

The Congregation at Duke University Chapel

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Statement of Expectations

Between Duke Chapel and the Congregation at Duke University Chapel

This document outlines the history and expectations surrounding the role of the Congregation at Duke University Chapel within Duke Chapel as a whole.

History

The Congregation at Duke University Chapel was established in 1985 as an interdenominational independent legal entity operating within the ministry of Duke Chapel. There had previously been a Duke University Church, established in the 1930s, and a Duke Church Group, established in the 1950s. Since its founding in 1985, the Congregation at Duke University Chapel has developed a committed membership, significantly enhanced the life of Duke Chapel, and successfully run its own affairs.

The Role of the Congregation at Duke University Chapel within Duke Chapel as a Whole

The existence of the Congregation at Duke Chapel enables Duke Chapel to do four things much better than it could otherwise do:

- offer a year-round ministry of worship, with full lay participation and healthy attendance
- offer to the University a model of church that is not restricted to public worship alone, but includes both demanding and mundane dimensions of Christian discipleship and community life
- offer a 'real world' dimension including the visibility and nurture of children and teenagers and the cherishing of elderly people
- develop healthy and natural ways for staff, students and faculty to interact with members of the Durham and Triangle communities over common concerns and projects.

What Duke Chapel Expects of the Congregation at Duke University Chapel

1. That it shall be at all times in its conduct, profile and financial affairs a credit and a blessing to Duke Chapel and Duke University, that it sees Duke Chapel as its primary place of worship, that it aligns its ministry and mission in harmony with those of Duke Chapel, and that its use of Duke Chapel is generally subject to the schedule and facility use policies of Duke Chapel.
2. That it shall retain its interdenominational character and retain good relations with the major Christian denominations regionally and the breadth of religious organizations locally.

3. That it will aspire that at least 50% of its membership has a staff, student, faculty, parent or alumni/ae connection to Duke University.
4. That no major strategic decision on the part of the Congregation at Duke University Chapel, such as the appointment of senior staff, be made without the agreement of the Dean of the Chapel.

What the Congregation at Duke University Chapel May Reasonably Expect of Duke Chapel

1. That it will be offered office space in the Duke Chapel basement sufficient for the use of at least the senior member of staff. In the event that the use of the basement changes, the Chapel will offer an alternative conducive to their ministry.
2. That its senior staff will be consulted about and made aware of significant developments within and the strategic direction of the life of Duke Chapel, in particular any changes that might adversely affect the Congregation at Duke University Chapel.
3. That it will be given sufficient visibility in the worship and publicity of Duke Chapel for non-members to have a chance to understand its distinctive ministry.
4. That the Senior Pastor will be invited to serve as a member of the Duke University Religious Life staff.

Duke Chapel and the Congregation at Duke University Chapel understand that this document sets forth their present expectations, which are expectations only and are not binding and enforceable promises made by either party. Duke Chapel and the Congregation at Duke University Chapel agree to review and discuss this Statement of Expectations every three years to renew or revise their mutual expectations.



Dr. Luke Powery
Dean of Duke Chapel



Dr. Craig DeAlmeida
President, The Congregation at Duke
University Chapel

April 15, 2021

The Congregation at Duke University Chapel, Inc.

Articles of Incorporation

A NON-PROFIT CORPORATION

We, the undersigned natural persons of the age of twenty-one year or more, acting as incorporators for the purpose of creating a non-profit corporation under the laws of the State of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled "*Non-Profit Corporation Act*", and several amendments thereto, do hereby set forth:

1. The name of the corporation is The Congregation at Duke University Chapel, Inc.
2. The period of duration of the corporation shall be perpetual.
3. The purposes for which the corporation is organized are:

The corporation is organized exclusively for charitable and religious objectives and purposes within the meaning of the I. R. C. Section 501(c)(3) and shall devote its resources exclusively within the guidelines of said objectives and purposes. These objectives and purposes include, but are not limited to the following:

- A. To provide an ecumenical and inter-denominational *Christian church* for those persons for whom Duke Chapel is the primary worshiping community
 - B. To provide pastoral care to the members of the group as well as to conduct funerals, baptisms, weddings, and hospital visitation
4. The Corporation is a non-profit, charitable, religious corporation. The corporation is to be organized on a non-stock, membership basis. Any person who subscribes to the purposes and basic policies of the corporation may become a member of the corporation. Memberships shall be non-redeemable, non-transferable, non-dividend bearing. No member shall have any proprietary interest in the assets of the corporation by reason of such membership. The qualification for such membership shall be as set forth in the Membership Policy.
 5. The directors shall be elected from the lay membership on a yearly basis by the membership *as described in the Bylaws*.
 6. The address of the initial registered office of the corporation is as follows:
Duke University Chapel
Durham, NC 27706
Durham County
The name of the initial registered agent of the corporation at the above address is:
Susan Booth VanSant

7. The number of directors constituting the initial board of directors shall be 4 and the names and addresses (including street and number, if any) of the persons who are to serve as direc-

tors until the first meeting of the corporation or until their successors are elected and qualified are:

William A. Stokes	3761 Bentley Drive	Durham, NC 27707
William Briner	3100 Ithica	Durham, NC 27707
Harold Layton	1500 Duke University Road	Durham, NC 27707
Katie Paul	2117 Bedford	Durham, NC 27707

8. The names and address (including street and number, if any) of all the incorporators are:

Susan Booth VanSant	Bassett Hall, Duke University	Durham, NC 27707
Mary Skinner	3408 Hope Valley Road	Durham, NC 27707

9. In addition to the powers granted corporations under the laws of the State of North Carolina, the corporation shall have full power and authority to:

1. Solicit, receive, and invest contributions in the form of gifts, bequests, grants from interested individuals, corporations, trusts, estates and other organizations and to use these contributions, or the proceeds or income there from, for the objectives and purposes of the Corporation as set forth in Item 3.
 2. Enter into, make, and perform contracts of every kind for any lawful purpose.
 3. To exercise any and all powers which may be conferred by law or which may be deemed necessary or expedient for the achievement of the objectives and the purposes of the Corporation as set forth in Item 3.
10. In the event of dissolution or other termination of the Corporation, any net assets remaining shall be distributed to such organization or organizations which are organized and operated exclusively for charitable and religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Directors and members shall determine.

No part of the net earnings nor assets of the Corporation shall inure to the benefit of, or be distributed to, its directors, members, officers, or other private persons or shall any of such persons be entitled to share in the distribution of the corporate assets upon dissolution; provided, however, that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the objectives and purposes set forth in Item 3 hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue

Code), or by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Law of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or by a non-profit corporation created under Chapter 55A of the General Statutes of North Carolina.

11. These Articles of Incorporation may be amended by a two-thirds (2/3) vote of the members present and voting at any Business Meeting, provided that such proposed amendment shall have been first presented to the Congregation Council for study and recommendation at least four (4) weeks prior to the time of the Council's voting and to the church members at least four (4) weeks prior to the time of membership voting.

IN TESTIMONY WHEREOF, we have hereunto set our hands, the 9th day of July, A. D. 1986
/s/ Susan Booth VanSant
/s/ Mary Skinner

STATE OF NORTH CAROLINA
COUNTY OF DURHAM

This is to certify that on the 9th day of July, A. D. 1986, before me, a Notary Public personally appeared

Susan Booth VanSant and Mary Skinner

who, I am satisfied, are the persons names in and who executed the foregoing Articles of Incorporation, and I having first made known to them the contents thereof, they did each acknowledge that they signed and delivered the same as their voluntary act and deed for the uses and purposes therein expressed.

In Testimony Whereof, I have hereunto set my hand and official seal, this the 9th day of July, A. D. 1986.

/s/ Patsy E. Stranger

(SEAL)

Bylaws

ARTICLE 1 NAME

This church shall be known as The Congregation at Duke University Chapel, Inc.

ARTICLE 2 PURPOSE

Believing that God reaches out to us with love and forgiveness, we seek to grow together in faith through worship, study, service, **and our life together**, to ~~the end that we~~ embody Christ's compassion and holiness.

ARTICLE 3 BELIEFS

Beliefs of this Congregation are enunciated in the Apostles' Creed.

ARTICLE 4 MEMBERS

To deepen our connection with God and one another, active members of the Congregation at Duke Chapel participate in the varied array of worship opportunities available. Our Congregation not only gathers each week for worship but also reaches out to both members and non-members to support them in times of celebration or need. We worship together and form lifelong bonds with one another. As members of the Congregation we work together to support our programs in education, fellowship, and ministry.

