

as amended 21 May 2006

**BYLAWS of the  
COLUMBINE UNITARIAN UNIVERSALIST CHURCH  
LITTLETON, COLORADO**

**As Amended 21 May 2006**

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# **BYLAWS of the COLUMBINE UNITARIAN UNIVERSALIST CHURCH LITTLETON, COLORADO**

## **ARTICLE I - Definitions**

As used in these Bylaws, the following definitions shall apply. For ease of reference, these definitions are presented in alphabetical order.

### **Section 1.1 Annual Canvass.**

The Annual Canvass is the primary fund raising activity of the Church. During the Annual Canvass, each Pledging Unit is asked to specify a Pledge for the year.

### **Section 1.2 Annual Reports.**

Annual Reports are written reports of official activities during the Fiscal Year, which shall be prepared by the following persons: Officers, Trustees, Chairs of Standing Committees, Chairs of Congregational Committees, and representatives of Church Sponsored Organizations. These reports shall be submitted to the Vice President of the Board, who shall make them available to the Congregation.

### **Section 1.3 Board of Trustees.**

The Board of Trustees, or Board, is the governing body of the Church. The Board is composed of Officers and Trustees. The membership, duties, and powers of the Board are set forth in Articles II, III, and IV in these Bylaws.

### **Section 1.4 Church.**

All references to the Church shall refer to Columbine Unitarian Universalist Church.

### **Section 1.5 Church Sponsored Organization.**

A Church Sponsored Organization is any organization recognized by the Board and which includes in its membership more than fifty percent (50%) who are Members of the Church, and which has as a function the achievement of one or more of the purposes set forth in the Principles and Purposes of the Unitarian Universalist Association.

### **Section 1.6 Congregation.**

The Congregation is composed of all Members and Pledging Friends of the Church.

### **Section 1.7 Congregational Meeting.**

A Congregational Meeting is a meeting of the Congregation, which is called by the Board of Trustees and attended by at least twenty percent (20%) of the Voting Members of the Church. The purposes and procedures for Congregational Meetings are specified in Article VIII.

### **Section 1.8 Family and Household.**

A Family is any group of people united by marriage, by parent-child relationship, by sibling relationship, or by mutual commitment. A Household is any group of people sharing living quarters.

### **Section 1.9 Fiscal Year.**

The Church's Fiscal Year is from July 1 to June 30.

### **Section 1.10 Member.**

A Member is any person who is in general sympathy with the purposes, goals, and programs of the Church, who makes a pledge or contribution of record thereto, who signs the membership book, and has remitted all or part of his/her current pledge, and maintains behavior that is compatible with the safety of the community.

### **Section 1.11 Officer.**

The Officers are the elected leaders of the Church. The three officers are President, Vice-President, and Treasurer. Officers serve as members of the Board. The duties, terms, and qualifications of Officers are specified in Article II.

### **Section 1.12 Pledge.**

A Pledge is a commitment to provide financial support to the Church.

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### **Section 1.13 Pledging Friend.**

A Pledging Friend is any person who is in general sympathy with the purposes, goals, and programs of the Church, and who makes a pledge or contribution of record thereto, but who chooses not to sign the membership book.

### **Section 1.14 Pledging Unit.**

A Pledging Unit is any Member or Pledging Friend, or combination of two or more Members or Pledging Friends, whose contributions are considered a single Pledge for accounting purposes.

### **Section 1.15 Standing Rules.**

Standing Rules are procedural rules, which are adopted and revised from time to time by the Board and by each Committee to govern their own operations in the implementation of these Bylaws.

### **Section 1.16 Trustee.**

A Trustee is a member of the Board who is not an Officer. The duties, terms, and qualifications of Trustees are specified in Article III.

### **Section 1.17 Voting Member.**

A Voting Member is any Member who has attained the age of sixteen (16) years and has been a Member of the Church for at least sixty (60) days. Only Voting Members may vote at Congregational Meetings.

## **ARTICLE II - Officers**

### **Section 2.1 Qualifications.**

Only a Voting Member who has been a Member of the Church for at least two (2) years and has attained the age of eighteen (18) years may serve as President. Only a Voting Member who has been a Member of the Church for at least one (1) year and has attained the age of eighteen (18) years may serve as Vice President, or Treasurer. More than one member of a Family or Household shall not serve as Officers and/or Trustees at the same time.

### **Section 2.2 Certification of Candidates.**

The qualifications for election as an Officer shall be reviewed by the Leadership Search Committee to determine conformity with Section 2.1 of this Article.

