

BYLAWS

THE CONGREGATIONAL CHURCH of BOOTHBAY HARBOR

Adopted June 22, 2008
Amended January 30, 2011
Amended January 25, 2015

ARTICLE I THE CHURCH CORPORATE

Section 1: Name: The name of this church is THE CONGREGATIONAL CHURCH OF BOOTHBAY HARBOR.

Section 2: Seal: The Seal of the corporation shall be inscribed: "The Congregational Church of Boothbay Harbor, Maine. Incorporated 1929."

Section 3: Church and Meeting House: The "Church" is its congregational membership. The normal place of worship is at the Congregational Meeting House in Boothbay Harbor. We are an Open and Affirming Church.

ARTICLE II THE CHURCH FAITH

Section 1: Mission: The mission of the Church shall be to teach and preach the gospel of Jesus Christ, to establish a fellowship based on the love of God and humanity, and to further the Kingdom of God.

Section 2: Statement of Faith: We unite with the Church through all ages, affirming the Christian faith as expressed in the creeds of the Reformers whose descendants we are. Our Congregation has also been a Community Church, welcoming everyone with a wide variety of backgrounds. The Statement of Faith of the United Church of Christ is especially important to our Church in testifying to our belief:

*United Church of Christ Statement of Faith
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 worlds into being, creates

humankind in the divine image, and sets before us the ways of life and death.

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

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

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

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

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

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

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

Section 3: The Covenant: This is the covenant of The Congregational Church of Boothbay Harbor:

We do now, in the presence of God and one another, bind ourselves in covenant.

We take the God of Jesus Christ to be our God.

We take God's Word for our instruction, Jesus Christ as our Savior, and the Holy Spirit as our guide.

We solemnly engage, through God's strength enabling us, to walk in all of God's ordinances, blameless, conscientiously attending to the Sacraments of Baptism and Holy Communion, sanctifying God's Sabbaths, uniting as a church in worship as we have opportunity, maintaining daily communion with God through prayer in our homes, and through reading God's word.

We promise and bind ourselves to live together in love as Christ has loved us, acting in all respects, one toward another, as followers of Christ.

We solemnly covenant to watch over one another in meekness and love, to maintain our Church's faith and order, to labor to the utmost of our ability, to build up of lively stones a spiritual house, growing into God's holy temple, and to extend the blessings of our faith to the ends of the earth.

Amen.

This covenant was originally written and subscribed to by First Church in Boothbay, Maine, in 1798, when the church changed from Presbyterian to Congregational. The covenant was rewritten in 1840. A similar covenant was adopted by our congregation, then known as South Parish, when it was organized in Boothbay Harbor in 1848. The above wording is yet another edition of the original, uniting us in faith and purpose with those who have gone before us.

Section 4: The Sacraments: The Lord's Supper and Baptism are the sacraments of the Church:

- a. The Lord's Supper shall be served regularly to the congregation by the Pastor and the Diaconate. Special care shall be made to take communion to shut-ins. The Sacrament shall be available to all.
- b. Baptism shall be offered to any adult who shall make a confession of faith and who has not yet been baptized, and to any child. In the case of adults, the Pastor shall instruct the candidates about the Christian faith and Church membership, recommending candidates to the Diaconate. In the case of child baptism, the parents of the child shall meet with the Pastor before baptism. They shall be expected to covenant with the Pastor and members of the congregation to bring the child up in the Church, to instruct the child in the Christian faith, and to provide an opportunity for the child's confirmation when the child reaches the age of understanding.

ARTICLE III THE CHURCH GOVERNANCE

Section 1: Polity: The government of this Church is that form known as Congregational, meaning that under God the exercise of all affairs of the Church is vested in the members in compliance with the provisions of these bylaws. The Church shall be accountable to no other ecclesiastical body, but recognizes, however, the covenant between bodies in the United Church of Christ. It accepts the obligation of mutual counsel and goodwill involved in free fellowship with other churches and pledges to share in common concerns and work.

This Church shall be in direct fellowship and covenant with the Lincoln Association, the Maine Conference and the General Synod of the United Church of Christ.

Section 2: The Church: The congregational membership is responsible for the governance of the Church. This includes approval of policy matters and the budget; the election of Church officers and Delegates (Church members who

liaise with the Lincoln Association and the Maine Conference of the UCC, see Article IV Section 7), and members of all Elected Committees; and the call of the Pastor. The attached organization chart is a part of these Bylaws.