Section 4.1 Active Membership

The Congregation at Duke University Chapel welcomes persons from any Christian church as members or baptizes those who have not previously held church membership. One may become a member: 1) by profession of faith and baptism; 2) by confirmation; 3) by letter of transfer; or 4) by statement of faith by the prospective member from any Christian church. Active members view Duke Chapel as their primary place of worship, typically holding membership solely in the Congregation at Duke Chapel. Active members are normally local residents who participate at Duke Chapel in person. Active membership entails participation in and support of the ministries of the Congregation through one's prayers, presence, gifts, and service. All active members are required to participate in new member orientation. Homebound members, though unable to participate in many of the Congregation's ministries, will be considered active members.

Section 4.2 Inactive Membership

Inactive membership occurs when a member withdraws from active participation in the life of the Congregation. The Congregation will make efforts to contact inactive members to determine their intentions for future participation. Inactive members may not vote or hold office.

Section 4.3 Withdrawn from Membership

After two years, members who intend to remain inactive or who cannot be contacted will be listed as withdrawn. ~~Efforts will be made through the newsletter and Council meetings to locate any individ-~~

~~uals who cannot be contacted.~~ These names will be recorded in the minutes of the Council, and a letter will be sent to them notifying them of this action if an address is available. If requested, a letter of transfer will be sent to another congregation.

Section 4.4 Affiliate Membership

Affiliate membership affords an opportunity for relationship with the Congregation by individuals who are temporary residents, residents of another community or state, members of another congregation, clergy, or who simply desire a formal relationship with the Congregation. Affiliate members may live anywhere but nonetheless view Duke Chapel as their primary place of worship, either currently or historically. Affiliate members may not vote or hold office.

Section 4.5 Achieving Membership

Senior Pastor and Head of Staff (hereinafter referred to as the Senior Pastor) meets with potential members and makes a recommendation to the Council for approval.

Section 4.6 New Member Orientation

All individuals wishing to become active members will attend new member orientation, usually in person, which will provide them with an informative orientation to the mission and ministry of The Congregation at Duke University Chapel.

Section 4.7 Terminating Membership

The methods of terminating the membership status of a member shall be as follows:

A. By Letter

A letter of transfer to unite with another church may be issued, upon request, to another church for any member of this Congregation who is in good standing.

B. By Personal Request of the Member

Any member shall be removed from the roll and the membership status of that member terminated upon request by that member to the Senior Pastor or Council.

C. Removal from Roll

The Council acts on recommendations from the Senior Pastor for removing names from the membership rolls due to prolonged inactivity or unknown whereabouts.

D. By Exclusion

The membership, after due notice and opportunity of hearing, and every possible kindly effort to make such action unnecessary, may upon a two-thirds majority vote, at a special membership meeting of the Congregation called specifically for this purpose, terminate the membership status of a person in this Congregation for reasons it considers sufficient to warrant such action.

Section 4.8 Duties of Active Membership

As an inclusive, interdenominational church, the Congregation at Duke University Chapel seeks to provide a Christian witness and presence at the center of the Duke University campus. This Congregation is committed to active participation in:

- A. Worship
- B. Service
- C. Education
- D. Fellowship
- E. Missions and outreach to the greater community

To this end its members offer their:

- F. Time
- G. Talents
- H. Gifts

In order to support these ministries members are expected to:

- I. Pledge
- J. Make regular financial contributions

Section 4.9 Privileges of Active Membership

The privileges of membership shall include:

- A. Voting: Every active member is entitled to vote at all elections and on all questions submitted to the membership.
- B. Holding Office: Except as otherwise set forth herein, every active member is eligible for consideration by the membership as a candidate for elective offices in the Congregation.
- C. Records: Active members shall have access to the principal records of the Congregation including minutes of the Congregation and principal financial reports. However, these rights shall not include the right to review or inspect individual donor records or personnel files.
- D. Baptism: Active members may present self and/or child for baptism.

