

**CONSTITUTION AND BY-LAWS**  
**of**  
**The Congregational Church of West Medford, Medford, Massachusetts**

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**BY-LAWS**  
**of**  
**The Congregational Church of West Medford, Massachusetts**  
**(Incorporated January 21, 1916)**

**ARTICLE I**  
**Name**

The name of this organization shall be The Congregational Church of West Medford, Massachusetts.

**ARTICLE II**  
**Purpose**

The Church is constituted to maintain the public worship of God, to encourage the spiritual growth education of the membership, and to engage in Christian outreach in the community, all in accordance with the principles of Congregational polity. To that end, the Church looks for guidance to the Statement of Faith of the United Church of Christ. The full text of the Statement of Faith currently in effect is set forth in an Appendix to the By-Laws for easy reference.

Its government is vested exclusively in the body of believers which compose it. It is in fellowship with all churches which seek to promote the reign of Jesus Christ, and acknowledges particular obligations of fellowship to the body of the United Church of Christ. It pledges itself to a share in their common work, especially as represented by the Metropolitan Boston Association, the Massachusetts Conference, and the General Synod of the United Church of Christ.

**ARTICLE III**  
**Membership**

Section 1 -- Church Members

Church Members shall include only confessing Christians who have been recommended by the Executive Committee (a) on presentation of satisfactory letters of transfer from other churches with which this church is in fellowship; (b) on reaffirmation of faith; (c) on confession of faith and baptism (if not previously baptized); or (d) upon confirmation. They shall be received into fellowship at any worship service held pursuant to Section 1 of Article VII and publicly assenting to the Confession of Faith and entering into Covenant. Such presentation and public assent may be waived by the Pastor in cases of extreme emergency with the approval of the Chair of the Spiritual Life Committee.

Section 2 -- Affiliate Members

Affiliate Members shall mean confessing Christians who wish to retain membership in another church but also are actively cooperating in the work of this Church and contributing regularly to its support. Any such person may, by vote at any Special Meeting or at an Annual Meeting, become an Affiliate Member upon recommendation of a member of the Church and by subscribing to the By-Laws.

### Section 3 -- Parish Members

Parish Members shall mean such other persons who, by attendance, regular financial support of the Church, and cooperation, are helping to promote the interests of the Church. Any such person may, by vote at any Special Meeting or at an Annual Meeting, become a Parish Member upon recommendation of a member of the Church and by subscribing to the By-Laws.

### Section 4 -- Duties of Members

Each Member is expected to be faithful in all the spiritual duties essential to the Christian life, to attend habitually to services of the Church, to give regularly for its support and charities, and to share in its organized work.

### Section 5 -- Rights of Members

Church Members, Affiliate Members, and Parish Members shall be eligible to hold any office and shall have the right to vote upon all questions, except that members under the age of eighteen shall not be eligible for election to the offices of Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Auditor, and Moderator, as well as membership on the Stewardship Committee and the Trustees of the Invested Funds.

Members who are connected to a meeting of the governing body via technology such as Skype or Tele-Conference and are able to listen and speak via said technology will be considered "present" at said meeting of the governing body; thereby providing those connected via technology the opportunity to participate in the meeting and vote on decisions per the practices of said meeting. Remote members who desire to be present via technology will be required to provide for themselves the equipment, network connection and a "technology-partner" who is physically present in the meeting and able to facilitate both the electronic connection and the remote member's interactions with the meeting. (*Amendment regarding use of technology, adopted by Congregational Vote, January 26, 2014*)

### Section 6 -- Termination of Membership

The Church Council shall grant a letter of dismissal to Church Members at their request. Any Church Members desiring to join a body with which this Church is not in fellowship will be granted a certificate of membership and, if they so request, their names will be removed from the rolls of this Church.

Church, Affiliate, or Parish Members whose addresses and whereabouts have long been unknown, or who, for a period of three years, have not communicated with the Church or contributed to its support, or who have not, during that period, attended an Annual Roll Call Communion or explained the non-attendance, shall, upon the recommendation of the Spiritual Life Committee and vote of the Church Council, have their names transferred to a Church record known as the "Inactive List". From the date of such transfer, persons shall cease to be reported on the Active Membership roll. If, after the expiration of three years from the date of such transfer, the address of the inactive member still remains unknown or the inactive member fails to renew active affiliation with the Church, the membership of that person shall cease. The Clerk is vested with the authority and responsibility to keep and revise the Inactive List.

