

**PERMANENT PRINCIPLES AND RULES
OF THE
SECOND UNION CHURCH
OF SAN JUAN**

Section I

Organizing Principles

The Second Union Church of San Juan declares its faith in Jesus Christ as Lord and Savior and affirms its objects as set forth in its Articles of Incorporation. It recognizes and accepts Jesus Christ as the Author and Source of all authority for the government of His Church and considers that by Him there is entrusted to this particular Church, duly evoked and constituted in a Corporation Meeting, authority to govern itself. The Church may delegate powers and authority to committees and individuals as it may deem necessary and expedient, but no committee or individual shall have authority whatsoever except such as may be specifically delegated to that committee or individual, or by implication, necessary to carry out specifically delegated powers. All authority not delegated resides in the Corporation Meeting.

A summary of the basic governmental structure described more fully in subsequent sections as follows:

1. The members of the Church, acting through the Corporation Meeting, shall constitute the final authority to govern the Church.
2. The Church Council shall constitute the policy making body of the Church and all committees will be responsible to the Council.
3. The Officers of the Church Council and the Minister(s) shall constitute the Executive Committee responsible for the administrative affairs of the Church.
4. The Officers of the Church Council and the permanent Committees shall be elected at the Corporation Meeting.
5. The Trustees of the Corporation will consist of the officers of the Church Council and the Chairperson of the Property Committee.
6. All meetings of the above groups shall be conducted in accordance with generally accepted rules of parliamentary procedure, except as provided elsewhere in these rules.
7. Any provision herein that members of the Church be notified by way of mail means either by United States mail or by Electronic mail (e-mail) as may be directed by the Executive Committee.

Section II
The Corporation Meeting

- 1) The Corporation Meeting of the Second Union Church of San Juan, Inc., shall be composed of all members in good and regular standing and of legal age, according to the laws of the Commonwealth of Puerto Rico. The necessary quorum shall be twenty-five (25) members of the Church.
- 2) The President and the Secretary of the Corporation Meeting shall be the President and the Secretary of the Church Council, respectively. Nothing contained in this Constitution shall prevent the qualified voters at any such meeting from choosing another person who is a qualified voter, or the Minister of the Church, to preside at such meeting, or to elect a Secretary Pro-Tem.
- 3) Meetings:
 - a) Two regular Corporation Meetings shall be convened each year. The dates shall be fixed by the Church Council.
 - b) A regular Corporation Meeting shall be convened shortly after the end of the Church fiscal year (December 31). At this meeting the Corporation shall:
 - (1) Receive financial reports from the year ended and approve a budget for the year beginning.
 - (2) Receive reports from the Minister, the Council President, and the Finance and Staff Congregational Committee Chair-persons on the year activities.
 - (3) Elect the Finance Committee Chairperson, who will serve as Treasurer, and the members of the Finance Committee.
 - (4) Conduct any other business pertaining to the welfare of the Church.
 - (5) Approve any unbudgeted expenditure in excess of ten thousand dollars (\$10,000.00) that is necessary for the welfare of the Church, however the Church Council may approve any such expenditure of lesser amounts.
 - c) A regular Corporation Meeting shall be convened between April 15th and May 15th. At this meeting the Corporation shall:
 - (1) Receive reports from each of the Church Organizations and Permanent Committees.
 - (2) Elect the President, Vice President, Secretary of the Church Council and the Chairperson and members of the various permanent committees, to assume office on June 1, for a one (1) year term. (Except for those elected in 3b-(3) above).
 - (3) Announce the President, Vice President, Secretary, Treasurer, and the Chairperson of the Property Committee as Trustees.