Section 3: Church Membership: A member of the Church shall be one who is faithful in duties to the Church, attends its services regularly, contributes to its support and participates actively in the Church's annual and special meetings. A member shall have the privilege of a vote at all church meetings.

The Church will welcome into its membership any person who subscribes to its covenant and who, after consultation and instruction by the Pastor and the Diaconate, shall be recommended by them. New members shall be publicly welcomed into the Church at a regular service of worship where the covenant is reaffirmed in word or song.

Applicants must also be qualified by one of the following conditions:

- a. By confession of faith and baptism if not previously baptized.
- b. By presentation of a satisfactory letter of transfer from a church in which previously a member.
- c. By confirmation.
- d. By reaffirmation of faith.

Section 4: Associate Membership: Persons who wish to be active in this Church while retaining membership in another Christian church may become associate members. Associate members shall have the privilege of a vote at all church meetings, and may be members of any committees or subcommittees of the Church but are not eligible to serve as Officers or Delegates.

The Church will welcome as associate members persons who subscribe to its covenant and who, after consultation by the Pastor and the Diaconate, shall be recommended by them. New associate members shall be publicly welcomed into the Church at a regular service of worship where the covenant is reaffirmed, except in the case of regular members of this Church who are changing their affiliation to associate membership.

Section 5: Termination of Membership:

Termination of membership may be accomplished in the following ways:

- a. By request for a letter of transfer to another church.
- b. By default. Inactive members may be dropped from the rolls as provided in Section 6, below.
- c. By request to the Diaconate in writing of a desire to dissolve connection with the Church.

Section 6: Annual Review of Membership:

As of October 31 each year the Diaconate and the Pastor shall review the list of members and take such action as appears appropriate: to draw inactive members back into the life of the church; to reclassify members as active or inactive, or associate; or to delete them from the rolls.

Members on the inactive roster shall have no vote. Reinstatement of such members may be granted upon application and evidence of good faith.

Section 7: Church Meetings:

Meetings of the congregation shall be called by the Executive Committee on its own initiative or upon petition of not fewer than 25 members. The Clerk shall post a warrant containing the time, place, and agenda of the meeting on the door of the meeting house at least seven days prior to the meeting. The warrant shall be signed by a majority of the members of the Executive Committee. The quorum for any congregational meeting is ten per cent of the Church's members and shall be determined by the Clerk before the meeting.

The Annual Meeting of the corporation shall be held on the last Sunday of January of each year. Written reports by the Church Boards, Elected Committees, Pastor, and Delegates shall be submitted to the Executive Committee two weeks prior to the annual meeting. The Clerk shall have these reports and the proposed church budget mailed, emailed, or otherwise delivered to all members of the Church at least one week prior to the meeting. The agenda of the annual meeting shall include, but not be limited to, the following:

- a. Election of an interim moderator, in the event that the Moderator and the Senior Trustee are absent or unable to serve.
- b. Acceptance of reports of the , Elected Boards (Trustees and the Diaconate), Elected Committees, Pastor and Delegates.
- c. Election of Officers, Boards and Committee Members and Delegates.
- d. Adoption of the annual budget.
- e. Any other business for the good of the Church.

For special congregational meetings the Clerk shall, in addition to posting the warrant as provided in the first paragraph above, mail, email or otherwise deliver it to all members of the congregation at least one week prior to the meeting. In lieu of a separate mailing, the warrant may be published in the church newsletter if a regular issue is mailed at least one week prior to the meeting.

Section 8: Church Calendar: The Church shall maintain a calendar of all church events and activities, including events of the Church and events conducted by other organizations at the Meeting House, and post the calendar in a conspicuous place in the Meeting House.

The Pastor shall convene in September of each year a meeting of the heads of all Church Boards, Elected Committees and related organizations for the purpose of scheduling events and activities and placing them on the Church calendar.

Additional items may be added to the Church calendar by informing the Office Administrator, but to avoid conflicts, groups planning events and activities should consult the Church calendar in advance before setting final dates, in accordance with the current Building Use Policy.

