

Revisions and Amendments

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BYLAWS FOR THE
TRINITARIAN CONGREGATIONAL CHURCH
OF
NORTH ANDOVER, MASSACHUSETTS

ARTICLE I - NAME

This Church shall be known as the Trinitarian Congregational Church of North Andover located in North Andover, Massachusetts; organized in 1834 and incorporated January 10, 1967 under the Laws of the Commonwealth of Massachusetts.

ARTICLE II - PURPOSE

1. This Church shall be an association of the followers of Christ who have entered into its membership. It is organized for the purpose of mutual Christian Fellowship, Worship, Christian service, the observance of the Christian sacraments and the extension of the Kingdom of God.
2. This Church shall be Congregational in principles, polity and affiliation, and under the Divine Authority of God and the life of Jesus Christ. These shall be accepted by its members, followers, and those who prescribe to the tenets of the United Church of Christ as the only authority for its organization and religious responsibilities.

ARTICLE III - FAITH AND COVENANT

1. **Faith**-This Church acknowledges its faith in Jesus Christ, the Son of God and the Savior of man. It acknowledges as brothers and sisters 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 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.

2. We accept as our own the Statement of Faith adopted by the United Church of Christ:

"STATEMENT OF FAITH"

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 that kingdom which has no end.

Blessing and honor, glory and power be unto God.

Amen

3. **Covenant** - We covenant one with another to seek and respond to the Word and Will of God. We purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church to witness to the gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, justice and peace. As did our forebears, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE IV - AFFILIATIONS

This Church shall be a member of the Massachusetts Conference of the United Church of Christ and the Andover Association of the United Church of Christ. It shall also be affiliated with the Greater Lawrence Council of Churches, the World Council of Churches, the Massachusetts Council of Churches, the National Council of Churches of Christ and such other Associations as the Church Council may decide, subject to the approval of the Church members.

ARTICLE V - MEMBERSHIP

1. Membership in this Church is open to all persons who are dedicated to the high purposes of Christian living and to the acceptance of the teachings of Jesus Christ. At the time of their reception into membership the candidates shall indicate their acceptance of the Covenant of the Church and their willingness to assume the duties stated and implied in this covenant. Members may hold positions on all Boards and Committees, except where specific restrictions are not
2. **Duties** - Members shall pledge themselves to attend the regular worship of the Church and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the Church; to contribute to its support and benevolences; and to seek diligently to promote the spiritual welfare of the membership and the community.
3. **Transfer of Membership** - This Church urges all members who move from our community to unite with a Church where they take up their new residence. On applications, letters of transfer will be granted on the approval of the Minister and the Chair of the Diaconate.
4. **Termination of Active Membership** - Membership rolls of the Church shall be reviewed each year by the Diaconate. Members whose address has been long unknown, or who have not communicated with or contributed to the support of the Church for a period of two years may be transferred to an inactive list and from that date shall cease to be considered as active members of the Church. Should a person on this inactive list wish to resume active membership, their name may be restored to the active roll by the Diaconate.

ARTICLE VI - GOVERNING BODY

The governing body of this Church shall be the membership assembled in Church meeting. All positions, professional and staff, appointed and elected, are open to all qualified persons regardless of gender. Any use of gender specific pronoun forms in this document is intended to be generic and does not imply, restrict, or construe gender preference.

ARTICLE VII - MEETINGS

1. There shall be an annual meeting of Church members in January of each year at a time designated by the Church Council. At this meeting there shall be written reports of all officers, committees, and organizations of the Church.
2. At this meeting, officers and committees shall be elected for the year, and special business transacted provided that notice of such special business shall be given from the pulpit two (2) Sundays previous to the meeting.
3. Special meetings of the Church may be called by the Minister, the Moderator of the Church, by the Church Council, or by the request of any five (5) members of the Church, such request being presented to the Clerk of the Church in writing and signed by those requesting the meeting. Except as provided in Article IX, notice of such special meetings and business to be transacted shall be given from the pulpit on the two Sundays previous to the meeting
4. **The Quorum** for the annual meeting or special meeting of the Church shall be ten percent (10%) of the active membership. The vote of a majority of members present at a meeting shall be the action of the Church, except as stipulated elsewhere in these Bylaws.
5. **Parliamentary Procedure** at all meetings of the Church shall be according to Robert's Rules of Order.