- (4) Conduct any other business pertaining to the welfare of the Church.
 - d) Notice of each regular Corporation Meeting shall be given at the morning services on the two (2) preceding Sundays, or shall be mailed to the members at least ten (10) days before the meeting.
 - e) Special meetings may be called by the Council at any time, provided that the announcement is made at the previous Sunday service and notice including the purpose of the meeting is mailed five (5) days before the meeting.
- 4) The slate of nominees from the Staff Congregational Committee shall be published and mailed to the members at least ten (10) days prior to the regular meetings.
 - 5) In all elections, nominations may be made from the floor; provided each nomination has the prior consent of the person nominated and is supported by five (5) members of the Church. In elections with more than one candidate for a given position, the vote shall be taken by written ballot for that position.

Section III
The Church Council

- I. The Church Council shall be the policy making body of the Church and shall be composed of the following:
 - a. President, Vice President, Secretary, and Treasurer.
 - b. The Chairpersons of all Permanent Committees.
 - c. The Minister(s) as ex-officio member(s) without vote.
 - d. All elected members of the Church Council and the Permanent Committee Chairpersons shall be members of the Church.
2. Any member of the Church Council may not serve more than two (2) consecutive terms in the same office, (except for the office of Treasurer, who does not have a term limit).
3. All members of the Council, including the ex-officio members shall be expected to attend all meetings, unless excused by the Secretary, and shall report upon all features of the work of the church that may seem to them to need deliberation and attention. Absence from three (3) consecutive meetings without having been excused could result in the Church Council requesting their resignation.
4. Interim vacancies on the Council may be filled by the Council until the next regular Corporation Meeting. Interim appointees at the end of a partial term may then be nominated to serve (2) full consecutive terms.
5. A simple majority shall constitute a quorum and a majority of the member's present shall decide all questions before Council.
6. Officers of the Council shall be as follows:
 - a. President, who shall act as presiding officer at all Council Meetings.
 - b. Vice President, who shall preside in absence of the President and shall serve as the Chairperson of the Forward Planning Committee.
 - c. Secretary, who shall record Council membership, proceedings and actions and have such other duties as usually pertain to this office.
 - d. Treasurer, who shall be responsible for the recording and safeguarding of contributions of the individual church members, of offerings and all other monetary receipts, both cash and otherwise; who shall be responsible for the making of disbursements; who shall be responsible for the keeping of

financial accounts for the church, and who shall serve as Chairperson of the Finance Committee.

7. The Council shall meet at stated intervals, but not less frequently than once every three months, to hear reports and consider matters referred to it or initiated within the Council.
8. The Council may appoint special committees as it deems necessary to carry out its functions.
9. The Council shall review and approve the slate of nominees from the Staff Congregational Committee for presentation and election at the Corporation Meeting.
10. The Council shall approve the additions of members to Permanent Committees except those whose membership is fixed.
11. The Council shall appoint one of its members to act as Parliamentarian.
12. The Council shall cause to be published periodically in the Church Bulletin a list of the members of the Permanent Committees.
13. The Council may appoint delegates to represent the Church before any group, association, council, etc., as deemed beneficial to the Church.
14. The Council, at its discretion, may call a meeting, or act on behalf of any committee appointed by it, or for which it is responsible.

Section IV **The Committees**

1. The **Executive Committee** shall consist of the officers of the Council as set forth in Section III, Item 6. The duties and responsibilities of this committee are described as follows:
 - a. Act on behalf of the Council on matters requiring immediate attention between meetings of the Council.
 - b. Make recommendations to the Council on all matters of Church Policy.
 - c. Prepare an agenda for Council meetings and formulate its recommendations on any item requiring action by Council.
 - d. Assist the Minister(s) in the administration of the Church, and through guidance from the Council, be responsible for the administration affairs of the Church.
 - e. Appoint an editor for the Church Newsletter.
 - f. Appoint a Church Historian (as required) to maintain records relating to all relevant events of our Church history. Such responsibility is to include a written record (audiovisual) and photographic records of the life of the church.

