



El Dorado County
Federated Church

BYLAWS 2021

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El Dorado County Federated Church

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El Dorado County Federated Church Bylaws 2021

These Bylaws have been updated and revised to reflect the current and best practices of the El Dorado County Federated Church. These Bylaws are organized into Articles. Within each Article, the provisions are identified by a number. Federated Church will develop a Federated Church Operations Manual to set forth and clarify the procedures and specific duties to implement the Bylaws more effectively.

Article 1 – Corporation of El Dorado County Federated Church

1 The El Dorado County Federated Church, hereinafter referred to as Federated Church, is a Christian religious association organized as a non-profit corporation, hereinafter referred to as the Corporation, under the laws of the State of California. The Corporation has no capital stock and no shareholders. Its corporate powers shall be entrusted in the Church Council, hereinafter referred to as Council, as described in Article 6. The annual Congregational Meeting, as described in Article 4, shall constitute the annual meeting of the Corporation.

2 The Corporation shall maintain its principal place of business in the City of Placerville, El Dorado County, California, but may have offices or transact business at other locations.

3 The ownership of all properties shall be entrusted in the Corporation of Federated Church. No denomination shall have any individual interest in any of the property except in case of a dissolution of the said Corporation. Then it shall be deemed that the United Methodist Church and the Presbyterian Church (USA) shall each become the owner of one-half (1/2) interest in all property both real and personal then owned by the Corporation.

4 Three Federated Church positions, hereinafter referred to as Officers, are designated as the Corporation Officers in the Statement of Information filed with the California Secretary of State. The Chief Executive Officer (CEO) shall be the Council Chair. The Chief Financial Officer (CFO) shall be the Church Treasurer, hereinafter referred to as Treasurer. The Corporate Secretary shall be the Clerk to Council, hereinafter referred to as Clerk.

5 No Officer acting for this corporation shall be personally liable for the debts, liabilities, or obligations of the Corporation.

6 Duties required of the CEO, CFO, and Corporate Secretary include keeping correct and complete records of the business of the Corporation as described in Article 15.

7 The annual meeting of the Corporation shall be held simultaneously with the Annual Congregational Meeting as described in Article 4.

Article 2 – Faith

1 Federated Church maintains denominational ties with the United Methodist Church and the Presbyterian Church (USA). Thus, Federated Church subscribes to the recognized statements of faith and governing documents of both of these denominations. Federated Church also includes a community of people coming from different faith backgrounds and denominations. Federated Church is enriched by this diversity that deepens the sharing of a covenant relationship with God.

Article 3 – Congregation

1 The Congregation of Federated Church, hereinafter referred to as Congregation or Congregants, accepts that all belong to God. Many in the Congregation are rooted in Methodist or Presbyterian traditions. Others are rooted in different denominations or have come to Christ through their faith experience with Federated Church.

2 Congregants come together around our central tenets of practicing and growing in the love, compassion and radical hospitality of Jesus Christ, and a belief in God. Federated Church welcomes all people who work for justice and peace in the community and around the world regardless of denominational identity, age, race, ethnicity, gender identity, or sexual orientation.

3 All who attend, engage, and express a desire to commit to these central tenets of Federated Church are considered part of the Federated faith family. Involvement in the Federated faith family can be through participation in Federated Church worship services (in-person or online), committees, ministries, financial contributions, or other such activities.

4 The entire group of Federated faith family is referred to as the Congregation, and all Congregants are of equal stature in Federated Church.

5 A new participant of the Federated faith family can gain more knowledge by attending Welcome Classes. These classes shall be overseen by the Church Council and Ordained Minister(s).

6 Congregants may also choose to become a Federated member and/or can become aligned with the Methodist or the Presbyterian denomination, based on the governing documents of the United Methodist Church or Presbyterian Church (USA).

7 The Clerk, in partnership with the Congregational Database Manager, shall keep a list of the Congregation membership, including deaths, baptisms, and marriages when possible. Information shall be maintained in hard or electronic copies as described in Article 15. The Clerk shall oversee the issuance of letters of recommendation for transfers of membership by the Office Manager. The Clerk shall submit to Council an annual statistical report of the changes and total membership, and submit

the information to the respective denominations, using data collected by the Congregational Database Manager.