ARTICLE VIII - PROPERTY

1. The Church may, in its corporate name, sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, and convey such property for the general purposes of the Church: it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the Church.
2. Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, 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 Massachusetts Conference of the United Church of Christ.

ARTICLE IX – MINISTERIAL

1. MINISTER AND ASSOCIATE MINISTER

1.1 The Senior Minister shall have a central place of leadership in all of the affairs of the Church. It shall be the Senior Minister's duty to preach the Word, to administer the sacraments, to care for the stated services of worship, and to promote the spiritual welfare of the Church. The Senior Minister shall seek to inspire, to guide, and to support the members of this Church in their ministry to each other and in their corporate ministry to the people of this community. It is expected that priority is given to the preaching, to the teaching, to the pastoral functions of the Church, and to those concerns which bear most directly on the fulfillment of these functions. The Senior Minister will be devoted to such disciplines of prayer and of study as shall be required; and will seek to extend personal ministry to this Church through involvement in the social and religious concerns of the larger community. The Senior Minister shall be ex-officio and an advisory member of the boards and committees of the Church. The Senior Minister shall act as staff manager to all paid staff positions. The Senior Minister shall hold staff meetings as required to maintain the coordination of support activities. The Senior Minister shall keep the appropriate boards and/or committees aware of performance issues.

1.2 Should the Church choose to call an Associate Minister, the duties of this office shall be established by the Minister and the Diaconate, subject to the vote of the Church; such duties shall be outlined in the call; and this person, when called, shall be responsible to the Senior Minister and to the Diaconate. An Associate Minister shall be ex-officio and an advisory member of the Diaconate.

1.3 The Minister and Associate Minister shall be chosen and called by the Church for an indefinite term by a two-thirds' vote of the Church members present and voting at a meeting called for that purpose.

1.4 The initial salaries of the Minister and Associate Minister shall be determined by the Diaconate and Board of Trustees, subject to approval by the Church membership.

1.5 The procedure for securing a Minister or Associate Minister when a vacancy occurs shall be decided by the Church Council working through a Pastor Search Committee. This committee shall consist of at least five (5) members, nominated by the Diaconate and approved by the Church Council.

1.6 While the term of the Minister and Associate Minister shall be indefinite, the Church may, at a meeting specifically called for the purpose, by a two-thirds vote, request the Minister's or associate Minister's resignation with the expectation that it will be presented promptly and to take effect within 90 days from the date of the meeting. Notice of such a meeting shall be given in writing to all active members two (2) weeks prior to said meeting.

1.7 The Minister and/or Associate Minister may likewise, of their own volition, resign by giving a 90 day written notice to the Chair of the Diaconate from the time of that decision.

2. DIRECTOR OF CHRISTIAN EDUCATION

The Director of Christian Education shall be a non-voting, advisory member of the Board of Christian Education and the Diaconate. As such, the Director shall act as a resource to the Board, as well as, facilitate and promote the work of the Board and, in collaboration with the Board, shall have primary responsibility for the development and administration of the Church school program. The person holding this position cannot hold positions on Boards or Committees.

More specifically, the Director shall collaborate with the Board of Christian Education to:

2.1 Identify such goals for the Church School as are consonant with the larger educational mission of the Church.

2.2 Plan and implement the Church School program in reference to said goals. (It is understood that the Church School program shall be for children from Nursery through Grade 8. Responsibility for the Crib Room ministry shall be shared with the Diaconate. And, as may be possible, a summer educational experience will be provided for the Church School pupils and their families.)

2.3 Recruit, train and support the teaching staff.

2.4 Develop and maintain a resource center for the use of the teaching staff.

2.5 Direct the activities of the Church School Superintendent, if one is appointed.

2.6 Manage the Christian Education budget.

3. DIRECTOR OF MUSIC

3.1 The Director of Music shall plan and provide inspirational music for all regularly scheduled services of worship, including Christmas Eve and Maundy Thursday services, and shall, with the approval of the Senior Minister, select and appropriately position hymns, anthems, and incidental music into the order of worship. Additional duties may be delineated through contract and separate job description. The person holding this position cannot hold position on Boards or committees.