Section 4.10 Authority of the Congregation Membership

The Congregation membership is the ultimate authority of the Congregation. Notwithstanding any other reserved powers, these specific powers are reserved solely to the Congregation:

- A. Call/dismiss Senior Pastor
- B. Approve new full-time pastoral positions
- C. Approve annual budget
- D. Approve the concept of the purchase and sale of real estate, and other titled property, and the actual details of the purchase or sale
- E. Elect officers, Council members, other committee chairs, and Assistant Treasurer
- F. Approve formal membership in other organizations
- G. Approve the borrowing of money
- H. Approve termination of membership by exclusion
- I. Approve Strategic Plan

Section 4.11

Meetings of the Congregation

A. The Annual Membership Business Meeting

The Annual Membership Business Meeting shall be held on a **designated** Sunday in June of each year for the purpose of electing officers and Council members, receiving reports from officers and committees, and for any other business that may arise. The Council shall have the authority to change the meeting date for an individual meeting, giving four weeks notice to the membership in the Congregation by appropriate forms of communication as described in the *Policies and Procedures Manual*.

1. Meeting Notice

The Annual Membership Business Meeting Notices will be sent to all members two weeks prior to the date of the meeting by appropriate forms of communication as described in the *Policies and Procedures Manual*, along with an agenda, information necessary to inform members about the business to be conducted, including, but not limited to, minutes of the previous meeting, officer and council nominations, financial statement, proposed budget, and any other issues to be voted upon.

2. Order of Business

The order of business for the Annual Business Meeting shall be stated in an agenda and sent to all members. The order should include but is not limited to:

- Determination that a Quorum is present
- Call to Order
- Opening Prayer
- Review and adoption of Agenda
- Approval of Minutes of the last meeting
- Budget presentation and approval
- Unfinished Business
- New Business
- Elections
 - Presentation of the Slate of Nominations
 - Nominations from the floor
 - Voting/Counting
 - Commissioning of new officers and Council members
- Closing Prayer
- Adjournment

B. Special Meetings

1. Call

Special business meetings may be called at any time by the President of the Congregation as approved by a majority of the members of the Council. A special business meeting may also be called upon the written request of a group at least 20% of the Congregation membership. Upon such a written request the President shall schedule a meeting to be held within sixty (60) days and provide not less than four weeks notice prior to the date of the meeting.

2. Notice

The notice will state the purpose, date, time, and place of the meeting and shall be provided to the membership by appropriate means of communication, along with an agenda and information necessary to inform members about the business to be conducted.

C. All Meetings

1. Agenda

No action shall be taken at any meeting other than that set forth in the agenda and any other prior notice of additional items.

2. Quorum

Ten percent of the official active membership, as of 30 days prior to the meeting, including at least one officer, shall constitute a quorum for any Membership Business Meeting. A listing of members shall be available for review by members.

3. Record Keeping

The Congregation Council Secretary will keep a record, known as the Minutes, of all the proceedings of the Annual Membership Business Meetings and Special Meetings.

4. Voting

Every active member present at the meeting is entitled to vote at all elections and on all questions submitted to the membership at annual and special meetings. At any meeting of the Congregation, a majority of the votes cast shall be sufficient to approve business except as may be specified otherwise in these Articles of Incorporation and Bylaws.

5. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Congregation in all cases to which they are applicable and in which they are not inconsistent with these Articles of Incorporation, Bylaws, and the Congregation's *Policies and Procedures Manual*.

The president will, however, need to exercise patience and forbearance with members who may not be well versed in the proper order of procedure. Rules of order should be so used that the will of the church may be fully expressed.

ARTICLE 5 ORGANIZATION

The Congregation Council shall constitute the directors of the Congregation at Duke University Chapel, Inc. The Congregation Council shall report to the Congregation. All officers and the Senior Pastor shall report to the Congregation Council. Except for committees whose council representatives are members of the Council, all other standing committees and service groups shall report to the Council through the designated Program Area Coordinators as described in the Bylaws. Temporary committees shall report to the Congregation Council. All subcommittees shall report to the committees creating them. The Staff-Parish Relations Committee shall report to the Executive Committee, and the Strategic Planning Committee and Nominating and Leadership Development Committee shall report to the Council.

- D. Serves as the Treasurer when the Treasurer is unable to complete their duties until the Treasurer is able to complete those duties or a new Treasurer is elected by the Council.

Section 6.6 Program Area Descriptions

The work and ministries of the Congregation are shared between two specific program areas. These program areas provide an umbrella for the various programs, committees, and service groups of the Congregation. The two program areas are: Chapel Support and Congregational Care.

