

First Congregational Church of Lebanon



By-laws

**Revised
October 2019**

ARTICLE I NAME AND PURPOSE

A. Name

This Church shall be known as the First Congregational Church of Lebanon, Connecticut (United Church of Christ).

B. Purpose

The purpose of this Church is to proclaim Jesus Christ and His Gospel, to build a Christian fellowship in the community through worship, religious education and Christian service; and to advance in the world the Kingdom of God in cooperation and fellowship with all Christian Churches; to render loving service toward all people.

ARTICLE II COVENANT AND STATEMENT OF FAITH

A. Covenant

(The original Covenant of the Church of Christ in Lebanon, upon which this Church was constituted on November 27, 1700).

In serious sense of our indispensable duty to answer to the call of Christ, who notwithstanding our sinfulness and unfitness by nature, inviting us to partake of the covenant of grace, not only in the internal but in the external privileges thereof, as we have obtained belief of God: we do avouch the Lord to be our God, giving ourselves to the Lord, and unto one another, and to bear witness against sin, to walk in the ordinances of Christ and uphold the worship of God in this place, subjecting to the discipline of Christ: we do also give up our children to him, promising to bring them up in the nurture and admonition of the Lord.

B. Interpretation of the Original Covenant as Formulated in 1983.

Recognizing our need for guidance in our lives we accept the Lord as our God. We accept His grace, which frees us to do His will, we bind ourselves to the Triune God and to one another. We promise to share Christian concern for all persons near and far, to be directed by God's truth now accepted and yet to be revealed, and to lead our children in Christian ways.

C. Statement of Faith

(Approved by the Second General Synod of the United Church of Christ held in Oberlin, Ohio, July 5-9, 1959).

(Adapted by Robert V. Moss)

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 world 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 the eternal life in that kingdom which has no end.

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

ARTICLE III THE SACRAMENTS OF THE CHURCH

A. The Sacraments of Baptism

1. We hold that the Covenant of God extends not only to believers but also to their children, and hence that it is the privilege of Christian parents publicly to dedicate their children to God in Baptism and, that such children are brought into very close and tender relationship with the Church.
2. Yet we do not believe that water Baptism is in itself alone a saving ordinance for infants, and we fully recognize the right to private judgment on this tenet of belief and do not disbar from our membership and cordial fellowship those who conscientiously differ in opinion on this doctrine.
3. Baptism by water may be administered to an accepted candidate for membership, either by sprinkling or immersion, as may satisfy individual predilections and conscience, but we fully recognize the right of private judgment for those who express faith in a spiritual Baptism.

B. The Sacrament of the Lord's Supper

1. The Sacrament of the Lord's Supper shall be administered under the direction of the Pastor (or Interim Pastor) and the Board of Deacons.
2. The fruit of the vine shall be used for the cup and under no consideration shall fermented wine be passed.

ARTICLE IV POLITY

Believing as one in the bond of Christ's love, we affirm the freedom and responsibility of the individual soul, and the right of private judgment. We hold to the autonomy of the local Church and its independence of all ecclesiastical control. We cherish the fellowship of the Churches, united in district, state and national bodies, for co-operation in matters of common concern.

ARTICLE V **MEMBERSHIP**

- A. Qualifications for membership in this Church shall be creditable evidence of Christian Baptism and a sincere desire to walk in the ways of Christ and public assent of the Covenant of this Church.

- B. A person may become a member of this Church (a) upon confession of faith, (b) by presenting a letter of transfer from another Church, or (c) by re-affirmation of faith; and by compliance with the procedures for reception into membership established by the Board of Deacons and the Pastor (or Interim Pastor).

- C. It is expected that members will support their Church, when possible, by attending worship, by service in its work and activities, and by participation in its maintenance program and outreach through personal resources, and by attendance at governing body meetings.

- D. Membership will be reviewed by the Deacons annually. Any member who, for a period of two years, has failed to indicate in any way his/her continuing interest in and support of, this Church may, by vote of the Board of Deacons, may be placed on the Inactive List.
 - 1. Active Member. An Active Member is a voting member of the Church. He/she has indicated continuing interest in and support of the Church. He/she may have also indicated to be considered an Active Member by request.

