



**First Congregational Church of
Westminster, United Church of Christ**

Bylaws

Changes accepted at the Annual Meeting, January 24, 2021

ARTICLE I

Name

This church shall be called the First Congregational Church of Westminster, United Church of Christ, herein referred to as the Church.

ARTICLE II

Mission

The purpose of this Church shall be to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward this community and to the world; and to strive for righteousness, justice and peace.

Identity

We are a Christian family who celebrates and shares God's love, offers the acceptance, which Jesus taught, and acknowledges that we experience the Holy Spirit in unique and personal ways. We express our beliefs through worship, education and service to our community and our world, while striving to live our faith every day.

ARTICLE III

Covenant

The Covenant by which this Church exists as a distinct body, and which every member accepts, is as follows:

Confessing our faith in God the Father Almighty, infinite in wisdom, goodness and love; engaging to walk in the way of love and service which God has made known to us through His Son, our Lord; accepting the Holy Scriptures as our rule of faith and practice, we do, in the sight of Almighty God and asking God's blessing, covenant with each other and with this church to consecrate ourselves and our possessions to the furtherance of God's Kingdom on earth. We hold it to be the mission of the Church of Jesus Christ to proclaim the gospel to all the world, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human fellowship. We agree to walk together in a spirit of forbearance and kindness, avoiding those things, which bring reproach, and seeking those things, which are of good report. We will strive together for our mutual growth in grace, and for the comfort, help, and salvation of one another. We will share with each other in the maintenance of our worship, the support of our Benevolences, and in every Christian activity that may promote the life of this church or the larger life of the Kingdom of God.

ARTICLE IV

Governance & Faith

Section 1: Polity The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation, which is common within the United Church of Christ, and it, is in fellowship with all churches, which acknowledge Jesus Christ to be their divine Savior and Lord. The government of this church is subject to the laws of the Commonwealth of Massachusetts (relating to corporations not for profit or ecclesiastical corporations).

Section 2: Faith The United Church of Christ acknowledges as its sole Head, Jesus Christ, the Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the church in each generation to make this faith its own in reality of worship, in honest of thought and expression, and in purity of heart before God. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

Section 3: Sacraments and Rites In accordance with the teaching of our Lord and the practice prevailing within the United Church of Christ, we recognize the following Sacraments: Holy Communion and Baptism. Participating in these sacraments, as well as honoring the rites of the church such as weddings, funerals, ordinations, and confirmations, are consistent with the Christian life of faith. Because of this faith we encourage the celebration of these sacraments and rites in the church.

ARTICLE V

Membership

Section 1: Membership

Membership in this church shall consist of all persons who are now members and shall be open to any person who has been baptized and confirmed or has made a public confession of faith in Jesus Christ as Lord and Savior. In accordance with the gospel covenant, which binds into unity faithful people of all ages, tongues and races, membership is open to all without discrimination.

Section 2: Reception of Members

Persons desiring to join the church, after consultation with the pastor and the Diaconate, and if the pastor and the Diaconate so recommend, may be received into membership at any regular worship service. Persons shall be received by profession of faith, confirmation of faith, re-affirmation of faith, or letter of transfer. Prospective members unable to attend public Worship may be received into membership by the Diaconate and the pastor or by the Diaconate alone if the church is temporarily without the services of a pastor.

Section 3: Status of Membership

Membership shall continue until:

1. Membership will terminate upon death of a member.
2. Any member may, on his or her own request, be granted a letter of transfer. Letters must be addressed to a specific church. If wishing to join a body not in fellowship with this Church, he or she may be dismissed with a certificate of church membership.
3. Any member may request in writing to be released from his or her membership obligations, the church shall patiently endeavor to secure continuance in its fellowship; but failing in such effort, the church shall grant the request and terminate said membership. Such a request shall be received by the Diaconate, with the Clerk issuing the appropriate document.

Members status is either active or inactive. A member whose address has long been unknown or who for a period of two years has not attended the Church's worship or contributed to its support, may be placed on inactive status by the Church Council. The member's status will change to active by attending the church's worship or contributing to its support.