### **Section 2.3 Term of Office.**

a) Officers shall serve for a term of one (1) year, or until their successors are elected and qualified. Terms of Officers shall coincide with the Fiscal Year.

b) Reelection or Reappointment.

Members elected or appointed to a position by the Congregation or the Board for a term of office shall be limited to three (3) consecutive terms in that position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position as if s/he had not previously served.

**Exception:** The Treasurer shall not be subject to this limit on consecutive terms.

### **Section 2.4 Duties.**

a) President. The President shall serve as chair of the Board of Trustees, shall preside at all meetings of the Congregation, and shall represent the Church on all appropriate occasions. S/he shall perform such other duties as usually appertain to the office. S/he shall be an *ex officio* member of all Board and Standing Committees without the right to vote.

b) Vice-President. The Vice-President shall act in the absence of or at the request of the President, at which time s/he shall have all powers and functions applicable to the President. In addition, the Vice-President shall be the official secretary of the Board, shall see that proper records are maintained and that proceedings of the Board are regularly reported to the Congregation, and shall perform such other duties as may be specified by the Board. All records of the Vice President shall be the property of the Church. S/he shall be responsible for notifying the membership by mail of all Congregational Meetings and of all matters to be acted upon at said meetings.

c) Treasurer. The Treasurer shall be a *non-voting* member of the Board, but shall act in other ways as an Officer. The Treasurer shall receive, safely keep, and account for all money and other property of the Church entrusted to his/her care, and shall disburse

the same under the direction and to the satisfaction of the Board. S/he shall maintain:

- (1) A current roster of the Pledging Units and their Pledges.
- (2) A complete accounting of the financial records of the Church, which shall remain the property of the Church, and which shall be open for inspection by any Member.
- (3) The annual financial report of the Church, which shall be audited by a person, not a member of the Board, who is designated by the Board.

From time to time the Treasurer shall furnish statements detailing the status of their Pledges to Pledging Units. At the discretion of the Board, the Treasurer shall be bonded by the Church in such amount as the Board may determine.

## **ARTICLE III - Trustees**

### **Section 3.1 Qualifications.**

Only a Voting Member who has been a Member of the Church for at least one (1) year may serve as a Trustee. More than one member of a Family or Household shall not serve as Officers and/or Trustees at the same time.

### **Section 3.2 Certification of Candidates.**

The qualifications for election as a Trustee shall be reviewed by the Leadership Search Committee to determine conformity with Section 3.1 of this Article.

### **Section 3.3 Term of Office.**

a) Trustees shall be elected to serve for two (2) year terms, or until their successors are elected and qualified. Terms of office for Trustees shall begin on July 1 of the first Fiscal Year after election and end on June 30 of the second Fiscal Year. Terms of office for two (2) Trustee(s) shall begin in odd numbered years. Term of office for one (1) Trustee shall begin in even numbered years.

#### **b) Reelection or Reappointment.**

Members elected by the Congregation or appointed by the Board to a position shall be limited to three (3) consecutive terms in that position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position as if s/he had not previously served.

## **ARTICLE IV - Board of Trustees**

### **Section 4.1 Composition.**

The Board of Trustees shall be composed of the three (3) Officers of the Church and three (3) Trustees.

### **Section 4.2 Quorum.**

A quorum shall be four (4) persons, at least two (2) of whom shall be Officers.

### **Section 4.3 Board Vacancies.**

Vacancies on the Board occurring by resignation, inability to serve, or removal for cause shall be filled by majority vote of the Board. These appointments shall be for the remainder of the term of office, except that when a vacancy occurs at least thirty (30) days before the Spring Congregational Meeting in the first year of a two-year term, the second year of the vacancy shall be filled by election at that meeting.

### **Section 4.4 Termination and Removal.**

a) Automatic Termination. Failure of an Officer or Trustee to attend three (3) consecutive regular Board meetings or four (4) of any six (6) consecutive regular Board meetings shall be an automatic resignation from the Board without further action or notice.

b) Removal for Cause. Removal for cause of an Officer or a Trustee shall be by majority vote of the Voting Members present and voting at a Congregational Meeting with removal of that individual in the call for the Meeting.

### **Section 4.5 Duties, Powers, and Procedures of the Board.**

The Board of Trustees shall be responsible for the finances, administration, property, and business affairs of the Church. The Board shall supervise all Church programs. Any decision, action, or omission of the Board may be overruled by a majority vote of those present and voting at a Congregational Meeting with that purpose in its call. The Board's specific duties and obligations include:

a) To hold monthly meetings at such time and place as the Board shall designate.

