

Proposed Revisions to ByLaws of MUCC Governing Documents to be approved by congregational vote at the 2/2/2025 Annual Meeting

| Document | Current | Proposed Revision | Rationale |
|---|---|---|---|
| <p>Bylaws, Article II, Officers G. Financial Secretaries (page 8)</p> | <p>A. FINANCIAL SECRETARIES (2) 1. Record all pledges and contributions 2. Notify Treasurer of deposits 3. Prepare contribution statements for all giving units 4. Term – two years</p> | <p>G. FINANCIAL SECRETARIES (2-4) 1. Record all pledges and contributions 2. Sunday financials may be performed on Monday or other day if needed by the Financial Secretaries 3. Notify Treasurer of deposits 4. Prepare contribution statements for all giving units 5. Staggered Terms of two years</p> | <p>Expands the number of persons serving as Financial Secretaries to at least 2 and up to 4. Terms are staggered. Creates teams of two persons; reduces the number of Sundays each person serves. Offers ability to perform financials on Monday or other day if needed. This allows for greater flexibility in arranging a monthly calendar. And aligns with Secretaries’ ability to be present and accommodates their own personal schedules.</p> |
| <p>Bylaws, Article VI, Committees And Task Forces (page 10)</p> | <p>D. Personnel Committee 1. Charged with overseeing the posting, interviewing, and hiring of employed staff positions. This includes working with the pastor to oversee employee performance and maintaining the McFarland United Church of Christ employee handbook. 2. There shall be 4 to 6 members including the Pastor and a representative from the Servant Leadership Team.</p> | <p>D. Personnel Committee 1. Charged with overseeing the posting of job description, interviewing, and hiring of employed staff positions. This includes working with the pastor to oversee employee performance and maintaining the McFarland United Church of Christ employee handbook and the Safety and Misconduct policy (reviewed annually). 2. There shall be a minimum of 3 and up to 5 members including the moderator, vice-moderator, and treasurer as the representatives from the Servant Leadership Team, and Pastor. 3. Review background screening questionnaire submitted by volunteers when required. Committee members perform background checks on volunteer applications, which includes signing and checking the applicant’s background information in the Department of Justice (DOJ) website for any violations. Complete the Background Check form.</p> | <p>The composition of the Personnel Committee required updating its membership and Committee duties. The first revision identifies an annual review of the both the MUCC Employee handbook and the Safety and Misconduct policy as a requirement for insurance purposes. The composition revision identifies 3 member representatives coming through the Servant Leadership Team. Members include: Moderator, Vice-Moderator, Treasurer and Pastor to serve as needed. This change reduces the required number of members to a minimum of 3 and up to 5 members to perform duties. These duties were revised to now include reviewing a background screening questionnaire which is submitted by volunteers; performing background checks in the Department of Justice (DOJ) website for any violations; and completing the MUCC Background Check form.</p> |

ARTICLE II OFFICERS

G. FINANCIAL SECRETARIES (2-4)

1. Record all pledges and contributions
2. Sunday financials may be performed on Monday or other day if needed by the Financial Secretaries
3. Notify Treasurer of deposits
4. Prepare contribution statements for all giving units
5. Staggered Terms of two years

ARTICLE VI COMMITTEES AND TASK FORCES

Committees and Task Forces are formed directly by the Servant Leadership Team and will not be subject to approval by the membership:

D. Personnel Committee

1. Charged with overseeing the posting of job description, interviewing, and hiring of employed staff positions. This includes working with the pastor to oversee employee performance and maintaining the McFarland United Church of Christ employee handbook and the Safety and Misconduct policy (reviewed annually).
2. There shall be a minimum of 3 and up to 5 members including the moderator, vice-moderator, and treasurer as the representatives from the Servant Leadership Team, and Pastor.
3. Review background screening questionnaire submitted by volunteers when required. Committee members perform background checks on volunteer applications, which includes signing and checking the applicant's background information in the Department of Justice (DOJ) website for any violations. Complete the Background Check form.