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**BYLAWS of Church of Our Savior Metropolitan Community Church**  
Adopted September 23, 2018

**Article I – Name**

The name of this church shall be Church of Our Savior Metropolitan Community Church, also known as COS MCC.

**Article II – Affiliation**

This church is a member congregation of the Universal Fellowship of Metropolitan Community Churches (UFMCC); ascribes to the government, doctrine, vision, mission, and values of UFMCC; and agrees to abide by the UFMCC Bylaws and decisions made by General Conference.

A. Successor Corporation - The Universal Fellowship of Metropolitan Community Churches is the not-for-profit organization designated to receive the church’s property in the event of dissolution or abandonment of the church or disaffiliation from the UFMCC, in accordance with UFMCC Bylaws.

B. Disaffiliation – A decision to disaffiliate from the UFMCC shall require a two-thirds (2/3) vote of the Members present at a Congregational Meeting called for the purpose of disaffiliating and shall be decided in accordance with UFMCC Bylaws.

**Article III – Purpose**

The purpose of this church is Christian fellowship, worship, witness, and service, borne in the cooperation, program development, and implementation of UFMCC and local church Bylaws, Standard Operating Procedures, and Policies.

**Article IV – Members and Friends**

A. Criteria for Membership – Any baptized Christian who has completed a membership class may become a Member by participating in the Rite of Membership. A Member in good standing is a Member who registers his/her attendance, provides identifiable financial support, makes a definite service contribution, and demonstrates interest and loyalty.

1. Membership List – The list of Members in good standing shall be maintained by the Clerk, who shall report changes monthly to the Board of Directors.
2. Membership Review – The Board of Directors shall review the membership list in the month of August of each year.
  - a. A Member, who does not have registered attendance, identified financial support, definite service contribution, and demonstrated interest and loyalty

- 44 within the preceding period of six (6) months to one (1) year may be removed  
45 from the list of Members in good standing and placed on a list of inactive  
46 Members.
- 47 b. The Board of Directors shall notify this Member in writing that the Member  
48 has been placed on a list of inactive Members and is not eligible to vote at any  
49 business meeting of the church.
- 50 c. If the inactive Member has not attended, provided identifiable financial  
51 support, and demonstrated further interest or loyalty for a period of two (2)  
52 months immediately following notification, the Board of Directors shall have  
53 the authority, at its discretion, to drop any such Member from the local church  
54 membership roll.
- 55 d. The inactive Member may be restored to the list of Members in good standing  
56 by a vote of the Board of Directors without a public reception into  
57 membership.
- 58 e. The inactive Member who is not restored during the period of two (2) months  
59 immediately following notification shall be considered a former Member.
- 60 f.  
61 A former Member may be restored to the list of Members in good standing  
62 after meeting the criteria for membership and meeting with the Pastor to  
63 determine eligibility.
- 64 3. Right to Appeal. A decision by the Board of Directors to drop an inactive  
65 Member from the local church membership roll may be appealed by the inactive  
66 Member to the next regular Congregational Meeting or a Special Congregational  
67 Meeting called for that purpose. The decision of the Congregational Meeting is  
68 final. Pending the outcome of the appeal, the inactive Member is not eligible to  
69 vote at any business meeting of the church.
- 70 a. Appeal process. The request for an appeal shall be submitted to the Clerk of  
71 the Board of Directors within thirty (30) days following the date when the  
72 inactive Member was dropped from the local church membership roll.
- 73 b. The Board of Directors may consider the appeal and reverse its earlier  
74 decision without taking the matter to the Congregational Meeting.
- 75 c. Should the Board of Directors sustain its earlier decision and the inactive  
76 Member wishes the appeal to continue, the request shall be included as an  
77 agenda item for the next regular Congregational Meeting or a Special  
78 Congregational Meeting called for the purpose of considering the appeal.  
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80
- 81 B. Friends of the Church – A person who, for one reason or another, feels unable to  
82 become a Member but who supports the goals of the church and wants to be a part of the  
83 work of the church may be designated as a “Friend of the Church.”  
84
- 85 1. List of Friends of the Church – The list of Friends of the Church shall be  
86 maintained by the Clerk.  
87
- 88 2. Limitations on Friends of the Church – Friends may serve on appointed  
89 committees and may participate in all activities of the church. Friends may not

90 vote at Congregational Meetings or serve on the Board of Directors. Friends shall  
91 not be considered in determining the number of Lay Delegates.

