First Congregational Church of River Edge
Framework for Ministry & Mission

LEADERSHIP COUNCIL

Worship

Education

Stewardship

Property

Personal

Mission

Spiritual Gifts & Growth
First Congregational Church of River Edge

A NEW FRAMEWORK FOR MINISTRY AND MISSION

Definition of Terms:

**Team** - a group of people organized to work together.

(Core ministry teams are Worship, Education, Mission, Property, Personnel, Stewardship and Membership. Spiritual Gifts & Growth is also a team.)

**Co-opt** - Someone selected, embraced, welcomed onto an established team as a team member, based on his or her interest or ability.

(Co-opted team members are not elected to team membership by the congregation. They may be selected by either core ministry teams or the Gifts & Growth Team. Co-opted team members may, or may not, be members of the church. They are selected for one-year-terms on a designated team, or for specific team projects or programs.)

**Ex officio** - a member of a team by virtue of office or official position in the church.

Ex officio members of designated teams include the Pastor/Head of Staff, the Director of Christian Education, the Director of Music, the Church Clerk, the Church Treasurer, Church Librarian, Shawl Ministry Coordinator, Financial Secretary, Leader of the Funds Advisory Group.
Spiritual Gifts & Growth Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation for one-year terms)

Members-at-large may serve up to three consecutive one-year terms, after which members-at-large shall not be re-nominated to the Spiritual Gifts & Growth Team until at least one year shall have elapsed.

Member - ex officio: Pastor/Head of Staff
Leadership Council - Membership (12)

Members (9)
(elected by the Congregation in three classes of three for three-year terms).

Ex-Officio Members (3) - voice, no vote
Pastor
Church Clerk (elected annually by the Congregation for a one-year term.)
Church Treasurer (elected annual by the Congregation for a one-year term.)

At the annual Leadership Council re-organization meeting, the Council shall elect one of its members to be Church Moderator/Leadership Council Moderator for a one-year term.

The Leadership Council members elected by the congregation (9) shall serve as Trustees of the church for the length of their service on council. Each Leadership Council member shall be a member of/lead one core-ministry team for a one-year term as determined at the Council’s annual reorganization meeting.

The Leadership Council shall meet monthly, except July and August.
Worship Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted)

Members - ex-officio:
(Pastor/Head of Staff, Director of Music)

Worship

Communion Preparation
Communion Serving
Greeters and Ushers
Flowers
Sanctuary Decoration
Baptisms/Weddings/Funerals

Worship
Music
Lay Readers
Paraments/Banners/Candles

ALTAR GUILD

First Congregational Church
109 Continental Avenue
River Edge, NJ 07661
Education Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted)

Members - ex-officio:
(Pastor/Head of Staff, Director of Christian Education, Church Librarian)

Education

Church School  Confirmation Class  Church Camps/Conferences
Adult Education/Bible Study  Teacher Training  Summer Vacation Bible School
Retreats  Nursery/Child Care  Youth Fellowship(s)
Church Archives  Computer Room
Cradle roll
Church Library

First Congregational Church
109 Continental Avenue
River Edge, NJ 07661
Mission Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted) - Second Sunday Representative

Member - ex officio: Pastor/Head of Staff
Membership Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted)

Members - ex-officio:
(Pastor/Head of Staff, Church Clerk, Shawl Ministry Coordinator)
Stewardship Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted)

Members - ex-officio:
Pastor/Head of Staff; Church Treasurer; Leader - Funds Advisory Group;
Financial Secretary

Stewardship

Stewardship Interpretation
Annual Stewardship Campaign
Financial Administration/Oversight/Audit
Fund-Raising Coordination
Coordinate Annual Budget Preparation

Funds Advisory Group

Investments
Woodruff Fund
Memorial Fund
Endowment Fund
Capital Fund
Pastor's Trust Fund

First Congregational Church
109 Continental Avenue
River Edge, NJ 07661
Personnel Team - Membership

Council Member (1)
At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)
Members (Co-opted)
Member - ex-officio: (Pastor/Head of Staff)
Property Team - Membership

Council Member (1)

At-Large Members (3)
(elected by the Congregation in three classes for three-year terms)

Members (Co-opted)

Members - ex-officio: Pastor/Head of Staff
FRAMEWORK FOR MINISTRY AND MISSION
(CONSTITUTION AND BY LAWS)

ARTICLE I
NAME AND LOCATION

The name of this Church is the First Congregational Church of River Edge, New Jersey, Inc. The location of the Church and its principal office is 109 Continental Avenue, River Edge, Bergen County, New Jersey 07661. The title of the registered agent therein upon whom process may be served is the Church Clerk.