3.2 The position of Director of Music is directly responsible to the Diaconate and may include the duties of organist and choirs' director. The Director shall be a non-voting, advisory member of the Diaconate. The Director may, at the discretion of the Senior Minister and the Diaconate, be given the title Minister of Music. If this is approved, any reference to the Minister of Music will be understood to refer to the Director of Music.

3.3 The Director shall be supported by the Music Committee and shall be a non-voting, advisory member of that committee.

ARTICLE X - CHURCH COUNCIL

1. The Church Council shall act for the Church between annual meetings in all Church matters. The Church Council shall be a counseling committee for the Ministers and shall interpret the will of the members of the Church, serving as an executive committee. The Council shall serve as the coordinating agent of all the interests and activities of the Church and its organizations, and make such adjustments and improvements as may seem wise concerning policies and administration.
2. It shall receive reports on the work of the officers, boards, committees and organizations of the Church.
3. Meetings of the Church Council shall be held at the call of the Minister, Moderator, or upon the written request of any five members of the Church.
4. The Moderator shall be the presiding officer at the meetings of the Church Council. The records of the Council Meetings shall be kept by the Church Clerk and shall be reported at the annual Church meeting.
5. The Church Council shall include all Church Officers, the Chairs of the Stewardship & Financial Planning Committee and the Music Committee
In addition, the Moderator may annually appoint 1 member at large.
6. The Church Council shall have the responsibility to appoint the members of the Stewardship & Financial planning Committee which shall be an ad hoc committee focused on the fund raising activities and priorities of the church for that fiscal year.
7. In the event that the Chairperson of any Board or Committee represented on the Church Council is unable to attend a Council meeting, an appointed delegate may take the chairperson's place at Council and be allowed full voting privileges.
8. Officers or committee members who wish to be relieved of their duties shall submit a written resignation to the Church Council who shall then declare the position vacant. The Moderator, in collaboration with the Nominating Committee, shall have the power to appoint an interim replacement who shall serve until replaced by the Church Council or until the next annual meeting.
9. The Church Council shall have the right to relieve board or committee members who have proven unwilling or unable to fulfill their obligations of their positions. If a board or committee is unable to resolve the matter with a member, it may decide to refer the issue to the Church Council. The Council will attempt to resolve the issue by examining the problem with all parties involved. If this fails, the Council may vote to request formal resignation from the member. If this is not forthcoming, the Council may vote to officially relieve the member of his or her duties and declare the position open. The Moderator may then fill this position as provided for in Article X, section 6, and Article XIII, section 7, paragraph 7.4.
10. The quorum of the Church Council shall be seven.

ARTICLE XI OFFICERS

1. The officers of the Church shall be: Senior Minister, Moderator, Clerk, Treasurer, Collector, Auditor, Chair of the Diaconate, Chair of the Board of Trustees, Chair of the Board of Christian Education, Chair of the Board of Christian Mission & Outreach, and the Historian. No person shall serve in more than one office at the same time, nor shall he serve as chair of any standing committee, except the Memorial Gifts Committee, as long as he retains such office. Members who serve on a Board of the Church may not serve on another Board during their term of service. This does not limit their service on Committees except where otherwise stated.

2. MODERATOR

The Moderator shall preside at all regular and special meetings of the Church and Church Council. Tenure of office shall be from the adjournment of the meeting at which the Moderator is elected and shall continue until the adjournment of the following annual meeting. The Moderator shall be elected annually and shall be eligible for reelection for four (4) additional terms, but after the fifth term, shall not be eligible for reelection until after the lapse of at least one (1) year.

3. CLERK

3.1 The Clerk shall keep a record of the business transacted at any meeting of the Church and of the Church Council; and shall notify all persons of their appointment to any office or duty; shall sign all letters of dismissal; shall keep on file all important communications and reports, and shall record in the roll of the Church the names of all members, with the date and manner of their reception and removal. The Clerk shall report at the annual meeting the names of all who, during the previous year, have been admitted to Church or have ceased to be members, and the manner thereof.

3.2 The Clerk shall give notice of all meetings when notice is necessary, and perform such other duties as are incidental to the office. The Clerk shall be the custodian of the official corporate seal of the Church and of the fidelity bonds of the Treasurer of the Church.

