

Woodside Village Church  
Standing Rules  
11/13/09 version

These standing rules are designed to provide a handy reference to our general procedures and system of governance. The standing rules may be amended by due process provided the change does not conflict with either the Constitution or the Bylaws. In all cases, these standing rules are intended to be subordinate to our Constitution and Bylaws.

Section 1—Elected Officers

A. Moderator

1. Term of office is one year
2. Responsibilities
  - a. preside at meetings of the Council and the congregation
  - b. arrange the agenda of said meetings
  - c. administer directives of said meetings
  - d. act as a signing officer of this church and/or this corporation
  - e. may participate ex-officio in any meeting of any elected board, committee or ad-hoc group of this church

B. Moderator-Elect

1. Term of office is one year
2. Responsibilities
  - a. perform the duties of the Moderator in his/her absence or disability
  - b. act as chair-person of the stewardship and nominating committees
  - c. may participate ex-officio in any meeting of any elected board, committee or ad-hoc group of this church
  - d. become Moderator at the end of the term as Moderator-Elect

C. Clerk

1. Term of office is one year, although the Clerk may be re-elected to serve up to two additional terms.
2. Responsibilities
  - a. determine quorum for meetings of the Council and congregation
  - b. maintain permanent records of all congregational meetings
  - c. maintain permanent records of all Council meetings as the secretary to the Council
  - d. serve on the nominating committee
  - e. maintain a record of all members, including the dates of reception, termination, and/or reinstatement and assigns each to the appropriate membership category (active, associate, inactive)
  - f. issue letters of transfer and dismissal as authorized by the Council

#### D. Treasurer

1. Term of office shall be one year, although the Treasurer may be re-elected to serve up to two additional terms
2. Responsibilities:
  - a. account for and reviews all monies deposited for the support of this church (offerings, rents, gifts, responses to special appeals, etc.)
  - b. account for the budgeted items of expense for this church and other items approved by the Board of Administrative & Finance Ministries, Endowment Committee, etc.
  - c. serve as a member of the Board of Administration & Finance Ministries and the Endowment Committee
  - d. serve as a resource person as needed to the Stewardship Committee

#### E. Member(s)-at-large

1. Term of office shall be one year, although the Member(s)-at-large may be re-elected to serve up to two additional terms
2. Responsibilities:
  - a. represents the general interests of the congregation on the Council
  - b. serves as chair-person of the Personnel Committee
  - c. accepts Council approved assignments at the directive of the Moderator

### Section II – Pastor(s)

#### Responsibilities:

1. Be the chief liturgical officer(s) of this church, celebrate the sacraments, preach the Gospel, and have charge of all services of public worship with the assistance of the Board of Worship Ministries
2. Seek to enlist people as followers of Christ
3. Have charge of the spiritual welfare of this church
4. Supervise and coordinate the activities of this church with the assistance of the church Council
5. Recommend to the Personnel Committee the hiring of this church's lay staff including determination of their duties, conditions, and termination of employment; and supervise and direct activities of the lay staff within the approved budget of this church, subject to review by the Personnel Committee and approval by the church Council.
6. Submit a written report of pastoral ministry at the annual congregational meeting.
7. Approve the Pastoral Relations Committee.

8. Be ex-officio (non-voting) member(s) of all Boards, organizations, and committees of this church.

### Section III – Boards

#### A. Board of Administration and Finance Ministries

1. Term of office shall be one year, but a member may be re-elected to serve up to two additional terms
2. Membership shall be 3-7 members
3. Responsibilities:
  - a. solicit budget requests from Boards, committees, etc.
  - b. propose a budget to the Council
  - c. present the approved budget to the congregation
  - d. monitor income and expenses throughout the fiscal year
  - e. provide financial statements to the Council at least quarterly
  - f. contract for adequate insurance(s), audits, etc.
  - g. recommend policies for use of campus facilities to the Council
  - h. oversee maintenance of campus facilities and Memorial Garden including janitorial and other gardening services
  - i. appoint one member to the stewardship and endowment committees
  - j. oversee the stewardship and endowment committees
  - k. encourage individuals and ad-hoc groups to assist in specific administrative tasks such as bookkeeping, offering counting, managing insurance needs, etc. as well as helping the maintenance of the campus and its facilities, including the Memorial Garden
  - l. oversee contracts and leases
  - m. report to the Council at scheduled meeting

#### B. Board of Worship Ministries

1. Term of office shall be one year, although members may be re-elected to serve up to two additional terms
2. Membership shall be 3-7 members
3. Responsibilities:
  - a. assist the Pastor(s) in the spiritual leadership of the church in its ministries of worship, music,
  - b. arrange for lay worship assistants (greeters, deacons, readers, ushers, etc.
  - c. arrange for sanctuary preparation (paraments, candles, banners, offering and communion supplies, flowers, pew maintenance, etc.)
  - d. arrange for receptions of new members and special/seasonal services
  - e. maintain relationships with the Order of the Deacons, the choir, the altar guild, and spiritual-focus groups