 - 2. Inactive Member. An Inactive Member is a voting member of the Church. In the last two years, he/she has not indicated continuing interest in and support of the Church. An Inactive Member may be restored to Active Member by a vote of the Deacons or by renewing continuing interest in and support of the Church as noted by a Church Officer. (Article VIII – Church Officers are Pastor (or Interim Pastor), Moderator, Clerk, Treasurer, Assistant Treasurer, Head Usher) The Church Officer shall inform the Board of Deacons of the change in membership status.

- E. A member may, on request and notification to the Board of Deacons:
 - 1. Be given a letter of transfer to any Christian Church, which shall be named in the letter of transfer.

 - 2. Be released from membership.

F. The forms for admission into the Church by letter or on confession of faith, and the forms used in the rite of Christian Baptism, shall be those in general practice in the United Church of Christ.

G. Honorary Members

A person who is a member in good standing of a Christian Church may be made an honorary member, by vote of the Board of Deacons. This member shall be thereafter entitled to all the privileges of an active member.

ARTICLE VI **GOVERNING BODY**

A. The government of this Church is vested in its active members who exercise the right of control of all its affairs, subject, however, to the applicable laws of the State of Connecticut.

B. The Governing Body of this Church shall be the active membership assembled in Church meeting. The vote of a majority of the members present shall be the action of the Church, except as otherwise provided herein.

C. The following decisions shall be reserved exclusively to the Governing Body acting in accordance with Sections A and B of this Article:

1. The calling and dismissal of Pastors and associate or assistant pastors.

2. Purchase, sale or mortgage of Church real estate.

3. Approval of the annual budget.

4. Election of the members of the boards, committees, delegates, and other officers at the Annual Meeting.

5. Amendment of the Church By-laws.

D. All meetings of the Church shall be posted and warned at least two (2) Sundays preceding the meeting.

- E. The Annual Meeting for the election of officers and the transaction of other business shall be held at such time, no later than the second (2nd) Sunday of February of each year, as the Church Council shall appoint. The Church Council shall publish the slate of nominees at least one week prior to the Annual Meeting. Nominations may also be made from the floor.
- F. Special Meetings may be called by the Pastor (or Interim Pastor), Church Council and any Board, upon their own motion. Also, a Special Meeting may be called by any five members of the Church.
- G. At any meeting of the Church a quorum shall consist of ten percent (10%) of the active membership, except that a smaller number may vote to adjourn the meeting to another date.
- H. Electronic Meetings

This section does not apply to:

- Annual Meetings
 - Special Meetings
 - Any meeting proposing expenditure of funds.
 - Any meeting proposing commitment to person(s).
 - Any meeting in which secret ballots are proposed.
 - Any meetings in which confidential information will be shared.
1. Equipment required is speaker phone or interactive internet.
 2. If interactive communication is not established or interrupted and not able to be restored, the meeting cannot take place.
 3. A Quorum shall consist of the minimum required number of members (*as per RRO*) of which half the Quorum must be physically in the same room and the rest of the members be electronically connected to complete the quorum.
 4. Challenge shall be stated by the Chairman of the Committee or Board. Response of point of order challenge as per RRO.
 5. Recognition to obtain the floor shall be verbalized by the Chairman of the Committee or Board and acknowledged by all members physically present and electronically present.
 6. Motions may either be submitted in writing, via internet printout or verbally recognized by the Chairman. Prior to any vote on the motion, the chairman will verbalize the motion with all members (present and via electronic means) acknowledging said motion. Chairman will take

and verify votes, with all members (present and via electronic means) acknowledging said vote.

- I. At any meeting of the Church no proxy votes or proxy comments are accepted. (*RRO – proxy votes or comments are incompatible with essential characteristics of a deliberative assembly.*)
- J. Roberts Rules of Order shall be the parliamentary authority except when in conflict with any part of these By-laws. The edition of Robert’s Rules of order shall be the “user friendly” version, “Robert’s Rules of Order Newly Revised in Brief” 2nd edition, by Henry M. Robert III and if necessary, the full version “Robert’s Rules of Order Newly Revised, 2012”. Church Council, Boards and Committees shall follow procedures in Robert’s Rules of Order.

ARTICLE VII CHURCH COUNCIL

- A. The Church Council, between Church meetings, shall be the primary policy approving body of the Church, with execution of such policy left to the several principal boards and committees. The Council’s function shall be to visualize the entire task of the Church, to formulate, execute, and evaluate plans and goals on the general direction of the Church’s activities.
- B. The Church Council shall be composed of the following voting members:
 - Pastor (or Interim Pastor)
 - Moderator
 - Clerk
 - Chairmen, or designated alternates, of the
 - Board of Deacons
 - Board of Trustees
 - Board of Christian Education
 - Board of Christian Outreach
 - Treasurer
 - Assistant Treasurer
 - Head Usher
 - Three (3) members elected at large by the Governing Body for a term of one (1) year.
- C. The Church Council shall keep a complete and accurate record of its proceedings, and shall report to the Church at its regular and special meetings. It shall provide for the annual auditing of the financial accounts of the Church and make a written report to the Annual Meeting.