ARTICLE II
MISSION AND VISION

OUR MISSION - Our mission is to worship God, care for one another, and witness to Jesus Christ in our community and the world.

OUR VISION - We seek to be a dynamic community of faith committed to spiritual growth, following Christ's example and God's Word. Respecting our past and recognizing today's challenges, we move forward with diverse worship, education, mission and compassionate care for all.

ARTICLE III
FAITH AND COVENANT

FAITH - This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of humankind. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of this Church in each generation to make this faith its own. It accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

"THE STATEMENT OF FAITH" - adopted by the United Church of Christ is as follows:

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being,
create persons in your own image,
and set before each one the ways of life and death.
You seek in holy love to save all people from aimlessness and sin. You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen.

COVENANT – We covenant with one another to seek and respond to the Word and the will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, justice and peace. As did our fathers and mothers, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.
ARTICLE IV
MEMBERSHIP

1. Active Members

Membership in this Church shall be by:

   a) baptism and either confirmation or profession of faith in Jesus Christ as Lord and Savior,

   b) reaffirmation or re-profession of faith,

   c) letter of transfer or certification from another Christian Church, and by entering into its Covenant and subscribing to its Framework for Ministry and Mission.

2. Responsibility of Members

Members shall pledge themselves to live the Christian life; to attend worship in this Church; to participate in the celebration of the Lord's Supper; to share in the life and work of this Church; to contribute to its support and benevolences; and to seek diligently the spiritual welfare of the membership of the community.

3. Reception Into the Church

The formal reception of members into the fellowship of this Church shall take place during the public services of worship, preferably when the Sacrament of the Lord's Supper is observed. In unusual circumstances, at the discretion of the Minister, persons may be received into membership privately.

4. Transfer

A member may, on request, be granted a letter of transfer. If wishing to join in a body not in fellowship with this Church, the member may, on request, be issued a letter of church membership.

5. Inactive Members

An inactive member is one who does not participate in this Church's work and worship. An inactive member is entitled to all the rights and privileges of an active member except the right to speak in the meetings of the Congregation and to vote and hold office. The Church Clerk, in consultation with the Pastor and the Membership Team, shall review the rolls of members at least annually and shall consult with those who have neglected the responsibility of membership. A member who has been listed on the inactive roll may be restored to active membership by recommendation of the Minister and the Leadership Council.

6. Voting Rights

Active members shall be entitled to vote at all business meetings of this Church.
ARTICLE V
GOVERNMENT

1. The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject, however, to Laws of the State of New Jersey relating to non-profit corporations. This Church is subject to no other ecclesiastical body, but it accepts the obligations of mutual counsel, courtesy, and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to share in its common aims and work.

2. This Church shall be a part of the United Church of Christ and shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By-Laws of the United Church of Christ adopted July 4, 1961 relating to local churches.

3. The governing body of this Church shall be the membership assembled in a meeting acting in accordance with the Framework for Ministry and Mission of this Church. A quorum for a church meeting shall consist of 10% of the active membership. Unless specified otherwise in the Framework for Ministry and Mission, the vote of a majority of active members present at the meeting shall be the action of this Church.

4. Meetings:

(a) The Annual Meeting of this Church shall be held before the last Sunday in February, the meeting date to be selected by the Leadership Council.

(b) At the Annual Meeting, written reports shall be presented by all Church teams, personnel and officers. Leadership Council members, at-large team members, and Church officers shall be elected, and such other business transacted as may be specified in the call or authorized by the Framework for Ministry and Mission.

(c) Special meetings of this Church shall be called by the Church Clerk upon the written application of 10% of active membership, or may be called by the Leadership Council.

(d) Notice for all business meetings shall specify the object thereof and shall be read at the public services on two (2) successive Sundays preceding the meeting.

(e) All business meetings of this Church shall open and close with prayer.

(f) The Church Moderator or designee shall preside at all business meetings of this Church.

5. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters or procedure not specifically covered by this Framework for Ministry and Mission.
ARTICLE VI
COUNCIL AND TEAMS

The Spiritual Gifts and Growth Team shall be responsible for discovering and nurturing the gifts and talents of our members so that they may best be used in service to Jesus Christ. The team shall be charged with putting forth nominees for the Leadership Council as well as the Core Ministry Teams. They shall also be responsible for nominating members to serve on teams formed to fill staff vacancies including, but not limited to, a Pastor Search Team if necessary.

The Spiritual Gifts and Growth Team shall consist of one Council Member and three at-large members elected by the Congregation for one-year terms. Members-at-large may serve up to three consecutive one-year terms, after which members-at-large shall not be re-nominated to the Spiritual Gifts & Growth Team until at least one year shall have elapsed. The Pastor/Head of Staff shall serve ex-officio, with voice but no vote.

