

**CONSTITUTION
UNITED CHURCH OF CHRIST PARKER HILLTOP
10926 E. Democrat Rd., Parker, CO 80134
2015**

PREAMBLE

United Church of Christ Parker Hilltop is a progressive church within the Christian faith. We revere scripture as our most sacred resource for understanding our historical faith, our relationship with God as a church, our call from Jesus to act in all things with compassion and justice, and our living relationship with God's Holy Spirit. We construe scripture historically, sacramentally, and metaphorically, rather than literally, so as to support all human and other life, to celebrate the love of God for all God's children, and to extend the Good News of Jesus Christ to all persons without exception. We are a non-creedal church; we affirm the responsibility of every member to make this faith their own in reality of worship, in honesty of thought and expression, and in purity of heart before God.

ARTICLE 1 – INCORPORATION OF THE CHURCH

- 1.1 ARTICLES OF INCORPORATION. United Church of Christ Parker Hilltop is a nonprofit Corporation organized under the Colorado Corporation Act and under the Amended Articles of Incorporation dated and filed with the Secretary of State of Colorado on _____, 2015.
- 1.2 REGISTERED OFFICE AND AGENT. The Church shall maintain a registered office in Colorado and a registered agent. The initial registered office, United Church of Christ Parker Hilltop, and the initial registered agent, Pamela S. Thompson (Vice-Moderator, as specified in the Bylaws of United Church of Christ Parker Hilltop), are specified in the Amended Articles of Incorporation.
- 1.3 PRINCIPAL OFFICE. The principal location and place of assembly of this Church shall be 10926 East Democrat Road, Parker, Douglas County, Colorado 80134.

ARTICLE 2 – LEGAL AND ECCLESIAL STANDING OF THE CHURCH

- 2.1 CHURCH STANDING: United Church of Christ Parker Hilltop will always be a Church within the denomination of the United Church of Christ.
- 2.2 LEGAL STANDING: The Church may, in its corporate name, sue or be sued, acquire by purchase, gift, bequest or otherwise, and own, hold, invest, reinvest, or dispose of property, both real and personal, for such work as the Church may undertake. It may purchase, own, receive, hold, manage, care for, and transfer, rent, lease, mortgage, or otherwise encumber, sell, assign, transfer, and convey such property for the general purposes of the Church. The Church may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objectives and purposes of the Church. The Church Council may sell, mortgage, or transfer the Church's real estate after a two-thirds affirmative vote of the

active members of the congregation present at any annual or special meeting in which a quorum (as established in the Bylaws of the Church) is in attendance.

- 2.2.1 CESSATION OF CHURCH ENTITY: In the event the Church disbands, all funds, tangible personal property (exclusive of real property), equipment and contents of the Church other than individual personal property shall revert to the Rocky Mountain Conference of the United Church of Christ. The Church's real property is identified by deed duly recorded at the Douglas County Clerk and Recorder's Office on August 20, 1963, Book 152, page 108, as amended March 3, 1969, at Book 191, page 308.
- 2.3 ORGANIZATIONAL STRUCTURE: United Church of Christ Parker Hilltop is accountable to no other ecclesiastical body, but accepts the obligation of mutual counsel, organizational structure and cooperation involved in the free fellowship of the United Church of Christ; and pledges itself to share common aims and works. United Church of Christ Parker Hilltop is in direct fellowship with the Southeastern Association, the Rocky Mountain Conference and the General Synod of the United Church of Christ.
- 2.3.1 GUIDELINES: United Church of Christ Parker Hilltop will operate as an entity held within the legal aspects of governmental laws and regulations which are consistent with the moral precepts of the congregation and its social justice concerns. In that regard, pursuant to a vote of the membership in 2013, United Church of Christ Parker Hilltop will be an Open and Affirming Church as that term is defined within the denomination. (Attached).
- 2.4 CLERGY LEADERSHIP: United Church of Christ Parker Hilltop shall select a ministerial leader who has active ministerial standing in the United Church of Christ, or has privilege of call in the UCC, or is a minister with active standing with their ecumenical partner, the Disciples of Christ. The Minister, upon being called, shall fulfill all guidelines established by the Southeastern Association of the Rocky Mountain Conference of the United Church of Christ, shall maintain standing as a Minister in the Southeastern Association, shall be duly installed as Minister of United Church of Christ Parker Hilltop, and shall be a member of United Church of Christ Parker Hilltop.
- 2.5 CONGREGATIONAL MEMBERSHIP: Membership may be conferred upon any persons who accept the Constitution and Bylaws of United Church of Christ Parker Hilltop, who affirm the purposes as set forth in the Preamble of the Constitution, and who pledge to support the Church by investing a portion of their time, talents, and financial resources in the life and ministry of United Church of Christ Parker Hilltop.
- 2.5.1 Active Members: All adult persons and Confirmed minors who were active members of either Hilltop United Church of Christ or Parker United Church of Christ and who have evidenced their wish to be active members of United Church of Christ Parker Hilltop by worship attendance and/or financial support for the church and/or participation on a Ministry Team and/or by written request, or by a combination of the above, shall be deemed to be active members of United Church of Christ Parker Hilltop. All persons and Confirmed minors who have joined as members of United Church of Christ Parker Hilltop on November 3, 2013 or dates subsequent by profession of membership during open Church worship and who have maintained their active status through one of the afore-mentioned means shall be deemed to be active members of United Church of Christ Parker Hilltop. All persons who, by Letter of Transfer of