- D. The Moderator shall serve as Chairperson of the Church Council and will preside at all Church Council meetings. The Council shall designate an alternate from the membership of the Church Council to serve in his/her absence at the point of need.
- E. The Church Council shall meet monthly, or at the discretion of the Moderator, for the transaction of such business as may properly come before it. A majority shall constitute a quorum. Special meetings, when necessary, may be called by the Chairman, the Pastor (or Interim Pastor), or by a petition of a majority of the Council members. Meetings of the Church Council shall be announced in advance and shall be open to all members of the Church except when the Council is in executive session.
- F. The Church Council, upon a majority affirmative vote of its members present, shall approve the employment of all non-ordained staff as recruited and recommended by the appropriate board or committee.
- G. The Church Council shall be responsible for the preparation of the slate of nominees for Church offices and committee members for election at the Annual Meeting. The report shall be published at least one week prior to the Annual Meeting. Any vacancies occurring during the year in any office of the Church (other than that of Pastor(s) (or Interim Pastor(s))), in the Church Council or in any of the principal boards or committees shall be filled by the Church Council for the period to the next Annual Meeting or until their successors are elected.

For this purpose, the Nominating Committee shall consist of seven members as follows: Moderator, Chairpersons or delegate from the Deacons, Trustees, Board of Outreach, Board of Christian Education, Clerk and one member at large.

- H. The Church Council shall approve all fundraising activity of the Church, and coordinate all special offerings.
- I. The Church Council shall recruit and appoint chairpersons for special events fundraising. These may include, but are not limited to, the Strawberry Festival, Lebanon Fair Hamburger Booth, and Holiday Bazaar.
- J. The Church Council shall nominate a Search Committee of nine (9) members in the event of the resignation or removal of the Pastor. This committee shall be elected at a Church meeting.
- K. The Church Council may create such other special committees, as it may from time to time deem necessary.

- L. The Church Council, in executive session, shall annually review the contract of the Pastor (or Interim Pastor) prior to the preliminary budget meeting.
- M. The Church Council shall annually review the complete preliminary budget of the Church to be presented by the Trustees.
- N. The Church Council shall appoint a By-laws committee according to Article XIV.

ARTICLE VIII OFFICERS, BOARDS, DELEGATES & COMMITTEES

- A. All officers, board members, delegates, and committee chairs shall be active members of the Church
- B. Officers: The elected officers of this Church shall be:
 - Pastor (or Interim Pastor)
 - Moderator
 - Clerk
 - Treasurer
 - Assistant Treasurer
 - Head Usher
- C. The Boards shall consist of:
 - Board of Deacons
 - Board of Trustees
 - Board of Christian Education
 - Board of Christian Outreach
- D. Delegates:
 - Local
 - Region
 - State
 - National
- E. Committees: The regular committees of this Church shall be:
 - Music Committee
 - Stewardship Committee
 - Flower Committee
 - Archives Preservation Committee

- F. At board and committee meetings, ex-officio members shall not have the right to vote.
- G. Each board may create from within or outside of its own membership such committees or sub-committees as may be necessary to carry out its responsibilities. The board shall report to the Church Council the formation of any committee deemed necessary as to its purpose and membership.
- H. Honorary Board Members

Church members who have served many years on a board may be nominated by that board and elected by the governing body, as honorary members for life and upon such election shall thereafter be entitled to participation in all meetings with voice and without vote.
- I. Absenteeism: If a member misses three (3) consecutive meetings of a board or committee, without adequate reason, that member may be deemed no longer able to serve and be so advised by the chair. Each board or committee chairman shall notify the Church Council of any vacancies or resignations. Church Council shall fill the vacancy according to Article VII G.
- J. The corporate officers of this Church shall be the Board of Trustees and the elected officers, namely, Pastor (or Interim Pastor), Moderator, Clerk, Treasurer, Assistant Treasurer, and Head Usher.

The corporate officers are the legal body representing the Church Corporation.