Article 4 – Meetings

1 The annual meeting of the Corporation shall be held simultaneously with the Annual Congregational Meeting. The Annual Congregational Meeting shall also serve as the charge conference for the United Methodist members of Federated Church. These meetings shall be hereinafter referred to as the Annual Congregational Meeting. Normally the Annual Congregational Meeting shall be held in January. The Council Chair shall preside over all Congregational Meetings.

2 Congregants shall meet in the Annual Congregational Meeting, at a time and place determined by Council, for the purpose of approving elected positions as described in these Bylaws, approving amendments to the Bylaws, approving the terms of call for the Ordained Minister(s), conducting Corporation business, and any other agenda items which Council deems necessary.

3 Additional Congregational Meetings may be called as determined necessary by Council, the Presbytery, the California-Nevada Conference of the United Methodist Church, or when requested in writing to Council by one fourth (1/4) of the active members of the Congregation. This number shall be determined by the Federated Church Membership Roll, which is maintained in a database by the Congregational Database Manager.

4 Publicized notification of any Congregational Meeting is required. This notice shall specify the purpose, time and place of the Congregational Meeting. Notification of information shall occur by two (2) weekly publications, starting at least two (2) weeks prior to the meeting. Notifications shall occur during the worship service, verbally and/or in bulletin(s), on the church website, and by email and telephone if possible.

5 Depending on the situation, the Congregation can attend in person and/or via electronic technology, by means of which attendees can simultaneously participate in the meeting proceedings, speak or communicate electronically to submit comments or questions, and to cast a vote.

6 The Clerk to Council shall take minutes to record and preserve the records of the business that was conducted and the actions that were taken by the Congregation.

Article 5 – Voting

1 Publicized notification of an impending vote at a Congregational Meeting is required, as described in Article 4.

2 Those in attendance shall create a quorum of any meeting of the Congregation where there has been proper notification as described in Article 4.

3 Those in attendance, in person and/or via electronic technology, shall have the opportunity to vote on issues placed on the agenda. A separate vote is not required for those identifying as Presbyterians or those identifying as United Methodists.

4 For any motion to pass, at least two-thirds (2/3) positive vote shall be obtained of those in attendance, including those attending in person and/or via electronic technology. The Clerk to Council shall count and record the vote.

Article 6 – Church Council

1 Federated Church shall be governed by a Church Council, hereinafter referred to as Council. Council shall have authority over all properties, operations and functions, as well as any ministry, committee, and program of Federated Church, including the Federated Church Preschool and Childcare Center - Early Childhood Education (ECE) Board, hereinafter referred to as Preschool ECE Board.

2 Council shall have the corporate power to convey, purchase, lease or encumber real and personal property in consultation with the Board of Trustees. Council may authorize the Corporation to have offices or transact business at other locations than the principal location in Placerville, California.

3 There shall be between nine (9) and twelve (12) elected members serving on Council who reflect the denominational diversity of Federated Church. No salary or compensation shall be paid to any Council Member. The Ordained Minister(s), the Treasurer, and the Clerk, are advisory members of the Council without a vote. Lay Minister(s) may also advise the Council as necessary but have no vote. The Council Chair shall remain neutral and vote only if a tie breaker is needed.

4 A quorum for Council is defined as two-thirds (2/3) rounded up to the next whole number of the current members, and is required before voting on any matter.

5 Council members shall be recommended by the NC and elected at the Annual Congregational Meeting for staggered terms up to three (3) years. No Council member shall serve for more than six (6) consecutive years. A Council member shall be ineligible to serve a further term on Council until at least one (1) year has elapsed.

6 Members of Council can vacate their office by removal or resignation. Council is allowed to appoint a temporary replacement for a vacant Council position who will serve until the next Congregational Meeting.

7 At the discretion of the Council, members who miss three (3) consecutive Council meetings, and/or neglect their duties, may be removed from Council by a two-thirds (2/3) vote.