3.3 The Clerk shall be elected annually shall be eligible for re-election for four (4) additional terms but, after the fifth term, shall not be eligible for re-election until after the lapse of one year.

4. TREASURER

4.1 The Treasurer shall receive all Church monies, shall pay all bills contracted within the budget allotment, and shall have the care and custody of all accounts, notes, deeds, contracts, and other valuable papers belonging to the Church, except as otherwise provided in these by-laws. The Treasurer shall not pay bills contracted by any officer, board or committee of the Church in excess of its budget allotment unless authorized to do so by three (3) members of the Board of Trustees, excepting and excluding from the provisions of this section, insurance premiums, taxes upon the property of the Church public utility bills and fixed salaries, which said matters the Treasurer may attend to and pay without the aforesaid approval .

4.2 The Treasurer shall:

4.21 Be bonded each year, securing the bond from an accredited company. This transaction shall be reported to the Board of Trustees.

4.22 Submit all books and records for the annual audit following the close of the financial year.

4.23 Be elected annually. There shall be no limit on the number of terms that the Treasurer may serve.

4.24 Shall supervise the work of the Assistant Treasurer.

4.3 The Treasurer is an ex-officio member of the Stewardship & Financial Planning Committee.

5. **COLLECTOR**

The Collector shall:

5.1 Collect all monies gathered during regular and special collections in the Church and shall remit these funds, at least monthly, to the Treasurer on a mutually agreed schedule.

5.2 Maintain a record of payment of all pledges and shall issue quarterly statements to those who have pledged to support the Church.

5.3 The Collector and Assistant Collectors shall be elected annually. There shall be no limit on the number of terms that they may serve.

6. **AUDITOR**

The Auditor shall be experienced in accounting, shall carefully audit the books of the Treasurer and Collector at the close of the financial year, and shall make a written report of this audit at the annual Church meeting. The Auditor shall be elected annually.

7. **HISTORIAN**

The Historian shall know where all the records of the Church are kept, and shall make certain they are in a safe place. The Historian shall provide historical information of the Church to members who may desire such information and shall, from time to time, bring to the attention of the people and minister interesting events in the past history of the Church. The Historian shall be elected annually.

8. **OTHER OFFICERS**

The chairs of the boards of Christian Education, Christian Mission & Outreach, and Trustees, and the chair of the Diaconate shall serve as Officers of the Church.

ARTICLE XII ADMINISTRATIVE BOARDS

1. Three Boards shall preside over the three administrative areas of concern for the Church; temporal, spiritual, and educational. These shall be considered administrative bodies, the Chairs of each shall serve as Church Officers.

2. BOARD OF TRUSTEES

2.1 The Board of Trustees shall have supervision of the temporal affairs of the Church. They shall, in general, be responsible for the proper management and insuring of Church property, Church funds, and the accounting thereof. They shall have the sole authority to buy or sell property in the name of the Church, except that the purchase or sale of real property must be authorized by vote of the Church.

2.2 The Board of Trustees shall consist of seven (7) members, each elected for a term of three years. They may be elected to a second term, but after such re-election shall not be eligible again until the lapse of one year.

2.3 The Board of Trustees shall elect their Chair annually. The Chair shall serve as an officer of the Church. The Chair shall appoint members to standing and ad hoc committees as required in other sections of this document.

2.4 The Board of Trustees shall be responsible for:

2.41 The custody, preservation and maintenance in good repair of all Church property and equipment;

2.42 The supervision of the purchase (or sale) of supplies, services and equipment;

2.43 The supervision of the work during the current year of the Treasurer and Collector, The submission of a budget to the Stewardship & Financial Planning Committee, by December 1st of each year. This budget shall provide for the requirements of sub-paragraphs 2.21 and 2.42 above. Also, this budget shall establish the salaries of the Assistant Treasurer and those filling secretarial and custodial positions;

2.44 The annual review of the invested funds of the Church, including all bequests received during the current year. The review shall be made in collaboration with the Treasurer and Chair of the Stewardship & Financial Planning Committee. Any changes in the investment policy of the Church shall be reported at the annual Church meeting.