ARTICLE IX OFFICERS, THEIR ELECTION & DUTIES

- A. Pastor (or Interim Pastor)
 - 1. Purpose

The Pastor (or Interim Pastor) is called to be the spiritual leader of the congregation.
 - 2. Responsibilities
 - a. To preach the Word, to administer the Sacraments and to oversee the spiritual life of the Church.

- b. Expected to be a member of the Church and shall be an ex-officio member of all boards and committees of the Church.
- c. Supervise the staff in conjunction with the appropriate boards or committees.
- d. As an officer of the Church, and an ex-officio member of all boards and committees, shall work in close cooperation with the Moderator and the Church Council to help ensure that the whole program of the Church is operating effectively.
- e. Shall have control of the pulpit, and the Buckingham Library Fund.

3. Election

The Pastor shall be chosen for an indefinite term, when a vacancy occurs, by seventy-five percent (75%) of the members present and voting at a special meeting duly called for that purpose. Voting to be by ballot. Committee of nine (9), nominated by the Council and elected by the Church members, shall seek out and recommend suitable candidates for the pastoral office.

The Church, by a two-thirds (2/3) vote at a meeting called for the purpose, or the Pastor by notice of resignation, may terminate the relationship with the understanding that such termination shall not be effective for a period of sixty (60) days, unless mutually agreed otherwise. Voting to be by ballot.

B. Moderator

1. Purpose

The Moderator will guide the Church by providing leadership and monitoring the functions of the boards, committees, and officers.

2. Responsibilities

- a. Preside at all Corporate and Council meetings of the Church and to serve as Chairperson of the Church Council.

- b. Working in close cooperation with the Pastor (or Interim Pastor) and the Church Council, shall focus efforts to insure that the whole program of the Church is operating effectively and shall stress unity of purpose, communication and coordination. Where strengthening or new efforts are desirable, the Moderator shall provide the assistance and leadership both personally and through the Church Council.
- c. Shall see that all boards and committees are convened for the purpose of electing chairpersons prior to the first council meeting following the annual meeting.
- d. Shall ensure all Boards and Committees meet regularly with agenda and minutes and follow Robert's Rules of Order.

3. Election

The Moderator shall be elected at the annual meeting for a term of one (1) year and take office at the close of the meeting. After serving three (3) consecutive terms, the moderator shall be ineligible for re-election for a period of one (1) year.

C. Clerk

1. Purpose

To provide clerical support to the Corporation and Council with assistance by the Church secretary.

2. Responsibilities

Do or oversee the following:

- a. Maintain distinct and full minutes of all corporate transactions of the Church, including meetings of the Church, and meetings of the Church Council.
- b. Conduct, as needed, the official correspondence for the Church.
- c. Keep clear and distinct records of all receptions and dismissals and deaths of members.

- d. Issue, upon request, letters of transfer of membership to other Church bodies.
- e. Issue, upon request of a member, a letter of removal from the rolls.
- f. Keep clear and distinct records of all baptisms and weddings performed in the parish.
- g. Keep an up-to-date list of names and addresses of all the members and friends of the Church.
- h. Report all the above transactions to the Pastor (or Interim Pastor) and the Board of Deacons.
- i. Report in writing to the Annual Meeting.

3. Election

The Clerk shall be elected for a term of three (3) years at the annual meeting. After serving one (1) full term, a clerk shall be ineligible for re-election for a period of one (1) year.

D. Treasurer

1. Purpose

To keep accurate accounting of all monies of the Church.

2. Responsibilities

- a. Receive and disburse, under the direction of the Board of Deacons, the monies of the Deacon's Fund and the Memorial Fund for Education. Any donation to the Memorial Fund for Education shall remain as working principle in the fund and shall not be depleted by grants.
- b. Receive and disburse under the direction of the Board of Trustees, all monies contributed by the congregation for special charitable purposes, for regular benevolences, and for general expenses.

- c. Report in writing monthly to the Board of Trustees and the Church Council, annually to the corporation at the annual meeting and upon request of the Board of Deacons, concerning the Deacon's Fund and the Memorial Fund for Education.
- d. Under the direction of the Trustees, shall execute investments and be custodian of all trust funds, securities, title deeds, and insurance policies unless otherwise provided for by the Board of Trustees.
- e. Be an ex-officio member of the Board of Trustees.

3. Election

The Treasurer shall be elected for a term of three (3) years at the annual meeting. After serving two (2) full consecutive terms, a Treasurer shall be ineligible for re-election for a period of one (1) year.