Section 4: Responsibilities of the Church Members

The responsibilities of church members derive from the fact that they have accepted Christ as their Lord and Savior.

The responsibilities of members include but are not limited to attending and supporting the service of the church to the extent possible, giving a portion of time each week for Christian service, and giving a portion of income to Christ's work.

ARTICLE VI

Officers and Committees

Section 1: Election, Qualifications and General Financial Responsibilities

- (1) Officers and committee members shall be elected at an annual election meeting following the service of morning worship on the third Sunday of November. The officers and committees shall be elected by ballot or by open vote. The Officers of the Church shall consist of Moderator, Vice Moderator, Clerk, Treasurer, Assistant Treasurer/Mission Treasurer, Financial Receipts Clerk, Assistant Financial Receipts Clerk, Financial Recording Clerk, Church Historian, and the Church Librarian.
- (2) All elected positions shall begin January 1st of the new year.
- (3) If a committee position becomes vacant during the year, a member of the committee shall contact the Nominating Committee, which will recommend to the Church Council for approval the name of a person who will fill out the remainder of the term.
- (4) If an officer or committee member is unable to fulfill his/her duties, the position may be declared vacant by the Moderator, and then filled by the Nominating Committee according to the process described in Article VI, Section 1.3.
- (5) Candidates for the office of Moderator, Vice-Moderator, Clerk, Treasurer, Financial Receipt Clerk, Financial Recording Clerk, Financial Advisory Committee, Assistant Treasurer/Mission Treasurer, Assistant Financial Receipts Clerk, Diaconate, Trustees, and Southern New England Conference and Central Association Delegates shall be members of the Church.
- (6) No member of the Church will serve on a committee or in an office that might present a conflict of interest, which is actual or perceived. The conflict could be financial or involve some gain that would not have happened without that individual serving in this

particular capacity. The Moderator will determine whether a conflict of interest is present in any situation. In the event of a conflict of interest on the part of the Moderator, the Church Council will preside.

- (7) All committees and officers will have their Church committee's financial records (checking accounts, etc.) reviewed by an Audit Committee on an annual basis in January for the previous fiscal year.
- (8) A committee may establish policies and operating procedures, which must be consistent with the Church Bylaws. The Moderator in consultation with the Church Council will provide interpretation of consistency to the Bylaws.
- (9) Any committee member who serves "*ex-officio*" means that he/she serves on a committee by reason of one's position on another committee, as a non-voting officer or as a church employee. His/her activity is not limited on the committee because of the *ex-officio* designation with the exception of the church employee's evaluation or selection of successor.
- (10) Every officer and committee must compile a written report of the year's activities for the Church's Annual Report.
- (11) Each committee will select from its membership three people to serve as chairperson, vice chairperson and secretary at its first organizational meeting each year and establish a meeting schedule. This information must be submitted to the Church Secretary and Moderator.
- (12) In order for a committee to conduct official Church business a quorum must be present. A quorum is defined as 50% (or more) of the committee.
- (13) The Moderator may appoint an ad hoc committee, with approval of the Church Council and/or at the annual Church Meeting.
- (14) Meetings will follow Roberts Rules of Order and minutes shall be maintained.

Section 2: Duties and Responsibilities

- (1) A **Moderator** shall be elected at the annual election meeting to serve for two years, or until a successor shall be chosen. The Moderator shall preside at all meetings of the church body and Church Council. In the Moderator's absence the Vice-Moderator shall preside. The Moderator will oversee the compilation of the Annual Report, declare a committee position vacant or its responsibilities unfulfilled and determine whether a conflict of interest is present in a situation, which creates inconsistency to the Bylaws. If the Moderator is involved in a conflict of interest, the Vice Moderator will assume the role of Moderator as it pertains to this particular situation.
- (2) A **Vice-Moderator** shall be elected at the annual election meeting to serve for two years, or until a successor shall be chosen. The Vice-Moderator shall assume the duties of the Moderator in his/her absence. The Vice-Moderator shall be a member of the Pastoral Relations Committee and will serve as the Chairperson. He/she shall establish the meeting schedule of the PPRC with the minister. The Vice-Moderator will be the chair of the committee appointed to review and approve minutes of the Annual Meeting and Church Council meetings. The Vice-Moderator will be the second signee on the Pastor's Discretionary account. At Church meetings, the Vice-Moderator will certify that a quorum is present so that Church business can be conducted.
- (3) A **Clerk** shall be elected at each annual election meeting to serve for two years, or until a successor shall be chosen. The Clerk shall record minutes at all business meetings of the Church and the Church Council. The Clerk shall oversee the maintenance of the membership database in the Church office, to include dates of admission and separation, together with a record of baptisms and marriages; shall prepare and present at the annual