ARTICLE IV THE CHURCH OFFICERS, DELEGATES, and MODERATOR

Section 1: General: The Officers of the Church shall be the Senior Deacon, the Senior Trustee, the Pastor, the Clerk, and the Treasurer. Each shall be a member of the Church. The Officers, with the exception of the Pastor and Moderator,

are elected at the Annual Meeting for one year terms. The Senior Deacon and Senior Trustee may each be elected for a maximum of six consecutive one year terms, except that the Senior Trustee elected at the annual meeting of the Congregation on January 25, 2015, may serve seven consecutive one year terms; this exception shall expire upon election of a new Senior Trustee at the 2016 annual meeting. After that they must wait at least one year before being eligible to be elected again to the same office, but they are immediately eligible to be elected or continue to serve as a Deacon, Trustee, or regular member of any committee. There shall be no limit of eligibility for consecutive terms for the Clerk, Moderator and Treasurer.

Section 2: The Senior Deacon: The Senior Deacon is the primary lay leader of the Church. In support of the Church’s mission and through the specific duties listed below, the Senior Deacon is responsible for oversight of worship, spiritual and related policy matters of the Church, and coordination of the functions of the Church committees and organizations under the supervision of the Diaconate. The Senior Deacon’s specific duties are:

- a. Serve as chair of the Diaconate and preside at all their meetings.
- b. Serve on the Salary Review Committee.

Section 3: The Senior Trustee: The Senior Trustee is the secondary lay leader of the Church. In support of the Church’s mission and through the specific duties listed below, the Senior Trustee is responsible for oversight of business, financial and property matters of the Church. The Senior Trustee’s specific duties are:

- a. Serve as chair of the Board of Trustees and preside at their meetings.
- b. Serve as vice chair of the Executive Committee and preside at meetings in the event that the Moderator is absent or unable to serve.
- c. Serve as moderator and preside at regular and special congregational meetings of the Church in the event that the Moderator is absent or unable to serve.

- d. Serve as chair of the Salary Review Committee and preside at their meetings.

Section 4. The Pastor: The Pastor shall be the spiritual leader of the Church. The Pastor is responsible for preaching the gospel, administering the sacraments, all services of public worship, the care and counsel of the members of the Church, and the general administration of the programs of the Church. The specific duties of the Pastor are:

- a. Advise the Diaconate on all worship, spiritual and policy matters.
- b. Attend to the spiritual welfare of the Church and the pastoral care of the people, with the assistance and advice of the Diaconate.
- c. Oversee all church services, baptisms, weddings, funerals and confirmations.
- d. Visit the sick and bereaved; provide counsel to the troubled.
- e. Work closely with the Senior Deacon, the other officers of the Church and the chairs of other committees; member of the Executive Committee and *ex officio* of all other church boards and committees.
- f. Communicate openly and work actively with the Pastoral Relations Committee to support the relationship between the Pastor and the Church.
- g. Submit a written report for the Annual Meeting and as may be required for special meetings.
- h. Supervise the paid staff of the Church in coordination with the appropriate church boards and committees.
- i. Play a leadership role in the educational life of the church, including confirmation class.
- j. Conduct a Confirmation Class annually.
- k. Preside at scheduling sessions.

The Pastor shall be called for an indefinite period by a two-thirds vote of the members of the Church present at a special meeting called to consider the nominee of the Pastoral Search Committee. A Pastor who has accepted the call shall, at first opportunity, become a member of the Church.

The Pastor shall apply for ministerial standing in the Lincoln Association at the earliest convenient time. If for any reason the Pastor's standing is not granted or later removed by the Association, the pastoral relationship to the

Church will be reconsidered immediately by the Diaconate.

The Pastor may resign the position by a letter to the Diaconate with at least ninety days notice. The Clerk shall publish the letter in the same manner as the warrant for a special meeting of the congregation.

If the Diaconate should desire the Pastor's removal, a two-thirds majority of a special congregational meeting called to consider that sole purpose must so vote.

Section 5: The Clerk: The Clerk is responsible for maintaining the records of the Church. The Clerk's specific duties are:

- a. Keep a faithful record of all Church and Executive Committee meetings.
- b. Maintain a register of all church members with dates and modes of reception and removal, issue letters of transfer and keep a record of all baptisms, confirmations, marriages and deaths.
- c. Attest warrants and post legal notices for congregational meetings.
- d. Based on the annual review by the Diaconate, submit a written report on the statistics of membership to the Annual Meeting.
- e. Prepare other correspondence as necessary or as may be directed by the Pastor, Senior Deacon or Senior Trustee.