E. Assistant Treasurer

1. Purpose

To provide assistance to the Treasurer.

2. Responsibilities

To collect, record, and deposit all monies received from pledges, offerings, and other sources, and to report weekly in writing to the Treasurer.

Provide annually (by January 31st) a statement to members and friends of their contributions/donations made to the church.

3. Election

The Assistant Treasurer shall be elected for a term of three (3) years at the annual meeting. After serving two (2) full consecutive terms, an Assistant Treasurer shall be ineligible for re-election for a period of one (1) year.

F. Head Usher

1. Purpose

To provide a support role in the worship service.

2. Responsibilities

To secure ushers and to supervise the activities of the ushers and keep a record of attendance at all services, to prepare the sanctuary for worship and to secure the building following worship service.

3. Election

The Head Usher shall be elected at the annual meeting for a term of one (1) year.

ARTICLE X **BOARDS, THEIR ELECTION & DUTIES**

A. Board of Deacons

1. Purpose

The Board of Deacons together with the Pastor(s) (or Interim Pastor(s)) shall lead the spiritual life of the Church and its members.

2. Responsibilities

- a. Oversee the worship service and the spirituality of the Church.
- b. Provide bread and “fruit of the vine.”
- c. Assist in the administration of the Sacraments.
- d. Assist at other special services, i.e. Memorial Services, Funerals, and Weddings.
- e. Keeping generally informed on individual needs of the Church family.
- f. Have the administration of the Deacons Fund and the Memorial Fund for Education.

- g. Meet with prospective new members.
- h. Maintain and verify the active and inactive membership lists and assist the clerk in keeping them up to date.
- i. Contact persons being considered for being moved to inactive list.
- j. Assist the Pastor (or Interim Pastor) in the visitation program of the Church.
- k. Responsible to fill the pulpit during a vacancy in the pastoral office or during the temporary absence of the Pastor (or Interim Pastor) (unless a special committee is appointed by the Church for that purpose).
- l. Bring before the Church such cases and measures of discipline as shall be necessary.
- m. Review of Pastor's (or Interim Pastor's) contract, conduct annual evaluation, and assist in goal setting with the Pastor (or Interim Pastor), and for making recommendations to the Board of Trustees relative to the Pastor's (or Interim Pastor's) compensation.
- n. Work with the Pastor (or Interim Pastor) to determine goals and objectives for the Pastoral Assistant.

3. Composition

The Board shall consist of seven (7) members or nine (9) members, the number to be determined by the Nominating Committee in consultation with this Board, with two (2) or three (3) each year elected at the annual meeting. If necessary, the Nominating Committee shall adjust terms. After serving one (1) full term, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of five (5) with 9 members or four (4) members with 7 members. Life Deacons elected under previous bylaws shall continue to serve in that capacity.

B. Board of Trustees

1. Purpose

To oversee and manage the real and personal property of the church. The Board shall be responsible for the receiving and disbursing of monies and administering the financial affairs of the Church.

2. Responsibilities

- a. Have charge of the financial affairs of the Corporation other than the funds acquired or kept for parish benevolent purposes.
- b. Responsible for the physical upkeep of the Church and Church properties.
- c. Work with the Pastor (or Interim Pastor) to determine goals and objectives for the Secretary and Custodian.
- d. Maintain an inventory of Church property. All property hereafter acquired shall be in the name of the Church.
- e. Supervise the investment and disbursement of all funds raised or held for parish purposes.
- f. Have the Treasurer make the books available for auditing prior to the annual meeting.
- g. The Board shall consider proposed budget requests from all boards and committees and prepare the tentative budget for approval by the Church Council for presentation to the Church, with the help of the Stewardship Committee and the Treasurer.
- h. Appoint one member of the Board to serve as an ex-officio member of the Stewardship Committee.
- i. Shall secure bonding for Treasurer and Assistant Treasurer.

- j. Shall draft or obtain necessary contracts. The Chairman of the Trustees or a designated Trustee shall sign all contracts as directed by specific Church vote or as defined in their designated responsibilities in the By-laws.

3. Composition

The Board shall consist of seven (7) members or nine (9) members, the number to be determined by the Nominating Committee in consultation with this Board, with two (2) or three (3) each year elected at the annual meeting. If necessary, the Nominating Committee shall adjust terms. After serving one (1) full term, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of five (5) with 9 members or four (4) members with 7 members. Life Trustees elected under previous bylaws shall continue to serve in that capacity.