- A. The Chapel Support Program Area provides Congregation volunteer services and/or contributions to Duke Chapel services and programs, demonstrating the Congregation's appreciation for the Chapel's shared facilities, programs, and goals.
- B. The Congregational Care Program Area strives to involve all members of the Congregation in the life of the church, while addressing the needs of individual members, especially in times of need or crisis. These may include, but are not limited to, Fellowship and Membership.

Section 6.7 Program Area Coordinators

There are two Program Area Coordinators nominated by the Nominating and Leadership Development Committee and elected by the members. Program Area Coordinators are elected for the program areas of Chapel Support and Congregational Care.

The Program Area Coordinator is a member of the Congregation Council and serves as overall coordinator for his/her program area. Program Area Coordinators shall be ex officio members of committees and service groups in that program area.

Section 6.8 Program Area Coordinators Duties

Program Area Coordinators:

- A. Serve as liaisons to the Congregation Council
- B. Coordinate the work of program area committees where applicable
- C. Present special needs of the program area committees and service group to the Congregation Council
- D. Compile the budget requests from the various committees and service groups within the program area and present the itemized budget request for the program area to the Finance Committee
- E. Invite chairs of committees and service groups to attend Congregation Council meetings as needed to facilitate the work of the committee or service group
- F. Regularly review and evaluate the work of their committees, service groups, and programs and report their findings to the Congregation Council, including recommendations for changes or new initiatives

ARTICLE 7 THE CONGREGATION COUNCIL

Section 7.1

Composition

The Congregation Council shall consist of the following elected members:

- President
- Vice President
- Secretary
- Treasurer
- Program Area Coordinators for:
 - Chapel Support
 - Congregational Care
- Council Representative of:
 - Administration Committee
 - Christian Education Committee
 - Stewardship and Finance Committee
 - Nominating and Leadership Development Committee
 - Missions and Outreach Committee
 - Staff-Parish Relations Committee

The Pastor(s) of the Congregation at Duke Chapel will serve as ex officio members of the council.

Section 7.2

Election of Council Members

The Nominating and Leadership Development Committee will nominate at least one candidate for each vacant office. All nominees nominated by the Committee or from the floor must have agreed to serve if elected. Elections will take place at the Annual Business Meeting. Nominations from the floor will be taken. If there is more than one candidate for any office, a ~~paper~~ ballot will be used for the election. Otherwise the slate can be elected by voice vote.

Section 7.3

Authority and Responsibilities of the Congregation Council

The Council provides strategic direction and oversight for the ministries of the church, **in alignment with the Strategic Plan.**

The Council ~~has the authority to~~ shall:

- A. Guide and support in covenant the work of the Pastors
- B. Actively pursue, with the help of the Holy Spirit, the purposes of the church
- C. Approve and welcome new members into the church
- D. Approve beginning and discontinuing various ministries
- E. Appoint temporary committees to which may be assigned tasks not included in or related to the prescribed duties of standing committees
- F. Enact and amend policies **and** procedures for the conduct of its business, **church programs, and operations**, so long as they are ~~not inconsistent~~ consistent with the Articles of Incorporation and Bylaws
- G. ~~Enact or amend policies and procedures for church programs and operations, so long as they are not inconsistent with the Articles of Incorporation and Bylaws~~
- H. Approve the annual plan of the church
- I. Appoint church representatives to other organizations

- J. Fill vacancies in officer and Council positions in accordance with these Bylaws
- K. **Have the authority to call** special meetings of the Congregation according to these Bylaws
- L. Act on recommendations and requests on behalf of the church that may come before it
- M. Recommend amendments of these Articles of Incorporation and Bylaws to the membership for approval in conformity with Article 11 of the Articles of Incorporation
- N. Assume emergency powers as described in these Bylaws
- O. Act as legal representatives of the church in all matters pertaining to civil, governmental, legal, contractual, and other documents
- P. Exercise all powers on behalf of the church which are not expressly reserved to the members in these Bylaws
- Q. Manage prudently the affairs of the church and its property
- R. Assure an annual audit of the accounts of the Treasurer
- S. Approve annual salary ranges