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b) To hold special Board meetings when requested to do so by the President, the Minister, or three (3) members of the Board. Due notice of special Board meetings, stating the date, time, place, and purpose of the meeting shall be given to each Board member. No business except that stated in the notice shall be acted upon, but other matters may be discussed.

c) To give notice to the Congregation at least seven (7) days in advance of special Board meetings, except when the Executive Committee, Board, or Minister determines the existence of an emergency that allows insufficient time for prior notice as prescribed herein. Whenever a special Board meeting is held without prior notice to the congregation, the Board shall make written report to the Congregation of the business transacted at such meeting.

d) To make available minutes of each Board meeting, or a summary of all business transacted at the Board meeting, by the time of the next Sunday service.

e) To appoint and dismiss all employees of the Church and fix their salaries, with the advice of the Minister, except as provided in Article IX.

f) To establish budgets for Congregational approval, monitor those budgets, and see that Church expenditures are within those budgets except as specified in paragraph j) of Section 4.5.

g) After consultation with the Leadership Search Committee, to appoint the Director of the Annual Canvass.

h) In consultation with the Leadership Search Committee, to ensure recruitment of volunteers to staff Standing Committees and to fill unelected positions needed to carry out Church programs or administration.

i) To conduct or supervise and approve all polls of the Congregation.

j) To authorize expenditures exceeding its budget to the extent of not more than three percent (3%) of the total annual budget, as periodically adjusted in light of actual income. Any expenditure in excess of this limitation shall be approved by a majority of those Voting Members present and voting at a Congregational Meeting with such expenditure in its call.

k) To establish Standing Rules for conducting its own business and approve Standing Rules for each of the Standing Committees.

## **ARTICLE V - Committees**

### **Section 5.1 Qualifications.**

Only Members or Pledging Friends of the Church shall serve as voting members of Committees.

### **Section 5.2 Executive Committee.**

a) Composition. The Executive Committee shall consist of the three (3) Officers of the Church.

b) Quorum. Two (2) members of the Executive Committee shall constitute a quorum. Minutes of meetings shall be kept, and actions taken shall stand unless disavowed by the Board.

c) Powers and Responsibilities. The Executive Committee shall be responsible for the conduct of the affairs of the Church between meetings of the Board, and it shall have such other duties and perform such functions as are delegated to it by the Board. Any action taken by the Executive Committee must be ratified by the full Board at its next meeting.

### **Section 5.3 Board Committees.**

Board Committees are created and appointed by the Board to perform one or more particular functions. The members of Board Committees serve at the pleasure of the Board. The duties of Board Committees are specified by the Board at the time of the creation of the Committees.

### **Section 5.4 Congregational Committees.**

Congregational Committees are elected by the Congregation. Their duties are specified in Article VI.

The Congregational Committees are:

- (1) Leadership Search Committee
- (2) Committee on Ministry
- (3) Ministerial Search Committee

### **Section 5.5 Standing Committees.**

Standing Committees perform actions necessary for the normal functioning and operation of the Church. The duties of Standing Committees are specified in Article VII.

## **ARTICLE VI - Congregational Committees**

### **Section 6.1 Structure and Procedure.**

a) Congregational Committees are responsible solely to the Congregation. Candidates for service on these Committees shall have been Members for at least one (1) year.

b) The Ministerial Search Committee shall have its first meeting within two (2) weeks of its election. The Committee on Ministry and the Leadership Search Committee shall have their first meetings within two (2) weeks of the beginning of the fiscal year or at the first opportunity agreed upon by a majority of their members. At its first meeting, each Committee shall elect its Chair.

c) Members of the Leadership Search Committee and the Committee on Ministry shall serve for two (2) year terms, or until their successors are elected and qualified. Whenever there is a vacancy on either of these committees, that vacancy shall be filled within sixty (60) days by election at a regular Congregational Meeting or a Special Congregational Meeting called for that purpose.

d) Members elected to a position shall be limited to three (3) consecutive terms in that position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position as if s/he had not previously served.