2. The following **Permanent Committees** shall be elected at the Corporation Meeting and shall be responsible to the Church Council:
 - a. The **Membership Committee** shall be composed of not less than four (4) members. The Membership Committee shall be responsible for leading and encouraging total congregational participation to reach people who have no church home and encouraging them to become part of our Church fellowship.
 - (1) The Committee shall establish and implement methods to more effectively reach newcomers to the Church as well as other people in the community without a Church home.
 - (2) The Committee shall work with the Minister to schedule services for receiving new members into the Church and shall provide orientation and assimilation program for new members.
 - (3) The Membership Committee shall implement programs to nurture the Church membership, encouraging member involvement in Church programs.

(4) The Chairperson of the Membership Committee shall act in an advisory capacity to the Forward Planning Committee, attending their meetings and exchanging plans and ideas as they affect the efforts of both committees to achieve growth within the Church and meet the growing and changing needs of the Church.

(5) Through the Minister and the Church Administration, the Membership Committee shall be responsible for keeping accurate records of all members of the Church; with the manner of reception, dates, and manner of separation, as well as records of baptisms and marriages celebrated by the Minister in the Church or in any other place.

Such records shall be kept in a permanent book or books provided for that purpose and such books shall remain in the property of the Church.

The Committee may authorize the issuing of certificates of membership, baptisms, letters of transfer and dismissal, and shall make an annual report of these statistics to the Corporation.

b. The **Worship Committee** shall be composed of not less than four (4) members who meet at least once a month. They shall be accountable for all areas connected with the Worship Service. The Committee shall be responsible for:

- (1) The preparation of the Communion Elements;
- (2) The provision of Ushers, Acolytes, and Lay readers;
- (3) The coordination of the music, including choir presentations;
- (4) The planning of the liturgy in the bulletins;
- (5) The care and maintenance of the altar and equipment and the flowers;
- (6) The planning and coordination of special services;
- (7) The implementation of special related programs in consultation with the Minister;
- (8) The staffing of Children's Church and the purchase of materials, supplies and publications relevant to the Worship Service.

c. The **Forward Planning Committee** shall have the Vice-President as the chairperson and shall be composed of not less than three (3) members plus the Church Treasurer and the Chairperson of the Membership Committee in advisory capacities. This committee shall have the responsibility of making studies and proposals which will assist the future growth of the Church and its programs, including future building plans for the physical plant.

d. The **Staff Congregational Committee** shall consist of not less than five (5) persons, including the President of the Council. The Committee will appoint a secretary. The committee is responsible to assist in the development and maintenance of constructive relations among the Minister, other professional staff members, and the congregational body of the Church. Specific duties of the Committee are as follows:

- 1) Act as the advisory group to the Minister and Council regarding changes in professional staff leadership, with the responsibility of approving all such staff replacements whether temporary or permanent, acting upon and with the advice of the committee directly involved with the position.
- 2) Serve as the Search Committee, to obtain and make recommendations to the Council to fill a vacant professional staff position, excluding the Minister.
- 3) Plan and sponsor the official farewell and welcome ceremonies when staff changes occur.
- 4) Discuss with the Minister, on a quarterly basis, matters of mutual interest and concern within the Church.
- 5) Develop and present to the Council in November of each year the professional staff salary and benefits recommendations for the following year.
- 6) Provide persons to fill the Pulpit when the Minister is out of the Pulpit for reason of vacation, conference, illness, Sundays off, etc. Arrangements for these persons must be coordinated in advance with the Worship/Music Committee.
- 7) Provide persons to staff the nursery.
- 8) Make recommendations to the Corporation and/or to the Council to fill vacancies arising during the year.
- 9) This committee shall prepare a slate of nominees for Church Council officer positions, permanent committee chairpersons, and members of permanent committees for presentation at the Corporation Meetings.

e. The **Fellowship Committee** shall be composed of not less than five (5) members. The Committee shall be responsible for implementing programs to nurture the present membership of the Church by providing opportunities for Christian Fellowship.

The activities which this committee sponsors enhance the sharing and building up of the body of Christ through opportunities for members and friends to get to know one another better. The activities foster relationships in which members develop Koinonia (Greek meaning "things we hold in common").

Work with the Minister(s) on seminars and special events as needed.