Section 6: The Treasurer: The Treasurer is the financial officer of the Church. The Treasurer is responsible for maintaining the proper accounting and financial records of the Church, and for the proper receipt, handling and dispensing of the monies of the Church, under the direction of the Board of Trustees and with the help of the Assistant Treasurer(s). The Treasurer will be bonded as directed by the Board of Trustees. The Treasurer is a member of the Board of Trustees. The specific duties of the Treasurer are:

- a. Provides oversight and works collaboratively with the bookkeeper.
- b. Provide advice to the Board of Trustees on business, financial and property matters.
- c. Serve as custodian of all church monies and funds.

- d. Pay bills under the supervision of the Board of Trustees.
- e. Keep an accurate record of all receipts and disbursements in accordance with the annual church budget.
- f. Present monthly financial statements at each Board of Trustees meeting.
- g. Keep a record of members' pledge payments and submit periodic reports to each member not fewer than two times per year, as directed by the Board of Trustees.
- h. Supervise the Assistant Treasurer(s), if such be appointed, and delegate responsibilities to them as necessary or as directed by the Board of Trustees.
- i. Submit the records for annual audit and for special audits as directed by the Trustees.
- j. Serve on the Salary Review Committee.

Section 7: The Delegates: There shall be two Delegates, who shall be nominated by the Executive Committee and elected at the Annual Meeting for a three year term and are eligible to be elected for two consecutive terms. The Delegates shall be members of the Church. They provide liaison with the Lincoln Association and the Maine Conference of the United Church of Christ through attendance at and participation in meetings and activities of these organizations. The Delegates shall report to the Diaconate.

Section 8: The Moderator: The Moderator serves as facilitator of the Executive Committee and presides at all of its meetings without vote. The Moderator presides at all regular and special congregational meetings of the Church.

ARTICLE V THE CHURCH BOARDS

Section 1: The Diaconate: The Diaconate is responsible for all worship, spiritual and policy matters affecting the Church, and for assisting the Pastor with pastoral responsibilities. The Diaconate shall consist of twelve elected men and women, including the Senior Deacon. Members of this board shall be elected at the Annual Meeting for three year terms and are eligible to be elected for two consecutive terms. All committee members shall be a member or associate member of the Church. The Diaconate

may appoint a Junior Deacon, who shall have a voice but no vote at meetings of the Diaconate. The specific responsibilities of the Diaconate are:

- a. Determine policy in matters that affect the Church as a whole between meetings of the congregation. This provision is not intended to encourage the routine overriding of actions of other committees within their respective areas of responsibility, but only as such actions reflect the viewpoint of the Church as a religious institution in the community.
- b. Assist and advise the Pastor in all matters pertaining to the spiritual interests and welfare of the Church.
- c. In consultation with the Pastor, oversee the use of the sanctuary and all services of worship and the supply of the pulpit in the absence of the Pastor.
- d. Assist the Pastor in the preparation and administration of the sacraments.
- e. Participate in the reception of new members, confirmation and other services.
- f. Welcome all candidates for membership in the Church.
- g. Cooperate with the Pastor in visiting the sick, incapacitated and disaffected members of the Church.
- h. Receive, evaluate and resolve instances of friction or ill feeling among members of the Church, its officers or Pastor. Specifically, any criticism of the Pastor should be submitted to the Diaconate, which may refer such instances to the Pastoral Relations Committee. The Diaconate may, in appropriate instances, require that a particular issue be submitted in a signed writing.
- i. Oversee the music program of the Church. It shall appoint annually a Music Committee as a subcommittee of the Diaconate, which shall include at least one member of the Diaconate and one member of the choir. The Music Director shall serve *ex officio*. The Music Committee will assist the Diaconate by making regular reports and recommendations in matters affecting the music program and provide a report for the annual meeting.
- j. Recommend to the congregation for election to the position of Honorary Deacon members who have served the Church long