- f. assist the Pastor(s) in developing policies governing our worship services
- g. report to the Council at scheduled meetings

#### F. Board of Growth Ministries

1. Term of office shall be one year, although members may be re-elected up to two additional terms.
2. Membership shall be 3-7 members
3. Responsibilities:
  - a. oversee the planning and work of Christian education including but not limited to nursery care, church school, youth programs, confirmation, adult studies, Lenten series, Woodside Forum events, etc.
  - b. oversee the maintenance of the church library
  - c. oversee the support ministries such as Family Life Ministry, Kids Day, Vacation Bible School, community events, etc.
  - d. encourage individuals and ad-hoc groups to share in groups for prayer, study, outreach, classes, service projects, special events
  - e. promote participation in congregational support of Christian missions, evangelistic ministries, etc.
  - f. report to the Council at scheduled meetings

#### G. Board of Service Ministries

1. Term of office shall be one year, although members may be re-elected up to two additional term
2. Membership shall be 3-7 members
3. Responsibilities:
  - a. enlist members to reach out to others as Christ's servants
  - b. create and support programs and events that enhance our fellowship, such as coffee hours, breakfasts, suppers, etc.
  - c. encourage and organize support to members in time of need
  - d. promote participation in congregational support of outreach and benevolence programs such as One Great Hour of Sharing
  - e. appoint a member to the Nominating committee
  - f. maintain communication with groups serving the larger community such as the Women's Fellowship, Living Solo, and Giving Circle
  - g. encourage individuals and ad-hoc teams to provide service to the church and community such as web-services, public relations, social justice, charity, outreach, congregational care, etc.
  - h. report to the Council at scheduled meetings

### Section IV – Standing Committees

A. Endowment Committee

1. Membership shall be appointed by Board of Administration and Finance Ministries and chaired by a member of that Board
2. Responsibilities:
  - a. recommend programs for planned giving to the Board of Administration and Finance Ministries
  - b. maintain records of endowments and reserve funds
  - c. recommend investment policies to the Board of Administration and Finance Ministries
  - d. be familiar with and adhere to the current Endowment Policies
  - e. act as custodian of all invested funds
  - f. report to the Board of Administration and Finance Ministries at least quarterly and to the congregation at least annually

B. Nominating Committee

1. Membership will include the Moderator-Elect, Clerk and a person appointed by the Council
2. Responsibilities:
  - a. present a annual slate of nominations to the Council for the constitutional officers and boards
  - b. recommend replacements to the Council for vacancies that occur between annual elections

C. Personnel Committee

1. Membership shall be a Council member-at-large and two other persons appointed by the Council
2. Responsibilities:
  - a. review performance of the Pastor and the Pastor's reports of professional and staff employees' performance
  - b. maintain employee files including job description, contractual agreements, letters, and personal information
  - c. develop means of evaluation and feedback to all employees concerning their duties
  - d. recommend to the Council and appropriate boards the salary and benefit ranges of professional and staff employees
  - e. cooperate with the Pastor in the employment and termination of professional and staff employees
  - f. convene the pastoral relations committee to address issues that affect the relationship between the Pastor and the Council or congregation
  - g. develop and recommend to the Council appropriate policies governing the activities of the personnel committee

h. report to the Council as needed

D. Pastoral Relations Committee

1. Membership shall be one member of the personnel committee, a member chosen by the Pastor, and a member appointed by the Council
2. Responsibilities:
  - a. assist in fostering good relations between the Pastor(s) and the congregation
  - b. meet at least annually, as upon request by the Pastor and/or personnel committee
  - c. follow WVC personnel policies
  - d. report to personnel committee and through the same to the Council and congregation

E. Stewardship Committee

1. Members (up to nine) , including at least one from the Council, are appointed by the Moderator-Elect with approval of the Council
2. Responsibilities:
  - a. encourage the membership to be good stewards of their resources
  - b. lead an annual stewardship/pledge program
  - c. report to the Council and congregation at duly called meetings

### Section V – Meetings

- A. Agenda. It is the responsibility of the Moderator, Dean, or chairperson to prepare an agenda for the meetings they lead. Each agenda shall include determination of a quorum, review of the minutes of previous meetings. Approval of motions requires a majority of a quorum of the group's members. For specially called meetings, only items on the agenda may be voted upon.
- B. Categories of Meetings. Meetings are ordinarily open to any church member and approved guests. A duly called and constituted group, however, may go into executive session for elected and ex-officio members only for sensitive and/or confidential matters.
- C. Conduct of Meetings. All meetings shall be conducted according to the rules of Roberts Rules of Order, Newly Revised.

### Section VI

These Standing Rules may be amended at a duly called meeting of the membership by a majority vote of a quorum present and voting.