Should Church, Affiliate, or Parish Members become an offense to the Church and to its good name, the Church may terminate their membership but only upon the recommendation of the Church Council made after due notice and opportunity for a hearing before the Church Council.

Any Affiliate or Parish Members may be released from their relations and obligations to the Church at their own request at any regular or special meeting of the Church or Church Council.

#### Section 7 -- Restoration

Any person whose membership has been terminated may be reinstated by vote of the Church upon the recommendation of the Church Council. Any name which has been removed from the rolls of the Church may be restored by vote of the Church upon the recommendation of the Church Council.

### **ARTICLE IV**

#### **Pastoral Ministry**

##### Section 1 -- Pastor

The Pastor(s) shall have charge of the well being of the Church and the furtherance of its purposes, life, and work, with the assistance of the Church Council. The Pastor(s) shall administer the sacraments, have charge of all services of public worship, reception of members, weddings and funerals and shall administer the activities of the Church in cooperation with the Church Council. The Pastor(s) shall be an advisor to all Church committees and gatherings.

A Search Committee of seven to eleven members, selected in such manner as shall be determined by the Church, shall seek a candidate for the office of Pastor, as needed, in consultation with the Metropolitan Boston Association and/or the Massachusetts Conference.

The Pastor(s) shall be called at an Annual Meeting or a Special Meeting called for that purpose by an affirmative vote of three-fourths of the members present and voting. The Pastor(s) shall be called and installed with the help and cooperation of officers of the Metropolitan Boston Association which shall also serve as consultant in matters of contract and/or discipline between the Church and Pastor(s). The standing of the Pastor(s) as the ordained minister of the Church shall be in the Metropolitan Boston Association.

##### Section 2 -- Pastoral Assistant(s)

The Pastor may have assistance in the performance of pastoral duties from one or more duly-ordained ministers or theological students preparing for the ministry or other qualified persons. The title of such persons shall be Assistant Minister, Associate Minister, Minister of Education, Director of Religious Education, or such title as the Church shall determine.

They shall be called in the same manner as specified for filling a vacancy in the Pastorate. They shall be responsible to the Pastor for their work, the nature of their duties being defined in their call to the office.

## ARTICLE V

### Officers

The Church, at each Annual Meeting, shall elect members to the following offices and positions described in this Article. Except as hereinafter set forth, each will serve for one year and until a successor is chosen and each shall be eligible for re-election provided, however, that the Moderator and Clerk may not be elected for more than five consecutive one-year terms. Notwithstanding this limitation, if the Nominating Subcommittee, after diligent search, determines that it was unable to find a person who was willing and able to serve as Moderator or Clerk, the incumbent Moderator and Clerk may be nominated and elected for a succeeding one-year term.

#### Section 1 -- Moderator

A Moderator, who shall preside at the Annual Meeting, at Special Meetings, and at Church Council meetings. The Moderator shall be accorded the privilege of attending meetings of other governing committees and boards of the Church but shall not be entitled to vote, and may be called to act as temporary chairman of any committee or board until such committee, subcommittee, or board shall elect its own Chair.

#### Section 2 -- Clerk

A Clerk, who shall give notice of and attend all Annual and Special Meetings of the Church, shall keep a faithful record of the proceedings of all such meetings of the Church, shall act as Clerk of the Church Council, shall keep a register of the Church, Affiliate, and Parish Members with the dates of their reception and removal, and a record of all baptisms. The Clerk shall issue letters of dismissal voted by the Church Council and shall keep on file all correspondence and official reports. In the absence or incapacity of the Clerk, the Moderator shall be empowered to give notice of meetings of the Church. The Clerk shall have custody of the bonds of all Church officers.

#### Section 3 -- Treasurer

A Treasurer, for a term of three years, who shall be bonded if so required by the Church and in such sum and manner as from time to time may be voted by the Church.