92

93 C. Discipline of Members and Friends – The church cannot condone disloyalty or  
94 unbecoming conduct on the part of any Member or Friend. The Board of Directors is  
95 empowered to remove by majority vote any Member or Friend or take other appropriate  
96 disciplinary action.

97

98 1. Right to Appeal – The action of the Board may be appealed to the next regular  
99 Congregational Meeting or a Special Congregational Meeting called for that  
100 purpose. The decision of the Congregational Meeting is final. Pending the  
101 outcome of the appeal of discipline, the disciplined Member or Friend shall  
102 remain under discipline and shall retain the right to vote at regular and Special  
103 Congregational Meetings, including the Congregational Meeting held to consider  
104 the appeal. If the discipline was to remove the person from membership, then the  
105 disciplined former Member shall not be eligible to vote at the Congregational  
106 Meeting held to consider the appeal.

107 a. Appeal Process - The request for an appeal shall be submitted to the Clerk of  
108 the Board of Directors within thirty (30) days following the date of the  
109 disciplinary action.

110 b. The Board of Directors may consider the appeal and reverse its earlier  
111 decision without taking the matter to the Congregational Meeting.

112 c. Should the Board of Directors sustain its earlier decision and the Member  
113 wishes the appeal to continue, the request shall be included as an agenda item  
114 for the next regular Congregational Meeting or a Special Congregational  
115 Meeting called for the purpose of considering the appeal.

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### 118 **Article V – Congregational Meetings**

119 Government of the church is vested in its Congregational Meeting, which exerts the right  
120 to control of its affairs, subject to the provisions of the UFMCC Articles of Incorporation,  
121 Bylaws, or documents of legal organization, and the General Conference.

122

123 A. Time and Place – An annual Congregational Meeting shall be held each year in the  
124 month of January. The time and place of the annual Congregational Meeting shall be  
125 determined by the Board of Directors.

126

127 B. Notification – The Board of Directors shall notify Members in writing at least two (2)  
128 weeks in advance.

129

130 C. Voting Rights – Each Member in good standing has the right to vote. Proxy or any  
131 other form of absentee voting shall not be allowed.

132

133 D. Votes Required for Approval – Decisions, including elections, requires approval by a  
134 vote of more than fifty percent (50%) of those Members present and voting, unless  
135 otherwise required by UFMCC Bylaws or otherwise stated in these local church Bylaws.

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E. Quorum – In order to transact business, no less than thirty-five percent (35%) of the Members in good standing must be present.

F. Agenda – The agenda for Congregational Meetings shall be determined by the Moderator and Clerk.

1. Content – The agenda shall include, but not be limited to, election of members to the Board, election of Lay Delegates in the appropriate year, presentation of financial report, approval of budget, and receiving reports from the Board of Directors and the Pastor.

2. Additions to Agenda – Members may request the Board of Directors to add agenda items by submitting additional agenda items to the Clerk no later than three (3) weeks prior to the meeting.

G. Elections – All votes for elected positions shall be taken by secret ballot. Votes of affirmation from the floor are not permitted.

H. Special Congregational Meetings – In addition to the annual Congregational Meeting, special Congregational Meetings may also be held. Special Congregational Meetings are governed by the same rules as those pertaining to the annual Congregational Meeting.

1. Calling a Special Congregational Meeting – A special Congregational Meeting may be called either by (a) majority vote of the Board, (b) the Pastor, or (c) a petition signed by at least twenty-five percent (25%) of the Members and submitted to the Clerk.

2. The nature and purpose of the special Congregational Meeting shall be stated in the petition and in notices and be written into the agenda.

**Article VI – Local Church Administrative Body**

A. Name – The local church administrative body shall be the Board of Directors, which is authorized to provide administrative leadership for Church of Our Savior MCC.