8 Council shall direct the Nominating Committee to identify nominees within two (2) months of a vacancy if the elected membership of Council, Trustees, NC or PPC falls below the stated minimum membership described within these Bylaws.

9 Council shall normally meet monthly. A Council meeting, depending on the situation, can be in person and/or via electronic technology, by means of which attendees can simultaneously participate in the meeting proceedings, speak or communicate electronically to submit comments or questions, and to cast a vote.

10 The Chair shall preside at all meetings of the Council, shall call special meetings when needed, and shall act in any capacity generally entrusted upon a Chair. In the absence of the Chair, Council may appoint a Chair pro-tem. The Chair shall preside over all Congregational Meetings.

11 Meetings of Council are open to the Congregation unless an agenda item requires confidentiality. In the event an agenda item requires confidentiality, the Congregation may attend the non-confidential portion of the meeting.

12 Full and complete minutes of all Council meetings shall be transcribed by the Clerk. Once the minutes are approved by Council, the Clerk will forward the approved minutes to the church office. The Office Manager will then post the minutes in a public space at Federated Church and make them available by request.

13 Council shall meet for an organizational meeting within twenty (20) days following the Annual Congregational Meeting. At this first meeting, Council shall elect a Chair and Vice Chair or Co-Chairs, hereinafter referred to as Chair, from members of the Council. If Co-Chairs are elected, they will share responsibilities. Council shall also appoint the positions of Clerk and Treasurer from the Federated Church congregation, upon the recommendation of the Nominating Committee.

14 Each January, Council shall appoint Council members as follows: a voting Representative to the Endowment/Trust Fund Committee, a voting Representative to the Emergency Response Team as described in Article 17, a nonvoting Liaison to the Nominating Committee (NC), a nonvoting Liaison to the Mission Connections Team (MCT), and a nonvoting Liaison to the Parish Personnel Committee (PPC). Representatives and Liaisons shall provide written or verbal monthly reports to Council.

15 Each January, Council shall appoint the Voting Commissioners and Alternate Commissioners to the Presbytery, and if term limits have been reached, the Lay Member and Alternate Member to the California-Nevada Conference of the United Methodist Church, after considering recommendations from the Nominating Committee.

16 Council shall annually appoint voting Representative(s), as well as a nonvoting Council Liaison, to the Preschool ECE Board, as described in the Federated Church Operations Manual. Representatives and Liaisons shall provide written or verbal monthly reports to Council.

17 Council shall oversee and approve major decisions of the Preschool ECE Board, including openings, emergency shutdowns, any building or property alterations, necessary building or structural improvements, and major maintenance programs. Preschool personnel matters, curriculum, and all routine matters shall be delegated to the Preschool ECE Board.

18 Council shall appoint the Congregational Database Manager, whose responsibility is to update and maintain the Federated Church's membership database.

19 Each January, Council shall ensure there are Council Liaison s to each of the following: Serving Hungry Area Residents in Emergencies (SHARE), Federated Church Women (FCW), the Housing and Emergency Lodging Program (HELP), the Mission Connections Team (MCT), as well as any other ministry, committee, or program that utilizes Federated Church's property. Council Liaison s shall not typically serve as the Chair of these groups. Council Liaisons shall provide written or verbal monthly reports to Council.

20 Each January, Council will appoint four (4) members of the Congregation to be signatories for Federated Church's checking account(s) in addition to the Treasurer. Two (2) signatures from the five (5) signatories are required to release any monies from the Federated Church checking account(s). All signatories will serve for one (1) calendar year and can be reappointed by Council.

21 The Council Chair, Treasurer, and Clerk will be signatories on endowments, trust funds, and other investments. Two signatures (2) from the three (3) signatories are required to release any monies from the endowments, trust funds, and other investments. All signatories will serve for one (1) calendar year and can be reappointed by Council.

22 Council shall have charge of raising and expending Federated Church funds.

23 Council shall ensure that an annual Stewardship Campaign occurs.

24 Each October, Council shall ensure a Budget Task Force is convened to develop budget proposals for Council's consideration. Council shall approve the final annual operating budget, normally in December.