Section 7.4 Council Terms of Office and Office Holding Limitations

- A. The officers of the Council shall serve one-year terms. Congregation Council members will serve one-year terms ~~each~~.
- B. Officers may serve no more than two terms consecutively in a given position, except the treasurer and assistant treasurer, which may renew their term for up to four terms consecutively.
 - 1. All attempts will be made to prevent two people inexperienced in these roles from serving in these positions at the same time.
- B. Other Council members may serve no more than three terms consecutively in a given position.
- C. No member will be allowed to serve more than 6 consecutive years on council in any combination of positions.
- D. All officers, members of the Congregation Council, and Congregation Committee Chairs must be active members of the Congregation.
- E. **Members of the same immediate family or household may not serve on the Council at the same time.**

Section 7.5 Powers of Officers and Others

Congregation officers, Council members, teachers, lay workers, committee members, and volunteers, whether elected or appointed, shall have no authority beyond that which has been conferred by the Council, committee, or Bylaws upon them, and whatever authority may have been delegated to them may at any time be altered or revoked.

ARTICLE 8 COUNCIL MEETINGS

Section 8.1 Quorum

A quorum is a simple majority of all members of the Council including at least one officer. A quorum must be present to conduct business that requires a motion and a vote.

3. Shall review the agenda for each council meeting and meet as needed for additional concerns.
 4. Is responsible for the Senior Pastor's annual evaluation through the Staff-Parish Relations Committee
 5. Sets the salary for the Senior Pastor taking into consideration the recommendation of the Staff-Parish Relations Committee
 6. Acts on requests and recommendations from the Staff-Parish Relations Committee
- B. Administration Committee
1. Shall report to the Congregation Council through its Council Representative
 2. Assists with technical and communication needs of the Congregation, including potential and optimal use of voice, print, and electronic media
 3. Assists with periodic reviews of all insurance programs
 4. Shall assist the Council in assuring a continuing and efficient process of governance by making recommendations on governance policies and procedures and reviewing the Articles of Incorporation and Bylaws as well as the *Policies and Procedures Manual*, on an ongoing basis with a formal review to take place no less than every 3 years
- C. Christian Education Committee
1. Shall report to the Congregation Council through its Council Representative
 2. ~~Plans and implements educational and spiritual activities for adults within the Congregation and plans and sponsors programs to meet the educational and spiritual needs of the adult Congregation~~
 3. Plans, implements or otherwise ensures adequate educational and spiritual activities for children (generally under grade six), youth (generally grades six through twelve), and adults. These include, but are not limited to, Sunday morning education programs, special programs, and events
 4. ~~Plans, implements or otherwise ensures adequate educational and spiritual activities for youth (generally grades six through twelve), including, but not limited to, the Sunday morning education programs and special programs and events~~
- D. Fellowship Committee
1. Shall report to the Congregation Council through the Congregational Care Program Area Coordinator
 2. Is responsible for planning the various social activities for the Congregation
- D. Stewardship and Finance Committee
1. Shall report to the Congregation Council through its Council Representative
 2. Is composed of a Chair, the Treasurer of the Congregation, Assistant Treasurer, and three or more additional members
 3. Submits an annual budget to the Congregation Council for review and approval. The Council shall then make a recommendation to the Congregation

4. Monitors income and expenses throughout the year. Makes recommendations to the Congregation Council for any necessary corrective actions
5. Reviews requests by committees for budget changes during the year which after review are presented to the Congregation Council through the Finance Committee with recommendations for action
6. Is responsible for the review of the Congregation's bookkeeping and financial administrative policies and procedures, making recommendations for changes to the Congregation Council for consideration
7. Reviews and approves the Treasurer's monthly written financial reports prior to their submission to the Congregation Council
8. Oversees the investment of endowments and special funds of the Congregation and makes recommendations to the Congregation Council regarding the use of these funds unless restricted to a specific purpose. The Council will consider all such recommendations as well as those made by any member of the Congregation
9. Opens bank accounts as necessary only with specified and prior approval of the Congregation Council
10. Elicits and guides the energies, talents, skills, and monetary resources of the membership to further the mission and ministry of the Congregation
11. Plans a **Stewardship Campaign** that will engage members in committed financial support for the continuing life and stability of the Congregation
12. Will execute this campaign in a timely fashion so the staff and Council may plan accordingly

E. **Membership Committee**

1. ~~Shall report to the Congregation Council through the Congregational Care Program Area Coordinator~~
2. ~~Welcomes and provides relevant information to those who express interest in Congregation activities and membership~~
3. ~~Assists and participates in the conduct of the New Member Orientation classes for new/prospective Congregation members~~
4. ~~Works at Congregation-sponsored events to ensure that new members are welcomed and provided with introductions to current members of the Congregation~~
5. ~~Matches gifts, interests, and talents of new members with the needs of the Congregation programs~~
6. ~~Reaches out to members who are no longer active through calling and visitation ministries. Helps the Congregation office in keeping our member rolls up-to-date~~