The Treasurer shall keep separate accounts and disburse funds as follows:

- a) All monies contributed for the relief of the needy, subject to the order of the Spiritual Life Committee;
- b) All monies raised for the object of Christian benevolence to be paid by the Treasurer to the several persons or societies entitled thereto, subject to the order of the Church Growth Committee;
- c) All monies received by the Treasurer for the support of public worship or Church purposes and all monies received whose use is not designated, subject to the order of the Stewardship Committee, under such general instructions as may have been given by the Church.

The Treasurer's accounts shall be kept in the name of the Church, separate and distinct from all other accounts. The Treasurer shall be the custodian of all deeds, insurance policies, and other valuable papers and documents which are the property of the Church, except bonds and records of the Church which shall be in the custody of the Clerk. The Treasurer shall prepare a report for each regular meeting of the Church Council and a

written report, properly audited, for the Annual Meeting of the Church. Before each Annual Meeting of the Church, the Treasurer's accounts shall be audited by the Auditor elected at the previous Annual Meeting.

#### Section 4 -- Assistant Treasurer

An Assistant Treasurer for a term of three years, who shall be bonded if so required by the Church and in such sum and manner as from time to time may be voted by the Church. The Assistant Treasurer shall assist the Treasurer and shall assume the duties of the Treasurer in case of the latter's illness, absence, or disability. The term of the Assistant Treasurer shall not be for the same three year period as that of the Treasurer.

#### Section 5 -- Financial Secretary

A Financial Secretary, for the term of three years, who shall be bonded if so required by the Church and in such sum and manner as from time to time may be voted by the Church.

The Financial Secretary shall receive all monies raised through regular channels for the support of public worship and all monies contributed in regular or special collections for objects of Christian benevolence; shall provide envelopes for subscribers; send quarterly statements to all persons in arrears for pledges; credit the various sums to their separate accounts; and promptly turn over all monies to the Church Treasurer, taking a receipt therefore. The Financial Secretary shall prepare a report for each regular meeting of the Church Council or Stewardship Committee, as the case may be. The term of the Financial Secretary shall not be for the same three year period as that of the Treasurer or Assistant Treasurer.

#### Section 6 -- Assistant Financial Secretary

An Assistant Financial Secretary for a term of three years, who shall be bonded if so required by the Church and in such sum and manner as from time to time may be voted by the Church. The Assistant Financial Secretary shall assist the Financial Secretary and assume the duties of the Financial Secretary in case of the latter's illness, absence, or disability. The term of the Assistant Financial Secretary shall not be for the same three year period as that of the Financial Secretary.

#### Section 7 -- Auditor

An Auditor, who shall audit the books, accounts, and reports of the Treasurer, the Financial Secretary, and the Board of Trustees of the Invested Funds and shall submit a written report for each Annual Meeting.

#### Section 8 -- Historian

An Historian, who shall collect and keep or arrange for the keeping of writings and other materials of significance in connection with the history and development of the Church and shall, from time to time, prepare a written summary of significant events so that there may always be a reasonably up-to-date history of the Church. The Historian may select an Assistant Historian.

#### Section 9 -- Church School Superintendent

A Superintendent of the Church School, who shall have charge of the affairs of the Church School with the advice of the Christian Education Committee and shall submit a written report for the Annual Meeting.

## Section 10 -- Chief Usher

The Chief Usher shall be responsible for instructing the Ushers in their duties and for scheduling the times for the performance of these duties.

The Ushers shall perform such duties as are customarily included under that heading, including the taking of the offering. They shall serve under the supervision of the Chief Usher.

The number of Ushers shall be determined by the Executive Committee from time to time on recommendation of the Chief Usher.

## Section 11 -- Chief Teller

The Chief Teller shall be responsible for instructing the Tellers in their duties and for scheduling the times for the performance of these duties. In the absence or incapacity of the Financial Secretary and the Assistant Financial Secretary, the Chief Teller shall assume the duties of their offices.

The Tellers shall assist the Financial Secretary in the counting and tabulating of the offerings received at Church services. They shall serve under the supervision of the Chief Teller.

The number of Tellers shall be determined by the Church Council on the recommendation of the Chief Teller.

## Section 12 -- Delegates

Two Delegates shall represent the Church at meetings of the Medford Council of Churches, the Metropolitan Boston Association, the State Conference of the United Church of Christ, and such other meetings as the Church or the Church Council may direct.