### **Section 6.2 Leadership Search Committee.**

a) The Leadership Search Committee shall be composed of three (3) Voting Members. Terms of office for Committee members shall begin on July 1 of the first Fiscal Year after election and end on June 30 of the second Fiscal Year. The term of office of two (2) Committee members shall begin in even numbered years. The term of office of one (1) Committee member shall begin in odd numbered years.

b) The Leadership Search Committee shall:

- (1) publicize vacant Officer, Trustee, and Congregational Committee positions, and the duties thereof;
- (2) solicit eligible candidates; and
- (3) submit a slate of qualified candidates to the Congregation.

c) Members who desire to serve in positions described in paragraph b)(1) of this Section shall apply to the Leadership Search Committee, pursuant to standing rules adopted by the Committee.

d) In addition to creating a slate of candidates for elected positions within the Congregation, the Leadership Search Committee shall seek out and encourage Members and Friends of the Congregation to serve on the various Standing Committees that perform actions necessary for the normal functioning and operation of the Church.

### **Section 6.3 Committee on Ministry.**

a) The Committee on Ministry shall be composed of three (3) Voting Members. Terms of office for Committee members shall begin on July 1 of the first Fiscal Year after election and end on June 30 of the second Fiscal Year. The term of office of one (1) Committee member shall begin in even numbered years. The term of office of two (2) Committee members shall begin in odd numbered years.

b) This Committee shall serve as a support group for the Minister and as a communication channel between the Minister and Members of the Congregation. By working with Standing Committees (such as the Religious Education Committee, Caring Committee and the Belief in Action Committee), the Committee on Ministry shall help to oversee the spiritual well being of individual Members and of the Congregation as a whole.

c) This Committee shall negotiate the Minister's conditions of employment in consultation with the Board, and jointly with the Board shall propose the minister's compensation to the Congregation as prescribed in Section 9.4.

d) This Committee shall be elected by the Congregation from candidates mutually agreed upon by the Leadership Search Committee and the Minister, or provided by the Leadership Search Committee if the Church is without a minister.

### **Section 6.4 Ministerial Search Committee.**

A Ministerial Search Committee shall be elected by the Congregation when necessary. Rules and procedures concerning the committee's composition and operation shall be approved by the Congregation at a Meeting with election of the Committee in its call, with the only restriction being that employees of the Church shall not serve on the committee.

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## **ARTICLE VII - Standing Committees**

### **Section 7.1 Structure and Procedure.**

a) Standing Committees may be created and dissolved by the Board and are responsible to the Board.

b) Chairs of Standing Committees shall be appointed by the Board and serve at the pleasure of the Board.

### **Section 7.2 Duties, Power, and Responsibilities of Standing Committees.**

Each Committee shall:

a) Have such duties and perform such functions as are delegated to it by the Board. Each Committee shall appoint such sub-committees as it deems necessary to the proper performance of its duties.

b) Create and submit to the Board for approval Standing Rules addressing the Committee's duties, powers, and procedures. The Rules shall also include criteria and qualifications for committee membership.

c) Annually provide budget recommendations to the Board for that Committee's areas of responsibility.

d) Meet as often as necessary, but no less than once every two months.

## **ARTICLE VIII - Congregational Meetings**

### **Section 8.1 Notice and Quorum.**

a) Except as otherwise provided in Article IX, Section 9.9, written notice or call of a Congregational Meeting shall be given to Voting Members at least fourteen (14) days before the date of the meeting and shall be read from the pulpit on two consecutive Sundays immediately preceding the date of the meeting. The notice shall state the business to be transacted.

b) A quorum for a Congregational Meeting is twenty percent (20%) of the voting members.

### **Section 8.2 Regular Congregational Meetings.**

There shall be at least two regularly scheduled Congregational Meetings per year: the Winter Meeting and the Spring Meeting.

During the first year after incorporation, the scheduling of these meetings may differ.

a) Winter Meeting.

A Congregational Meeting shall be held each year on or between January 1 and February 15, and shall include as part of its agenda:

- (1) Consideration of a goal budget for the next Fiscal Year;
- (2) Any other business that may properly come before the Meeting.

b) Spring Meeting.

A Congregational Meeting shall be held each year on or between April 15 and May 31, and shall include as part of its agenda:

- (1) Election of Officers;
- (2) Election of Trustees, including filling any partial-term vacancies;
- (3) Election of Congregational Committees, including filling any partial-term vacancies;
- (4) Approval of the annual budget;
- (5) Any other business as may properly come before the meeting.

### **Section 8.3 Special Congregational Meetings.**

Except as otherwise provided in Article IX, Section 9.9, Special Congregational Meetings shall be called by the Board whenever deemed necessary by the Board or the Minister, or by written request stating the purpose of the Meeting, signed by at least ten percent (10%) of the Voting Members, and delivered to any member of the Board.