25 Council shall oversee the duties of the Treasurer, the Clerk, and the Congregational Database Manager.

26 Council shall approve the employment of Church paid staff, other than Ordained Ministers, hereinafter referred to as Minister. Council can designate the Head of Staff, appoint any supervisor(s) for paid staff, and approve the Personnel Policies of Federated Church, in consultation with the Parish Personnel Committee (PPC). The Personnel Policies of Federated Church will be included in the Federated Church Operations Manual as described in Article 16.

27 Council shall work with the Minister(s) to establish the Minister's essential responsibilities to Federated Church as described in Article 8. Council shall be responsible for confirming person(s) to serve as Lay Minister(s) to work in partnership with and under the guidance of the Minister(s).

28 Council shall ensure that Welcome Classes occur for potential new members of the Congregation as described in Article 3.

29 Council shall approve the Federated Church Operations Manual as described in Article 16. Council can revise the Federated Church Operations Manual by a majority Council vote.

30 Council shall create or disband a committee, task force, or team as needed to carry out Federated Church assignments, ministries, or programs. Assignments and duties shall be described in the Federated Church Operations Manual.

31 The Council Chair is responsible for maintaining names, contact information, and term limits of the current Council members, and shall provide a list of vacant Council positions and terms to the Nominating Committee prior to September 10 of each year. The Council Chair shall also report to the Nominating Committee prior to September 10 of each year any vacancies for Clerk, Treasurer, Endowment/Trust Fund Committee member(s), Congregational Database Manager, Lay Member and Alternate Member to the California-Nevada Conference of the United Methodist Church, and Voting Commissioner(s) and Alternate Commissioner(s) to the Presbytery.

32 Council shall be responsible for their section of the El Dorado County Federated Church Annual Report, hereinafter referred to as the Annual Report, highlighting their past year's duties and events.

Article 7 – Board of Trustees

1 The Board of Trustees, in consultation with Council, shall have the corporate power to convey, acquire, lease or encumber real and personal property.

2 The Board of Trustees, hereinafter referred to as Trustees, shall monitor the condition of the church buildings and corporate real properties. Trustees shall recommend maintenance, major improvements and/or capital projects to Council for consideration of priority and available funding.

3 The Trustees shall not infringe on any of the duties that are delegated to the Council as described in Article 6.

4 The Trustees shall consist of five (5) members, reflecting the congregational diversity of Federated Church. No salary or compensation shall be paid to any Trustee. Trustees shall be recommended by the NC and elected at the Annual Congregational Meeting for staggered terms up to three (3) years. No Trustee shall serve for more than six (6) consecutive years. After serving these stated terms, a Trustee shall be ineligible to serve a further term on the Board of Trustees until at least one (1) year has elapsed.

5 Members of the Trustees can vacate their office by removal or resignation. Council is allowed to appoint a temporary replacement for a vacant Trustee position who will serve until the next Congregational Meeting.

6 At the discretion of the Trustees, members who miss three (3) consecutive meetings of the Trustees, and/or neglect their duties, may be removed from Trustees by a quorum vote of at least three (3) Trustees.

7 The Trustees shall meet for an organizational meeting within fifteen (15) days following the Annual Congregational Meeting. At this first meeting, Trustees shall elect a Chair, Vice Chair, and Secretary of the Trustees. In the absence of the Chair and Vice Chair, the Trustees may appoint a Chair pro-tem. A Trustee shall be appointed as a voting Representative to the Endowment/Trust Fund Committee. Another Trustee shall be appointed as a voting Representative to the Nominating Committee.

8 The Trustees shall meet at least every three (3) months, and at the call of the Trustee Chair or upon request of the Council.

9 A quorum of three (3) Trustees is required for voting on any matter placed on the agenda.

10 A meeting of the Trustees may take place in person, by a telephone conference call or by electronic technology, provided that all participating Trustees can communicate with one another and shall not be blocked from communicating, if possible. Meetings of the Trustees are open to the Congregation unless an agenda item requires confidentiality.

