 35 11. The Consistory reports to the Congregation at least annually. 36 37 12. The Consistory may authorize and approve any unbudgeted or extraordinary 38 expenditure not in excess of five-thousand dollars (\$5,000). 39 40

1		Article III. Committee Responsibilities
2 3	1.	Administration
4		Review and update insurance policies
- 5	•	
6	-	Review and update church and instorieur records
7	2.	Christian Education
8	•	Establish a Church School Staff
9	•	Select and approve Curriculum
10		
11	3.	Church Life
12	•	Plan lunches and dinners for special occasions
13	•	Coordinate Coffee Hours
14		
15	4.	Community Coordinators
16	•	Establish and update calendar of building usage
17	•	Approve and maintain records of key assignments
18	•	Update room rental rates and policies, for approval by Consistory
19	5	Count On Mo
20	5.	Count On Me Drouide support correlations including models for members in need, and
21 22	•	Provide support services, including meals for members in need, and bereavement luncheons.
22		bereavement functions.
23	6.	Finance
25	•	Shall consist of the Financial Secretary, the Treasurer, one Trustee, one or
26		more member(s) of the Consistory, and one or more member(s) of the
27		Congregation.
28	•	Prepare and present the budget annually at the Congregational meeting.
29	•	Arrange a bi-annual audit to be done by an outsider and a bi-annual audit to
30		be done by a committee of three church members (appointed by the finance
31		committee) on alternate years.
32	7	
33	7.	Health Ministry
34 25	•	
35	-	stress and crisis. Plan activities to promote healthy lifestyles
36 27	•	Plan activities to promote healthy lifestyles. Oversee the Parish Nurse Program, which serves the health and spiritual
37 38	•	ministries within the church.
38 39	8.	House and Grounds

1	•	Is responsible for the care and maintenance of all church property including
2		the cemetery.
3	•	The House and Grounds Chairman supervises the Sexton.
4		
5	9.	Missions and Outreach
6	•	Shall be responsible to establish a program in which all members can
7		participate in ministry and Christian outreach beyond the confines of the
8		Congregation, including United Church of Christ mission programs.
9		
10	10.	Pastoral-Parish Relations
11	•	The committee will be selected jointly by the Pastor and Consistory
12		President.
13	•	Provides the means for communication and compatibility between the
14		pastor, staff, and members of the Congregation.
15	•	Together with the Pastor should review the church membership rolls on an
16		annual basis to determine which members are inactive and ascertain their
17		willingness to maintain membership.
18	•	The Pastor will make the committee aware of disbursements of the Discretionary Fund how over abure have been arrange will not be disclosed
19		Discretionary Fund, however, church members names will not be disclosed.
20	•	Shall maintain strict confidentiality.
21 22	11.	Stewardship
22	•	Is responsible for communicating to the Congregation the requirements for
23 24	•	fulfilling the mission of the church, including time, talent, and treasure.
24 25	•	Shall create a welcoming atmosphere within the church to all people,
23 26	•	members and visitors.
20 27		memoers and visitors.
28	12.	Worship
29	•	Is responsible for all groups involved in the conduct of worship including,
30		but not limited to, the altar guild, communion stewards, ushers, greeters,
31		choirs, and acolytes.
32	•	With the assistance of these groups they shall assist the pastor in the
33		development of all programs and services to enrich the spiritual life of the
34		congregation.
35		
36	13.	Memorial
37	٠	Will keep an accurate report of all memorial money and will disburse the
38		money for memorial use upon approval of the Consistory.
39		