2.45 The supervision of the work of the Sexton.

2.5 The Chair of the Board of Trustees shall be a member of the Church Council.

2.6 The Board of Trustees shall have the authority to transfer funds among the various expense accounts within the approved budget, but they shall not change any benevolence item without the concurrence of the Board of Christian Mission & Outreach and of the Diaconate.

2.7 In the event of a prolonged absence or illness of the Treasurer, the Board of Trustees shall coordinate with the Nominating Committee, in accordance with Article XII, paragraph 7.4, and shall present the Church Moderator a nominee to be Interim Treasurer.

3. DIACONATE

3.1 The Diaconate shall assist the Minister in interpreting and in promoting the spiritual interests of this Church. It shall assist in providing for all services of worship; in administering the Sacraments of Baptism and the Lord's Supper; in fulfilling the Church's pastoral ministry to each of its members, especially to the sick and the shut-ins; in welcoming newcomers and in recruiting interested persons for membership; promoting amongst the members of this Church the responsible stewardship of time, of abilities, and of resources; and in strengthening this Church's fellowship with other Churches of this community and of the United Church of Christ.

3.2 The Diaconate shall consist of twelve (12) members, preferably six men and six women, to be referred to as Deacons. All Deacons must be full members of the church. Four (4) members shall be elected each year for a term of two (2) years. They may be elected to a second term, but, after this term, shall not be eligible until after the lapse of one year.

3.3 The Diaconate shall annually elect its Chair and Secretary. The Chair shall serve as an officer of the Church. The Chair shall appoint members to standing and ad hoc committees as required in other sections of this document.

3.4 More specifically, the Diaconate shall:

3.41 Extend a warm welcome to newcomers who may wish to become members of this Church by profession of faith or by letter of transfer. The Board shall be responsible for the preparation, compilation, and distribution of the Church's Welcome Packets.

3.42 Provide for the Lord's Supper and aid in its administration. The Diaconate shall be responsible for the custody of the Communion linen and silver. The Diaconate shall arrange for decorations of the Church for Palm Sunday, Easter and Christmas, and on such other occasions as may be desirable.

3.43 Supply the pulpit in the event of an absence or vacancy.

3.44 Be responsible for the selection of person(s) who may be engaged to provide ministry to any special category, such as Christian education, music, youth, aged etc., and, in cooperation with the appropriate Boards, be responsible for outlining that person's duties. The Diaconate shall collaborate with the Trustees in establishing the position's salary.

3.45 The Diaconate shall be responsible for the administrative supervision and annual review of the Senior Minister, Associate Minister(s), Music Director (with the assistance of the Music Committee), and any other employee hired as ministerial staff.

3.46 Review, with the Clerk, the Church records each year for the purpose of maintaining accurate lists of active and inactive members.

3.47 Administer the Diaconate Fund

Diaconate Fund - This fund shall consist of any income from bequests and contributions specifically designated by their donor(s) for charitable purposes within the community, along with any other contributions and appropriations, specifically designated for the use of the Diaconate. The Diaconate chair, in collaboration with the Senior Minister, shall approve transfers of monies from this fund to the Minister's Discretionary Fund, as needed.

3.48 Shall submit to the Stewardship & Financial Planning Committee by December 1 of each year a budget covering the salaries and allowances of all ministerial personnel, including those who serve the Church programs sponsored by the Diaconate. Such budget to be prepared in collaboration with such other Boards or Committees as may be appropriate.

3.5 Members of this Church who have served on the Diaconate and have faithfully served in Church in other capacities for many years, may, upon recommendation of the Diaconate and by vote of the Church at any annual meeting, become a LIFE DEACON or a LIFE DEACONESS

4. **BOARD OF CHRISTIAN EDUCATION**

4.1 The Board of Christian Education shall have the supervision and direction of the educational work of the Church. It shall develop, in collaboration with the Director of Christian Education, a program of Christian Education integral to the life and faith of the Church, and consistent with the best-known standards for Christian Education. It shall be responsible for the program of the Church School, the selection and use of the curriculum, the selection of a Church School Superintendent, if desired, and for providing the necessary facilities and equipment for the programs. It shall cooperate with other agencies of the Church that also have educative functions and in every way seek to help the Church perform its function as teacher. It shall submit a budget for educational purposes to the Stewardship & Financial Planning Committee each year by December 1 for inclusion in the annual budget of the Church.

