

Summary of Proposed Changes to the UCCH Bylaws – November 2020

Over the past few years, we have identified areas where our bylaws are either unclear, no longer reflect best practices in church organization, or seem overly constrictive. As a result, Council is proposing a series of updates to our bylaws, which are summarized below and shown in a redline format in the attached document. We have included the UCCH Constitution in the attached document as well, even though we are not proposing any changes in that document. The current versions of the Constitution and Bylaws are always available for viewing on the church website, under Church and Council Documents section of the UCCH’s Organizational Structure Directory.

Section	Potential Change	Rational – Related Issues
I. 2	The current language requires that the Sr Pastor and Deacons present new members to the congregation. Modify this to allow the Sr Pastor <u>or</u> an Associate Pastor, with the Deacons, to present new members.	This change provides more flexibility, especially if we have multiple services happening simultaneously and allows Pastor Mateo to receive members at a La Mesa service.
I. 4	The current language requires the Deacons to perform a census of active members by December 31 and develop an updated list by January 1. We propose changing these dates to February 1 and April 1, respectively.	This activity is designed, in part, to update the church membership list, removing inactive members and adding new members for consideration for Boards. The revised dates avoid the end-of-the year rush but still have the information available as we enter the nomination process. The lag allows Deacons (and staff) to follow up with those who we think might be candidates to shift to inactive status, before finalizing our list.
II. 2	Delete the requirement that the Asst. Moderator <u>chair</u> the Pastoral Relations Committee (PRC) and change the name of the Personnel Committee to the Personnel Policy Committee.	We are currently asking the Asst. Moderator to chair <u>both</u> PRC and the Personnel Committee (in the Personnel Policy), which is a lot of effort. Council also proposes to shift the responsibility for Sr Pastor review from the PRC to Council to allow the PRC to function in a support function rather than a supervision function with the Sr Pastor.
II. 3. d	Clarify that the term of the Assistant Treasurer is 1 year, the same as for the Treasurer.	The bylaws are silent on the issue and it is listed as a bonded position, so some additional formality seems appropriate.
II.3. f	Change the description of the annual financial review/audit to “The Treasurer shall make provisions for an annual independent report on accounting procedures, accounts, and investments with an external CPA firm.”	This job becomes a treasurer responsibility rather than a trustee responsibility and clarifies that the review is not a full audit and that it must be performed by an external CPA. This change in the bylaws reflects existing practice.

III. 1. b	Delete “one voice” as it relates to representation of Boards on the Church Council, retaining “one vote”.	The “one voice” text seems redundant since we already state that each board gets one vote.
III. 2.c. 2	Replace the required timing of the fall budget meeting from “not later than the second Sunday in November” with “not later than the second Sunday in December”	Provide additional flexibility in the timing of the fall budget meeting for years when additional discussion is warranted before voting on a budget. This has only been an issue once in the past 20 years, but there is not a current mechanism to extend the schedule when it occurs
III. 3. d. 5 The Church Council shall be responsible for:	Specify that Council will perform an annual review of the Sr Pastor and replace existing language that states the Church Council has a responsibility to hire church staff with: “(5) Approving Position Descriptions for all ministerial and program staff and forming a Personnel Policy Committee to advise the Senior Pastor on issues regarding staff hiring and termination, staff organization, staff compensation, and Letters of Agreement. The Personnel Policy Committee will also make recommendation to the Council regarding Personnel Policies. The Church Council will form a Pastoral Relations Committee to support and advise the Sr Pastor.	The first change shifts responsibility for the Sr Pastor review from the PRC to Council. The second change would clarify that the Sr Pastor is head of staff and clarifies the roles of the Council and the Personnel Committee in staff hiring.
III. 3. e	Change the timing of the fall budget meeting from “October or November” to “not later than the second week of December”	Provides the Trustees and Council additional flexibility to revise the budget in years where a significant gap exists between anticipated expenses and pledges.
IV. 1. b	Replace “Each Board shall consist of nine members unless otherwise noted” with “Each Board shall consist of a minimum of six members with the number of members to be determined by the respective board.”	This change provides flexibility in both recruiting but also in separating Board duties from those of associated teams, committees or support groups, which can contain non-members.
IV.	We have added a statement explaining that Boards may establish Committees, whose membership is not restricted to members of UCCH, and whose terms and responsibilities will be developed by the Boards to which they report.	The bylaws were silent on committees except for mentioning the PRC and the Personnel Committee, even though they are a key part of our organization. This statement is intended to document how they have been operating in recent years, but also asks the Boards to develop specific guidelines for its committees.
IV. 2 General responsibilities	We propose altering the descriptions of several Boards to describe their scopes but deleting references to specific committees.	Committees come and go, so this allows revisions to occur without updating the bylaws.

V. 2	Insert language stating that the Letters of Agreements will be reviewed by the Personnel Policy Committee (PPC) and that Associate and Assistant Pastors are “hired by the Senior Pastor” and place “not subject to call by the congregation” in parentheses.	Emphasize that the Sr Pastor is Head of Staff but the PPC has a role in ensuring equity among the staff compensation packages.
VI.	We need to insert that the bylaws were amended on 10-25-15 (as shown in section V. 1. A) and the date the changes discussed herein are approved.	Reduce future confusion regarding which are the latest bylaws.