1	Article IV. Board of Trustees
2	
3	A. The Board of Trustees
4	The Board of Trustees is charged with the care of all Church property, real,
5	personal, or otherwise. To fulfil that purpose, the Board of Trustees shall: manage
6	all endowed funds by ensuring their prudent use and/or investment; insure that the
7	terms of all bequests, legacies, and gifts to the church premises; and provide such
8	funding for Zion UCC missionary works as it sees fit with the regard to the
9	financial stability and needs of the Church.
10	It shall not be the responsibilities of the Board of Trustees to cover operating costs
11	and ordinary maintenance expenses of the Church's real property. Those
12	responsibilities shall lie with the Consistory Board.
13	D. Flastier, of the Truesteer
14	B. Election of the Trustees Trustees shall be nominated by Consistory, and shall be submitted for
15 16	approval at the first Congregational meeting following nomination.
10	Trustees shall serve a term of five (5) years and may serve no more than three (3)
18	consecutive terms, and may only serve additional terms after a period of at least
19	one (1) year has elapsed since that Trustee last served the board.
20	
21	C. Structure
22	The Board of Trustees shall consist of nine (9) members, each of whom must
23	be members of the Church, in good standing, for at least two (2) years at the time
24	of election.
25	
26	The Board of Trustees shall contain at least one (1) "youth" member under
27	the age of 21. To the extent possible, the Consistory shall strive to ensure diversity
28	of gender, race, ethnicity, and sexual orientation of the board consistent with the
29	values of the UCC.
30	
31	D. Vacancies
32 33	In the event of any vacancy on the Board of Trustees; the Consistory may
33 34	nominate and install any qualified Church member, who shall serve with all rights,
35	powers, and privileges as a Trustee until the immediately following Congregational
36	meeting, at which time said Trustee shall be submitted to the congregation for
37	approval.
38	**
39	A Trustee may be removed from office only by a two thirds (2/3) majority
40	vote of the Board of Trustees, or by a two thirds $(2/3)$ vote of Consistory.

1 E. MEETINGS AND OPERATIONS

2 The Board of Trustees shall meet no less than nine (9) times a year. Meetings of the

3 Board of Trustees shall be run pursuant to Roberts Rules of Order or such other

4 rules the Board may adopt in the future.

- 5
- ⁶ The Trustee with seniority of service shall serve as Chairperson, and shall be
- 7 responsible for all Trustee activity and shall direct and Chair all meetings of the
- 8 Board of Trustees.
- 9

10 The second senior member shall be the Vice Chair and shall coordinate committee 11 activities and reports.

- 12
- 13 The chairperson shall appoint a Secretary who shall be responsible for maintaining
- all Trustee records and assigning authorship of reports to Trustees.
- 15 The Board of Trustees shall consist of three (3) sub-committees:
- 16
- Buildings and Grounds: Shall be responsible for supervising all maintenance
 and janitorial staff; shall maintain a current plan of maintenance of all Church
- 19 property.
- 20 <u>Missions:</u> Shall be responsible for assigning funds from the endowment income
- for the purpose of Zion UCC mission work, and financial transactions for both missions and endowment required expenditures.
- 23 Endowment: Shall consist of the three (3) senior members and be responsible
- for investing, monitoring, and maintaining all Church gifts, bequests, and
- legacies and ensuring and conditions imposed by those gifts, bequests, and
- legacies are observed.
- 27

28 F. FINANCIAL TRANSACTIONS

- 29 The Board of Trustees shall require no authority from the Consistory or
- 30 congregation to undertake financial transactions of any kind consistent with is
- responsibilities and obligations under the Zion UCC Constitution. The Board of
- 32 Trustees must report to Consistory any financial transaction (movement of money
- within the Endowment Fund) that exceeds the amount of \$5,000.00.
- 34
- Any expenditure of endowment funds used to fulfill the purpose of the Board of
- ³⁶ Trustees including capital improvements and missions exceeding \$10,000.00 must
- be approved by Consistory. Any such expenditure that exceeds \$25,000.00 must be
- subject to a Consistory and a Congregational vote.

39

1	Any expenditure that is deemed a property hazard by the Board of Trustees and the Consistery shall not be subject to Congregational approval
2	Consistory shall not be subject to Congregational approval.
3 4	Two (2) Trustees' signatures are required to have money withdrawn from the
4 5	Church's endowment funds. Withdrawals can only be transferred into the Churches
6	checking account.
7	
8 9	Article V. The Pastor
10	
11	A. Duties of the Pastor
12	• Conduct services on Sundays and such holidays as have been customarily
13	observed.
14	• Direct the work of Religious Education
15	Administer the Holy Sacraments
16	• Visit the sick and comfort the distressed.
17	• Maintain a record of services performed, making a monthly report to the
18	Consistory and an annual report to the Congregation. The record shall
19	consist of:
20	a. Baptisms
21	b. Confirmations
22	c. New Members
23	d. Removals
24	e. Marriages
25	f. Deaths
26	
27	B. Rights of the Pastor
28	• The Pastor is an ex-officio member of the Consistory, Consistory
29	Committees, and all organizations within the Church.
30	• No other minister shall perform any religious ceremony in the Church
31	without the consent of the current pastor.
32	• Any time that the pastor will be absent, the pastor will make arrangements
33	for substitutes with the approval of the Consistory President.
34	• The pastor will also make arrangements for an 'on-call' pastor in case of
35	emergencies during the pastor's absence; this will also be approved by the
36	Consistory President.
37	• If the pastor is incapacitated, the Consistory President will make necessary
38	arrangements.
39	