4.2 The Board of Christian Education shall consist of seven elected members. They shall be elected for a term of two years. They may be elected to a second term, but after this term shall not be eligible again until the lapse of one year.

4.3 The Board of Christian Education shall elect their chair annually. The Chair shall serve as an officer of the Church and as a member of the Church Council. The Chair shall appoint members to standing and ad hoc committees as required in other sections of this document.

4.4 The Board of Christian Education shall develop and administer the Church Scholarship Program for the purpose of providing appropriate recognition for each secondary school graduate affiliated with the Church. It shall award available scholarship money to such students upon their application using but not limited to the following criteria:

- 1) Church membership, record, and participation in the life of the Church;
- 2) Comparative economic need;
- 3) Academic record; and
- 4) Statement of purpose for continuing education.

4.5 This Board shall make available a library of books that will assist the readers in understanding and relating their faith.

ARTICLE XIII OTHER BOARDS AND COMMITTEES

1. All other boards and standing committees of the Church shall be: Board of Christian Mission & Outreach, Stewardship and Financial Planning Committee, Music Committee, Nominating Committee, Pastor-Parish Relations Committee, and Memorial Gifts Committee.

Persons who have decided to join the Church, but have not been formally received, may be elected to a committee, except where specific reservations are noted. They may not serve as a committee chair, nor may they serve on any Board until such time as membership has become official.

If membership has not been received by the date of the Annual Meeting following their election, that person may not continue their term and must be replaced.

2. Each shall elect its chair annually, unless such selection is otherwise provided for in these bylaws.

3. The Church membership or the Church Council may establish Ad Hoc Committees as needed. The goal(s) and projected use(s) of any funds raised by such committees shall be stated at the time of the establishment of each such Committee. Fundraising activities undertaken by any such committee shall be coordinated with the activities of the Stewardship and Financial Planning Committee. The membership of such committees shall be appointed in a timely fashion by the Moderator and approved by the Church membership or the Church Council. Ad Hoc Committees shall elect their own chair.

4. BOARD OF CHRISTIAN MISSION & OUTREACH

4.1 It shall be the responsibility of the Board of Christian Mission & Outreach to assist the Church in developing and promoting its total mission program. Specifically, the Board shall provide leadership in the following ways:

4.2 It shall provide a program for education in mission for persons of each age level within the Church. It shall correlate the Church's program of missions with that of the Massachusetts Conference and the national instrumentalities of the United Church of Christ. It shall seek to promote and coordinate missions programs initiated within the various groups in the Church. It shall seek, so far as possible, to enlist each member of the Church in a growing commitment to the Church's total mission

4.3 The Board of Christian Mission & Outreach shall seek to make the membership aware of constructive programs for the betterment of community, state, nation and world and for the improvement of the conditions of people everywhere, consistent with the Christian understanding of the Kingdom of God.

4.4 The Board shall, through a study of current mission needs, prepare a missions budget each year which shall contain a proposed commitment of this Church to its wider mission, such budget to be presented to the Stewardship & Financial Planning Committee by December 1.

4.5 The Board shall consist of ten (10) members each elected for a term of two (2) years, three (3) being elected each year. The Board shall elect its chair annually. The chair shall serve as an Officer of the Church.

6. MUSIC COMMITTEE

6.1 The Music Committee shall be responsible for developing and maintaining a musical program in the Church. With the advice and concurrence of the Diaconate, they shall define and administer the Church music policies. With the assistance of the Director of Music, they shall hire professional personnel as may be needed and collaborates with the Diaconate for the purpose of arriving at a salary. They shall be responsible for reporting the needs for the care and maintenance of the pipe organ, pianos and other musical instruments belonging to the Church to the Trustees for appropriate action.

6.2 The Music Committee shall consist of three (3) elected members, each to serve a term of two years. The Chair of the Diaconate shall appoint 1 Deacon to serve on this committee as an additional, voting member for 1 year. The Music Director and directors of any and all choirs within the church shall act in an advisory and planning capacity as non-voting members. This committee shall elect its own chair.