Membership from another Church, or by Confirmation within United Church of Christ Parker Hilltop, as maintained by the Church Clerk or Vice-Moderator in the official current rolls of Church membership and who have maintained their active status through one of the afore-mentioned means shall be deemed to be active members of United Church of Christ Parker Hilltop. All persons who are or who shall become members of the Church are thereby members of the United Church of Christ.

- 2.5.2 Inactive members: Persons who have ceased, for one year or more, to attend worship, communicate with the Church, or financially support the mission of the Church, as determined by Council with the input of the Pastor. Inactive members will be sent a letter in the first quarter of the following calendar year inquiring of their membership intentions. If there is no response, Council may remove inactive members from the membership rolls. All children of active members who are in undergraduate college or in active military service or on missionary work away from their parent('s) home shall be deemed to be active members of United Church of Christ Parker Hilltop until such time as they graduate or otherwise leave school, leave the military, or terminate their missionary assignment. Thereafter, an adult child will need to independently establish their active membership in the church to be maintained on the "active member" rolls. Persons who have dropped out of the United Church of Christ Parker Hilltop community, but have not terminated their membership or transferred it elsewhere, shall be deemed to be "inactive members" and may not vote until and unless they restore their relationship with the church and become again "active members."
- 2.5.3 Accounting -Active members only. For purposes of Conference and Association reporting, only active members shall be counted.

ARTICLE 3- CHURCH GOVERNANCE

- 3.1 COUNCIL: The Council of United Church of Christ Parker Hilltop shall be made up of the Moderator, Vice-Moderator, The Minister, and other duly elected active members as set forth in Article 2.5.1 of this Constitution. The members of Council must all be separate persons not related by blood to the second degree or generation, marriage, or common household. The Council shall manage the affairs of the Church. However, the responsibility for the life and financial support of the Church rests with all of its members, as facilitated through the Church Council, its Officers, and Ministry Teams. The Moderator will be the chairperson of the Church Council.
- 3.1.1 MINISTER: is responsible for the spiritual life and direction of the Church. The Minister will generally conduct and direct the services of worship and shall minister to the welfare of the membership and friends of the Church. The Minister will attend Council and Team meetings, and will provide input and advice where appropriate. The Minister's freedom of the pulpit will be recognized as essential to the ministry of the Church, and will be protected.
- 3.1.2 OFFICERS OF THE CHURCH: The officers of the Church must all be active members and separate persons not related by blood to the second degree or generation, marriage, or common household. The officers are as follows:

3.1.2.01 Moderator: is the principal executive officer of the Church and its lay leader. The Moderator supports the activities and operations of the Church in concert with the Minister. The Moderator may be member of other Ministry Teams of the Church. The Moderator shall chair the Church Council meetings and the congregational meetings. The Moderator is the official representative of the congregation. The Office of Moderator is a non-compensated position. The Moderator must be an active member of the congregation, and must have been an active member for at least two years prior to the start of the Moderator's term of office. The Moderator shall be elected for a one year term at the annual meeting of the congregation (or other specially called meeting) and may hold this position for no more than two consecutive years.

Vice Moderator: shall share lay leadership with the Moderator, serving as the chairperson of Church Council in the absence of the Moderator, presiding over congregational meetings in the absence of the Church Moderator, and overseeing other tasks or projects at the request of the Church Moderator. The Vice-Moderator also serves as the Clerk of the Church and its Registered Agent. The Office of Vice-Moderator is a non-compensated position. The Vice-Moderator shall be an active member of the congregation, and must have been an active member for at least one year prior to the start of the Vice-Moderator's term of office. The Vice-Moderator shall be elected for a one year term at the annual meeting of the congregation (or other specially called meeting) and may hold this position for no more than two consecutive years.

Treasurer: is the primary financial officer of the Church, and shall disburse available funds in accordance with the Annual Budget under the guidance of the Church Council. The Treasurer shall oversee all funds and investments of the Church and shall supervise the accounting of financial matters. The Treasurer shall keep full and accurate records of receipts and disbursements of the general fund on a monthly basis and all other funds on a quarterly basis. The Treasurer shall prepare full reports for Council meetings as requested, and for the annual congregational meeting. The Treasurer must act in concert with the Financial Secretary for the protection of the Church. The Treasurer must demonstrate proficiency in the basic and essential tasks of this position, must pass a criminal background check, and be subject to review and independent audits as called for by the Church Council. The Treasurer must be an active member of the Church, and must have been an active member for at least two years prior to the term of office. The Office of Treasurer is a non-compensated position. The Treasurer shall be elected for a two-year term at the annual meeting of the congregation (or other specially called meeting) and may hold this position for no more than three consecutive terms. The Treasurer may not also serve as the Financial Secretary during the same term.

