

First Congregational Church of Lebanon



By-laws

**Revised
January 2023**

ARTICLE I **NAME, PURPOSE AND CORPORATE OFFICERS**

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.

C. Corporate Officers

The corporate officers of this Church shall be the Board of Trustees and the elected officers, namely, Moderator, Clerk, Treasurer, Assistant Treasurer, and Head Usher.

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

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 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 Association, Conference 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, 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. Members must have contact information registered with the church secretary to remain as Active Members.
 - 2. Inactive Member. An Inactive Member is not 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, upon their renewing continuing interest in, and support of the Church.
- 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 a 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 Governing Body shall be posted and warned at least two (2) Sundays preceding the meeting. If church is canceled during the warning period the meeting will be postponed until 2 warnings can be read before the congregation.
- 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 can under extenuating circumstances, for reasons of safety, postpone the meeting until it is deemed safe to return to a meeting. 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 Governing Body, 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

Boards & Committees

Board and Committee meetings (including motions and voting) may be held electronically and/or include electronic attendees as needed. The majority of the members of the Board or Committee will determine the method to be used for meeting and voting.

Church-Wide Annual & Special Meetings

Where it is not possible or practical for Active Church Members to be physically present at any scheduled meeting, any Active Church Member may attend any Regular and Special Meetings through an electronic method of communicating by the use of conference telephone, video-conferencing or other telecommunications equipment designed to allow all persons participating to hear each other and speak. Any member entitled to attend who participates by such means is deemed to be present at the meeting and able to vote.

1. Designated Monitor. Designated Monitor is defined as being one of the following: Pastor, Digital Minister, Moderator, and/or person designated to run and monitor the Electronic Meeting Participants.
2. Determination Means of Electronic Meetings. Means of electronic meeting shall be determined by the Designated Monitor who shall monitor the electronic members in attendance.

3. Electronic Voting. Means of electronic voting, both voiced vote and secret ballot, shall be determined by the Designated Monitor. Electronic votes shall be counted and confirmed by the Designated Monitor.
4. Determination Of Quorum & Member Count. Electronic attendees shall identify themselves at the beginning of the meeting by means of facial or vocal recognition, confirmed by the Designated Monitor, and additional attendees if needed, in order to be considered present. Thereafter, the continued presence of a quorum shall be determined by the in-person and online list of participating members, unless any member, in-person or electronically, demands a quorum count by audible roll call.
5. Technical requirements and malfunctions.
 - a. Each electronic attendee is responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. Should a member lose connection and be unable to reconnect, the member will not be allowed to otherwise participate in a vote.
 - b. Should electronic equipment and connection fail by the host of the meeting without being able to be recovered, the meeting shall proceed with in-person attendees. If electronic attendees complete the quorum needed, the meeting shall be postponed until a later time and/or date.
6. Obtaining The Floor & Display of Motions. To seek recognition by the chair for comment or to make a motion, an electronic attendee shall address the designated monitor who will confirm recognition with the Moderator. Electronic attendees shall present comment or motion via audible communication to either designated monitor or to all members in attendance.
- 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 meetings of the Governing Body, 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 functions shall be to envision the entire mission of the church, to formulate, execute, and evaluate plans and goals on the general direction of the Church’s activities and to oversee the administrative functions of the church.
- B. The Church Council shall be composed of the following voting members:
 - Pastor (or Interim Pastor) Ex-officio with voice but not vote.
 - Moderator
 - Clerk
 - Chairpersons, or designated alternates, of the
 - Board of Deacons
 - Board of Trustees
 - Board of Christian Outreach
 - Board of Christian Education
 - Treasurer
 - Assistant Treasurer
 - Head Usher
 - Two members elected at large by the Governing Body who do not already serve on one of the Boards of the church, 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 internal 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~~ (affirm) the employment of all non-ordained staff as recruited and recommended by the appropriate Board or Committee and the Personnel 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.

The Church Council shall convene a Nominating Committee consisting of seven members as follows: Moderator, Chairpersons or delegates from the Deacons, Trustees, Board of Outreach, Board of Christian Education, Clerk and one member at large.
- H. The Church Council shall review 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 seven (7) 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 shall annually review the complete preliminary budget of the Church to be presented by the Trustees for, discrepancies or omissions.
- M. The Church Council shall appoint a By-laws committee in accordance with 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:
 - 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. UCC Delegates:
 - Local - New London Association
 - Region - Southern New England Conference
 - National – General Synod
- 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. The Pastor is an ex-officio member.
- 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 but not required to participate 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 Chairperson shall notify the Church Council of any vacancies or resignations. Church Council shall fill the vacancy according to Article VII G.

ARTICLE IX OFFICERS, THEIR ELECTION & DUTIES

A. 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 ensure 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 Church 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.

B. Clerk

1. Purpose

To provide clerical support to the Corporation and Council, with assistance from 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 Governing Body, and meetings of the Church Council for posting.
- b. Provide approved Church Council meeting minutes for posting.
- c. Read and warn all announcements of meetings of the Governing Body to the congregation at least two weeks prior to said meetings.
- d. Conduct, as needed, the official correspondence for the Church.
- e. Keep clear and distinct records of all receptions and dismissals and deaths of members.
- f. Issue, upon request of a member, a letter of removal from the rolls.
- g. Keep clear and distinct records of all baptisms and weddings performed in the parish.
- h. Keep an up-to-date list of names and addresses of all the members and friends of the Church.
- i. Report all the above transactions to the Pastor (or Interim Pastor) and the Board of Deacons.
- j. 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.

C. 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 memorial gifts made in memory of the deceased, benevolences of wills and estates, 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.

D. 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.

E. 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 services.

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” for Communion services.
- c. Assist in the administration of the Sacraments.
- d. Assist at other special services, i.e. Memorial Services, Funerals, and Weddings.
- e. Keep generally informed on individual needs of the Church family.
- f. Responsible for the administration of the Deacons Fund, memorial gifts made in memory of the deceased, benevolences of wills and estates, and the Memorial Fund for Education. In the event memorial gifts and benevolences are not specified or restricted by the donors, the Deacons will determine the appropriate distribution after consulting with the family and donors.
- 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. In the event it is necessary to hire an Interim Pastor the Deacons shall review candidates and select an Interim Pastor by unanimous vote.
- n. 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.
- o. Work with the Pastor (or Interim Pastor) to determine goals and objectives for the Pastoral Assistant.

ADD: Shall appoint a representative or designee annually to membership on and participation in the work of the Personnel Committee.

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 for 3-year terms. If necessary, the Nominating Committee shall adjust terms. After serving two (2) full terms, 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 in keeping with the will of the Governing Body 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. Maintain appropriate property and general liability insurance for the church.
- c. Responsible for the physical upkeep of the Church and Church properties.
- d. ~~Work with the Pastor (or Interim Pastor) to determine goals and objectives for the Secretary and Custodian.~~
- e. Shall work with the Pastor (or Interim Pastor) to hire for and oversee custodial services for the church.
- f. Shall work with the Pastor (or Interim Pastor) and the Personnel Committee to hire an Administrative Assistant to provide administrative services to the church office.
- g. Shall work with the Pastor (or Interim Pastor) and the Personnel Committee to determine goals and objectives for the Administrative Assistant.
- h. Maintain an inventory of Church property. All property hereafter acquired shall be in the name of the Church.
- i. Supervise the investment and disbursement of all funds raised or held for parish purposes.
- j. Have the Treasurer make the books available for auditing prior to the annual meeting.
- k. Consider proposed budget requests from all Boards and Committees and prepare the tentative budget for review by the Church Council for presentation to the Governing Body, with the help of the Treasurer.
- l. Appoint one member of the Board to serve as an ex-officio member of the Stewardship Committee.

- m. Secure bonding for Treasurer and Assistant Treasurer.
- n. ~~Draft, obtain, and oversee any and all contracts of the church. 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. (remove)~~

ADD: Shall appoint a representative or designee annually to membership on and participation in the work of the Personnel Committee.

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 for 3-year terms. If necessary, the Nominating Committee shall adjust terms. After serving two (2) full terms, 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.

ADD: Shall appoint a representative or designee annually to membership on and participation in the work of the Personnel Committee.

3. Composition

The Board shall consist of five (5) members or seven (7) 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 for 3-year terms. If necessary, the Nominating Committee shall adjust terms. After serving two (2) full terms, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of four (4) with 7 members or three (3) members with 5 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 five (5) members or seven (7) 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 for 3-year terms. If necessary, the Nominating Committee shall adjust terms. After serving two (2) full terms, a member shall be ineligible for re-election for a period of one (1) year. A quorum shall consist of four (4) with 7 members or three (3) members with 5 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
 - a. To secure a Director of Music and have general oversight of all choir(s), and the special music of the Church.
 - b. Work with the Pastor (or Interim Pastor) to determine the goals and objectives for the Director of Music.

ADD: Shall appoint a representative or designee annually to membership on and participation in the work of the Personnel Committee.

3. Composition

The committee shall consist of four (4) members to be elected at the annual meeting, two (2) each year for terms 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.

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 two (2) full terms 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 two (2) full terms, 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 significant 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 are delegates to local, regional, state, national, and world denominations and interdenominational organizations with which the Church may be affiliated. Two Delegates to the New London

Association and three Delegates to the Southern New England Conference of the UCC are to be elected at the annual meeting for a term of one (1) year.

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

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.~~

ADD: Act as the onsite supervisor for all lay staff in conjunction with the Personnel Committee and all appropriate boards or committees.

- d. 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, the Deacons Fund, and the Buckingham Library Fund.

3. Election

- a. 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 seven (7), nominated by the Council and elected by the Church members, shall seek out and recommend suitable candidates for the pastoral office.

- b. 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. ~~Administrative Assistant/Secretary.~~ The ~~Secretary~~ (Administrative Assistant) 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. Conduct, as needed, the official correspondence for the Church. Detailed position description is in the individual contract agreement.
- C. 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. Detailed position description is in the individual contract agreement.
- D. 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. Detailed position description is in the individual contract agreement.
- E. Digital Minister. Responsible for social media ministry and technical support of the congregation. The Digital Minister will help the church provide and maintain an online presence through social media and a website. He/she will assist members of the congregation, when possible, with technical questions. The Digital Minister will work to provide a virtual worship experience. He/she will assist all Boards and Committees and Ministry Teams in employing technology when asked or needed. Detailed position description is in the individual contract agreement.
- F. 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. Detailed position description is in the individual contract agreement.

- G. Pastoral Assistant. In the event that a Pastoral Assistant is called, they 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.
- H. Board of Christian Education for Christian Education Director, Board of Trustees for ~~Secretary~~ Administrative Assistant and Custodian, and Music Committee for Director of Music. Performance expectations will be documented. ~~Formal, written~~ Annual performance appraisals shall be completed for each staff member on or before ~~August 31~~ June 30. Salary recommendations will be made by the Pastor (or Interim Pastor) in consultation with the Personnel Committee and the appropriate board to the Board of Trustees.
- I. 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, in consultation with the Personnel Committee, will present recommended candidates to the Church Council for approval.
- J. Job descriptions shall be created for each position by the appropriate Board or Committee and approved by Church Council upon the recommendation of the Personnel Committee.
- K. ~~With~~ Upon the recommendation of the Personnel Committee, the approval of the Trustees and the Church Council's approval, paid Staff positions and Contract Staff positions may be added without a By-law change.
- L. Supervision of Paid Staff. All paid staff or by contract staff will be directly supervised by the Pastor (or Interim Pastor). For circumstances where the Church Pastoral position is vacant, the moderator in conjunction with the Personnel Committee and the ~~Church Council~~ relevant board or committee will oversee matters concerning the supervision of the Staff. ~~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.~~

ADD: The Pastor (or Interim Pastor) will work with all lay Staff they oversee, the Personnel Committee and the relevant board or committee to set goals and objectives annually following the annual Performance Appraisal process.

~~M.~~ All contracted staff will be responsible to the Church Council and supervised by the Pastor (or Interim Pastor). The employee evaluation year will run September through June with evaluations conducted by the Pastor (or Interim Pastor) and the Personnel Committee, and the supervising board or committee. All performance appraisal feedback will be shared with Staff no later than August 31 of each year. ~~all in coordination with the supervising board or committee.~~

ARTICLE XIV

REVISIONS AND AMENDMENTS

- A. A review of the By-laws will occur every Three 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 Governing Body present and voting, provided that the amendments be proposed in writing at least two weeks previous to such meetings. Council may make exceptions under extenuating circumstances under the guidelines presented in Article VII.
- C. All previous enactments and rules that infringe upon any herein recorded are considered null and void.

ARTICLE XV

PERSONNEL COMMITTEE

A. Personnel Committee

- 1. Purpose- The Personnel Committee shall guide and support the on-going personnel management of staff within the church in accordance with the By-laws of the Church, and in collaboration with The Church Council, the Pastor (Interim Pastor) and the Boards / Committees responsible for staff members of the church.
- 2. Responsibilities
The Personnel Committee will convene regularly for the following duties:
 - a. Review and revise an employee handbook as needed.

- b. Convene for purposes of guiding a Board or Committee in the hiring process as needed.
- c. Conduct an employee evaluation process annually in partnership with the employee's supervisor (Pastor, Interim Pastor) Board/Committee representatives and a member at large of the Church Council.
- d. Ensure employee goal setting and development is an aspect of each employee's annual plan and review process.
- e. Oversee employee compliance with all mandatory training, development, etc. as required by the Employee Handbook or the annual agreement of the employee.
- f. Convene for purposes of receiving grievances and conducting fair and impartial conflict mediation when appropriate.
- g. Ensure annual agreements are made and signed.
- h. Ensure adherence to employee rights and responsibilities as stipulated in employee agreements and the Employee Handbook.
- i. Ensure that employee records are accurately maintained and managed.
- j. Convene for purposes of enacting employee discipline or discharge.
- k. Ensure guiding principles of employee separation are managed in compliance with the Employee Handbook.
- l. Maintain accurate records of all meetings.
- m. Keep confidentiality.
- n. Other duties or responsibilities at the direction of The Church Council.

3. Composition

- a. The Church Council shall nominate and elect a Personnel Committee Leader to chair the Committee in accordance with the annual nominating process.
- b. The Committee shall consist of representatives of the Boards/Committees who may employ staff in accordance with the current By-laws, The Trustees, The Board of Christian Education, The Deacons, The Music Committee.
- c. The Committee may include a member at large of the Church Council as the Council deems necessary.
- d. The Personnel Committee Leader will be elected for a two-year term, not to serve more than two consecutive terms.
- e. The Personnel Committee term for members of all Boards/Committees stipulated is one year and a Board/Committee member may serve up to and no more than 3 consecutive terms.
- f. The Pastor (Interim Pastor) will be ex-officio and attend as agreed upon by the Personnel Committee, The Moderator, and the Pastor (Interim Pastor).