C. Board of Christian Education

1. Purpose

To promote Christian Education Programs throughout the parish for adults and youth.

2. Responsibilities

- a. To recruit and recommend for approval to the Council a candidate for Director of Christian Education.
- b. Work with the Pastor (or Interim Pastor) to determine goals and objectives for the Director of Christian Education.
- c. Develop the curriculum of the Church school.
- d. Secure teachers for the Church school.
- e. Coordinate the adult education of the Church.
- f. Secure advisors and be responsible for all Church related youth programs and for adhering to the guidelines of the Safe Church Policy.

3. Composition

The Board shall consist of seven (7) members or nine (9) members, the number to be determined by the Nominating Committee in consultation with this Board, with two (2) or three (3) each year elected at the annual meeting. If necessary, the Nominating Committee shall adjust terms. After serving one (1) full term, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of five (5) with 9 members or four (4) members with 7 members. Life Christian Education member elected under previous bylaws shall continue to serve in that capacity.

D. Board of Christian Outreach

1. Purpose

The Board of Christian Outreach shall provide and maintain effective programs of outreach of the Church. It shall be concerned with providing for the Church's mission to the individual members of the Church family, the community, and to the world.

2. Responsibilities

- a. Developing programs or courses of action believed reasonable and necessary to fulfill the Church's obligation with respect to mission and social justice.
- b. Preparing a benevolence budget for incorporation in the overall Church budget.
- c. Work with the Pastor (or Interim Pastor) to support Sunday worship service for "One Great Hour of Sharing" and "Neighbors In Need" offerings.
- d. All other programs or services relating to effective programs of Christian outreach.

3. Composition

The Board shall consist of seven (7) members or nine (9) members, the number to be determined by the Nominating Committee in consultation with this Board, with two (2) or three (3) each year elected at the annual meeting. If necessary, the Nominating Committee shall adjust terms. After serving one (1) full term, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of five (5) with 9

members or four (4) members with 7 members. Life Outreach member elected under previous bylaws shall continue to serve in that capacity.

ARTICLE XI COMMITTEES, THEIR ELECTION & DUTIES

A. Music Committee

1. Purpose

To coordinate the music life of the Church.

2. Responsibilities

To secure a Director of Music and have general oversight of all choir(s), and the special music of the Church.

Work with the Pastor (or Interim Pastor) to determine the goals and objectives for the Director of Music.

3. Composition

The committee shall consist of six (6) members to be elected at the annual meeting, two (2) each year for terms of three (3) years. After serving one (1) full term, a member is not eligible for re-election for a period of one (1) year.

B. Stewardship Committee

1. Purpose

To coordinate the annual budget fundraising and encourage participation in church activities.

2. Responsibilities

Shall plan and conduct the annual stewardship drive to support the proposed budget, and promote the cause of Christian stewardship.

3. Composition

The Stewardship Committee shall consist of six (6) members to be elected at the annual meeting, two (2) each year for a term of three (3) years. After serving one (1) full term a member is not eligible for re-election for a period of one (1) year.

C. Flower Committee

1. Purpose

To provide a support role in the worship service.

2. Responsibilities

To provide for the floral needs of the Church and to administer special request designations.

3. Composition

The committee shall consist of three (3) members elected at the annual meeting, one (1) each year for terms of three (3) years. After serving one (1) full term, a member is not eligible for re-election for a period of one (1) year.

D. Acquisitions and Archives Preservation Committee

1. Purpose

To maintain the Church acquisitions and archives.

2. Responsibilities

a. Evaluates proposed gift objects (not monetary gifts) to the Church, prepares paperwork for accession (type of), category of the collection and tax information. Provide evaluations and recommendations to the Board of Trustees.

b. Records documents of existing and proposed acquisitions, including location, insurance, manuals and maintenance needed.

c. Keep storage for all permanent records and events of the Church.

d. Maintain a written record of historical items owned.

e. Maintain and make available an inventory of the Church records including in part:

i. When, where, by whom the Church was organized.

- ii. The Church building – dates, history, and general information.
 - iii. A list of all Pastors (or Interim Pastors) with information concerning their education, ordination, pastorates, with photo.
 - iv. Information on ministries and missionaries who have gone from the Church.
 - v. A list of Church officials with dates of service.
3. Composition

The committee shall consist of three (3) members one (1) each year, to be elected at the annual meeting, for a term of three (3) years. After serving two (2) full terms, a member is not eligible for re-election for a period of one (1) year.