The Leadership Council shall be responsible for guiding the efforts of the Congregation in accordance with this Church's Mission and Vision, including, but not limited to, coordinating this Church's ministry and mission efforts, short and long term planning, and initiating and guiding the process for establishing the annual church budget for presentation to the Congregation.

The Leadership Council shall consist of nine (9) members elected by the Congregation in three classes of three, for three year terms, and shall serve as Trustees of this Church for the length of their service on council. Each Leadership Council member shall be a member of/or lead one Core Ministry Team for a one-year term as determined at the Council’s annual reorganization meeting. The Leadership Council shall elect one of its members at the annual reorganization meeting to serve a one year term as Church Moderator and Leadership Council Moderator. The Leadership Council shall meet monthly, except July and August. A majority of voting members of the Leadership Council shall constitute a quorum. The Pastor/Head of Staff, Church Clerk, and Church Treasurer shall serve ex-officio, with voice but no vote.

Core Ministry Teams

1. The Worship Team shall seek to develop an appreciation for the worship and music ministries of the Church. This team shall determine general policies, and plan for the total worship and music program of this Church.

The Worship Team shall include one Council member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff and Director of Music shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.
2. **The Education Team** shall seek to develop an educational consciousness in the Congregation. This team shall determine general policies, and plan for the total education program of this Church.

The Education Team shall include one Council member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff, Director of Christian Education and Church Librarian shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

3. **The Mission Team** shall seek to develop a mission awareness in the Congregation. This team shall plan for year round programs which encourage and expand mission interpretation and commitment.

The Mission Team shall include one Council member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

4. **The Membership Team** shall seek to develop an evangelistic awareness and zeal within the Congregation. This team shall plan programs for welcoming visitors, and encouraging new members, as well as maintaining and growing a loving, caring, nurturing church community.

The Membership Team shall include one Council Member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff, Church Clerk and Shawl Ministry Coordinator shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

5. **The Stewardship Team** shall plan for year round programs to encourage and expand stewardship interpretation and commitment.

The Stewardship Team shall include one Council Member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff, Church Treasurer, Financial Secretary and Leader of the Funds Advisory Group shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

   a. **The Funds Advisory Group** shall be responsible for the oversight and reporting on the status of designated church funds and investments subject to the approval of the Leadership Council.

   The Funds Advisory Group shall include one Council Member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff and Church Treasurer shall serve ex-officio, with voice but no vote. This team may add co-opted members as needed.

   b. **The Audit Team** shall be responsible for the annual audit of all books and accounts of this Church, and for the preparation of a report of their findings for distribution to the Congregation at the Annual Meeting.
The Audit Team shall be comprised of three (3) members to be elected at the Annual Meeting and shall serve for a one year, open-ended term. Members of the Leadership Council, the Treasurer, Assistant Treasurer or members of their immediate family shall not be eligible to serve on the Audit Team during their term.

6. The Personnel Team shall be responsible for the oversight, support, review, and compensation recommendations of church personnel.

The Personnel Team shall include one Council Member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

7. The Property Team shall develop and recommend policies relating to church properties. This team shall be responsible for year round and long-range programs related to the use, maintenance, and management of the Church’s buildings and grounds, for the enhancement of the ministry and mission of the Congregation.

The Property Team shall include one Council Member and three at-large members elected by the Congregation in three classes for three-year terms. The Pastor/Head of Staff shall serve ex-officio, with voice but no vote. The team may add co-opted members as needed.

ARTICLE VII
CHURCH PERSONNEL AND OFFICERS

The Pastor shall provide a ministry of preaching, teaching, pastoral care, and organizational leadership to the Congregation to enable this Church to grow to its full potential in membership and spiritual vitality.

The Director of Christian Education shall oversee, coordinate, provide resources, train and enable those involved in the church’s youth, family and educational ministries.

The Director of Music shall oversee, coordinate, provide resources, train and enable those involved in the church’s music ministries.

Corporate Officers

The Church Moderator, elected annually by the Leadership Council, shall preside over all business meetings of the Church, serve as President of the non-profit corporation, and serve as a delegate to the New Jersey Association and Central Atlantic Conference.

The Church Clerk, elected annually by the Congregation, shall record and maintain essential church records, documents and notification of meetings, and perform all other duties prescribed to the office of Corporate Secretary.
The Church Treasurer, elected annually by the Congregation, shall maintain a clear accounting and recording of church financial records and perform all other duties prescribed to the office of Corporate Treasurer.

The Assistant Church Treasurer, elected annually by the Congregation, shall maintain a clear accounting and recording of church financial records and perform all other duties prescribed to the office of Corporate Treasurer as needed.