meeting a written report of the state of the membership to include the names of the members received, dismissed and otherwise removed; shall issue letters of transfer when requested, and preserve on file relative documentation. The Clerk will give legal notice of meetings where such notice is necessary.

- (4) A **Treasurer** shall be elected at each annual election meeting to serve for two years or until a successor shall be chosen. If the position becomes vacant before the annual election, the Trustees and Moderator will appoint a church member to fill that position until a successor can be voted on at the next annual election. The position may be a paid position or staffed by an unpaid volunteer of the church. If it is a paid position, the hours and pay scale will be set by the Trustees and reviewed annually. In the event of a conflict of interest, the Moderator will be the presiding arbitrator per Article VI, Section 6 or the church bylaws. The Treasurer will be responsible for recording money deposited into the Church's general checking account, pay all bills, including payroll, as approved by the Trustees. The Treasurer will prepare church financial reports, maintain separate accounts as outlined in the Church Budget, provide a monthly report for the Trustees and prepare an annual financial report. The Chairman of the Trustees will be authorized to sign checks in the absence of the Treasurer or Assistant Treasurer and in the event of a conflict with the Treasurer's ability to sign checks. Financial records will physically reside at the church.
- (5) An **Assistant Treasurer/Mission Treasurer** shall be elected at each annual election meeting to serve for two years or until a successor shall be chosen. The Assistant Treasurer/Mission Treasurer will fulfill all obligations of the Treasurer in his/her absence. The Assistant Treasurer/Mission Treasurer is responsible for distributing funds from various mission accounts to the proper recipients, all of which are "pass through" accounts, meaning that the amount deposited is the amount distributed. The Assistant Treasurer/Mission Treasurer shall receive weekly reports detailing the amounts received for each mission account from the Financial Receipts Clerk and write checks as needed to the appropriate agencies, prepare monthly reports for the Christian Outreach Committee, and prepare a statement for the annual report. Either the Chair of the Trustees or the Treasurer is authorized to sign checks in the absence of the Assistant Treasurer/Mission Treasurer. Financial Records will physically reside at the church.
- (6) A **Financial Receipts Clerk** shall be elected at each annual election meeting to serve for two years or until a successor shall be chosen. The Financial Receipts Clerk shall collect, receive and deposit all monies for the Church, keep records of all pledges and contributions made to the Church, and transmit all bank deposit records to the Treasurer, the Trustees and the Mission Treasurer as necessary. The Financial Receipts Clerk will be the only person to have access to the pledge cards. He/she will provide pledged totals to the Trustees and the Generous Giving Ministry. He/she is an ex-officio member of the Generous Giving Ministry.
- (7) An **Assistant Financial Receipts Clerk** shall be elected at each annual election meeting to serve for two years or until a successor shall be chosen. The Assistant Financial Receipts Clerk will fulfill all obligations of the Financial Receipts Clerk in his/her absence.
- (8) The **Financial Recording Clerk** shall be elected at each annual election meeting to service for two years or until a successor shall be chosen. The Financial Recording Clerk will keep records of each individual's donations to the Church and provide a quarterly financial statement before the last day of the ensuing month to those who contributed during the previous quarter.