ARTICLE XII DELEGATES

To be elected by the governing body is delegates to local, regional, state, national, and world denominations and interdenominational organizations with which the Church may be affiliated. Delegates are to be elected at the annual meeting for a term of one (1) year. After serving three (3) consecutive terms, the delegates shall be ineligible for re-election for a period of one (1) year.

ARTICLE XIII PAID STAFF or BY CONTRACT STAFF for the following positions (which may or may not be filled)

- A. Secretary. The Secretary shall act as secretary to the Pastor (or Interim Pastor) and assist the clerk, as well as perform other clerical duties such as the preparation of the Sunday bulletin, the monthly Church newsletter, maintains minutes of boards and committees, and correspondence. She/he shall act as receptionist. She/he shall be responsible for maintaining and updating the church's electronic records, ordering supplies and maintaining inventory.
- B. Director of Christian Education. The Director of Christian Education shall provide overall leadership in educational ministry; to strengthen and expand a strong Christian Educational program, with increased participation in all programs.

- C. Director of Music. Responsible for the music of the Church in cooperation with the Pastor (or Interim Pastor) and the Music Committee. He/she may be the organist or, if not, assist in the selection of an organist, and shall act as Choir Director, unless otherwise arranged. He/she shall determine, in consultation with the Pastor (or Interim Pastor), appropriate musical selections and programs. IF REQUESTED, the person shall also be responsible for providing the music for weddings and funerals, receiving additional remuneration from the families for such.
- D. Website/Social Media Coordinator. The Coordinator will update and maintain the Church Website and Social Media information.
- E. Custodian. The Custodian shall be responsible for the cleanliness of the Church, including vacuuming, washing, waxing, dusting, as well as, maintaining appropriate supplies. The Custodian will perform minor repairs, monitor heat, lights, and Church security, and shall set up for specified meetings and programs.

The Custodian shall perform these duties for weddings and funerals held in the Church.

- F. Pastoral Assistant. The Pastoral Assistant will be either ordained or licensed by the New London Association. She/he will support the Pastor (or Interim Pastor) by preaching The Word, administering the sacraments and supporting the spiritual life of the church through outreach, programming, and worship leadership.
- G. Supervision of Paid Staff. All paid staff or by contract staff will be directly supervised by the Pastor (or Interim Pastor). The Pastor (or Interim Pastor) will work with the Board of Christian Education to determine goals and objectives for the Director of Christian Education. The Pastor (or Interim Pastor) will work with the Trustees to determine the goals and objectives for the Secretary and Custodian. The Pastor (or Interim Pastor) will work with the Music Committee to determine the goals and objectives of the Director of Music. The Pastor (or Interim Pastor) will work with the Deacons to determine the goals and objectives of the Pastoral Assistant.

The employee evaluation year will run September through August. Evaluations will be conducted by the Pastor (or Interim Pastor) in coordination with the supervising board or committee (Board of Christian Education for Christian Education Director, Board of Trustees for Secretary and Custodian, and Music Committee for Director of Music). Performance expectations will be documented. Formal, written Performance Appraisals shall be completed by August 31. Salary

recommendations will be made by the Pastor (or Interim Pastor) and the appropriate board to the Board of Trustees.

- H. Filling a Vacant Position. The Pastor (or Interim Pastor) will consult with the appropriate Board or Committee when a paid staff or by contract staff vacancy occurs. The Pastor (or Interim Pastor) and appropriate Board or Committee will present recommended candidates to the Church Council for approval.
- I. Job descriptions shall be delineated in Administrative Guidelines as formulated by the Trustees and approved by Church Council.
- J. With the recommendation of the Trustees and the Church Council's approval, paid Staff positions and Contract Staff positions may be added without a By-law change.

ARTICLE XIV REVISIONS AND AMENDMENTS

- A. A review of the By-laws will occur every five years or as appropriate. A By-laws committee shall be chosen by the Church Council. The Committee will consist of five (5) members of the Church, and shall have at least one Deacon as a member. The committee will report revisions or recommendations to the Council.
- B. The By-laws may be amended at any Corporate meeting by a vote of two-thirds (2/3) of the members present and voting, provided that the amendments be proposed in writing at least two weeks previous to such meetings.
- C. All previous enactments and rules that infringe upon any herein recorded are considered null and void.