B. Responsibilities – The Board of Directors shall be responsible for providing the church with a set of Bylaws, the draft shall be approved by the UFMCC and then approved by the members at a Congregational Meeting, and for submitting the approved Bylaws to the UFMCC. The Board of Directors shall also have charge of all matters pertaining to the documents of legal organization and incorporation, strategic planning, church policy, church property, risk-management, and physical and financial affairs of the church. The Board of Directors shall also be responsible for collecting and disbursing funds, keeping adequate church records, and making timely reports to the Congregation and UFMCC.

- 181 C. Qualifications – Members of the Board of Directors must be Members in good  
182 standing of Church of Our Savior MCC.  
183
- 184 1. Conflict of Interest – More than one person from a household, family, or  
185 committed relationship; someone who is a church employee; or someone who is a  
186 Clergy Candidate shall not be eligible to serve on the Board of Directors.  
187
- 188 D. Composition – There shall be seven (7) members of the Board of Directors, including  
189 the Pastor who shall also serve as Moderator.  
190
- 191 E. Term of Office – The term of office for members of the Board of Directors, except the  
192 Pastor, shall be 3 two-year staggered terms, with 1/3 being elected at each annual  
193 Congregational Meeting. An individual may again seek election to the Board of Directors  
194 one year after leaving the board.  
195
- 196 F. Meetings – The Board of Directors shall meet at least once a month and no fewer than  
197 ten (10) times a year. Except for executive sessions, meetings shall be open to the  
198 congregation and to the public to attend as Observers without voice or vote.  
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- 201 1. Minutes – Minutes and financial reports shall be available to Members of the  
202 church within two (2) weeks after each meeting. Minutes shall include a record  
203 of those present and decisions made. A copy of the minutes shall become part of  
204 the permanent church records.  
205
- 206 G. Quorum – No less than a majority of the members of the Board of Directors must be  
207 present in order to transact business.  
208
- 209 H. Official Officers – The official officers of the church are Moderator, Vice-Moderator,  
210 Clerk, and Treasurer.  
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#### 213 ELECTION OF OFFICERS -

- 214 1. Election of Officers – During the first meeting following elections to the Board,  
215 the Board of Directors shall elect from among its members persons to fill the  
216 positions of Vice-Moderator, Clerk, and Treasurer. The term of office for  
217 officers, except for Moderator, shall be one (1) years.  
218
- 219 a. Duties of Officers:
- 220 i. Moderator – The Pastor shall serve as Moderator of the Board of  
221 Directors.  
222 ii. Vice-Moderator – The Vice-Moderator shall serve as Moderator of the  
223 Board in the absence or upon the request of the Pastor.  
224 iii. Clerk – The Clerk shall be responsible for ensuring the maintenance of  
225 official correspondence and church records, and for ensuring that accurate  
226 records are kept of all meetings of the Board of Directors and of the

227 Congregation. The Clerk is the officer authorized to receive petitions  
228 submitted to the Board of Directors.  
229 iv. Treasurer – The Treasurer shall be responsible for ensuring the preparation  
230 and maintenance of all financial records. This shall include a monthly  
231 financial report to the Board and an annual financial report to the  
232 Congregation. The monthly and annual financial reports shall reflect  
233 receipts, disbursements, and outstanding financial obligations.  
234 v. At its’ discretion, the board may appoint an Assistant  
235 Treasurer/bookkeeper to maintain routine records. This person will report  
236 to the Treasurer. There is no term limit.  
237

238 I. Vacancies – In the event of a vacancy on the Board of Directors, the Board of  
239 Directors shall appoint within 60 days a qualified Member to fill the vacancy until the  
240 next Congregational Meeting, when an election shall be held to fill the unexpired term.  
241

242 J. Discipline – The church cannot condone disloyalty, unbecoming conduct, or  
243 dereliction of duty on the part of any member of the Board of Directors. Therefore, the  
244 Board of Directors may remove by a majority vote of the full Board of Directors any of  
245 its members guilty of the above, with the exception of the Pastor who must be disciplined  
246 in accordance with the UFMCC Bylaws. A petition submitted to the Clerk and signed by  
247 twenty-five percent (25%) of the Members in good standing of the congregation may also  
248 initiate such a procedure.  
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251 1. Right to appeal – The decision of the Board of Directors is not subject to appeal.  
252