# ARTICLE VI

## Committees

### Section 1 -- General Committee Guidelines

The Church, at each Annual Meeting, shall elect members to the following Committees: Spiritual Life, Stewardship, Buildings and Grounds, Christian **Education, Bright Stars, Outreach** Ministries and the Trustees of Invested Funds. The members of the Spiritual Life, Stewardship, Buildings and Grounds, Christian **Education, Bright Stars and Outreach** Ministries Committees shall be divided into two classes, with one-half of the members being elected each year for a two-year term. No member having served three full terms on one of these Committees shall be eligible for re-election to that committee until at least one year shall have elapsed. However, if the Nominating Subcommittee, after diligent search, determines that it was unable to find any other person who was willing and able to serve, such member may nevertheless be eligible for re-election before the lapse of a year since serving on such Committee.

The Trustees of the Invested Funds shall consist of three members, one of whom shall be elected each year for a three-year term. Each Trustee shall be eligible for re-election.



**Annual performance evaluations on all salaried Church employees and contractors will be conducted by the oversight committee and completed no later than the third Wednesday in November. Evaluations will be strictly confidential and copies of each evaluation will be securely filed in the Church office.**

**In cases where a person receives compensation by the church, either directly as a church employee or indirectly through a business entity, and the financial arrangement is terminated, either by the person or by the oversight Committee, that person may not serve as an official member of that oversight Committee or have voting rights within that oversight Committee for a period of one year from that person's last day of compensated service.**

## Section 2 -- Church Council

There shall be a Church Council, made up of the Moderator, who shall be Chair; the Clerk; the Treasurer; the Chairs of the Spiritual Life, Christian Education, Bright Stars, Stewardship, Buildings and Grounds, Outreach Ministries Committees, and three members at large to serve a one year term to be renewable no more than three times; together with representatives of other committees and organizations as may be designated at any Annual or Special Meeting of the Church.

The Church Council shall hold regular meetings every month except during July and August at such time as shall be determined by the Council, and may hold special meetings at the call of the Chair, the Pastor or any three members of the Council. The Church Council shall be the general administrative body of the Church to act between meetings of the Church with respect to all matters except as otherwise provided in these by-laws. The Church Council shall be charged with special oversight of the spiritual well being of the Church; shall satisfy itself as to the fitness of all candidates for admission to the Church, whether with or without certificates, and shall recommend to the Church such of them as it approves; shall grant letters of dismissal; transact whatever religious matters may be referred to it by the Church or from other sources; and, at the Annual Meeting, report such topics as it may deem necessary and important.

The Council shall foster constructive communications between the congregation and its Pastoral leadership and shall implement the Church's responsibility for the professional and personal well-being of its Pastor(s). The discussions and actions of the Council in these matters may be determined to be confidential in nature and not available to Church members unless and until considered appropriate by the Council and Pastor(s).

Acting in this capacity, the Council shall:

(a) Strengthen Pastor-congregation relations through mutual understanding and exploration of the role of pastoral leadership

(b) Act as a channel regarding congregational reactions to the Pastor's leadership and for the Pastor's reactions to the congregation's responsiveness to the Pastor's leadership

(c) Review annually the Church's responsibility for the Pastor's professional growth and compensation

**(d) Act as a Pastoral Relations Committee, providing support for the pastor and a regular channel of communication between the pastor and the congregation.**

The Council shall annually appoint a Nominating Subcommittee, consisting of at least three members of the Church at large, to prepare and submit a list of nominees for all offices and Standing Committees at each Annual Meeting. The Church Council shall, upon notification by the Church Clerk, fill any vacancies for the remainder of the unexpired term.

The Council shall also annually appoint a Memorial Fund Subcommittee, consisting of three members of the Church at large, who will elect a chair. Unless it shall otherwise be determined by the Church at the Annual or a Special Church Meeting, the Memorial Fund Subcommittee shall recommend to the Church Council the improvements and betterments to be paid for from the Memorial Fund. The Council shall have memorial gifts recorded in the Book of Remembrance.