ARTICLE VIII
SELECTING, CALLING AND TERMINATION OF CALL OF THE PASTOR

1. Calling a Pastor

At any time this Church is without a Pastor, the Leadership Council shall provide for the election of a Pastor Search Team to select a candidate to be proposed to the Congregation in the following manner:

(a) The Spiritual Gifts and Growth Team shall be charged with nominating members representative of the Congregation to serve as The Pastor Search Team. The Leadership Council shall call a special meeting of the Congregation as soon as practical thereafter to elect said Pastor Search Team. In the event of a vacancy on the Pastor Search Team, a successor shall be appointed by the Spiritual Gifts and Growth Team.

(b) The Pastor Search Team shall select and recommend the candidate of their choice to the Leadership Council, whereupon a Special Meeting of the Congregation for the purpose of voting on the candidate shall be called. This meeting shall be called in the manner provided for in ARTICLE V of this Framework for Ministry and Mission. A three-fourths vote of the members assembled in favor is necessary to choose and call a candidate. In the call, the terms of employment shall be stated including the agreement of this Church to participate in a pension fund, a health insurance program, and other terms agreed between the candidate and The Pastor Search Team. The candidate, this Church, the Association and the Conference Executive shall each receive a copy of the call.

(c) When a candidate accepts a call, the New Jersey Association shall be asked to arrange for a Service of Installation. A report of this service shall be signed by the proper officer of the Association and by the Conference Executive, and copies shall be sent to the Secretary of the United Church of Christ and to the Committee on Ministry of the New Jersey Association. The candidate may be called for a definite or indefinite period.
2. Termination of the Call of a Pastor

When either party decides to terminate the call, it shall be acted upon by the active membership at a meeting called for that purpose. Notice of such action shall be sent by the Church Clerk to the Conference Executive and to the New Jersey Association for appropriate final action.

In order to terminate a pastoral contract or call, at least ninety (90) days written notice shall be given to the other, or upon other terms to which both parties mutually agree.

ARTICLE IX
DELEGATES

1. Association Delegates

Subject to the Bylaws of the New Jersey Association of the Central Atlantic Conference of the United Church of Christ as to the number of delegates permitted, the Pastor, the Church Moderator, and such other persons who may be appointed by the Leadership Council, shall be the official delegates to the called general meetings of the New Jersey Association of the Central Atlantic Conference of the United Church of Christ. It shall be the Church Moderator’s responsibility to submit a report on these meetings at the Annual Meeting of the Church.

2. Conference Delegates

Subject to the Bylaws of the Central Atlantic Conference of the United Church of Christ as to the number of delegates permitted, the Pastor, the Church Moderator, and such other persons who may be appointed by the Leadership Council, shall be the official delegates to the called general meetings of the Central Atlantic Conference of the United Church of Christ. It shall be the Church Moderator’s responsibility to submit a report on these meetings at the Annual Meeting of the Church.
ARTICLE X
AMENDMENTS

This Framework for Ministry and Mission may be amended by a three-fourths vote of the members present and entitled to vote at any Annual Meeting of this Church, or at a meeting specially called for that purpose, the proposed amendment being inserted in the call.

No change shall be made in ARTICLES III and V of the Framework for Ministry and Mission titled “Faith and Covenant” and “Government”, except at an Annual Meeting, and by a three-fourths vote of the members of this Church, attending and entitled to vote, said proposed change having been laid before the members of this Church in writing at a business meeting no less than one (1) month before the time of the proposed action, and read from the pulpit on the Sunday next succeeding such proposal, and also on the Sunday preceding the Annual Meeting.

ARTICLE XI
DELINEATION AND LIMITATION OF POWERS

This Framework for Ministry and Mission shall serve as the Constitution and By Laws of this Church. The members of the Leadership Council shall act as Trustees of the Corporation with the elected head, The Church Moderator, serving as Corporate President, the Church Clerk serving as Corporate Secretary, and the Church Treasurer serving as Corporate Treasurer. These Trustees shall have the powers and duties prescribed by the laws of the State of New Jersey for Trustees of a non-profit corporation.

Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 179(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
ARTICLE XII
DISSOLUTION OF THE CORPORATION

Upon the dissolution of this corporation, the Leadership Council (trustees) shall, after paying or making provision for the payment of all liabilities of the corporation, call a meeting of the members according to the provision of Article V, of the Framework of Ministry and Mission, to make recommendations and obtain directions for the disposal of all of the assets of the corporation, including any bequest, gift or grant contained in any will or other instrument in trust or otherwise. Disposition of assets shall be to an organization or organizations organized and operating under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the court having jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes, but in no case shall any of the assets be distributed to the membership.

Adopted by the Congregation, Sunday, February 5, 2012