Financial Secretary: receives all monies from the weekly collections, from automated bank collections, and from special collections, gifts, and memorial donations. The Financial Secretary will record all of the pledges and offerings given to the Church by members and others, and from other organizations or donors. The Financial Secretary, the Chair of the Covenant Commitment Team,

and the Settled Pastor will have access to the giving records of the congregants. They will keep the dollar amounts of pledges and donations confidential. The information will be coded by identification number, and only the coded information will be provided to the Covenant Commitment Team. Church Council and the Financial Responsibility Team will receive aggregate information only. The Financial Secretary will provide giving statements to all persons of the church on or before January 31st of the following year and shall prepare aggregate reports for the Annual Congregational Meeting.

The Financial Secretary must act in concert with the Treasurer for the protection of the Church. The Financial Secretary must demonstrate proficiency in the basic and essential tasks of this position, must pass a criminal background check, and be subject to review and independent audits as called for by the Church Council. The Financial Secretary must be an active member of the Church, and must have been an active member for at least two years prior to the term of office. The Office of Financial Secretary is a non-compensated position. The Financial Secretary shall be elected for a two year term at the annual meeting of the congregation (or other specially called meeting) and may hold this position for no more than three consecutive terms. The Financial Secretary may not also serve as the Treasurer during the same term.

Both the Financial Secretary and the Chair of the Covenant Commitment Team will serve two-year renewable terms and will be screened by the Nominating Committee and shall sign a Confidentiality Agreement.
(Section Amended 8/18/19)

ARTICLE 4 – INDEMNIFICATION

- 4.1 **GENERAL:** Absent willful conduct, including criminal conduct, undertaken for personal gain or in exploitation of any person of the Church, the following legal protection shall be supported by United Church of Christ Parker Hilltop.
- 4.1.1 **INDEMNIFICATION OF OFFICERS:** United Church of Christ Parker Hilltop shall indemnify any Officer of the Council, ministry team leader, member, or employee against any and all liability and expenses incurred in connection with any proceeding arising out of their role on behalf of the Church to the fullest extent permitted by law. Expenses are to be broadly interpreted to include attorney fees, costs, and any other reasonable and necessary expense.
- 4.1.2 **INSURANCE:** United Church of Christ Parker Hilltop shall maintain liability insurance for the benefit of any Officer or employee against any liability asserted or incurred while acting on behalf of United Church of Christ Parker Hilltop in accordance with the Church Constitution and Bylaws.
- 4.1.3 **LEGAL PROTECTION:** It is United Church of Christ Parker Hilltop’s intent to provide protection available under Colorado law. This coverage shall extend to any and all acts or omissions other than willful misconduct or criminal activity. United Church of Christ Parker Hilltop may advance expenses or undertake the defense of any individual

covered in this section provided that the individual shall reimburse the Church for these expenses if it should ultimately be determined the individual is not entitled to indemnification based on willful misconduct or criminal liability.

ARTICLE 5- MISCELLANEOUS PROVISIONS

- 5.1 AMENDMENTS OF CONSTITUTION. This Constitution may be amended at an annual or special congregational meeting of United Church of Christ Parker Hilltop. 75% (3/4) of the active membership, as determined in accordance with Article 2.5.1 of United Church of Christ Parker Hilltop must be present to create a quorum. A 66% (2/3) vote of those present is required to approve any amendment.
- 5.1.2 PROCEDURE: An amendment may be suggested by any active member of the congregation, with the written support of at least two other active members. The proposed amendment shall be submitted to the Council for review, in writing, at least one full month prior to the scheduled congregational meeting. Said proposed Amendment shall then be sent to all active members of the Church (inactive members may not vote, but will still be sent the information.)
- 5.2 BOOKS AND RECORDS. The Church shall maintain correct and complete books and records of member history, all activities, Church financial accounts, and minutes of meetings, which shall be open to active members for perusal. Records of individual member monetary pledges and contributions shall be maintained by the Financial Secretary and are not available to other members. Exception is made for an annual audit as required by civil law/insurance requirements.
- 5.3 COUNCIL TO ACCEPT OR REJECT GIFTS TO THE CHURCH: Council will be the body that accepts or refuses gifts to the Church proposed by any person or entity, consistent with the moral precepts of the congregation and its social justice concerns.
- 5.4 GIFTS FOR THE BENEFIT OF UNITED CHURCH OF CHRIST PARKER HILLTOP: Any gift bequeathed by Will or Trust or by Memorial Gift otherwise and stated to be for the benefit of Parker UCC (or any form thereof) or Hilltop UCC (or any form thereof) or Hilltop Community Church (or any form thereof) will automatically revert to the benefit of their successor, United Church of Christ Parker Hilltop.

This Constitution of United Church of Christ Parker Hilltop dated January 1, 2015.

MODERATOR

VICE-MODERATOR

SENIOR PASTOR & HEAD OF STAFF

Amended: 2019 Section 3.1.2.01 Financial Secretary