Through the Church office, the Fellowship shall coordinate activities in conjunction with the Church calendar.

f. The **Finance Committee** shall be composed of not less than four (4) members including the Chairman, who will also serve as Church Treasurer. The responsibility of the Committee shall be as follows:

- 1) Each year prepare a draft budget in cooperation with other Committees and present to Church Council for approval and recommendation to the Congregation.
- 2) Ensure the proper handling of all Church monies.
- 3) Provide for an annual audit of all accounts of the Church and present such audit report to the Church Council and the Annual Corporation Meeting.
- 4) Plan and execute an annual stewardship campaign.
- 5) Attend the new member orientation meetings in order to explain financial programs and needs of the Church.
- 6) Make recommendations to Council on the financial terms and conditions for the use of the building by outside groups.
- 7) If and when necessary, commission an external, independent, certified audit.

g. The **Property Committee** shall consist of not less than five (5) members and shall provide for the care, cleaning, upkeep, and repair of all Church property. Also make recommendations to Council on policy concerning the use of the building by groups outside of the Church.

h. The **Outreach Committee** shall consist of not less than four (4) members and shall study the needs and opportunities for local ministries and for the support of various Christian organizations around the world, with special emphasis on those of an ecumenical nature.

It shall help coordinate support of missionary programs of the church. It shall direct local social services undertaken on behalf of the Church.

No special appeals for any benevolent cause shall be made to the Church without the recommendation of this committee to the Council for final approval.

i. The **Women's Ministry** shall be responsible for the organization and direction of the work among the women of the congregation. The Chairperson of the Ministry Committee will serve as a member of the Church Council.

j. The **Men's Ministry** shall be responsible for the organization and direction of the work among the men of the congregation. The Chairperson of the Ministry Committee will serve as a member of the Church Council.

k. The **Christian Education Committee** shall consist of not less than four (4) members with the following responsibility:

- 1) Oversee Christian Education activities for all age groups.
- 2) Appoint the superintendent, teachers, officers, and other leaders of the Church School.
- 3) Provide Youth Counselors and programs in addition to Church School, such retreats, study groups, field trips, and seminars.
- 4) Through cooperation with other Committees, provide opportunities for the youth to participate in all phases of Church life.

Section V
Members of the Church

1. Membership is open to persons who accept the statement of faith, who are in agreement with the purpose of this Church, united in its covenant, and undertake to promote its welfare by attendance at its services, by regular contributions toward its support, and personal participation in its activities by consistent living.

2. Membership may be held in any one of the following ways:

- a) **Profession of Faith:** that is, by declaration of faith in Christ and intention to share in full fellowship with his followers.
- b) **Letter of Transfer:** that is, by presentation of a letter of dismissal and/or reference from some other Christian Church.
- c) **Affiliation:** that is, by declaration of affiliation and of intent to participate in the support of activities of this Church for the period of local residence, but without severing relations with a home Church. Affiliate members shall enjoy full privileges of membership.

3. In accordance with the foregoing provisions, members shall be welcomed in a public service of worship upon the recommendation of the Membership Committee.

A letter of dismissal or transfer and recommendation to some other Church shall be granted upon request to any member in good standing who shall have been received into full membership on Profession of Faith or by Letter of Transfer.

Affiliate membership may be terminated upon request, and will automatically cease upon leaving the community. Affiliate members shall receive at their request "Certificates" certifying dismissal, but not transfers to other Churches, since they have retained membership **at** their former Churches.

Section VI **The Minister(s)**

The Senior Minister(s) of the Church shall be a regularly ordained Minister of an Evangelical denomination. He shall engage in all those activities and services usually associated with the Pastorate of the Church and shall be responsible for the administration of the Church with the assistance of the Executive Committee. (See Section IV 1, d). He shall conduct public worship and administer the Sacraments in such order and manner as he may arrange with the Church Council, it being understood that he shall in all cases arrange for Baptism in the manner requested by the applicant.