## ARTICLE IX - Minister

### Section 9.1 Preamble.

The Members of the Congregation acknowledge their need for the service of one prepared by education and personal commitment to serve as Minister.

### Section 9.2 Qualifications.

The Minister of this Church shall have ministerial fellowship with the Unitarian Universalist Association. Race, color, disability, sex, affectional or sexual orientation, marital status, age, or national origin shall have no bearing on the choice or retention of a Minister.

### Section 9.3 New Minister.

Recommendation of a new Minister shall be made by the Ministerial Search Committee. Election of a new Minister shall be at a Congregational Meeting called for that purpose. Election shall be by a three-fourths (3/4) vote of those Voting Members present and voting.

### Section 9.4 Minister's Compensation and Conditions.

The new Minister's initial compensation and conditions of employment shall be proposed by the Ministerial Search Committee and the Board, after consultation with the Committee on Ministry, and shall be ratified by the Congregation. Thereafter the Minister's compensation and conditions of employment shall be reviewed annually, and revisions shall be jointly proposed by the Committee on Ministry and the Board, and shall be ratified by the Congregation.

### Section 9.5 Length of Ministry.

The length of the Ministry shall be indefinite, subject to resignation, retirement, or dismissal. This section shall not apply until after the term of the extension Minister has expired.

### Section 9.6 Duties.

a) The Minister is responsible for:

- (1) the Sunday Morning Service, with the assistance of the Worship Committee;

- (2) assisting in the development and implementation of the Religious Education program for youth and adults;
- (3) ministerial care, visitation, and counseling;
- (4) ordinances of dedication, union, and marriage;
- (5) funeral and memorial services;
- (6) such other religious observances as s/he may deem suitable;
- (7) his/her active participation in the denomination and community.

b) The Minister shall keep an official register, in a book provided by the Board for that purpose, in which s/he shall record all dedications, unions and marriages, and funerals or memorial services performed, and all other such matters as s/he may consider worthwhile. This record shall remain the property of the Church.

c) The Minister shall be the Chief Administrator of the Church and shall supervise the Church employees.

d) The Minister shall be an *ex officio* member of the Board, all Committees (except the Ministerial Search Committee), and Church Sponsored Organizations, but shall have no vote. S/he may assist and advise Officers, Trustees, and Committees in the performance of their duties.

### Section 9.7 Freedom of Expression.

The Minister shall be free at all times to express his/her opinion on any subject both in and out of the pulpit.

### Section 9.8 Resignation or Retirement.

The Minister shall give at least ninety (90) days notice in writing to the Board of his/her resignation or retirement.

### Section 9.9 Dismissal.

Dismissal of a Minister shall be at a Special Congregational Meeting called for that purpose. This meeting shall be called by the Board only upon written request signed by at least twenty percent (20%) of the Voting Members. Notice of the meeting shall be only by letter sent to the Congregation. No notice shall be placed in the official Church newsletter or read from the pulpit. The Minister shall be invited to speak at this meeting. Dismissal shall be by a majority vote of Voting Members present and voting. The Minister's compensation shall continue for a minimum of ninety (90) days after the date of

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dismissal in exchange for such service to the Church, consistent with Section 9.6 of Article IX of these Bylaws, as may be directed by the Board.

### **Section 9.10 Interim Minister.**

The decision to seek an Interim Minister shall be made at any Congregational Meeting that includes such a decision in its call or at a Congregational Meeting that includes in its call the election of a Ministerial Search Committee. An Interim Minister shall have the qualifications of Minister as set forth in Article IX, Section 9.2. The Board shall call any Interim Minister and specify his/her compensation, conditions of employment, and duties in compliance with policies of the Unitarian Universalist Association.

## **ARTICLE X - Miscellaneous**

### **Section 10.1 Procedures.**

a) Unless otherwise specified herein or modified by duly adopted Standing Rules, Robert's Rules of Order shall govern Board and Congregational Meetings.

b) The Executive Committee may appoint a parliamentarian and such other persons as may be necessary to serve and assist at each Congregational Meeting. The Executive Committee may appoint a parliamentarian to serve at Board meetings. Any Voting Member of the Church, including members of the Board, may serve as parliamentarian.