### Section 3 - Spiritual Life Committee

There shall be a Spiritual Life Committee which shall be responsible for the spiritual welfare of the congregation, including but not limited to all aspects of worship. The committee shall consist of six members, known as Deacons and Deaconesses, of whom at least two shall be Deacons and at least two shall be Deaconesses. The members of the Spiritual Life Committee shall elect a Chair, a Vice Chair, and a Secretary. The Spiritual Life Committee shall constitute the advisory and spiritual guidance committee of the Pastor. They shall provide for the pulpit in an emergency and shall assist in the preparation and administration of the Lord's Supper, baptisms, and visitations. They shall assist the Pastor in the work of the Church and the care of the Parish, being especially mindful of strangers, of those in want or trouble, and those in need of spiritual guidance or encouragement. They shall have care for the disadvantaged, calling upon the Trustees of the Invested Funds by vote as a Board, at their discretion, for any funds in the Trustees' possession held for these purposes. They shall seek to enlist new members and inquire concerning absentees, and they may make recommendations concerning admissions and dismissions.

The Spiritual Life Committee shall have ultimate responsibility for determining how funds appropriated for the music program of the Church and funds from the Memorial Music Fund shall be expended. A member of the Spiritual Life Committee shall be designated as Chair of the Music Subcommittee, which shall include two members of the congregation at large appointed annually by the Spiritual Life Committee. The Music Subcommittee shall have full authority to engage and discharge persons who have actual supervision of the Church music, including the Music Director/Organist, with whom they will consult frequently, and the soloists; and shall be responsible for the cleansing, repairing, and when necessary, the replacement of choir vestments. The Music Subcommittee will meet at least once each quarter. The Music Subcommittee shall annually make a full, detailed report of all its expenditures to the Spiritual Life Committee, which shall, in turn, report to the Church Council.

The Spiritual Life Committee shall be ultimately responsible for furnishing flowers for the Chapel and/or the Sanctuary at such times as either or both of these facilities are used for worship or special services. The Committee shall annually appoint a Flower Subcommittee consisting of at least two members of the Church at large to carry out these responsibilities. The Subcommittee shall elect a chair and shall encourage participation by members and friends in the giving of flowers for this purpose and shall maintain a Flower Chart for use in assigning or designating times when such donations are desired. The Subcommittee shall ensure that the Church is appropriately decorated at Christmas and Easter and at such other Christian holy days as they shall deem proper.

### Section 4 --Stewardship Committee

There shall be a Stewardship Committee, which shall be responsible for the finances of the church. The Committee shall **consist of at least four members** and the Treasurer ex officio, who shall have no vote. The Committee shall elect a Chair, Vice Chair, and Secretary.

The Stewardship Committee, under the direction of the Church, shall have charge of the Church's finances and secular business and shall administer real and personal property of the Church except funds held as provided in Section 6 of this Article. The Stewardship Committee may authorize the transferring of money

among the several items of an annual budget but may not increase the total expenditure authorized in such budget.

The Committee shall have general responsibility for the ongoing stewardship of the Church, including but not limited to, development of the annual budget, which shall be balanced, and the annual roll call campaign. At least three months prior to the Annual Meeting of the Congregation, the Committee shall require each Committee of the Church to submit a proposed budget for itself for the ensuing year to the Stewardship Committee. The Stewardship Committee shall then compile these budget requests and an initial projection of revenues for the Church for the ensuing year and submit them to the Church Council no less than two months prior to the Annual Meeting. This will provide the opportunity for all Committees to review their projected programs and budget requests in consonance with all other Committees. Revised budget requests must be submitted to the Stewardship Committee no later than six weeks prior to the Annual Meeting. The Stewardship Committee shall then present to the Congregation a budget in which projected revenues from all sources balance projected expenditures for the year.

The Committee is charged to conceive and initiate new activities to raise both funds for, and the resources of, the Church. Such fund-raising activities and opportunities shall be reported to the Congregation at all congregational meetings at which the budget is to be discussed or voted upon.

The Committee shall provide regular educational opportunities for the Church on the matters concerned with stewardship such as the use for the Church of time, talent, and money. The Committee may call on other Church members and Committees to assist in these matters on an ad hoc basis.

