

# BY-LAWS OF THE UNION CHURCH OF SAN SALVADOR

## ARTICLE 1

The by-laws of the Union Church of San Salvador shall always be subject to the Constitution and laws of the Republic of El Salvador, Central America and the official Statutes of the Union Church of San Salvador.

## ARTICLE 2 OBJECTIVES

The objectives of Union Church of San Salvador are:

- A ministry directed to an English-speaking congregation.
- Unity of the Body. (Interdenominational) Union Church draws together believers and members from the body of Christ from many denominations to prepare God's people and to build up the Body of Christ for the purpose of being spiritually fed. (Ephesians 4:12-13)
- Evangelism. In obedience to the Great commission, Union Church will fulfill its obligation of preaching the gospel to give the English speaking people the opportunity to accept salvation. (Mark 16:15-16)
- Discipleship. We will provide the means for Christian growth and the development of spiritual gifts within the Church's body to prepare effective disciples for Christian service.
- Outreach. Provide opportunities for Christian service, involving our young people, and taking care of the needy.

## ARTICLE 3 THE PASTOR

### A. Duties and Responsibilities

1. The Pastor is responsible for leading the Church to function as a New Testament Church. The Pastor will lead the congregation, the organizations and the Church staff to perform their tasks.
2. The Pastor is leader of Pastoral ministries in the Church. As such he works with the Church staff and Board to:
  - Lead the Church in achievement of its objectives.
  - Proclaim the gospel to believers and unbelievers.
  - Care for the Church's members and others in the community.

### B. Procedures for calling the Pastor

1. The Pastor will be chosen and called by the church whenever a vacancy occurs. The election of a Pastor will take place at a meeting called for that purpose, of which at least one week's public notice has been given.
2. A Pastoral Search Committee will be selected by the Church Board to seek out a suitable Pastor. This committee will consist of at least three members and will serve until their duty of securing a Pastor is completed.
3. The Pastoral Search Committee's recommendation will constitute a nomination. Any Church member has the privilege of making recommendations to the Committee.
4. The Committee will bring to the consideration of the Church one name at a time. Election will be by secret ballot, with an affirmative majority vote of those present and voting being necessary to issue a call. The Pastor, thus elected, will serve until the relationship is terminated, either by his request or the Church's.
5. The Church Board will be responsible for naming a committee of three responsible for pulpit supply in the absence of a Pastor.

#### **ARTICLE 4 THE CHURCH BOARD**

- A. Election of Board Members. Board members will be selected in keeping with the Church Statutes (7 members). In addition, as many as five alternates may be elected.
- B. Internal Procedures
  1. Officers. The following officers of the Church Board will be elected at the first Board meeting following the election of the Board by the newly elected members using a secret ballot: President, Secretary, Treasurer. The officers duties are prescribed in the Church Statutes. Should an officer vacate the position during the year, remaining Board members shall elect a replacement by secret ballot during the next regularly scheduled meeting.
  2. Meetings. In keeping with the statues, the president shall call regular meetings monthly and special meetings as required. Notice of meetings shall be given to the Board members at least 48 hours in advance.
  3. Alternates. Alternates may take the place of regular board members in the absence. The alternate with the highest number of votes will fill a permanent vacancy.
  4. Establishment of quorum. In keeping with the Statutes, a quorum shall exist with the participation of at least four members.
  5. Liaison to Church committees. The Board shall be responsible for providing a liaison to each committee.
  6. By-laws. Church By-laws may be made and amended by the Church Board at any regular session provided that the policy under consideration has been made known to board members at least two weeks in advance. New or amended Church By-laws will be ratified by the Church in the next General Session by a majority vote of the members present.
  7. Policy. The Church Board may make policy for day to day church operations.

#### **ARTICLE 5 COMMITTEES**

- Since committee action aids the accomplishment of the objective of Union Church, the responsibilities and the fulfillment of these responsibilities is of vital importance to the Church.
- The number of members in each committee shall be determined by the Committee on Committees on the basis of need. The Church may increase or decrease the size of any committee, add new committees or eliminate committees as necessary to achieve its objectives. Two-third of each committee must be composed of members of the church, with the exception of the Committee on Committees, the Finance Committee, and the Membership Committee, which shall be composed exclusively of Church Members.
- Any recommendation of a committee must have a majority consensus of its members. All recommendations are subject to Board approval.
- Each committee will be responsible to select its own chairman, to develop with the first month of the new Church year a plan stating its goals and objective for the year, and to make an oral monthly report on committee progress to its board liaison.
- It is understood that, by virtue of his position of leadership, the Pastor is an ex-officio member of all committees and should be invited to all committee meetings.

#### **COMMITTEE ON COMMITTEES**

This committee will establish the committees for the year and submit a list of members to be nominated to the Board of Directors. The committee shall consist of a minimum of three members. Two of the members must be Board members , and all must be members of the church.

Duties and Responsibilities:

- In December, this committee will present to the Board for its approval, a listing of the committees deemed necessary to accomplish the church objectives, along with the names of those members to serve on each committee and a designated chairperson of the committee.
- The committee will review the committee structure and recommend to the church any changes deemed necessary. Such changes include adding or deleting committees, renaming of same, redefining duties, and changing composition.
- The committee will fill any vacant committee position by recommending to the Board the name of the person nominated to serve.
- As necessary, the committee will conduct a committee training clinic.
- During the month of December, this committee will submit to the Board a report listing members for nomination to the Board of Directors for the following year.
- The committee will secure the consent of every person nominated.
- The committee will present its report at the annual Ordinary Business Meeting in January.