6.3 The Music Committee shall submit a budget by December 1 each year to the Stewardship & Financial Planning Committee.

7. NOMINATING COMMITTEE

7.1 The Nominating Committee shall be responsible for the recruitment of Church leaders. It shall periodically determine leadership skills available to the Church through its present and potential membership, and shall seek, so far as possible, to enlist such skills for the purpose of helping the Church to fulfill its total ministry.

7.2 The Nominating Committee shall consist of three members nominated by the church council, with assistance from the chairs of all Boards and Committees. Appointees must be full members of the Church and will be approved by the congregation at that Annual Meeting. They shall serve for one year, with an option for any member to serve one additional, consecutive one-year term.

7.3 Two weeks prior to each annual meeting of the Church, this committee shall present in nomination the names of persons to fill leadership positions as may be needed for the coming year.

7.4 In addition, this committee shall present to the Church Council in nomination the names of persons to be appointed by the Moderator to fill interim vacancies.

8. MEMORIAL GIFTS COMMITTEE

8.1 The Memorial Gifts Committee shall develop and administer a program for memorial giving. It shall:

- 8.11 Inform the members of the Church of gifts which may be given in memory of their loved ones.;
- 8.12 Arrange for the acknowledgment, recording, and dedication of all such gifts.
- 8.13 Maintain the Church memorial book, with names of all persons in whose name gifts have been given;
- 8.14 Provide for appropriate recognition of memorial gifts given prior to the establishing of this committee;
- 8.15 Determine and interpret policy in regard to memorial giving as may be needed.

8.2 The Committee shall consist of two (2) members elected for 2 years. No term limits are imposed on these members.

8.3 The Committee shall present an accounting of receipts and expenses to the Church Council on a quarterly basis. The Committee shall provide a written report on its activity to the membership at the Annual Meeting.

9. PASTOR-PARISH RELATIONS COMMITTEE

9.1 This committee exists to support and maintain an open and healthy relationship between the Minister(s), staff, and members of the congregation. It acts as an advisory and support group and as a communication conduit between congregation, staff, and minister(s), and helps provide a framework for constructive conflict resolution. Problems or concerns may be brought to the attention of the committee by consulting any member of the Pastor-Parish Relations Committee.

Although this committee deals with important and sometimes sensitive issues within the framework of the Church, it is solely a mediating body. Issues that require formal action must be recommended to the appropriate committee, the Church Council, or to the Church membership.

9.2 The committee shall consist of at least 3 members, selected by the Nominating Committee in close collaboration with the minister(s). It is important that persons nominated are acceptable to both the minister(s) and the Church membership. Nominees must be full members of the Church.

9.3 Term of service shall be 2 years. A member may be elected to serve a second term after which one (1) year must elapse before re-election or appointment to the committee. Thereafter, 1 year must pass between each 2-year term served.

9.4 Interim vacancies are to be filled in the normal fashion (Art. XII, Sect. 7.4) with the exception that the Senior Minister shall be involved in selecting the nominee. The filling of an interim vacancy will not be considered as a full term and an interim member may only serve until the next annual meeting. This member may, however, be nominated to serve a full term at that time.

9.5 As confidentiality is the primary virtue of this committee, its meetings, minutes, and internal communications are not open to the general congregation or to anyone outside of this committee and those directly involved in its function.

This committee will submit a written annual report to the congregation and a verbal report to the Church Council at its June meeting. Additional reports will be made, as necessary, for the purpose of providing information concerning problem areas, real or potential, about which the appropriate committee, Church Council, or Church membership should be concerned.

ARTICLE XIV THE CENTURY PRESCHOOL

1. The Century Preschool shall be maintained for the purpose of providing a state licensed program of preschool education for children of the community, ages three through five. It shall be administered by policies adopted by the Church on a nonprofit, non-sectarian basis and shall be open to any child without regard to race, religion, sex, disability or national origin. The Century Preschool shall be an equal opportunity employer.

2. **Century Preschool Board**(hereinafter referred to as the CPS Board)

2.1 The CPS Board shall establish policy and oversee the general operation of the Century Preschool . This board shall:

- (1) Review and approve budgets as proposed by the Executive Committee.
- (2) Review and approve all fundraising plans and major expenditures.
- (3) Take any other action necessary for the functioning of the school.