11 Trustees shall annually produce a list of needed capital projects or large maintenance projects.

12 Minutes of all meetings of the Trustees shall be transcribed by the Secretary of the Trustees and sent out for review. Approved minutes of all meetings of the Trustees shall be provided to the Council Chair within two (2) weeks. Once the minutes are reviewed by Council, the Clerk will forward the approved minutes to the church office. The Office Manager will then post the minutes in a public space at Federated Church and make them available by request.

13 The Trustees Chair is also responsible for maintaining names, contact information, and term limits of the current members, and shall provide a list of vacant Trustee positions and terms to the Nominating Committee prior to September 10 of each year.

14 The Trustees Chair shall be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 8 – Ordained Ministers

1 Ordained Ministers are the religious and spiritual leaders of the church. Following the PC(USA) Book of Order, the Ordained Minister, hereinafter referred to as Minister, is called by the Federated Church Congregation. Terms of Call (TOC) are approved at a Congregational Meeting and by the Presbytery if the Minister is ordained by PC(USA).

2 The role and responsibilities of the Minister may be further refined from time to time as indicated by the needs of Federated Church and by the mutual agreement of the Minister and Council. Presbyterian Church (USA) ordained ministers shall be subject to the Presbyterian Church (USA) Book of Order. United Methodist Church ordained ministers shall be subject to the United Methodist Church Book of Discipline, in addition to the PC(USA) Book of Order. Ordained ministers from other denominations shall be subject to the rules of that denomination, in addition to the PC(USA) Book of Order.

3 Proper screening (including background checks and fingerprinting) for the Minister shall be required and completed by the Parish Personnel Committee (PPC).

4 The Minister has several important responsibilities at Federated Church including proclaiming the Word, celebrating the Sacraments, and conducting regular worship services.

5 The Minister is a guiding but nonvoting member of the Trustees, Council, and Federated Church committees. The Minister shall work with the Preschool ECE Board as appropriate. The Minister may not be part of the Nominating Committee.

6 The Minister shall partner with Council when creating Welcome Classes.

7 The Minister can be designated as the Head of Staff by Council, in consultation with the Parish Personnel Committee.

8 Each Minister shall be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 9 – Lay Ministers

1 Lay Minister(s) bring a wealth of gifts to enrich the ministry of Jesus Christ in the church community. Coupled with a recognized need in the Church, a Lay Minister is a person called to perform special services in the church in a specific place for a specific time period. They usually have no standing beyond this Congregation and the particular ministry to which they are commissioned. No salary or compensation shall be paid to any Lay Minister.

2 Lay Minister(s), sometimes referred to as a Lay Pastor(s), Deacon(s), or Commissioned Ruling Elder(s), may also be appointed following the guidelines dictated by the Presbyterian Church (USA) or the United Methodist Church, and are officially commissioned by the Presbyterian Church (USA) or certified by the United Methodist Church.

3 The Minister and Council shall confirm and oversee the duties of the Lay Minister(s). They may include, but are not limited to, conducting public worship, caring for the congregation, assisting in program leadership, developing new and existing faith communities, preaching the word, leading small groups, or establishing community outreach ministries as part of a ministry team with the supervision and support of a clergyperson.

4 Proper screening (including background checks and fingerprinting) for the Lay Minister(s) shall be required. Lay Minister(s) will be guided by the Presbyterian Book of Order and the United Methodist Book of Discipline.

5 Lay Minister(s) will be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 10 – Nominating Committee

1 The Nominating Committee (NC) shall meet in September of each year to determine upcoming vacancies for all elected and appointed positions. The NC will then provide a preliminary report to Council for the Council's October meeting.

2 The NC shall recommend to Council nominees for vacant positions who will be elected by the Congregation by December 1. The elected positions include those within Church Council, the Board of Trustees, the Nominating Committee, and the PPC. The NC, when considering nominees for positions shall consider possible conflicts of interest between relatives.