The Minister(s) shall be the spiritual leader of the Church. He shall be an ex-Officio member, without vote, of all committees of the Church, and shall consult with them in furtherance of the government of the Church. All pastoral staff shall submit a report at each Council Meeting.

When necessary to call a Minister, a search Committee designated by Council shall make a diligent search for a competent and acceptable candidates and shall endeavor to secure complete and reliable information about them. The Council shall present this information to a Corporation Meeting and make a recommendation that the Church call a certain named Minister as being the most suitable candidate. Vote shall be taken by written ballot on the motion to adopt this recommendation, and if two-thirds vote be found in favor of the motion, the presiding officer shall declare that the Church has voted to call its Minister, the Rev. , the amount of salary, the date of beginning the Pastorate, and other terms of the call. The Council President shall extend a formal call to the Minister mentioned in accordance with the terms approved.

The Pastorate shall be for an indefinite period of time, with a minimum length of one year, unless otherwise specified. The Pastorate may be terminated at any time by mutual consent, or upon three months notice by the Minister to the Council, or by a notice of the same length of time to the Minister by the Corporation on a two-thirds vote by written ballot.

Pastoral Staff

When necessary to call additional ministerial staff, a search committee designated by Council and including the Senior Minister(s) and a member of the Staff Congregational Committee shall determine the recruiting criteria based on needs of the congregation and make a diligent search for competent and acceptable candidates. The Council shall present this information and recommend the candidate to a Corporation Meeting for approval. These positions may be terminated at any time by mutual consent or upon three months notice by the pastoral staff member to the Council or by a notice of the same length of time to the pastoral staff member by the Council.

Arbitration

In a dispute between Council and the Minister(s); the Executive Committee or the Minister(s) can ask for an arbitration committee composed of 3-5 members outside of the council and acceptable to both sides, to mediate the dispute.

Section VII Amendments

This Plan of Organization and Government comprising the Articles of Incorporation and Permanent Principles and Rules, and/or any part of the same, may be amended by a two-thirds vote by the members present and voting at any Corporation Meeting of the Church, providing that notice of such a meeting and the proposed amendment shall have been given at the morning service on the two previous Sundays, or providing that such notice shall have been mailed to the members of the Church at least ten (10) days before the meeting date.

Section VIII Dissolution Clause

In the event that Second Union Church should be forced to dissolve as an ecclesiastical entity, the church's remaining net assets are to be donated to approved, tax-exempt, charitable/religious organizations, as determined by a majority of the remaining members of Second Union Church.

First Amendment (May 19, 1985)

Revisions approved by the Annual Congregational Meeting of May 19, 1985.

Second Amendment (May 1989)

Revisions approved by the Annual Congregational Meeting of May 1989;
Added Church Historian and created a Fellowship Committee.

Third Amendment (January 26, 2003)

Revisions approved by the Annual Congregational Meeting, changed Article III (Page 5), to extend the number of consecutive terms that may be served by the Treasurer from two (2) to three (3) years.

Fourth Amendment (April 29, 2007)

Revisions approved by the Annual Congregational Meeting of April 2007.
Changes include language and punctuation, moved Church Historian to an Executive Committee appointment, clarification of Nominating Committee, Pastoral Staff positions and arbitration.

Fifth Amendment (January 31, 2010)

Revisions approved by the Annual Congregational Meeting of January 31, 2010.
Dissolution Clause to comply with Section 501(c)(3) requirements or corresponding section of any future federal tax code.

Sixth Amendment (Jan 25, 2015)

Revisions approved by the Annual Congregational Meeting of Jan 25,2015
On Section II, paragraph3(b) is amended to add sub-part 3(b) (5)

Seventh Amendment (Jan 25, 2015)

Revisions approved by the Annual Congregational Meeting of Jan 25,2015
On Section I is amended to add sub-part (7)

Eight Amendment (Jan 25, 2015))

On Section III, paragraph 2 is amended to abolish term limits for the office of the Treasurer

Ninth Amendment (2018)