#### Section 5 -- Buildings and Grounds Committee

There shall be a Buildings and Grounds Committee, which shall be responsible for all aspects of the maintenance and upkeep of church properties. The Committee shall consist of at least four persons. The specific responsibilities of this Committee will be:

1. To develop a full Scope of Work with regard to each of the following areas of regular up keep: maintenance, cleaning, landscaping, and snow removal.
2. To bid out such work, hire the appropriate contractors, and supervise the work of such contractors on an ongoing basis.
3. To evaluate the performance of each contractor at least annually, drawing input directly from staff and congregation.
4. To serve as a liaison between all contractors and the congregation, including church staff and the other Standing Committees.
5. To establish a schedule of rates and policies related to the usage of church property by its various tenant groups.
6. To serve as a liaison between the church and its tenants, with regard to all concerns related to their usage of church property.
7. To implement non-routine repairs through the hiring of special contractors, scheduling the timing of such repairs in accord with the severity of the need and the availability of funding.
8. To offer a monthly report to Church Council about the status of all church properties and tenancies.

The Building and Grounds Committee shall have no power to buy, sell, mortgage, lease, or transfer any real property of the church without a vote of the Church authorizing such action.

**To maintain the integrity of the decision-making process, no individual or company hired by the Building and Grounds Committee shall have direct familial ties to any member of the Building and Grounds Committee. Further, no Building and Grounds Committee member, or company/business entity that is legally or financially connected to any Building and Grounds Committee member, shall be compensated for Building and Grounds-related services rendered to the church. Exceptions may be approved only by a Council or congregational vote.**

#### Section 6 -- Trustees of the Invested Funds

There shall be a Board of Trustees of the Invested Funds, consisting of three members.

The Trustees of the Invested Funds, except as otherwise voted by the Church, shall have custody of all funds given to the Church in trust from time to time and such other funds as may from time to time be directed by the Church to be held by them. The Trustees shall invest the principal of such funds in accordance with any applicable provisions of the respective instruments establishing such funds or, in the absence of such provisions, in a manner deemed reasonable and proper in their sound judgment for the best interests of the Church including, in their discretion, and if not inconsistent with the provisions of such respective instruments, placing the management of such funds in a combined or common investment fund. They shall distribute the proceeds of such funds in accordance with the instructions of the trust instruments or, in the absence of such instructions, in accordance with instructions given by vote of the Church. In performing their duties the Trustees may act by a majority of its members. They may carry securities of the Church in the form of so-called street certificates or in the name of a nominee or nominees and may seek and employ investment advisors to assist them in performing their duties. The Trustees may deposit for safekeeping, in whole or in part, said securities in such national bank or other bank or trust company with a combined capital and surplus of not less than \$5,000,000, as they may determine. The Trustees shall also keep the current and accumulated income for the several funds invested through bank accounts or other manner which makes such funds readily available and identifiable as between such moneys the use of which is restricted and those which are available for general church purposes. Expenses in connection with the performance of their duties shall be paid by the Church. The Trustees shall, if required by vote of the Church, give bonds in such sums and manner as may be designated by vote of the Church. They shall submit a written report for the Annual Meeting showing the condition of the funds in their custody.

#### Section 7 -- Christian Education Committee

There shall be a Christian Education Committee to oversee the religious education of all members of the Congregation, including all youth in the Church. The committee shall consist of six members of the Church, the Pastor or Pastoral Assistant, and the Superintendent of the Church School. The Committee shall elect a Chair.

The Committee shall have general oversight of the religious instruction and education of the members of the Church and those worshipping with them. It shall have special supervision over the Church School and shall adopt a curriculum and appoint, through its Chair, all such officers and teachers as may be necessary or convenient to promote, in the most efficient way, the religious instruction and study in the Church and Parish.

All receipts of the Church School shall be turned over to the Financial Secretary. The Committee shall have full responsibility for all funds appropriated to the program of Christian Education.

#### Section 8 – Bright Stars Committee

**There shall be a Bright Stars Committee to oversee the Bright Stars Afterschool Program. Bright Stars is an after-school and school vacation program that provides after-school and school vacation care for children in our community. The program also provides income for the Church. The Committee shall consist of at least three members of the church and the Pastor. The Committee shall elect a chair.**

**The Committee will meet in full session with the Bright Stars Director a minimum of three times a year.**

**The Committee will meet with the staff without the Director at least two times per year, or more if requested.**

**The Committee will provide a Report to the Annual Meeting of the Congregation, and to any Special Congregational Meetings, as requested.**