- (9) A **Church Historian** shall be elected at each annual election meeting and serve for two years. The Church Historian shall preserve and promote the history of the First Congregational Church. This will be accomplished by gathering and organizing all available appropriate records and artifacts which will then be maintained in a safe and secure environment.
- (10) A **Church Librarian** shall be elected at each annual election meeting and serve for two years. The Church Librarian shall maintain and oversee the library of the church.
- (11) The **Diaconate** shall consist of 12 members, four of whom shall be elected at each annual election meeting to serve for three years. Members of the Diaconate shall not be eligible for immediate re-election, however if a vacancy remains after the annual election, a former member of the Diaconate may be elected. The Diaconate shall assist the Pastor in the work of the parish, shall be responsible for the spiritual welfare of the Church in cooperation with the pastor, provide for and assist in the administration of the Lord's Supper; and, in the absence of the Pastor, fill the vacancy in the pulpit and provide ongoing pastoral care. They shall visit the sick and needy and meet with potential new members. The relationship between the Diaconate and Pastor shall be one of mutual counsel.
- (12) The **Board of Trustees** shall consist of six members, two of whom shall be elected at each annual election meeting to serve for three years. Trustees who have served a full term shall not be eligible for immediate re-election, however if a vacancy remains after the annual election, a former member of the Board of Trustees may be elected. The Trustees shall hold in trust the property of the Church and manage its financial and business affairs, always under the direction of the Church. They shall have the actual care of the place of worship and the parsonage, but shall have no power to buy, sell, mortgage, lease, or transfer property without a specific vote of the church authorizing such action. They shall authorize and direct the Treasurer to disburse funds under their control; and may at their discretion call meetings of the church for matters with which they are concerned. They shall present to the Annual Meeting a detailed report of all their activities during the year. They shall oversee all monies of the Church including the income recorded by the Financial Receipts Clerk and the Financial Recording Clerk. They shall oversee expenses recorded by the Treasurer, prepare a proposed budget to be approved at the Annual Meeting, set all Church facility fees, monitor Pastor, Organist and Sexton fees, oversee use of the Church's tax-exempt status and may request the Audit Committee to arrange for an audit.
- (13) The **Generous Giving Ministry** shall consist of six members, two to be elected at each annual election meeting to serve for three years. The Financial Receipts Clerk is an ex-officio member of the Generous Giving Ministry. The Generous Giving Ministry shall be responsible for providing on-going generous giving education to the congregation. It shall organize and conduct the Annual Generous Giving Campaign and work with the Trustees to meet the financial needs of the Church.
- (14) The **Christian Education Committee** shall consist of six members, two of whom shall be elected at each annual election meeting to serve for three years. In addition, this committee shall include the Christian Education Coordinator, ex-officio. The Christian Education Committee shall develop, supervise, direct, and periodically evaluate the educational ministry of the church. It shall develop a job description for the Christian Education Coordinator, select a candidate and develop the employee compensation plan subject to the approval of the Trustees.