253 K. Limitation of Liability – No member of the Board of Directors shall be liable for any  
254 act or failure to act by any other member of the Board of Directors or by any employee of  
255 the Church. No member of the Board of Directors shall be liable for any loss arising  
256 from any fault in the title to any property acquired by the Church. No member of the  
257 Board of Directors shall be liable for any loss arising from any fault in any security in  
258 which the Church might invest, or from bankruptcy, insolvency, or wrongful act by any  
259 person to whom the Church might entrust any of its property. No member of the Board  
260 of Directors shall be liable for any loss due to error of judgment or oversight on his/her  
261 part, or for any other loss whatsoever occurring in the carrying out of the duties of his/her  
262 office, unless this loss arises from the member’s own willful neglect or fraudulent or  
263 criminal actions.  
264

265 L. Indemnity – The church shall protect every member of the Board of Directors against  
266 all costs arising in relation to his/her relations with the Church, unless they are  
267 occasioned by his/her own willful neglect or fraudulent or criminal actions.  
268

#### 269 **Article VII - Pastor**

270 A. Role – The Pastor is the UFMCC clergy person with a license to practice who has  
271 been called by God and elected by the church to be responsible for the duties of teacher,  
272 preacher, and spiritual leader until such time that the relationship is terminated. The

273 Pastor shall also fulfill such other roles and responsibilities as are stated in the UFMCC  
274 Bylaws and the policies of the church.

275 1. Interim Pastoral Leader – In the event that a UFMCC clergy person is not  
276 available to serve as Pastor, the Board of Directors may request the MCC Office  
277 of Church Life and Health to appoint an Interim Pastoral Leader, who shall be  
278 subject to a background check. The term of office of the Interim Pastoral Leader  
279 shall be one (1) year. If the Interim Pastoral Leader is a Member of Church of  
280 Our Savior MCC, then the Interim Pastoral Leader shall have the authority to  
281 fulfill all of the roles and responsibilities of Pastor. If the Interim Pastoral Leader  
282 is not a Member of Church of Our Savior MCC, then the Interim Pastoral Leader  
283 shall have the authority to fulfill all of the roles and responsibilities of Pastor,  
284 except that the Interim Pastoral Leader shall serve as Moderator of the Board of  
285 Directors and Congregational Meetings, with voice but no vote.  
286

287 B. Responsibilities – The Pastor shall have authority for ordering all worship services of  
288 the church; determining when other worship services will be held, subject to approval of  
289 the Board of Directors; appointing compensated and uncompensated church staff, subject  
290 to the approval of the Board of Directors; and determining compensation, vacation  
291 periods, and titles of office of the church staff, subject to approval of the Board of  
292 Directors. The Pastor shall serve as a voting member of the Board of Directors,  
293 Moderator of the Board of Directors and of Congregational Meetings, personnel director,  
294 and as the primary spokesperson for the church to the community. The Pastor may  
295 delegate such duties as seem wise.  
296

297 C. Pastoral Covenant – The Board of Directors and Pastor shall develop a covenant  
298 between the Pastor and the church. The covenant shall include a job description and  
299 address such matters as compensation that is consistent with equitable local standards,  
300 benefits, allowances, and leave. All provisions of the covenant shall be subordinate to  
301 the Bylaws of the UFMCC.

302 1. Conference Expenses – To the best of its ability, the congregation shall fund the  
303 Pastor’s transportation, registration, and per diem at General Conferences and one  
304 MCC Network gathering per year.

305 D. Pastoral Vacancy – In the event of a vacancy in the position of Pastor, a Pastoral  
306 Search Committee shall be responsible for presenting a qualified candidate for election at  
307 a Congregational Meeting. The Pastoral Search Committee shall develop and implement  
308 the pastoral search process in consultation with the MCC Office of Church Life and  
309 Health.  
310

311 1. Composition of Pastoral Search Committee – The Pastoral Search Committee  
312 shall consist of four (4) members, including at least 2- members of the Board of  
313 Directors and one (1) additional member of the congregation, elected at a  
314 congregational meeting called for this purpose.  
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363  
364 D. Funding - To the best of its ability, the congregation shall fund the Lay Delegate's  
365 transportation, registration, and per diem at General Conference.  
366

367 **ALTERNATE LAY DELEGATE**

368 E. Alternate Lay Delegate - The church shall elect one (1) Alternate Lay Delegate. The  
369 election, term of office, and funding shall be the same as for Lay Delegate.