**The Committee will perform a thorough evaluation of the work of the Director on an annual basis.**

**The Committee shall have full authority to engage and discharge the Director, and the Committee shall act as a liaison between the Director and the congregation.**

**As a Church-controlled subsidiary (not a tenant), the Bright Stars program will be entitled to services and supplies through the church as is agreed upon by the governing committees and the Director.**

**Since the program is run under the Director's license, the Director will have charge of the daily running of the program in order for the program to run effectively and according to state guidelines. This would include interviewing and hiring employees. In the event that the Director wishes to hire an employee to perform tasks already being managed by another Church committee, and a compromise between the committees cannot be reached, then the matter will be decided by the Church Council.**

**For purposes of the clear reporting of income and expenses, the Bright Stars program will maintain an autonomous Budget category within the overall operating budget of the congregation. Such a Budget will include the program's fair share of costs related to its usage of the Church's building and grounds.**

**As part of the Church's annual budget process, the Director will prepare the program's annual budget and submit it to the Bright Stars Committee when requested. The Committee will review the budget and submit it to Stewardship in accordance with the by-laws. Since Bright Stars is a professional service run under the Director's license, discretion for specific line-item changes to the proposed budget will generally rest with the Director, who will work under the guidance of Stewardship and the Committee to ensure the program's budget is in line with the financial targets set by Council. Council will review the budget to ensure alignment with church goals and fiscal accountability.**

#### Section 9 -- Outreach Ministries Committee

There shall be an Outreach Ministries Committee committed to the growth of Church membership and the Church's outreach to the community. The committee shall consist of six members. The Committee shall elect a Chair. The Committee shall have responsibility for promoting activities and programs designed to promote both spiritual and membership growth and development. The Committee, in conjunction with the Pastor and other Committees and members of the Church, shall seek to raise the awareness of the congregation to the importance and necessity of continued growth in the Church and seek ways and means to invite those in the community to become interested in and eventually members of the Church. The Committee shall work with other committees and Church officers to the end that its mission for growth in the Church may be fostered and carried out.

The Committee shall also be responsible for the promotion of programs of missionary education and constructive social action throughout all organizations connected with the Church. It shall strive to keep the Church in vital touch with the world-wide missionary work of the United Church of Christ and informed on local, state, national, and international projects for the betterment of social conditions throughout the world.

The Committee shall encourage systematic giving for benevolences, and shall recommend to the Church financial support of worthy agencies engaged in social work in consonance with the Covenant and By-Laws of this Church.

### Section 10 -- Special Committees

Special Ad Hoc Committees may be established from time to time by vote of the Church for the purpose of acting with respect to specified projects which are not specifically included within the duties of other officers or committees for which provision is made in these By-Laws. The vote establishing any such committee shall specify:

- 1) The individuals to serve on the committee or the manner in which a designated number shall be selected or authorized so to serve
- 2) The duties of the said committee
- 3) The authority which the committee may exercise on behalf of the Church, which authority may, notwithstanding the provisions of Sections 3 and 4 of this Article VI, include the right to solicit funds in connection with a specified project; provided, however, that the financial record of any such committee, shall, at all times, be subject to inspection by the Church Treasurer and by the Stewardship Committee and, upon completion of the project or discharge of said committee, all records and assets of said committee shall be turned over to the Stewardship Committee
- 4) Financial records of all special committees shall be audited annually by the Auditor
- 5) The length of time the committee shall function
- 6) Any other matter deemed by the Church to be appropriate

### Section 11 -- Elections, Vacancies

All officers and committees named in Articles V or VI shall, unless otherwise specified, be elected by ballot at an Annual Meeting. All elections shall be determined by a majority of the votes cast by members present who are qualified to vote.

When a vacancy occurs for any cause whatsoever in any office or committee whose members are elected by the congregation, the Clerk shall so notify the Church Council, which shall fill the vacancy for the remainder of the unexpired term. At the option of the Church, vacancies in any office may be filled at any meeting legally called for that purpose. When any officer ceases to worship with the Church except on account of sickness or infirmity, this office shall be considered vacated from the time of the departure.