### **CHRISTIAN EDUCATION COMMITTEE**

The Christian Education Committee is responsible for educational activities and specifically for Sunday School. The committee will consist of a minimum of 3 members and the chairperson will serve as the Sunday school Superintendent.

Duties and Responsibilities:

- Coordinate Sunday School by securing teachers, ordering materials, overseeing weekly progress and meeting regularly with teachers.
- As necessary, the committee will recommend addition Christian education activities to the Board..

### **WORSHIP COMMITTEE**

The Worship Committee will support the Pastor in preparing the Worship Service. This committee will consist of a minimum of three members.

Duties and Responsibilities

- Work directly with the Pastor in designing the Worship Service.
- Assist the Pastor during the Worship Service.
- Coordinate ushers for each Sunday
- Provide preparation of the sanctuary for Sunday morning to include flowers and other needed decorations.
- As desired, coordinate greeters for Sunday.

### **EVANGELISM COMMITTEE**

This committee will plan, coordinate and evaluate the evangelistic ministry of the Church. This committee will consist of a minimum of three members.

Duties and Responsibilities.

- Recommend evangelistic activities to the Pastor and the Board.
- Committee will assist in conducting evangelistic activities.

### **MISSIONS COMMITTEE**

This committee will recommend outreach projects, and execute the disbursements of funds for approved mission's projects. This committee will consist of a minimum of three people.

Duties and Responsibilities

- Evaluate requests made to Union Church
- Recommend projects to the Board for approval.
- Assist in coordinating approved projects.

### **BUILDING AND GROUNDS COMMITTEE**

This committee will be charged with the maintenance of all Church buildings and equipment and of the Church property. This committee will consist of a minimum of one person.

Duties and Responsibilities.

- Determine necessary repairs and/or improvements and authorize the same up to the limit of the budget approved for that purpose.
- Work with the Board concerning long range plans for the building of new structures and the upgrading of present structures.
- Submit a proposed budget to the Finance Committee to be included in the annual Church budget.

### **FINANCE COMMITTEE**

The Finance Committee will plan, coordinate and evaluate stewardship activities. In addition, this committee will develop the annual budget to be approved by the Church each year. This committee will consist of four or five members, one of which must be the church Treasurer, and all of which must be Church members.

Duties and Responsibilities

- Recommend specific stewardship activities
- Conduct and evaluate specific stewardship activities
- Submit to the Board of Directors a proposed budget during the month of December
- Meet with other committees to assure that all Church needs are included in the budget.
- Assure that adequate insurance is maintained by the Church for the Church property.

### **GIFT SHOP COMMITTEE**

This committee will oversee the operations of the Gift Shop. The committee will consist of a minimum of three members and the chairperson will also function as the Gift Shop Manager.

Duties and Responsibilities

- Purchase, price and display merchandise in the Gift Shop.
- Supervise employees and volunteers in the Gift Shop.
- Manage the Gift Shop bank account.

### **HOSPITALITY COMMITTEE**

This committee is to plan, coordinate and implement the fellowship/social and recreational programs of the Church. This committee will consist of a minimum of three members.

#### Duties and Responsibilities

- Oversee the organization of the monthly potluck.
- Recommend fellowship and recreational activities
- Send flowers to member or friends who are ill or hospitalized.
- Greet and deliver flowers to visitors.
- As needed, this committee will conduct home visitation.

### **MEMBERSHIP COMMITTEE.**

This committee will promote membership within the Church and conduct membership drives. This committee will consist of a minimum of two members.

#### Duties and Responsibilities.

- Conduct and evaluate membership drives.
- As needed, conduct home visitations.

### **ARTICLE 6 MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

- A. Church members have the right to self-determination in reference to Church proceedings. Every member of the Church will be entitled to one vote on any item of business submitted for action at any Ordinary or Extraordinary Meeting. There will never be a proxy vote counted; a member must be present to vote.
- B. Every member of the Church over 21 years of age is eligible for consideration as candidate for elective office in the Church.
- C. Church membership provides a practical expression of one's faith by providing opportunities of service and experiencing genuine Christian Fellowship.
- D. Church member's responsibilities include giving and serving. Members will give of their material resources and of their time. Members will serve by utilizing their particular God given gifts.

### **ARTICLE 7 ORGANIZATION**

All Church organizations shall be approved by the Church Board in regular session. Their activities are subject to Board approval. All activities shall be coordinated in advance with the Pastor.

### **ARTICLE 8 DISCIPLINE**

It will be the practice of the Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor and the Church Board are available to provide counsel and guidance. The attitude of members toward one another will be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, the Pastor and the Church Board will take every reasonable measure to resolve the problem in accordance with Matthew 18.

If it becomes necessary for the Church to take action to exclude a member, a majority vote of the members who are present and voting is required; the Church may then proceed to declare the person to be no longer in the membership.

### **ARTICLE 9 RULES OF ORDER**

Meetings of the Church and Church Board shall be governed by Robert's Rules of Order, Newly Revised unless otherwise directed by the Statutes of the Church By-laws. The Church Statutes take precedence of Church By-laws which take precedence of Robert's Rules of Order.