1	
2	C. Suspension or Termination of Service
3	In order to terminate the service of the Pastor, three months notice shall be
4	given by either the pastor or by the congregation, unless it is mutually agreed to
5	waive said notice.
6	If a minister is suspended by the Church and Ministry Committee
7	(Committee on Ministry), they are immediately suspended without pay from Zion
8	United Church of Christ. If a minister's ordination standing is terminated by the
9	Church and Ministry Committee (Committee on Ministry), the pastor is
10	immediately terminated by the church.
11	
12	
13	Article VI. Membership
14	
15	A. Rights of the Members
16	All members as defined by the Constitution are entitled to share fully in the
17	rites and sacraments, blessings and fellowship of the Church, and the use of the
18	facilities. All members in good standing are entitled to voice and vote and are
19	eligible for Church office subject to office prerequisites.
20	
21	Members are entitled to Letters of Transfer by request as long as they are in
22	good standing.
23	
24	B. Duties of the Members
25	As a member you are promising to participate in the life of the Church with
26	your time, talents, and treasures. You also promise to support the Christian
27	Education of youth and adults, and exercise the above rights.
28	C. Adherence by Members
29 30	By accepting and receiving membership in Zion United Church of Christ,
30 31	Tonawanda, New York, each person agrees and contracts to be bound and
32	governed by the Constitution and By-Laws thereof.
32 33	governed by the constitution and by-Laws thereof.
33 34	D. Discipline
34 35	If a member neglects to partake in Holy Communion or does not contribute
36	financially to the Church or is continually absent from worship for one (1) year, the
37	Pastoral-Parish Relations Committee will contact the member.
38	

If a member of the Congregation is dissatisfied with any Church matter, it is 1 mandatory that they meet with the Pastoral-Parish Relations Committee to discuss 2 the matter at hand. 3 4 5 6 7 **Article VII. Organizations** 8 All other church organizations shall be self-organized and self-governed and 9 shall keep records of their religious, social, and financial activities. A report of 10 these activities should be submitted at the Congregational Meeting. 11 All organizations are subordinate to the Church Consistory. The Pastor and 12 Consistory President are ex-officio members of all such organizations. 13 14 Article VIII. Dissolution of the Congregation 15 16 Dissolution of the congregation requires a 2/3 vote of those members present 17 and voting at a duly called Congregational Meeting. In the event of an affirmative 18 vote, title of all property, whether real or personal, including the records of the 19 various Church officers, shall vest in the United Church of Christ. 20 21 Should the membership of the congregation be divided and each opposing 22 group lay claim to any property of the Church, each party shall submit the question 23 of title to the United Church of Christ, which shall decide the ownership of such 24 property. 25 26 **Article IX. Amendments** 27 28 The By-Laws may be altered, amended, or repealed by the congregation by a 29 vote of 2/3 of the members present and voting at the annual meeting or at a special 30 meeting called according to these By-Laws. 31 32 **Article X. Seal of Incorporation** 33 34 This Religious Corporation shall adopt a seal circular in form and bearing 35 the name of the Church and the year of its incorporation. 36 37 **Article XI. Functions** 38 39

Alcohol, marijuana, or any illegal behaviors are not permitted on church property. Smoking is not permitted within twenty-five (25) feet of any church entrance.

Gambling is limited to Raffles and Chinese Auctions. All proceeds must
 benefit the church or church organizations.

Constitution Approved on February 27, 2011 *Amended March 12, 2023

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