- (15) The **Music Committee** shall consist of four members, two to be elected at each annual election meeting to serve for two years. The Music Committee shall be responsible for the Church's ministry of music. It shall develop a job description for the Director of Music, select a candidate and develop the employee compensation plan subject to the approval of the Trustees. It may at its discretion employ, retain or release other paid workers, at the discretion of the Trustees, in the field of church music.
- (16) The **Christian Outreach Committee** shall consist of six members, two to be elected at each annual election meeting to serve for three years. The Christian Outreach Committee shall coordinate the gathering of contributions for mission and outreach and shall seek to engage the congregation in furthering Christian insight and action in local, state, national and international communities.
- (17) The **Yankee Street Fair Committee** shall consist of two co-chairpersons, a treasurer, and all booth chairpersons. Co-chairpersons shall be elected in alternating years to serve a term of two years. The Yankee Street Fair Co-chairpersons shall have the responsibility of organizing and conducting all essential business pertinent to the operation of the fair.
- (18) The **Memorial Gifts Committee** shall consist of three members, one to be elected at each annual election meeting to serve for three years. The Pastor shall be a permanent member of the committee. The Memorial Gifts Committee shall administer the Memorial Fund, which shall serve as a memorial for deceased members and benefactors of the church. A member of the committee shall acknowledge each contribution and notice of the gift shall be sent to the family of the deceased. A record shall be kept in the Memorial Book of the name of each person in whose memory a gift is received, the names of all persons making such a gift, and how the gift is eventually used. The Memorial Gifts Committee may expend either principal, interest or both for any purpose of a memorial nature and provide a transaction report to the Board of Trustees.
- (19) The **Nominating Committee** shall consist of three members, one to be elected at each annual election meeting, to serve for three years. The Nominating Committee, in consultation with the appropriate boards and committees, shall prepare and present to the annual election meeting a list of officers, board and committee members for the ensuing year. In the event that vacancies occur during the year, it shall, in consultation with the board or committee in which the vacancy occurs, present nominations to the Church Council. The Nominating Committee shall notify all officers, members of committees, and delegates of their election or appointment;
- (20) The **Pastor-Parish Relations Committee** (PPRC) shall consist of four members plus the Vice Moderator who shall serve as chairperson. Members will serve a two year term. One person each year will be nominated by the Church Council and elected by the Congregation. One person each year will be chosen by the Pastor and be recorded at a Church Council meeting. The Pastor-Parish Relations Committee shall meet with the Pastor for mutual counsel and shall seek to maintain open lines of communication between the minister and the members of the Congregation. The Pastor shall be present at all committee meetings, except when he/she chooses not to attend for certain clear purposes or the Committee requests the Pastor not to attend for certain clear purposes. The PPRC shall conduct on going evaluation of the ministry of both the pastor and the congregation for the purpose of clarifying and improving the direction of our mutual ministry in Christ's name. Due to the nature of certain confidential matters that might come before this committee, the Minutes of committee meetings shall be limited to recording (a) date and time of meeting; (b) location of meeting; (c) names of committee members in attendance; and (d) formal motions and their resultant votes.

- (21) The **Safe Church Response Team** shall consist of 5 members; two of the members shall be the Pastor and the Christian Education Coordinator. The remaining 3 members shall be nominated by the Nominating Committee at the Annual Election and shall serve on rotating 3-year terms. The Safe Church Response Team, with training, shall become knowledgeable of the contents within the Safe Church Policy dealing with complaint(s) of alleged exploitation, misconduct, harassment or child/adult abuse sexual or otherwise filed against any employee(s), or volunteer(s), in The First Congregational Church of Westminster and shall be responsible for applying relevant interventions as described in the Safe Church Policy document. The Safe Church Response Team will manage the distribution and return of keys to the Church building and maintain records of who has been issued a key. The Church Secretary may help facilitate the distribution and return of keys.
- (22) The **Audit Committee** shall consist of 3 members on rotating 3-year terms. The Audit Committee shall establish financial operating procedures for all committees, with input from each committee. The Audit Committee shall audit all Church financial records (accounting documents, check books, savings accounts, CD accounts, and other financial documents) by the end of the first quarter of the calendar year, engaging an outside auditor if deemed necessary or requested by the Trustees.
- Banking Required Verbiage:** The Church authorizes the Audit Committee to request from banks the account numbers, balances, and signees for accounts using the First Congregational Church of Westminster's Federal ID number. The request will be signed by two members of the Audit Committee and counter signed by the Church Moderator. The Audit Committee is the only committee that is authorized to represent the First Congregational Church of Westminster as it pertains to committees using the Church's Federal ID number. The Audit Committee is authorized to send a letter to a bank instructing them that an individual may be added as a signee to an account that is using the Church's Federal ID number. The letter will be signed by two members of the Audit Committee and counter signed by the Moderator. The individual will need to appear at the bank to sign the appropriate documents. The Audit Committee is authorized to send a letter to a bank instructing them that an individual may be removed as a signee from an account that is using the Church's Federal ID number. The letter will be signed by two members of the Audit Committee and counter signed by the Moderator. The individual does not need to appear in person at the bank. The individual will be notified by the Audit Committee of their removal from the account. The Audit Committee may request from the bank the account statements for a committee using the Church's Federal ID number. The request will be signed by two members of the Audit Committee and counter signed by the Moderator.
- (23) The **Financial Advisory Committee** will consist of 3 members on rotating 3-year terms. The chairperson of the Board of Trustees will sit as an ex-officio member of this committee. The Financial Advisory Committee manages the Church's investments and endowment funds, meets quarterly to review the activity to date and take any appropriate measures to best manage the funds, executes transactions with investments on behalf of the Church, provides a quarterly report to the Trustees and an annual report to the membership on the status of the investments, and informs the Trustees and members of new bequests to the Church. The Committee shall coordinate the "Planned Giving" program.