In the event an officer or member of a committee because of disability or extended absence is unable temporarily to perform the duties of the office or committee to which he or she was elected, the Church Council may declare that a temporary vacancy exists in such office or on such Committee. Such temporary vacancy may be filled as herein before in this section provided for filling vacancies until the originally elected officer or

committee member's disability is removed or absence is concluded and such officer or committee member notifies the Church Council in writing to that effect.

## ARTICLE VII

### Meetings

#### Section 1 -- For Worship

Public services of worship shall be held on the Lord's Day and at such other times as may be decided by the Church Council.

The Lord's Supper shall be celebrated at such times as may be determined by the Church Council.

Other religious meetings or services may be arranged at the discretion of the Pastor with the approval of the Church Council.

An Annual Roll Call Communion Service shall be held on the first Sunday in February unless otherwise decided by the Church Council.

#### Section 2 - For Business

The Annual Meeting shall be held **by the last Sunday of February of each** year after the morning worship services for the election of officers and committee members, action on the budget, the transaction of such other business as shall legally come before the meeting, and to receive reports from officers, committees and organizations of the Church.

The Order of Business for the Annual Meeting shall be as follows:

- 1) Reading the Call for the meeting
- 2) Devotional exercises
- 3) Election of new members
- 4) Reading of the record of the previous Annual Meeting and any intervening Special Meetings.
- 5) Reports of the Clerk, the Treasurer, the Trustees of the Invested Funds, the Auditor, the Pastor, the Associate Minister(s), the Stewardship Committee and the Buildings and Grounds Committee.
- 6) Action on the Budget, which shall be balanced
- 7) Report of the Nominating Subcommittee
- 8) Election of officers and committee members
- 9) Deferred business
- 10) New business

- 11) Reports of other officers, committees and organizations
- 12) Adjournment

Special Meetings of the Church may be called by the Moderator and shall be called upon the written application of any five Church members, or when requested by the Spiritual Life, Stewardship, or Church Council, specifying the object(s) thereof. Notice thereof shall be posted by the Clerk at least seven days prior to the meeting and announced at the worship service(s) on the Lord's Day next preceding the date fixed for such meeting.

In the event of the annual Meeting, by mistake or otherwise, not being called and held as herein prescribed, a Special Meeting shall be called and held in lieu of and for the purposes of the Annual Meeting.

At the Annual Meeting or meeting held in lieu of an Annual Meeting and at all Special Meetings, **twenty members entitled to vote shall constitute a quorum.**

## **ARTICLE VIII**

### **Organizations**

The Church regards as integral parts of itself all organizations formed for the purpose of ministration and which use the name and/or the facilities of the Church. The Pastor shall have general oversight of all such organizations and from each a written report will be expected at the Annual Meeting of the Church.

## **ARTICLE IX**

### **Amendments and Revisions**

Any part or all of these By-Laws may be amended or revised by a two-thirds vote of the members present and voting at any Annual Meeting or at a Special Meeting called for that purpose, the substance of the proposed amendment having been inserted in the Call. Should any amendment or revision of part of the By-Laws necessitate a corresponding amendment or revision elsewhere in the By-Laws, such changes may be made without notice having been inserted in the Call.

Adopted: November 8, 2007

Constance B. Wescott, Clerk

*(Includes Amendment regarding use of technology, adopted by Congregational Vote, January 26, 2014)*



## APPENDIX I

### Statement of Faith

The Statement of Faith approved by the Second General Synod of the United Church of Christ in 1959 and revised in 1976 is adopted as expressing the faith and purpose of this Church.

We believe in God, the eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being,  
creates humankind in the divine image,  
and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord,  
God has come to us  
and shared our common lot,  
conquering sin and death  
and reconciling the whole creation to its Creator.

God bestows upon us the Holy Spirit,  
creating and renewing the church of Jesus Christ,  
binding in covenant faithful people of all ages,  
tongues, and races.

God calls us into the church  
to accept the cost and joy of discipleship,  
to be servants in the service of the whole  
human family,  
to proclaim the gospel to all the world  
and resist the powers of evil,  
to share in Christ's baptism and eat at his table,  
to join him in his passion and victory.

God promises to all who trust in the gospel  
forgiveness of sins and fullness of grace,  
courage in the struggle for justice and peace,  
the presence of the Holy Spirit in trial and rejoicing,  
and eternal life in the kingdom which has no end.

Blessing and honor, glory and power, be unto God. Amen.