- and faithfully. Those elected shall be honored at a Sunday service by the Pastor and Diaconate. Honorary Deacons shall serve for life, but without vote.
- k. Review and update the Clerk's membership lists on an annual basis, including transfer of members to the inactive roster.
 - l. Oversee the Religious Education, Mission, Hospitality and Fellowship, and Pastoral Relations Committees and the Delegates. These shall report to the Diaconate, which includes consulting with the Diaconate on activities and plans, review of issues and concerns as needed, and the opportunity to attend and participate in all Diaconate meetings. The chairs of the Religious Education Committee and Mission Committee, the Delegates shall have a voice but no vote at all Diaconate meetings.
 - m. Resolve instances of conflict or disagreement within, between or among those committees, subcommittees and staff reporting to the Diaconate. Any such resolution shall be consistent with the purpose and intent of these Bylaws, shall take into consideration the areas of responsibility as provided in these Bylaws, and shall place particular emphasis on the mission and the spiritual interests and welfare of the Church.
 - n. Appoint subcommittees as may be required.

Section 2: The Board of Trustees: The Board of Trustees is responsible for all business, financial and property matters affecting the Church. The Board of Trustees shall consist of ten elected men and women, including the Senior Trustee and the Treasurer. Members of this board, other than the Treasurer, shall be elected at the Annual Meeting for three year terms and are eligible to be elected for two consecutive terms. All committee members shall be a member or associate member of the Church. Special meetings of the Board of Trustees may be called by either the Senior Trustee or the Treasurer. The specific responsibilities of the Board of Trustees are:

- a. Supervise payment by the Treasurer of bills of the Church.
- b. Prepare a written financial statement for the past year and a proposed budget of expected income and expenses for the coming year to be presented to the Annual Meeting.

- c. Supervise investments of the church, including the Endowment Fund.
- d. Assure that no real estate or other capital assets are mortgaged, sold or given away without a vote of a congregational meeting.
- e. Approve payment of unbudgeted bills up to a maximum of \$5,000 without approval of the congregation.
- f. Develop and maintain financial policy guidelines.
- g. Develop and maintain church property policy guidelines.
- h. In coordination with the pastor, develop and maintain policy guidelines and job descriptions for the employees of the Church, oversee employee relations, engage and terminate employees, and negotiate, as appropriate, contracts for employees, paid staff and contractors of the Church.
- i. Appoint subcommittees as may be required. Subcommittees may include, but are not limited to: Budget Preparation, Church Property Policy, Buildings and Grounds, Insurance, Investment and Employee Relations.
- j. Oversee the Stewardship, Long Range Planning and History and Archives Committees. These committees shall report to the Board of Trustees on activities and plans, review of issues and concerns as needed. The chairs of these committees shall have a voice but no vote at all Board of Trustees meetings.
- k. Appoint each year an Auditor, who shall
 - (1) audit on an annual basis, and at other times as directed by the Board of Trustees,
 - (a) all securities and records of the Church;
 - (b) the financial records of the Friends of Music.
 - (2) report in writing the results of the annual audit, and
 - (3) conduct special audits as may be directed by the Board of Trustees or requested by the Executive Committee.
 The Auditor need not be a member of the Church, but if a member, is not eligible to serve as Treasurer, Assistant Treasurer, or Trustee. The Auditor shall report directly to the Board of Trustees.
- l. Appoint from time to time one or more Assistant Treasurer(s) for such term as the

Board of Trustees shall see fit. The Assistant Treasurer(s) shall be a—member(s) of the Church. They shall report directly to the Treasurer and secondarily to the Board of Trustees. The Assistant Treasurers will be bonded as directed by the Board of Trustees. Their duties and responsibilities shall be as assigned by the Treasurer or the Board of Trustees.

- m. Retain from time to time legal counsel as required.
- n. Resolve instances of conflict or disagreement within, between or among those committees, subcommittees and staff reporting to the Board of Trustees. Any such resolution shall be consistent with the purpose and intent of these Bylaws and shall take into consideration the areas of responsibility as provided in these Bylaws.