3 The NC shall recommend to Council nominees for vacant Council-appointed positions by December 1 of each year. These include, but are not limited to, the Clerk, the Treasurer, the Endowment/Trust Fund Committee Member-at-Large, and the Congregational Database Manager.

4 The NC shall annually recommend to Council the Voting Commissioners and Alternate(s) to the Presbytery. The NC shall also recommend, if term limits have been reached, the Lay Member and Alternate Member to the California-Nevada Conference of the United Methodist Church.

5 The NC shall be comprised of a total of seven (7) voting members reflecting the congregational diversity of Federated Church. One (1) voting member of the NC shall be a Representative from the Trustees. One (1) voting member shall be a Representative from Council. Five (5) voting members of the NC shall be called Members-at-Large and shall serve a staggered term of three (3) years. No NC Member-at-Large shall serve for more than six (6) consecutive years. NC members shall be recommended by the NC and elected at the Annual Congregational Meeting for staggered terms up to three (3) years. A NC Member-at-Large, having served said term, shall be ineligible to serve a further term on the NC until at least one (1) year has elapsed. The five (5) Members-at-Large shall not be current members of the Trustees or the Council. Neither the Minister nor any Lay Ministers may be members of the NC.

6 Members of the NC can vacate their office by removal or resignation. Council is allowed to appoint a temporary replacement for a vacant NC position who will serve until the next Congregational Meeting.

7 At the discretion of the NC, members who miss three (3) consecutive NC meetings, and/or neglect their duties, may be removed from NC by a two-thirds (2/3) vote.

8 The NC shall meet for an organizational meeting within thirty (30) days after members of the NC are elected at the Annual Congregational Meeting. At this first meeting, a Chair and Vice Chair shall be selected from among the NC members for a two (2) year term. In the absence of the Chair and Vice Chair, the NC may appoint a Chair pro-tem. A Secretary of the NC shall be selected from among the NC members for a two (2) year term.

9 A quorum of five (5) NC members is required for voting on any matter.

10 The NC Chair, prior to its September meeting, should receive annual information including names, term limits, and upcoming vacancies of the members of Council, Trustees, the NC, and the PPC. Council shall direct the NC to identify nominees for other vacancies within two (2) months.

11 The NC shall ask for volunteers from the entire Congregation for vacant elected and voluntary positions through the Federated Church weekly announcement (available by email or on the Federated Church Website) for at least three (3) weeks. The task of the NC shall be to select the final qualified nominee(s) that reflect the diverse congregation of Federated Church as described in Article 3. The NC will advise Council of the final nominee(s).

12 The NC Chair is responsible for maintaining names, contact information, and term limits of the NC members.

13 The NC Chair shall be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 11 – Parish Personnel Committee

1 The Parish Personnel Committee (PPC) shall be guided by the Federated Church Operations Manual which includes Policy and Responsibilities documents approved by Council as described in Article 16. The PPC shall provide support and encouragement to the Minister and the paid staff in their ministries. Congregational suggestions and concerns can be voiced through the PPC.

2 The PPC shall consist of six to nine (6-9) members, reflecting the congregational diversity of Federated Church. No salary or compensation shall be paid to any PPC member. No staff member or immediate family members of a Minister or paid staff member may serve on the PPC. No current member of Council or Trustees can be a member of the PPC. The Minister or Head of Staff and the Council-appointed PPC Liaison shall be non-voting Representatives to the PPC.

3 PPC members shall be recommended by the NC and elected at the Annual Congregational Meeting for staggered terms up to three (3) years. No PPC member shall serve for more than six (6) consecutive years. After serving for six (6) years, a PPC member shall be ineligible to serve on the PPC until at least one (1) year has elapsed.

4 Members of the PPC can vacate their office by removal or resignation. Council is allowed to appoint a temporary replacement for a vacant PPC position who will serve until the next Congregational Meeting.

5 The PPC shall meet for an organizational meeting within thirty (30) days following the Annual Congregational Meeting. At this meeting, a Chair shall be selected from among the PPC members for a two (2) year term. A Secretary of the PPC shall be selected from among the PPC members for a two (2) year term.