F. **Mission and Outreach Committee**

1. Shall report to the Congregational Council through its Council Representative
2. Serves as an interface between the Congregation at Duke University Chapel and the greater community – the Duke University campus **community**, local community, and the world

3. Provides opportunities for service using members' time, talents, gifts, and prayers to channel resources and efforts to the community
4. Coordinates the efforts between the various Mission and Outreach subcommittees. Activities may include local missions, environmental stewardship, special outreach initiatives, student outreach initiatives, world missions, refugee resettlement, or any others as appropriate

G. Nominating and Leadership Development Committee

~~The Council will nominate at least one candidate for each vacant position on the Committee. The Committee will nominate its Chair from the members who will remain on the committee during the next organizational year. Members of the current Council may not serve on the committee. Members of the Committee may not be nominated for Council membership.~~

~~The Nominating and Leadership Development Committee:~~

1. Shall report to the Congregation Council through its Council Representative
2. Identifies and fosters committed leadership in the Congregation to further its ministries
3. Nominates, on an annual basis, at least one person for each vacancy on the Congregation Council as well as committee chairs and service group leaders, and the Assistant Treasurer
4. Provides the nominees with a current job description for the vacant position
5. Presents the slate of nominees at the Annual Business Meeting and on other occasions to fill vacancies in any office as described in these Bylaws
6. Acquaints itself, throughout the year, with the members of the Congregation in order to learn of their interests, skills, talents, and energies
7. Encourages members to support the work of the church
8. Is well informed about the duties of the various committees and is prepared to assist committee chairs with recruiting committee members
9. Fosters the development ~~and~~ continuity of leadership within the Congregation ~~through the development and presentation of education and training programs~~

I. Strategic Planning Committee

1. Shall report to the Congregation Council through the Vice President
2. Is composed of the Vice President and two or more additional members
3. Develops a Strategic Plan every five years
4. Develops an annual implementation plan for the Strategic Plan and other major initiatives to be presented to the Congregation Council for consideration
5. Seeks the counsel of the Dean of the Chapel at significant points in the development of the Strategic Plan

J. Staff-Parish Relations Committee

The Staff-Parish Relations Committee members and Chair are nominated by the Nominating and Leadership Development Committee and elected by the Congrega-

tion at the Annual Meeting. There will be five members of various ages whose diversity of experience within the Congregation makes them widely representative of the make-up of the Congregation. Their terms will be staggered to facilitate both continuity and turnover. Members will serve three-year terms. The Chair serves a one-year term and may not serve more than three years consecutively.

The Staff-Parish Relations Committee shall:

1. Report to the Congregational Council through its Council Representative who reports to the Executive Committee
2. Work to support staff and build community between staff and Congregation
3. Counsel and confer with the Pastor, staff, and Congregation members in an effort to assess conditions that affect the leadership and service to the Congregation and its mission
4. Clarify strategies for ministry related to but not limited to working conditions, job descriptions, skills upgrading, and professional enhancements

K. Audit Committee

1. Is composed of the members of the Stewardship and Finance Committee, excluding the Treasurer of the Congregation, plus the Vice President of the Congregation. The Chair of the Stewardship and Finance Committee is also the Chair of the Audit Committee. The Treasurer is an ex officio member of the Audit Committee.
2. Contracts and schedules the outside auditor
3. Receives the annual audit report and acts on any results
4. Reports its findings and recommendations to the Council

Section 9.3 Ad Hoc Committees

The Council may create any necessary ad hoc committees, which may be assigned tasks not included in or related to the prescribed duties of standing committees. Ad hoc committees may be assigned duties falling under the responsibility of a permanent committee, but this may be done only upon recommendation of the committee involved, unless the ad hoc committee is created by a ~~three-fourths~~ **two-thirds** majority of the Council members present.