ARTICLE VI ELECTED COMMITTEES

Section 1: General: The Elected Committees of the Church are the Religious Education, Mission, Stewardship, Long Range Planning, Hospitality and Fellowship and History and Archives Committees. Members of these committees, with the exception of the History and Archives Committee, shall be elected at the Annual Meeting for three year terms and are eligible to be elected for two consecutive terms. Members of the History and Archives Committee shall be elected at the Annual Meeting for a one year term with no term limits. All committee members shall be members of the Church. Church officers may serve on no more than one Elected Committee. Other members may serve on more than one committee or subcommittee at the same time. When feasible, one third of each committee will be elected annually at the Annual Meeting. The Executive Committee, acting as the nominating committee, may from time to time in its discretion provide for one or more additional members beyond the minimum number specified for a committee.

Each Elected Committee shall hold an organizational meeting within one month after the Annual Meeting, at which time it shall choose its

own chair from among its members. The chairs shall be responsible to set the agenda and preside at all meetings of their committee.

Each Elected Committee shall keep written minutes of all meetings and file them in the Church office, shall submit in November a written budget request to the Board of Trustees, and shall prepare a written report for presentation at the Annual Meeting. It is recommended that each Elected Committee meet monthly.

Each Elected Committee may elect its own vice chair to act in the event that the chair is absent or unable to serve or to assist the chair in such duties as may be assigned by the chair. Each Elected Committee may appoint one or more subcommittees to assist in the discharge of the committee's responsibilities, with stated duties, on a temporary or annual basis, and at least one of whose members shall be a member of the Elected Committee that created the subcommittee.

Section 2: Religious Education Committee: The Religious Education Committee is responsible for the oversight of the Church School and the direction and encouragement of other church educational activities, for both children and adults. It shall consist of at least six Elected members, plus the Director of Children's Education *ex officio*. The specific responsibilities of the Religious Education Committee are:

- a. Appoint or hire the Director of Children's Education annually, with no limit of eligibility for consecutive terms.
- b. Assist the Director in the recruitment and training of teachers.
- c. Establish the educational policy of the Church, including curriculum choices.
- d. Encourage, plan, organize and administer the Church School and youth programs and assist the Pastor with confirmation classes.
- e. Provide nursery care during the church services.

Section 3: Mission Committee: The Mission Committee is responsible for directing the benevolence activities of the Church. It shall consist of at least six Elected members. The

specific responsibilities of the Mission Committee are:

- a. Inform the congregation about specific mission projects and take the views of the congregation into account in its allocations.
- b. Coordinate the benevolence giving of the Church.
- c. Select beneficiaries of undesignated or unrestricted benevolence funds and advise the Treasurer to disburse those funds accordingly.

Section 4: Stewardship Committee: The Stewardship Committee is responsible for the stewardship of the Church. It shall consist of at least six Elected members. The specific responsibilities of the Stewardship Committee are:

- a. Promote the concept of Christian stewardship among the members and friends of the Church.
- b. Educate the members and friends of the Church on the concept of Christian stewardship as including the involvement of our time, talents and substance in the service of God and the Church.
- c. Encourage, plan, organize and promote the stewardship activities of the Church.

Section 5: Long Range Planning Committee: The Long Range Planning Committee is responsible for long range planning for the Church. It shall consist of at least four Elected members. The specific responsibilities of the Long Range Planning Committee are to prepare and update annually a long range plan for the Church, to be included in the Annual Report, and planning in the following areas:

- a. Capital improvements.
- b. Church growth.
- c. Educational trends.
- d. Relationships with other organizations.
- e. Operations and finance.
- f. Other areas that affect the future of the Church.

Section 6: Hospitality and Fellowship Committee: The Hospitality and Fellowship Committee is responsible for fellowship and welcoming activities of the Church. It shall consist of at

least six Elected members. The specific responsibilities of the Hospitality and Fellowship Committee are:

- a. Promote the concept of Christian fellowship among the members and friends of the Church.
- b. Encourage, plan, organize and promote fellowship activities.
- c. Foster a welcoming atmosphere in the Church and encourage visitors to become active in the life of the Church.

Section 7: History and Archives Committee: The History and Archives Committee is responsible for archiving the records of the Church in accordance with applicable policies, and for overseeing the research, writing, preservation, updating and presentation of the history of the Church. It shall consist of at least five members.