6 A quorum for the PPC is defined as two-thirds (2/3), rounded up to the next whole number, of the current members, and is required before voting on any matter.

7 In the absence of the Chair at subsequent meetings, the PPC may appoint a Chair pro-tem. At the organizational meeting, each paid staff member will be assigned one PPC member as their advocate, who will meet with them at the beginning of the year to formulate a work plan, provide continual support throughout the year, and meet for an annual review at the end of the year.

8 In consultation with the Minister or Head of Staff, the PPC shall recommend to Council staffing needs, written job descriptions, and compensation packages for Paid Staff. Recommendations shall also include a written personnel policy for hiring, evaluating, promoting, retiring, and dismissing paid staff members, using appropriate procedures that comply with local and state laws. These written personnel policy documents will be kept in the Federated Church Operations Manual.

9 The PPC shall be responsible for ensuring all required screenings are completed through all appropriate agencies for Paid Staff, Ministers and volunteers working with children and youth. The PPC may delegate to Paid Staff, including the Office Manager, the responsibility for ensuring all required screenings are completed. Paid Staff shall then report this information to the Minister and the Council Chair in a confidential and timely manner. This information is to be stored confidentially by the Minister in a secure location.

10 The PPC Chair is responsible for maintaining names, contact information, and term limits of the PPC members, and to provide a list of PPC vacancies to the NC prior to September 10 of each year.

11 The PPC Chair shall be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 12 – Mission Connections Team

1 The Mission Connections Team (MCT) is a group of volunteers from the Congregation that serve as the umbrella for the social justice and mission efforts of Federated Church. No salary or compensation shall be paid to any MCT member.

2 A Chair and Secretary shall be selected from among the MCT members each January. In the absence of the Chair, the MCT may appoint a Chair pro-tem. The MCT shall consist of members reflecting the congregational diversity of Federated Church.

3 The MCT shall consist of a flexible number of members. A quorum of three (3) MCT members shall be required for voting on the disbursement of Mission funds. The quorum shall include at least one (1) member who identifies as United Methodist and one (1) member who identifies as Presbyterian. The Council Liaison to MCT cannot vote.

4 Funding for the MCT shall be approved by Council in the annual operating budget. Council will approve operating budget funds equally for the Methodist Mission and Presbyterian Mission budgets and Council will approve additional funds to the local Mission budget. MCT shall then allocate the use of these funds.

5 MCT shall choose global, national and/or local mission projects to sponsor and support on behalf of the Congregation based on these line-item funds. MCT shall oversee and distribute monies from special offerings to designated recipients.

6 The Church Treasurer shall ensure that all Mission and Special Offering funds are distributed as designated by MCT.

7 Persons may donate funds to Federated Church to support a specific project or mission. The Church Treasurer shall ensure that these funds are distributed as designated by the donor or the monies shall be returned to the donor.

8 The MCT Chair shall report team activities through their Council Liaison , at least quarterly to Council, including any proposed special offerings and fund-raising events.

9 The MCT Chair shall be responsible for their section of the Annual Report, highlighting the past year's duties and events.

Article 13 – Consultations

1 Officers of the United Methodist Conference or Presbytery shall be consulted upon matters of concern to the California-Nevada Conference of the United Methodist Church or Presbyterian Church (USA) denominations.

2 Any controversy, claim or dispute arising from or related to these Bylaws, Federated Church Operations Manual, or other matters of concern shall be brought before Council for inquiry and discussion. If necessary, these concerns may be settled by mediation, and if mediation is unsuccessful, by legally binding arbitration.

Article 14 – Amendments to Bylaws

1 These Bylaws Articles and their provisions can be amended or certain articles and their provisions can be suspended by a two-thirds (2/3) vote of a quorum of the Congregation as described in Article 5.

2 Council shall appoint a Bylaws Task Force, at least every five (5) years, to review the Bylaws and provide recommendations, including proposed amendments. The Minister and Congregation can also provide recommendations to a Bylaws Task Force. Council shall study all recommendations from the Bylaws Task Force at a regular or special Council meeting.