- (24) The **Welcoming Committee** shall consist of 6 members, with rotating 3-year terms, 2 members per term. The Welcoming Committee shall support fellowship within our Church family through various events and activities. In addition, the committee shall work to make visitors and potential new members feel welcome to our Church.
- (25) The **Church Council** shall consist of the Pastor, the Moderator, the Clerk, the Treasurer, the Assistant Treasurer/Mission Treasurer, the Financial Recording Clerk, the Church Historian, Church Librarian, the Christian Education Coordinator, and the chairperson or representative of any recognized committee of the church. The Moderator will serve as Chairperson. Each Officer and Board and Committee representative shall have one vote. A quorum shall be nine. The Church Council is an open meeting, but only those officers or representatives recognized by the Church Council and appointed by their Committees may vote. The Church Council shall review and approve the minutes of their scheduled meetings and accept for the record any annual meeting or special congregational meetings during the first Council meeting at which the minutes are available.
- (26) The **Southern New England Conference and Central Association Delegates** shall consist of the number of members as specified in the current Conference and Association Bylaws, serving two-year terms. The delegates will represent the Church at Conference and Association meetings, and report back to the Church.

ARTICLE VII

Finances

Section 1: Fiscal Year

The Church fiscal year will be January 1 through December 31.

Section 2: Budget

All committees and officers must spend within their total budget approved at the Annual Meeting, keeping in mind that a salary line item is used for salary only. Any additional expenditure by Committees or officers must be approved by the Trustees before the expense has occurred. Any expenditure that exceeds the approved total Annual Budget of the Church must be voted on at a special meeting of the Church and shall include a recommendation of support/lack of support from the Board of Trustees.

Section 3: Financial Records

- (1) All Church-related checking accounts, savings accounts, CD records, and other financial instruments will be listed with the Audit Committee.
- (2) The Treasurer is responsible for the General Checking Account, Restricted Account, and the Capital Campaign Account
- (3) Church committees and organizations with checking accounts or other financial instruments will prepare an annual statement at the end of the year for the annual meeting and for review by the Audit Committee.

Section 4: Tax Exempt Status

- (1) Church Staff and committees may utilize the tax-exempt status for Church-related expenditures according to all applicable state and federal regulations.
- (2) The Trustees have overall responsibility for the use of tax-exempt related activities.

ARTICLE VIII

Church Employees

For all paid positions of the Church, the respective committees will be responsible for providing job descriptions and written compensation documents. The respective committees will be responsible for developing the hiring/selection procedures and ongoing evaluation. All employee compensation and contracts are subject to the Trustee approval.

It is the intent of the Church to provide equal employment opportunity to all staff members or applicants for employment, without unlawful regard to race, color, religion (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, gender, sexual orientation, age disability or disabled veteran status. Equal employment includes, but is not limited to hiring, training, promotion, demotion and termination.

Section 1: Pastor

- (1) When a Pastor is chosen and called, he/she shall be installed at an Installation Service of the Central Association U.C.C. at the discretion of the Church and Pastor.
- (2) The Pastor shall be responsible for the spiritual welfare of the church in cooperation with the Diaconate. He/she shall seek to enlist people as followers of Christ, preach the Christian gospel, administer the sacraments, and have in his/her care all services of worship. He/she may aid and guide the various officers and committees in their work.
- (3) A Pastor shall be called to the Church to serve for an indefinite period of time, as long as both parties are mutually satisfied and agreeable. Should the Church wish to terminate this relationship, due notice of 30-90 days shall be given in whatever way seems best under the given set of circumstances.
- (4) Shall the Pastor desire to terminate his/her relationship; he/she shall give the Church 30-90 days' notice of this termination in whatever way seems best in the given set of circumstances.
- (5) When possible, the Pastor shall not resign the pastorate less than 60 days prior to Easter or 45 days prior to Christmas.
- (6) The Church may waive the 30-90 day limit on termination notice to a Pastor in very exceptional cases involving disciplinary action by the Church and/or the Central Association Committee on Ministry and/or an ecclesiastical council.
- (7) In the event that the position of pastor becomes vacant, the Moderator shall nominate a Pastoral Search Committee, subject to the approval of the Church Council. Nominees of the Pastoral Search Committee shall be members of the Church. The UCC provides guidelines for Pastoral Search Committee.