ARTICLE VII SPECIAL COMMITTEES

Section 1: Executive Committee: The Executive Committee shall consist of the Senior Deacon, Senior Trustee, Pastor, Clerk, Treasurer, and chairs of all Elected Committees. The facilitator shall be the Moderator without vote. The Senior Trustee shall facilitate these meetings in the event that the Moderator is absent or unable to facilitate. The Executive Committee shall meet at the beginning of the months of September and December, and otherwise as needed to carry out its responsibilities, for which purpose a meeting may be called by any member of the Executive Committee. The Executive Committee has only the following powers, authority and responsibilities:

- a. Prepare and sign the warrant for all congregational meetings, and oversee notification procedures for congregational meetings.
- b. Call special Church meetings as needed.
- c. Nominate candidates for all Church officers (except the Pastor), Boards and Elected Committee members and Delegates, said nominees to be presented for election at the Annual Meeting. In the event of vacancies occurring during the term of a position, said

- nominees are to be presented for election at the next congregational meeting, special or annual, for election for the unexpired portion of the term.
- d. Fill any vacancy in Church offices (except the Pastor), Boards, Committees and Delegates until the next meeting of the congregation, at which a successor for the remaining unexpired term, if any, of the vacant position shall be elected.
 - e. Direct the Trustees to have the auditor, or some other qualified person or firm, make special audits of any church monies or records as needed.
 - f. Nominate the Pastoral Search Committee when needed and as specified in Section 4, below.
 - g. Create and appoint, in exceptional circumstances, special committees as needed.
 - h. Offer a forum for communication, cooperation and coordination among the constituent bodies of the Church.

Section 2: Pastoral Relations Committee: The Pastoral Relations Committee is responsible for fostering a good relationship between the Pastor and the congregation. It shall be a permanent subcommittee of the Diaconate, and shall consist of five members appointed annually, three of whom will be members of the Diaconate appointed by the Senior Deacon, and two of whom will be selected by the Senior Trustee from a list of five Church members drawn up by the Pastor. Its meetings and minutes shall be kept confidential within the committee. The specific responsibilities of the Pastoral Relations Committee are:

- a. Maintain good communication between the Pastor and the congregation, by listening to concerns of the Pastor and of the congregation, providing feedback to the Pastor from the congregation, identifying and attempting to avoid areas of potential conflict before they arise, and attempting to resolve conflict situations that do arise and are referred to it by the Diaconate.
- b. Meet with the Pastor frequently during any Pastor's first year, and thereafter following the Annual congregational meeting each year and at regular times throughout the year.

- c. Refer back to the Diaconate any conflicts that it is not able to resolve within a reasonable time.
- d. Conduct an annual performance evaluation of the Pastor, the results of which it shall report by November 1 to the Diaconate and the Salary Review Committee (without any recommendation on salary), and a summary of which the Diaconate may provide to the other Elected Committees.

It shall have no authority beyond that specified herein.

Section 3: Salary Review Committee: The Salary Review Committee is responsible solely for reviewing wages and salaries of church employees and paid staff on an annual basis. It shall make recommendations on wages and salaries to the Board of Trustees, which shall make the final decision of what figures to include in the proposed budget. It shall be a permanent subcommittee of the Board of Trustees, and shall consist of three members: the Senior Trustee, Treasurer and Senior Deacon. It meets when called by the Senior Trustee, who shall be the chair. For the Pastor, it shall consider the results of the annual performance evaluation conducted by the Pastoral Relations Committee.

Section 4: Pastoral Search Committee: The Pastoral Search Committee is responsible for the search for a new Pastor when needed. It shall consist of at least ten regular Church members nominated by the Executive Committee, none of whom shall be members of the Executive Committee, and approved by the church membership. The committee shall choose its own chair from among its members.

ARTICLE VIII ORGANIZATIONS

Section 1: Friends of Music. A memorial fund established by the family of Peggy Fotos, the income of which is to be used for the benefit of the church's music program.

Section 2: Other Organizations. Any new organizations shall require the approval of the congregation before being formed.

ARTICLE IX OTHER PROVISIONS

Section 1: Amendments: These Bylaws may be amended at any regular or special meeting of the Church membership called for this purpose, provided that notice be given to the members by including the proposed amendment in the warrant. Any amendment requires a two-thirds vote of those present, qualified to vote and voting.

Section 2: Parliamentary Procedure: Except as otherwise provided herein, the rules in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Church and its boards and committees.

Ex officio members of Boards and committees shall have a voice but no vote at all meetings.

Section 3: Fiscal Year: The fiscal year of the Church is the calendar year.