Section 9.4 General Attributes of Service Groups

Service groups may be created by the Congregation Council in order to fulfill the Church's goals. Service groups:

- A. Have only the authority granted in the Bylaws, the *Policies and Procedures Manual*, or by the Congregation Council
- B. May not make policy but may recommend policy or actions to the Congregation Council for consideration
- C. May enact and amend policies or procedures for the conduct of business so long as they are not inconsistent with the Articles of Incorporation or Bylaws
- D. Prepare annual budget recommendations for the group's work and report to the Congregation Council through the Program Area Coordinator

- A. Following the onset or in anticipation of a vacancy in the pastorate, the Nominating and Leadership Development Committee shall nominate at least seven (7) but not more than eleven (11) church members whose names shall be placed, together with such other names as may be placed in nomination by church members, before the Council at a meeting at which the choice of a search committee is to be considered. From among the nominees, those seven (7) persons receiving the highest number of votes by secret ballot shall thereupon be and become the members of the search committee and shall undertake the search for a Senior Pastor and Head of Staff. All candidates shall be ordained and have a Masters of Divinity degree, or greater, from an accredited seminary.
- B. During the period of the deliberations, the search committee shall, on a monthly basis, make progress reports upon its work to the church; provided, however, that in the course of such progress report no names of any pastoral candidate shall be mentioned. All deliberations of the search committee shall be conducted in closed session and the contents thereof shall be considered by its members as being of the utmost confidence. Having prepared a proposed budget, requested, and received approval for it, all reasonable expenses of the search committee shall be reimbursed by the church. The counsel of the Dean of the Chapel will be sought.
- C. The call of the Senior Pastor shall take place at a Special Business Meeting of the church especially set for the purpose, of which at least one (1) notice shall have been given the church membership. The search committee shall bring only one (1) name at a time for consideration by the church, and no nomination shall be made except that of the search committee. Election of the Senior Pastor and Head of Staff shall be by secret ballot with an affirmative vote of 90% of those present and voting necessary for a call. Should the one nominated by the search committee fail to receive the 90% vote, the search committee shall be instructed to seek out another nominee.
- D. ~~On the recommendation of the Council or of a committee selected by the Council for that purpose as the requirement may arise, other ministry staff may be called by a majority vote of those members of the church present and voting at an annual or special meeting for that purpose. Their duties shall be defined at the time of the approval of the position. The work of the ministry staff shall be under the general direction of the Senior Pastor and Head of Staff. All candidates shall have the appropriate training and credentials for the position.~~

Section 10.6

Termination of Ministry

- A. By resignation
Normally, a Pastor's resignation shall be submitted in writing to the Congregation Council at least sixty (60) days prior to the effective date. The Congregation Council shall inform the Congregation of the Pastor's resignation, arrange for an interim pastor, and establish a search committee.

B. For cause

1. In the event of a disagreement arising between the Pastor and members of the Congregation, regarding a Pastor's ability or willingness to carry out appropriately the duties of the position, the matter shall be brought before the Staff-Parish relations committee for prayerful consideration. Should no resolution be found the matter will be forwarded immediately to the Executive Committee.
2. If no resolution is found in the Executive Committee the matter will be brought before the full Council
3. The Congregation Council shall consider the case at a meeting called specifically for that purpose. Prior to this meeting the Pastor(s) shall be given at least ten (10) days written notice of the pending action.
4. The Pastor(s) may attend such meeting of the Congregation Council and shall be given full opportunity for a hearing.
5. If a majority of the Congregation Council votes for dismissal of the Pastor(s), a special meeting of the Congregation shall be called at which only the recommendation of the Congregation Council shall be presented for action. If two-thirds (2/3) of the members present and voting favor dismissal, the ministerial relationship shall terminate as the church meeting may determine. Proper consideration shall be given to severance compensation.
6. Any one of the following actions by the Pastor(s) will result in the call for immediate resignation:
 - A. Gross misconduct, dereliction of duty, or incompetence in office
 - B. Inappropriate or abusive behavior
 - C. Inappropriate or unauthorized use of church funds
 - D. Gross mismanagement of staff
7. Note that the Pastor may choose to resolve any conflict by resignation.

ARTICLE 11 EX OFFICIO DEFINED

Ex officio membership on a committee or Congregation Council means that the individual so designated is a nonvoting member of such committee or Congregation Council. An ex officio member is entitled to receive notice of meetings and participate in meetings, but has no vote. The ex officio member does not count toward a quorum.

ARTICLE 12 AFFILIATED ORGANIZATIONS