Section 2: Christian Education Coordinator

The Christian Education Coordinator shall develop, coordinate and implement educational programs for the Church. The Christian Education Committee has responsibility for this position's job description, appointment and compensation, subject to the approval of the Trustees. The Christian Education Coordinator shall prepare a written report for the Annual Meeting.

Section 3: Church Custodian

The Custodian is responsible for cleaning and maintaining the Church property under the supervision of the Trustees. The Trustees have responsibility for this position's job description, appointment and compensation.

Section 4: Director of Music

The Music Director is responsible for planning, coordinating and implementing the Music programs of the Church. The Music Committee has responsibility for this position's job description, appointment and compensation, subject to the approval of the Trustees.

Section 5: Secretary/Administrative Assistant

The Secretary is responsible for staffing the office and providing secretarial and administrative support for the church. The Trustees have responsibility for this position's job description, appointment and compensation.

ARTICLE IX **Meetings & Worship**

Notice of all Meetings of the Congregation must be made at least two weeks prior to any meeting. Notice will be given (either in person or virtually) from the lectern, printed in worship bulletins, printed in the Epistle when possible, and broadcasted via electronic media.

Section 1: Annual Meeting

- (1) The Annual Meeting of the church will be held between January 1 and 31. In extreme circumstances, the state may allow a virtual meeting to take place.
- (2) The order of business shall include: determination of a quorum, prayer, approval of the previous church meeting's minutes,, the minister's report, the approval of all annual committee and officer reports, the approval of all annual financial reports (Treasurer and church committees and organizations with checking accounts or other financial instruments), unfinished business, new business, and adjournment. All written annual financial, officer, and committee reports will be given to the Church Secretary to be copied for distribution. Reports will be available prior to, but no later than one week before the annual meeting.

Section 2: Annual Budget and Election Meeting

- (1) The meeting will be held in the month of November.
- (2) The order of business shall include:
 - a. the presentation, discussion, and vote on the budget for the following calendar year.
 - b. the nomination and election of church officers and committee members for the following calendar year.

Section 3: Special Meetings

The Moderator, at the request of the Pastor, Clerk, or any duly constituted board or committee, may call special meetings of the church body when it is deemed expedient or when a written request for such meeting shall be presented by seven members.

Section 4: Quorum

Quorum: 25 members in good standing shall constitute a quorum for the transaction of business at any business meeting.

Section 5: Worship

- (1) Worship Services shall be held on the Lord's Day.
- (2) The Lord's Supper shall be celebrated at such regular times, normally the first Sunday of each month, or as directed by the Pastor and/or Diaconate
- (3) Special Worship Services may be called by the Pastor, in consultation with the Diaconate.

ARTICLE X

Amendments

These by-laws may be amended by a two-thirds vote of the members present and voting at any Annual Meeting of the Church or at a meeting specifically called for that purpose. The notice of the proposed change shall be given from the lectern(virtually or in person)included in the Worship Bulletin, and broadcast via electronic media at least two weeks before the time of proposed action. Every five (5) years a committee appointed by the Moderator shall review these Bylaws.

ARTICLE XI

Church Policies

The church shall maintain a Safe Church Policy and a Personnel Policy. These policies shall be reviewed and update as needed, by determination of the Church Council.

ARTICLE XII

Dissolution

Upon dissolution of the Church, its assets and all property and interests of which it possessed, including any device, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the Southern New England Conference of the United Church of Christ.