### **Section 10.2 Voting.**

All voting except for elections shall be determined by a simple majority of the members present and voting, except as otherwise noted in these Bylaws. Elections shall be determined by a plurality of the members present and voting. In elections for Trustees and for Congregational Committees, in which there may be more than one position to be filled, each voter may cast as many votes as there are positions to be filled but no more than one vote for each candidate.

### **Section 10.3 Indemnification**

a) A duly elected or appointed Officer, Trustee, employee, or agent of the Church shall not be personally liable to the Church or to its Members for monetary damages for breach of fiduciary duty, except for liability resulting from:

- (1) any breach of duty or loyalty to the Church or its Members, or
- (2) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law.

b) The Church shall indemnify any person and his/her estate and personal representative against all liability and expense incurred by reason of the person being or having been duly elected or appointed as an Officer, Trustee, employee, or agent of the Church.

### **Section 10.4 Real Property.**

a) The Board shall have the authority to enter into a contractual agreement for the sale, encumbrance, and/or acquisition of real property or improvements thereon, subject to ratification by the Congregation as described in paragraph 10.4 b). Any such Board action shall require a majority affirmative vote of the full Board.

b) At any Congregational Meeting where the sale, encumbrance, and/or acquisition by the Church of real property or improvements thereon is to be voted on, written notice of the same shall be given to Voting Members at least fourteen (14) days prior to the date of said meeting, and read from the pulpit on at least two consecutive Sundays immediately preceding the meeting. Any action requiring the sale, encumbrance, and/or acquisition by the Church of real property shall require a two-thirds (2/3) vote in favor of the action of those Voting Members present and voting at the Congregational Meeting with such action in its call.

### **Section 10.5 Dissolution.**

In case of the dissolution of this Church, all its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the Board of Trustees of the Church shall perform all actions necessary to effectuate such conveyance.

### **Section 10.6 Open Records.**

All records of the Church other than those of a personal nature shall be made available for inspection to any Member during reasonable office hours.

### **Section 10.7 Interpretation.**

These Bylaws shall be liberally interpreted in order to accomplish their basic intent, which is hereby stated to be the efficient operation and management of the Church in order to accomplish the purposes stated in the Church's mission statement.

### **Section 10.8 Amendments.**

Amendments to the Articles of Incorporation, or to these Bylaws may be made at duly called Congregational Meetings, and voted upon, affirmatively, by at least two-thirds (2/3) of those present and voting. The content of such amendments shall be stated in the notice or call for the Congregational Meeting as prescribed in Article VIII.

### **Section 10.9 Effective Date.**

These Bylaws shall become effective 21 August 1992.

### **Section 10.10 Initial Elections.**

The first three elections under these Bylaws shall be in accordance with these Bylaws for all positions, except that: a) qualifications related to length of membership shall be waived, and b) Trustees and Congregational Committee members to be elected in even-numbered years shall be elected in 1993 to one (1) year terms. After the first three elections this Section of the Bylaws shall be void.

## **APPENDIX**

### **History of Bylaws and Modifications.**

Adopted by Board of Trustees: 20 August 1992

Minister: None;  
President: Sally J. Popiel;  
Secretary: Nancy H. Bale.

Charter Sunday: 7 February 1993

Confirmed by Congregation: 14 February 1993

Minister: Joel Miller;  
President: Sally J. Popiel;  
Secretary: Heather Barnett Ponek.

Amended at Congregational Meeting: 16 May 1993

Minister: Joel Miller;  
President: Sally J. Popiel;  
Secretary: Heather Barnett Ponek.

Amended at Congregational Meeting: 15 May 1994

Minister: Joel Miller;  
President: Leonard Brady;  
Secretary: Jill Benson.

Amended at Congregational Meeting: 6 August 1995

Minister: Joel Miller;  
President: Robert Blizard;  
Secretary: Jill Benson.

Amended at Congregational Meeting:

6 December 1998  
Minister: Joel Miller;  
President: Greg Bradt;  
Secretary: Robert Blizard.

Amended at Congregational Meeting: 6 May 2001

Minister: Sandra Lee;  
President: Debbie Doyle;  
Secretary: Robert Blizard.

Amended at Congregational Meeting: 13 April 2003

Minister: Barry Bloom;  
President: Paula Busey;  
Secretary: Sue Fazio.

Amended at Congregational Meeting: 13 February 2005

Minister: Barry Bloom;  
President: Ruthann Cauley;  
Secretary: Sue Fraley.

Amended at Congregational Meeting: 21 May 2006

Minister: Barry Bloom;  
President: Sue Fraley;  
Secretary: Rachel Paull.