3 Council must then present the proposed amendments and provide Council's recommendation to the Congregation at a Congregational meeting as described in Article 4. Approval of any amendments must be by a two-thirds (2/3) positive vote of the Congregation quorum as described in Article 5.

Article 15 – Records Retention

1 Federated Church shall have a Council-approved Records Retention Policy that includes a records retention schedule for all Corporation and Church records. The Records Retention Policy shall be communicated frequently and thoroughly. These written Retention Policy documents will be kept as part of the Federated Church Operations Manual approved by Council as described in Article 16. Records may be maintained as a hard or electronic copy.

2 Corporation records shall be maintained by the Corporate Secretary (Clerk) as described in Article 2. The Clerk shall maintain copies of the Bylaws, Amendments, and Federated Church Operations Manual, and shall maintain minutes of Council and Congregational meetings as described in Article 4 and Article 6. The Treasurer shall maintain copies of the financial cash position, income and expense statements, documents relating to Corporation taxes, and filings with the Secretary of State as described in Article 1. Council, the Trustees, and other committees shall maintain copies of their minutes as well as names, addresses, and term limits of their members. All committees shall give their member information to the NC prior to its September meeting.

Article 16 – Federated Church Operations Manual

1 The Federated Church Operations Manual (FCOM) describes and clarifies the responsibilities, policies, procedures, and specific duties of the Council, ministries, programs, and committees in order to implement the Bylaws more effectively.

2 The FCOM shall be created by a Council-appointed task force that includes the Head of Staff. The FCOM shall be reviewed annually, in consultation with the Head of Staff.

3 The Council shall be responsible for approving revisions in the FCOM. The FCOM may be amended by a majority vote of the Council at any of its meetings. The Council will report these revisions at the Annual Congregational meeting.

Article 17 – Emergency Provisions

1 An "emergency" exists for the purposes of this section if a quorum of Council members cannot be obtained because of some catastrophic event. Council action, taken in good faith during an emergency, binds Federated Church and may not be the basis for imposing liability on any Council members or Officers of the Corporation on the grounds that the action was not authorized.

2 Council will ensure that the Emergency Response Team (ERT) will be established and shall consist of the Minister, the Office Manager, the Director of Support Services, two (2) members of the PPC, two

(2) Federated Church members, and one (1) Council member. The Minister will serve as Chair and another member shall serve as Vice Chair.

3 The ERT shall develop an Emergency Plan for Council approval. The Emergency Plan will include temporary Bylaw provisions for meeting(s), including notifications, and quorum requirements, that can be implemented during an emergency.

4 The ERT shall annually review, update as necessary, and distribute the Emergency Plan to the Council, Paid Staff, and the Federated Church Congregation as necessary.

5 The ERT shall implement training and appropriate emergency actions when necessary, including coordinating with the United Methodist Committee on Relief (UMCOR) and the Presbyterian Disaster Assistance (PDA).

6 During an emergency, the Council Chair and/or Clerk will attempt to contact all Council members (in person, by telephone, text, and/or email) to provide them with the notice of an emergency meeting. The presence of at least fifty one (51) percent of current council members is required to establish a quorum for voting purposes at any emergency meeting.

7 During an emergency, Council may relocate the principal office, designate alternative principal offices, or authorize Officers of the Corporation to do so.

8 The implemented Emergency Plan procedures shall remain in effect during the emergency and shall be concluded after the ERT and/or Council has deemed that the emergency has ended.

9 Following the emergency, the ERT shall meet to review the Emergency Plan.

Article 18 – Certification

I, _____, certify that I am the duly appointed Clerk to Council for El Dorado County Federated Church, and I, _____, certify that I am the duly elected Church Council Chair. Together, we are duly authorized to make and deliver this certification. These Bylaws were duly adopted by the El Dorado County Federated Church Congregation at a Congregational Meeting on _____, and became effective immediately. The Bylaws herein contained constitute the true and complete version of all the Bylaws of the El Dorado County Federated Church.

Date:

Signature of Clerk to Council:

Printed Name:

Date:

Signature of Council Chair:

Printed Name:
