



PHOTO BY BEVERLEY PHILLIPS

# BYLAWS

OF THE  
FIRST CONGREGATIONAL  
CHURCH OF ROWLEY,  
UNITED CHURCH OF CHRIST



FOUNDED 1639  
INCORPORATED 1889

APPROVED BY ANNUAL MEETING APRIL 27, 2014

## **Bylaw Committee Members**

**Nancy Schmidt** – Moderator/Ex Officio

**David Irving** – Church Clerk/Chairman

**Rev. Robert Hagopian** – Minister/Recorder

**Michael Blouin** – Treasurer

**Kay Dalzell** – Diaconate Member

**Douglas Phillips** – Finance and Trustees Member

**Glen Pyburn** – Member-at-Large

**Karen Schmuck** – Christian Education Member

## **Article I - Name**

The name of this Church is the “First Congregational Church of Rowley, Massachusetts, Incorporated.”

## **Article II - Seal**

The seal of this corporation is circular with a diameter of about one and one half inches, having an outer ring with the words, “First Congregational Church of Rowley, Mass.” and, within the ring, the words “Organized 1639” and “Incorporated 1889.” The Clerk of the Church shall maintain and preserve the seal.

## **Article III - Church Policy**

1. This Church shall be wholly governed by its congregation of participating members. Although it governs its own affairs, this Church shall cultivate fellowship with other churches, because it recognizes and sustains the obligations of mutual council and cooperation that prevail among congregational churches as well as other faith communities.
2. It is this church’s policy to cooperate in the larger work of the United Church of Christ; and with Christian Churches; and as a part of the council movement on local, state, national, and worldwide levels.
3. It is this church’s policy to adhere to a standing Safe Church Policy as recommended by the United Church of Christ and to update said Safe Church Policy periodically and review annually by a Safe Church Committee. (Article VIII, Section 2c, Safe Church Committee)

## **Article IV - Covenant & Statement of Faith**

1. Our covenant expresses the basis of our Christian fellowship:

We believe in God the Father, infinite in wisdom, goodness, and love; in Jesus Christ, His Son, our Savior, who for us and our salvation lived and died and rose again to live forevermore; and in the Holy Spirit, who takes the things of Christ and reveals them to us—renewing, comforting, and inspiring the souls of men, women, and children.

We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the ways of the Lord made known, or to be made known, to us. We believe the Church of Christ’s Mission is to proclaim the Gospel to all mankind, exalting the worship of the one true God and laboring to advance knowledge, promote justice, secure the reign of peace, and realize human brotherhood.

Depending, as our Father did, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray that the world will be transformed into the Kingdom of God; and we look with faith for righteousness to triumph and for Life Everlasting.

2. Our Statement of Faith is at the center of our Christian fellowship:

**Statement of Faith**

*We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:*

*You call the worlds into being,  
create persons in your own image, and set before each one the ways of life and death.*

*You seek in holy love to save all people from aimlessness and sin.*

*You judge people and nations by your righteous will declared through prophets and apostles.*

*In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.*

*You bestow upon us your Holy Spirit,  
creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.*

*You call us into your Church  
to accept the cost and joy of discipleship, to be your servants in the service of others, 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.*

*You promise to all who trust you  
forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.*

*Blessing and honor, glory, and power be unto you. Amen.*

## **Article V – Membership**

**1. Qualifications:**

This Church welcomes as a member anyone who loves the Lord Jesus Christ and who proposes to live according to His Law and Love.

**2. Conditions:**

Membership of this Church shall be limited to those persons who:

- a. confess their Christian faith and are baptized (if not previously baptized),  
or
- b. reaffirm their faith, or
- c. present satisfactory letters of transfer from other churches, and
- d. are accepted by vote of the Church, and
- e. publicly assent to our covenant and subscribe to our Statement of Faith and these Bylaws.

**3. Reception:**

Any person who desires to become a member of this Church shall meet with the Pastor, who must recommend that person to the Diaconate, who shall report to the Church the name of any such person they, in turn, recommend be accepted as a new member.

**4. Duties and Privileges:**

Every member shall have the duty to pledge:

- a. to be faithful in all spiritual duties to the Christian life,
- b. to attend the services of this Church,
- c. to give regularly for its support and benevolences, and
- d. to share in its organized work.

Any participating member shall have the privilege to:

- a. hold any office,
- b. serve on any Board or Committee, and
- c. become involved in any organization or activity.

Furthermore, all members are entitled to:

- a. keep their own conscience,
- b. form their own convictions,
- c. direct their own conduct, and
- d. receive a certificate of Christian character and Church standing;

Provided that they do not:

- a. infringe upon the rights of others,
- b. disturb the peace of the Church,
- c. bring the name of this Church into disrepute, or
- d. dishonor the name of Christ.

**5. Participating Members:**

Any person who is accepted as a member of this Church shall be a member for life, unless that person is removed according to Article V, Section 6d. However, any member who has attended worship, communicated with the Church, contributed to its support, or participated in some way in the life of the Church - at least once each year - qualifies as a participating member and, as such, may act and vote in the transactions of this Church, as provided in these Bylaws.

The Diaconate shall maintain the participating member list. They will keep the list current by reviewing and revising it at least once each year. The participating member list will be used for all membership reports to various bodies of the United Church of Christ.

**6. Termination:**

Membership in this Church may be terminated by means of any of the following - A member may:

- a. request and, by vote of the Church or by vote of the Diaconate, be granted a letter of transfer to any other specified Christian Church. A general letter that does not identify a particular Church will not be granted.
- b. receive a certificate of Church membership and have his/her name removed from the register of Church members if the member wishes to join a body not in fellowship with this Church.
- c. be released from membership if, after due conference and deliberation, the member insists.
- d. be removed for immoral and unethical conduct, breach of covenant, vows, persistent neglect of religious duties, or a vowed disbelief in the aims of this Church. The Pastor and the Diaconate shall work with the member to help the member overcome and eliminate the difficulty and heal the relationship. If their best efforts fail, they may report the circumstances to the Church, which may then remove the offending person from membership.

NOTE: A member may be suspended or reprimanded for such conduct described immediately above, but not serious enough to warrant being removed.

**7. Restoration:**

The Church may restore to membership any person whose membership was terminated under Article V, Section 6d, upon receiving evidence of that person's repentance and reformation or upon receiving satisfactory explanation if terminated for other causes. Restoration shall be affected by the person's reaffirmation of faith.

## **Article VI – Officers**

**1. Officers**

The Officers of this Church are the Moderator, Treasurer, Financial Secretary, Assistant Treasurer/Financial Secretary, Clerk, and Historian. Every Officer:

- a. Shall be a participating member of this Church.
- b. Will be elected at the annual meeting to serve a term of one (1) year, or until a successor is elected, and may be re-elected.
- c. Will take office on June 1<sup>st</sup> following election. When otherwise elected or appointed to fill an unexpired term of office, the selectee shall take office immediately.
- d. Shall be provided with a job description which must be reviewed on an annual basis. The job description will detail the duties of the officer and act as a guide for serving in the particular position of responsibility.

NOTE: Massachusetts General Laws (Ch. 67, sec. 8, Ter. Ed.) require that the Treasurer, Financial Secretary, and Clerk shall be sworn into office.

**2. Moderator**

The Moderator shall preside over all business meetings of the Church and the Church Cabinet but may vote only to break a tie. In his/her absence, the Clerk or a Moderator pro tempore may be elected.

**3. Treasurer**

The Treasurer shall receive and maintain custody of all monies raised by or given to the Church and shall pay out, on order of the Finance and Trustees Board, within the limits of the approved budget. All the treasurer's accounts shall be kept distinct from all other accounts. All deposits shall be made and all checks shall be drawn in the name of the Church. The Treasurer shall deposit all monies of the Church only in such banking institutions as have been approved by the Church.

The Treasurer shall furnish a bond when so required, the cost of such bond to be paid by the Church. He/she shall report the financial condition of the Church to meetings of the Church Cabinet and at such other times as may be requested by the Church and shall submit a written report to the annual meeting. The books and accounts of the Treasurer shall be audited annually by an approved independent professional auditor.

**4. Financial Secretary**

The Financial Secretary shall receive all monies, take charge of all offerings and special collections, keep an accurate account with each supporter, and furnish supporters with statements of their contributions in January of each year for the preceding fiscal year and at other times as may be requested. In cooperation with the Treasurer, the Financial Secretary will ensure that all receipts are properly deposited and he/she shall submit a written report to the annual meeting. The records of the Financial Secretary shall be audited annually by an approved independent professional auditor. A special added responsibility shall be to act for the Treasurer in case of that officer's absence or disability.

**5. Assistant Treasurer/Financial Secretary**

The Assistant Treasurer/Financial Secretary shall assist the Treasurer/Financial Secretary and, in the absence of either, carry out the responsibilities of that office.

**6. Clerk**

The Clerk shall record the proceedings of business meetings of the Church and all meetings of the Church Cabinet and carefully preserve them as permanent records of the Church.

When books and items of record cease to be active and useful in the affairs of an Officer, Board, or Committee, the Clerk shall receive the items, preserve them and make them available for inspection by any member entitled thereto.

The Clerk shall keep a register of Church members with the dates of their admission and death or removal. He/She shall also keep a record of all baptisms, marriages, and funerals performed by the Church. He/She shall notify all Officers and members of Boards and Committees of their election or appointment.

The Clerk shall, in cooperation with the Moderator, prepare and post notice of all general and special meetings in a conspicuous place near the entrance to the Church at least (7) seven days before the time of any such meeting. The Clerk shall submit a written summary of new and terminated members and all baptisms, marriages, and funerals conducted in/or in the name of the Church for the annual meeting. The Clerk shall also serve in the Moderator's position in the absence of the Moderator.

## **7. *Historian***

The Historian shall collect and record such items and information that pertain to the history of the Church and its congregation as they relate to each other and to the community. The Historian shall also keep a record (for historical significance) of all materials, gifts, and memorials to the Church. A special added responsibility shall be to act for the Clerk in case of that Officer's absence or disability.

## **Article VII – Boards**

### **1. *Definition of Boards***

For the purpose of these Bylaws, a Board is a designated body that reports directly to the Church membership.

- a. The majority of each Board shall consist of participating Church members, unless otherwise stated in these Bylaws.
- b. Every Board is requested to provide input to prepare a proposed budget to the Finance and Trustees Board at least thirty (30) days before the November semi-annual meeting, and also must submit a written report for the annual meeting.
- c. All Board members elected at the annual meeting shall take office on June 1<sup>st</sup> following election. When otherwise appointed to fill an unexpired term of office, they shall take office immediately.
- d. No Board member may be elected to serve beyond the specified term until one (1) year has elapsed since he/she last served on that Board, unless otherwise stated.
- e. Job descriptions are provided for each board and shall be reviewed on an annual basis. These job descriptions shall detail the duties of the board members and act as a guide for them in fulfilling their duties.
- f. Each Board shall elect a chairperson before the June



Cabinet meeting. It is requested that new Board members attend the May meetings of their designated Board.

**2. *Diaconate***

The Diaconate consists of four (4) Deacons and four (4) Deaconesses, each of whom shall be a participating Church member, elected to serve a term of four (4) years. One (1) Deacon and one (1) Deaconess shall be elected each year. The Diaconate may elect a Junior Deacon and/or Deaconess each year. The Diaconate will elect its chairperson and recording secretary each year.

The Pastor shall be a member of this Board with full privileges and voting rights, but may not fill the chair. A Deacon or Deaconess who has served for three (3) or more terms may be elected a Deacon or Deaconess Emeritus, and upon such election shall be entitled to all the privileges of an active member of the Diaconate but may not serve as chairperson.

The Diaconate shall share with the Pastor the oversight of the spiritual life of the Church and have general oversight of the services of worship including assisting and preparing and administering of sacraments. They shall supply the pulpit in case of temporary vacancy and in the absence of the Pastor, and will be responsible for providing greeters and ushers at services. The Diaconate will appoint one (1) of its members to serve on the Nominating Committee, Safe Church Committee, and Mission Committee.

The Diaconate shall have sole administration of the "Deacon's Fund," which shall be held by the Pastor. The Pastor shall expend funds as deemed appropriate and provide a quarterly report of accounting to the Diaconate. The Board shall visit the sick and needy, call upon members, introduce new families in the life of the Church, and cooperate with the Pastor in promoting the spiritual interests of the Church.

The Diaconate shall receive applications for Church membership and present such applications to the Church with their recommendations, and it shall make an annual survey of the participating Church members (Article V, Section 5). The Board shall give attention to discipline, as provided for in Article V, Section 6d. The Board shall perform such acts or provide such other services as may be deemed necessary for the proper conduct of worship.

The Diaconate shall, after consultation with the Pastoral Relations Committee, conduct an annual review with the Pastor regarding his/her ministry, salary and allowances, and recommend budgetary changes to the Finance and Trustees Board.

**3. *Finance and Trustees Board***

The Finance and Trustees Board is comprised of representatives from the church membership and the financial officers of the Church. The Board includes six (6) participating members (as defined in Article V, Section 5 of

these Bylaws). Each year, two (2) members will be elected for three (3) year terms. Three (3) officers, including the Treasurer, Financial Secretary, and Assistant Treasurer/Financial Secretary, shall have voice, but not vote in Board meetings. Each year the Board shall elect a chair, who cannot be an Officer of the church. A member of the Finance and Trustees Board will attend meetings of the Mission Committee. The purpose of the Board is multifaceted:

- Assist the Church in raising funds for operations and upkeep
- Oversee the proper accounting of offerings and gifts to the Church
- Compile and compose the annual operating budget for submission to the Church membership
- Monitor banking relationships, including account reconciliation and quarterly tax filings
- Make decisions surrounding expenses and appropriate distribution of funds
- Identify projects requiring capital outlay, including building upkeep and various needs of the Church
- Oversee / facilitate and actively participate in building / property improvement projects
- Provide oversight and guidance as requested to the committees and programs that are part of the Stewardship function, including but not limited to, the Memorials Committee, Thrift Shop, and Technology.

The Board shall have legal authority and custody of the papers, deeds, writings and documents relating to the Church as a legal corporation. The Board may pass certain documents to the Clerk for safekeeping. One (1) person from this Board will be elected annually to serve on the Nominating Committee. The Board shall have responsibility for oversight, upkeep, repairs, and insurance of the Church buildings, the Parsonage, and all other property owned by the Church. The Board shall have no power to buy, sell, lease, mortgage, or transfer any Church property without specific vote of the Church membership authorizing such action.

The Board shall manage the finances and maintain custody and care of the invested funds of the Church. It shall transfer all monies derived from invested funds to the Church Treasurer, who shall pay or distribute such monies strictly according to the terms of the trust, gift or will. Regarding the securities entrusted to its care, it shall have the power to buy, sell, transfer, exercise rights to vote proxies, exchange, deliver, and take all necessary action in connection therewith. This Board shall hold all stock certificates and other evidences of ownerships in the name of the Church.

The Board shall also be responsible for raising funds for the Church and its benevolences; it is authorized to approve expenditures in excess of the approved, itemized Church budget up to a cap of 10 percent of the total budget when extenuating circumstances require such action. Any expenditures in excess of the cap shall require a special congregational meeting and vote for approval.

The Board shall elect a Chairperson and recording secretary annually, and it will meet monthly and at such other times as may be required. The Board is required to submit a written report for the Annual Meeting and an annual proposed budget published one (1) week prior to the Semi-Annual Meeting. At other times through the Cabinet, the congregation may request specific reports or a review from the Finance and Trustees Board.

**4. *Board of Christian Education***

The Board of Christian Education (CE) consists of seven persons (Article VII, Section 1a). Six (6) members of the Board are elected two (2) per year, each to serve a term of three (3) years. At least one (1) of these six (6) members should be from the Sunday School teaching staff. The Christian Education Director/Superintendent will be the seventh member and shall have voice and may vote at Board meetings, provided he/she is a participating member of the church.

This Board will plan and supervise the general policies of the church's educational program, including but not limited to Nursery Care, Sunday School, Youth Fellowship Groups and related youth programs, Vacation Church School, and Adult Education Programs. This Board will select its own chairperson and recording secretary. A member of the Board of Christian Education will attend meetings of the Safe Church Policy Committee and Mission Committee.

The Board of Christian Education is responsible for the hiring of a Christian Education Director and the appointment of a Youth Director: The CE Director is a paid staff member who works in cooperation with the Board of Christian Education. The CE Director is the chief administrator of the Sunday School and is responsible for creating a well-rounded program of Christian Education. Responsibilities include curriculum selection, teacher training, and scheduling the Sunday School year. The Youth Director is responsible for the Youth Group and creating a Christian-centered youth program. The CE Director and Youth Director report directly to the Board of Christian Education.

In the absence of the CE Director, a Sunday School Superintendent may be elected to fill this position or the CE chairperson may act in the capacity of the Sunday School Superintendent (the Sunday School Superintendent, who must be a participating Church member, is elected to serve for one

(1) year and may be reelected if this position is deemed needed by the Board). In the absence of a CE Director or Superintendent, the Board of Christian Education shall act as the administrative body of the Sunday School.

## **Article VIII – Committees and Programs**

### **1. *Definition of Committees and Programs***

For the purpose of these Bylaws, a Committee is a designated body that reports directly to a Board or the Cabinet, but is ultimately accountable to the Church membership.

- a. The majority of each Committee shall consist of participating Church members, unless otherwise stated in these Bylaws.
- b. Every Committee is requested to submit a proposed budget to the Finance and Trustees Board at least thirty (30) days before the November semi-annual meeting, and also submit a written report for the annual meeting.
- c. All Committee members elected at the annual meeting shall take office on June 1<sup>st</sup> following election. When otherwise appointed by the Cabinet to fill an unexpired term of office, they will take office immediately.
- d. Job descriptions are provided for each Committee and shall be reviewed on an annual basis. These job descriptions shall detail the duties of the Committee members and serve as a guide for them in fulfilling their duties.
- e. Each Committee shall elect a chairperson before the June Cabinet meeting. It is requested that new Committee members attend the May meetings of their designated Committee.
- f. Committees are staffed with individuals nominated by the Nominating Committee and elected by the Congregation at a Church Meeting.
- g. Programs are staffed by volunteers with approval, support and guidance provided by the Boards or Committees responsible for the program.

### **2. *Committees that Report to the Cabinet***

#### **a. *Executive Committee***

The purpose of this Committee is to provide administrative oversight of the operations of the church. Members of the Executive Committee include: the Moderator, who acts as chair; the Pastor; Church Clerk; Treasurer; Church Administrative Assistant, who acts as scribe. Appointed members may include representatives from the Diaconate and Christian Education.

This Committee is given authority by the Cabinet to take action on issues raised by the Cabinet or Members of the Congregation when the Cabinet is not in session. The Committee focuses on spiritual growth of the church, church projects, and administrative issues that require decisions outside of day-to-day operations. The Committee supports programs, boards, committees and officers of the church in meeting their goals. The Committee focuses on the health and well-being of boards and committees and strives to increase communication. The Executive Committee meets monthly.

**b. *The Nominating Committee***

The Nominating Committee consists of five (5) persons (Article VIII, Section 1a). Three (3) elected to serve three (3) year terms, one (1) each year, and members shall be nominated by the Church Cabinet. The fourth member shall be a Deacon or Deaconess appointed by the Diaconate and the fifth shall be a member of the Finance and Trustees Board. Both appointees may succeed themselves.

Beginning not less than six (6) months before the annual meeting, this Committee will meet at least monthly to give serious and prayerful consideration to the needs of the Church. After conferring with each Board and Committee, the Nominating Committee prepares a ballot of qualified nominees for Officers, Boards, and Committees in accordance with these Bylaws. The slate of nominees shall be physically and electronically posted at least seven (7) days before the annual meeting.

Church members may make a recommendation to the Nominating Committee for consideration from the floor at any Church meeting.

**c. *Safe Church Committee***

The Safe Church Committee will consist of five (5) or more members. The Board of Diaconate and Board of Christian Education will each appoint a member for a one (1) year term. The Church Cabinet will appoint a Safe Church Advocate (member-at-large) to serve a one (1) year term. The minister and CE Director/Superintendent or designee will both sit on the committee as well. The committee will meet annually and as needed to ensure the integrity of the Safe Church Policy (as defined in Church Policy, Article III, Section 3 of these Bylaws).

The Safe Church Committee will ensure the safety of all who participate in our church life. This includes children, adults, and church workers, (whether paid or volunteer) as they seek to grow in their faith and faithfulness in an environment that is safe, secure, and nurturing as detailed in the Safe Church Policy. The committee is charged with maintaining CORI (Criminal Offender Records Information) records and a list of qualified volunteers, determining key

policy, ensuring training of group leaders, and mediating any safe church issues.

d. ***Mission Committee***

Reports to the Cabinet, but is part of all functions. (See Subsection 6 below for the full description.)

3. ***Programs that are Part of Christian Development***

a. ***Nursery***

For children from 6 weeks to 5 years, the FCOR Nursery is staffed by two (2) CORI-qualified volunteers to provide welcoming childcare during worship, during the Sunday School Calendar year.

b. ***Sunday School***

For children from grades K-12, FCOR follows a vibrant structured curriculum and is staffed with CORI'd teachers and aides.

c. ***Youth Groups***

Senior Youth Group is for grades 7-12 and participates in dynamic activities and community service. Between Group for grades 4-6 works on a variety of mission-based activities while having fun.

d. ***Adult Education***

For adult learners 18 and older, facilitated Biblical round-table discussion following a curriculum.

e. ***Vacation Bible School Program***

When offered, a week-long curriculum-based program open to the community.

4. ***Committees and Programs that are Part of Stewardship***

a. ***Fellowship Thrift Shop Program***

The church operates a Thrift Shop for the community that provides a location to donate used clothing and other small household items that are then sold at greatly reduced prices. A leader and volunteers are required to operate and manage the Shop, providing fellowship while doing something that benefits the community and provides a source of income for the Church and its Ministry.

b. ***The Memorials Committee***

The Memorials Committee consists of two (2) persons (Article VII Section 1a), one (1) elected every year for a two-year term. They shall keep an ongoing record of suggested needs of the Church. When memorial monetary gifts are received, the Committee shall caringly interview the surviving family to ascertain what gift they desire to give. They shall record the memorial gift in the permanent record book in the name of the deceased along with the identity of the donor(s). They shall sponsor the gift selection through the process of acceptance by both the Diaconate and the Finance and Trustees, who are required

to review the gift and give their approval or disapproval of any and all selections.

**c. *Technology Program***

A leader and volunteers record church services for distribution to people who would like copies of the services, purchase necessary technical supplies, and implement technical improvements. Technical support for the Church Website and Facebook Page will be provided as resources are identified.

**5. *Committees and Programs that are Part of Worship***

**a. *The Pastoral Relations Committee***

The Pastoral Relations Committee consists of five (5) appointed persons (Article VII, Section 1a), all of whom shall be participating members of this Church. Of the five (5), three (3) shall be appointed by the Diaconate and two (2) by the Pastor. The term of service shall be five (5) years, one (1) new position to be made each year. The Committee reports to the Diaconate but selects its own Chairperson. The Committee shall conduct periodic discussions with the Pastor to enable open and candid communications. It should take the lead in constantly seeking to improve communications, interpretation, and understanding between the congregation and the Pastor.

The Committee shall care for and provide support to the Pastor. The Committee shall conduct a formal performance review, culminating in a salary recommendation to the Diaconate for their consideration. The Committee is responsible for hiring, evaluating, and supervising the Church Administrative Assistant, culminating in a salary recommendation to the Diaconate for their consideration.

**b. *Hospitality Program***

The Hospitality Program volunteers are responsible for managing requests for collations and other gatherings requiring refreshments. These volunteers coordinate with families and/or caterers to provide light refreshments when needed, and ensure that supplies are maintained for events.

**c. *The Music Committee***

The Music Committee consists of three (3) persons (Article VII, Section 1a) who shall be elected, one (1) each per year, for a three (3) year term. The organist and choir director(s) shall report to the Music Committee and shall have voice and may vote at Committee meetings. The Music Committee is responsible for providing appropriate music for Sunday and other services of the Church. It will select its own chairperson and recording secretary. The Music Committee will institute search for and recommend hiring of an Organist and/or Choir Director(s), as such need arises, and be responsible for establishing their salaries, pending approval by the

congregation. Agreements shall be made and entered into by the Church and the Organist and Choir Director(s) to provide for not less than one (1) month's notice before termination of relations by either party, unless shorter notice is mutually agreed upon.

**d. *The Flower Committee***

The Flower Committee consists of three (3) persons (Article VII, Section 1a), one (1) elected each year to serve a term of three (3) years. It reports to the Diaconate but selects its own Chairperson. The Committee arranges for flowers appropriate to the Sunday and other services of the Church. The Committee will also deliver donated flowers to members and/or friends of the Church, either hospitalized or shut-in.

6. ***The Mission Committee*** (part of all functions; reports to the Cabinet.)  
The Mission Committee consists of six (6) persons (Article VII, Section 1a) of which three (3) are elected, one (1) each per year, to serve a term of three (3) years. In addition, there are three (3) appointed members, one (1) each from Christian Education, Finance and Trustees, and Diaconate, who may succeed themselves. The Committee is responsible to keep the Church members informed of Our Church's Wider Mission; to plan for a complete program of Stewardship and Missionary Education for the entire Church; and to make available to the Church family as a whole and to each age group or organization within the Church, educational opportunities and experiences of service, giving, and fellowship so that the Church may be a mission in thought and action consistent with the Conference's Mission outreach and social responsibility programs. This Committee shall elect its own chairperson and recording secretary.

## **Article IX - Church Cabinet**

**1. *The Church Cabinet***

The Church Cabinet consists of the Pastor, Officers, and Chairperson (or proxies) of all Boards, Committees, and Organizations of this Church plus such other bodies as may be formed from time to time within, and conducted in, the name of this Church. In addition, there shall be one (1) Member-at-Large plus the Delegates to the Essex Association and to State Conference. Every member of the Cabinet shall be a participating Church member. The Cabinet shall meet at least quarterly or at the call of the Pastor, Moderator, or Clerk. Eight (8) members shall constitute a quorum.

The Church Cabinet shall be the managing body of this Church, responsible for its general welfare. The Cabinet shall plan, coordinate, advise, and make recommendations concerning policies, projects, or administration, when necessary, to the various Boards, Committees, and



organizations or to the congregation. It shall have the power to take a decisive vote on all matters not otherwise delegated by the Bylaws and shall rule on interpretation of such matters.

The Cabinet shall recommend to the Church that it establish such additional permanent Officers, Boards, and Committees the Cabinet considers necessary to carry out the work of the Church. The Cabinet shall request that the Nominating Committee recommend candidates to fill vacancies in Offices, Boards, and Committees, and shall ratify or reject by a majority vote at any meeting any nominee submitted by the Nominating Committee to fill the unexpired term of any Officer, Board, or Committee member. Such action, if favorable, shall constitute election of the nominee(s). When the Cabinet is not in session, the Executive Committee shall act on its behalf.

**2. *The Member-at-Large***

The Member-at-Large is (Article VII, Section 1a) elected to serve a term of one (1) year, and may succeed him/herself. He/She shall be chosen from the congregation-at-large, and may not be an Officer or member of any Board or Committee of the Church listed in Articles VI, VII and VIII of these Bylaws. He/She shall represent the congregation and attend all meetings of the Cabinet as a regular member.

**3. *The Delegates***

Delegates (UCC) who are participating Church members shall be elected per the UCC Constitution. Two (2) Delegates shall be elected to serve the Local Association and two (2) Delegates elected to the State Conference. Each term shall be for one (1) year, but Delegates may be reelected for subsequent terms. Delegates are members of the Church Cabinet.

## **Article X - The Pastor**

1. The duties of the Pastor of this Church shall be to enlist persons as followers of Christ, preach the gospel, administer the sacraments, conduct public worship, and care for the spiritual welfare of the whole Church. He/She shall administer the activities of the Church in a cooperative manner, working with all Boards and Committees and the Church Cabinet and Officers. The Pastor shall be an ex-officio advisory member of all Boards and Committees representing and conducted under the name of the Church, as outlined in Article XI.
2. In case the position of Pastor becomes vacant, the Diaconate is responsible to secure an Interim Pastor. Likewise, following this first step, the Moderator shall instruct the Nominating Committee to convene and to prepare a slate of candidates for a Pastoral Search Committee. It will consist of no less than five (5) and no more than nine (9) persons, all of whom shall be participating church members. The Moderator shall

then call a special meeting of the Church Membership to elect the Pastoral Search Committee, who will take the necessary steps to fill the vacancy.

3. The Pastor shall be called or removed by the Church only at a special meeting convened for that purpose. A two-thirds majority of the Participating Church Members who vote is required to take such action. As soon as practical, after accepting the call, the Pastor shall become a member of the Church. The Pastor shall be installed by council or recognized in accordance with accepted custom.
4. Agreement shall be made and entered into by the Church and the Pastor to provide for not less than three (3) month's notice before termination of relations by either party, unless shorter notice is mutually agreed upon.

## **Article XI – Organizations**

1. This Church regards as integral parts of itself all organizations:
  - a. Formed for the purpose of ministry and mission,
  - b. Conducted in the name of the Church, and
  - c. Using the facilities of the Church property.
  - d. All church usage shall be reviewed and approved by the Finance and Trustees Board of the Church. The Board shall report all building usage issues to the Church Cabinet for review.
2. The Church shall have general knowledge of all such organizations and the Pastor shall serve as an advisor to each of them. The Church may request each organization to submit a written report to the Church on an annual basis.
  - a. This report will include a form that the church will designate and provide for the organizations using our facilities to report on their usage and include any comments or questions they may have for the Church.
  - b. This report will be submitted annually by June 1st to the Moderator of the Church, who will present it to the June Church Cabinet Meeting.

## **Article XII – Meetings**

1. Public services for worship shall be held at given hours each Sunday except when temporarily suspended by vote of the Church or Diaconate and Pastor.
2. The Lord's Supper shall be observed at such time as the Church shall determine. Unless otherwise ordered, it shall be observed on the first Sunday of each month, except that in September it shall be on the second Sunday.

3. This Church shall conduct at least two (2) meetings each year:
  - a. Annual Meeting on the last Sunday in April will:
    - 1) Elect officers and members of Boards and Committees. Except in cases where the number of nominees exceeds the number of positions to be filled, the Clerk may be instructed to cast one (1) ballot to elect the entire slate of nominated Officers and members of Boards and Committees.
    - 2) Receive written reports from all Boards, Committees, and Organizations, as specified in these Bylaws, that reflect the current program year, June 1 through May 31, and reports from the Clerk, Treasurer and Financial Secretary that reflect the preceding fiscal year, January 1 through December 31. All reports, except that of the Nominating Committee, shall be submitted to the Church Secretary at least thirty (30) days before this meeting.
    - 3) Conduct such other business as may be required.
  - b. Semi-annual Meeting on the first Sunday in November will:
    - 1) Establish the Church budget for the coming fiscal year, which coincides with the calendar year.
    - 2) Conduct such other business as may be required.
4. Fifteen (15) members present at any meeting of the Church shall constitute a quorum for the transaction of business, unless otherwise specified in these Bylaws. At meetings called to deal with budgetary or property transactions, bylaw or covenant revisions, or Pastoral changes, written notification shall be made available to all Church members at least fourteen (14) days before the meeting. The Church Newsletter marked "Special Notice" will serve as adequate notification.
5. A special meeting of the Church may be called by the Pastor, Moderator, or Clerk, or by petition of any seven (7) members of the Church for any time, provided that notice of the special meeting is given at the Sunday morning service at least seven (7) days before the meeting and, in addition, written notice is posted in the Narthex and Christian Education building at least seven (7) days before the meeting.
6. All meetings of Boards and Committees are open to members of the Church. Non-members may request permission to attend any meeting by contacting the chairperson beforehand.
7. Chairpersons of all Boards and Committees may vote in matters pertaining to their respective designated bodies.
8. All participating members shall have the right to vote at any meeting of the Church.
9. A majority of any Board or Committee shall constitute a quorum.

10. Robert's Rules of order shall govern the conduct of all meetings of this Church.

### **Article XIII – Amendments**

1. These Bylaws and Covenant may be amended by a majority of two thirds of the participating Church members voting at any meeting of the Church, provided that the proposed amendment was stated in full in the notice of the meeting, which shall have been both mailed and posted on the bulletin board in the Narthex and the Christian Education building at least fourteen (14) days before the meeting.
2. A quorum of twenty-five (25) participating Church members is required.