370 1. Notification to Alternate Lay Delegate – When the Lay Delegate is unable or  
371 unwilling to perform the duties of Lay Delegate, the Lay Delegate shall  
372 immediately inform the Alternate Lay Delegate and the Clerk of the Board of  
373 Directors. If the Alternate Lay Delegate is unable to serve, the Board of Directors  
374 shall appoint someone to serve in the absence of the Alternate Lay Delegate.  
375

376 F. Discipline – The church cannot condone disloyalty, unbecoming conduct, or  
377 dereliction of duty on the part of any Lay Delegate or Alternate Lay Delegate. Therefore,  
378 the Board of Directors may remove by a majority vote of the full Board of Directors any  
379 Lay Delegate or Alternate Lay Delegate guilty of the above. A petition presented to the  
380 Board of Directors and signed by twenty-five percent (25%) of the Members in good  
381 standing of the congregation may also initiate such a procedure.  
382

383 1. Appeal of Discipline – A disciplined Lay Delegate or Alternate Lay Delegate may  
384 appeal the action to the congregation at its next regular Congregational Meeting  
385 or at a special Congregational Meeting which may be called for this purpose. The  
386 decision of the Congregational Meeting is final. Until the Congregational  
387 Meeting to consider the appeal, the position held by the disciplined Lay Delegate  
388 shall be filled by an Alternate Lay Delegate.  
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391 **Article X – Church Finances**

392 A. Authorized Signatures – Any church bank or other financial accounts shall require  
393 two signatures for withdrawals. All members of the Board of Directors shall have  
394 signature authority.  
395

396 B. Limit on Expenditures – The Pastor shall have the authority to commit church funds  
397 within the approved budget in any amount not to exceed five percent (5%) of the annual  
398 budget; any expenditure greater than that amount requires the approval of the Board of  
399 Directors.  
400

401 The Board of Directors shall have the authority to commit church funds within the  
402 approved budget in any amount not to exceed ten percent (10%) of the annual budget;  
403 any expenditure greater than that amount requires congregational approval.  
404

405 C. Fiscal Year – For the purpose of reporting to UFMCC, the fiscal year of the church  
406 shall be the calendar year.  
407

408 D. Church Budget – The Board of Directors shall be responsible for the presentation of  
409 an annual operating budget reflecting anticipated receipts and disbursements to the  
410 Congregational Meeting for approval. The approved budget may be amended, as needed,  
411 by a two-thirds (2/3) vote of the Board of Directors, which shall immediately notify the  
412 Members of the Church that such amendment has been made.

413 1. Budget Year – The annual budget of the church shall cover the period from –  
414 January through December.

415

416 E. Assessments – The Board of Directors shall report quarterly the number of members  
417 in good standing for each month within the quarter and shall remit the Board of Pensions  
418 assessments as set by General Conference. The report and remittance are due to the  
419 Board of Pensions on or before the tenth (10<sup>th</sup>) day of the month following the quarter  
420 reported.

421

422 F. Tithes – The Board of Directors shall report all church receipts each month to the  
423 UFMCC, and with that report shall remit a percentage of the funds reported. The  
424 percentage of funds to be remitted shall be determined by General Conference.

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#### **Article XI – Adoption and Amendments**

427 A. Adoption – These Bylaws shall become effective immediately upon adoption by the  
428 Congregational Meeting and approval by the UFMCC.

429

430 B. Amendments – These Bylaws may be amended or repealed at any duly convened  
431 Congregational Meeting. Proposed amendments or repeals shall be submitted in writing  
432 to the Board of Directors no later than thirty (30) days prior to the Congregational  
433 Meeting the proposal is to be considered. Adoption of the amendment or the repeal shall  
434 require approval by a two-thirds (2/3) affirmative vote and is subject to approval by the  
435 UFMCC. Amendments necessitated by amendments made to the UFMCC Bylaws shall  
436 not require approval by the congregation.