2.2 The CPS Board shall consist of the Director(Non-Voting/Advisory Member), the Treasurer, the Secretary/Registrar, the Minister(ex officio), representatives from the Board of Trustees, Board of Christian Education, and the Diaconate, three members-at-large, and a church member-parent. The Chair of the Executive Committee shall be the chair of the CPS Board--see election of the Executive Committee chair.

2.3 The CPS Board shall meet at least once each term and additionally as deemed necessary by the chair.

3. **Executive Committee:**

3.1 The Executive Committee shall administer the CPS program. This Committee shall:

3.11 Determine Tuition.

3.12 Employ a Director and Staff, and review performance annually.

3.13 Determine the duties and salaries of the Director and staff.

3.14 Assist in developing and maintaining the Century Preschool Manual.

3.15 Implement those procedures and practices that are consistent with the policies of the CPS Board.

3.2 The Executive Committee shall consist of the CPS Director, Registrar-Secretary, Treasurer, Church Member-Parent (of the Preschool. pupil) and three Church Members-at-Large. The Registrar-Secretary and the Treasurer are each nominated by the Church Nominating Committee on an annual basis and, subsequently, elected at the Annual Church Meeting. The three Members-at-Large shall be nominated by the Church Nominating Committee, one to be nominated each year to serve a three year term. They will subsequently be elected at the Annual Church Meeting. Members-at-Large may be eligible for re-election to an additional three year term after a lapse of at least one year. The Member-Parent shall be nominated by the Church Nominating Committee from a list supplied by the existing Executive Committee and subsequently elected by the Church Council at its June meeting for one year (If a member-parent is not available, a member-non-parent may be nominated).

3.3 The Members-at-Large of the Executive Committee shall serve in various capacities for the first two years as directed by the chair and become the chair during their third year of service. If the third year member is unable to assume all of the duties and responsibilities of the chair, she/he may decline the position and the committee may elect its chair from its other Members-at-Large. The Registrar-Secretary, the Treasurer, and the CPS Director may not hold the position of Executive Committee Chair.

3.4 The Executive Committee shall meet monthly during the school year and/or as deemed necessary by the chair.

ARTICLE XV - STAFF AND SUPPORT

1. The Church may employ and pay individuals to perform professional, secretarial, custodial, or other specialized tasks which support the organization and operation of the Church. Such staff positions may include, but are not limited to, Director of Christian Education, Director of Music, Church School Superintendent, Administrative Secretary, Assistant Treasurer, Sexton, etc.. . Staff employees are not required to be or to become members of the Church.
2. The Senior Minister shall act as Staff Manager and shall direct and coordinate the day-to-day activities of these position, as required. Regular staff meetings, called by the Senior Minister (or designated other), shall be used to plan activity and to avoid conflicts in staff assignments. Conflicts not satisfactorily resolved through the Senior Minister shall be brought before the supervising Board or to the Pastor-Parish Relations Committee.
3. Contracts, which include salary, hours required and review issues, shall be prepared and signed by the Chair of the appropriate supervising Board, the Chair of the Board of Trustees, the Church Moderator, and the individual employee. The duties and responsibilities for each staff position shall be delineated in the contract through a detailed job description provided by the supervising Board.
4. The Board with direct supervisory responsibility shall, with input from the Senior Minister, review employee performance on a regular basis. This review shall be at least, but not limited to, an annual procedure. The supervising Board shall have final authority to discharge an employee, except where otherwise provided for in these bylaws.
5. Professional Staff Personnel (Director of Christian Education and Director of Music) may not serve as voting members of any Board or Committee.
6. Church members who are employed as support staff (Administrative Secretary, Assistant Treasurer, Church School Superintendent, and Sexton) may serve on Boards and Committees which do not directly affect their staff positions. As a member of an Administrative Board, they may not vote on issues concerning their own or other employee supervisory or employment issues.

ARTICLE XVI - AMENDMENTS

1. These Bylaws may be amended by a two-third vote of those present at any regular or special meeting of the Church, provided that the proposed amendment shall have been available in written form at least two weeks prior to the meeting and that the proposed changes shall have been announced from the pulpit on the two consecutive Sundays prior to the meeting.
2. After the passage of any such amendment it shall be the duty of the Clerk to see that the amendment is incorporated in the master Copy of these Bylaws and that revised copies of the Bylaws are available to anyone desiring them.

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