

BY-LAWS

THE FIRST CONGREGATIONAL CHURCH OF GUILFORD, CONNECTICUT (United Church of Christ)

As approved, February 3, 2008

ARTICLE I

CHURCH MEETINGS

Section 1. Annual Church Meeting. The Annual Meeting of the Church shall be held on the first Sunday of February for the election of officers, boards and committees, the receiving of reports and the transaction of other business. The Church Council is authorized to change the meeting date when necessary.

Section 2. Special Church Meeting. A Special Church Meeting may be called by the Church Council, Senior Minister, Board of Deacons or upon written request of twenty members. The action taken at such a meeting shall be limited to the purpose cited in the call.

Section 3. The Call. The call for the Annual Church Meeting shall be prepared by the Church Council; the call for a Special Meeting, ordinarily held on Sunday, shall be prepared by the Clerk. Calls for all church meetings shall be given from the pulpit or by mail or both, at least nine days prior to the meeting.

ARTICLE II

QUORUM FOR MEETINGS

Section 1. Annual and Special Church Meetings. A quorum consisting of fifty members shall be required for the transaction of business. All members are entitled to vote.

Section 2. Church Council Meetings. A quorum consisting of ten council members shall be required for the transaction of business.

Section 3. Board and Committee Meetings. A quorum consisting of a simple majority shall be required for the transaction of business.

ARTICLE III

ELECTIONS

Officers and officials of the Church (except the Ministers) shall be elected at the Annual Church Meeting by ballot. The ballot requirement may be waived by a majority vote. Members of boards, committees and elected positions may then be elected by a voice vote or show of hands.

ARTICLE IV

SENIOR CHURCH STAFF

Section 1. Senior Minister

(a) Procedure for Calling. It shall be the responsibility of the Pastoral Search Committee, duly appointed for the purpose, to seek a candidate for a vacancy in the office of Senior Minister. It shall present to the Church the name of the candidate it recommends to fill the vacancy. A favorable vote at a special church meeting shall constitute a call.

A written call, prepared by the Pastoral Search Committee in consultation with the Board of Deacons and the Human Resources Committee, shall state the terms of the relationship between the Senior Minister and the Church. A copy of the call shall be sent to the Senior Minister, the Church Council, the Board of Deacons, the Human Resources Committee, the Consociation and the Conference Minister.

(b) Duties. The general duties of the Senior Minister fall into five areas: worship, pastoral care, administration, education, and community and ecumenical activities.

The Senior Minister shall conduct public worship, preach and teach the Gospel, offer the Rites and Sacraments, exercise pastoral care and counseling, and provide inspirational leadership for the activities of the Church.

As the Executive Officer of the Church, the Senior Minister shall directly or through delegated authority, supervise and be responsible for all paid staff and all their activities, interacting with the staff members, Supervising Committees and Human Resources.

As the Executive Officer of the Church, the Senior Minister is a member, ex officio, of all Boards and Committees and is responsible for providing vital statistics of the Church (baptisms, weddings, deaths, etc.) to the Clerk.

The Senior Minister shall report regularly to the Board of Deacons and is accountable to the Deacons for all aspects of the ministry. The Senior Minister shall report to the Church Council regularly and to the entire congregation at the Annual Church Meeting.

The Senior Minister is eligible for a four month sabbatical at full pay after each six year period of service. The Senior Minister shall develop a proposed schedule and sabbatical program for the leave and submit them for approval by the Board of Deacons.

The Senior Minister shall be called for an indefinite period. In order to terminate this relationship, three months notice or another period of time mutually agreed upon shall be given by either the Senior Minister or the Church Council. In the event of disagreement, the church may terminate the call of the Senior Minister by vote of the congregation.

The Manual on the Ministry of the UCC may be used as a guide in dealing with situations involving disagreements between the Senior Minister and the Church. In times of concern or conflict the Church Council may also seek guidance from Connecticut Conference personnel.

Section 2. Associate Minister

(a) Procedure for Calling. If the Church determines there is a need for an Associate Minister, a Pastoral Search Committee shall be duly appointed for the purpose of seeking a candidate for the office of Associate Minister. It shall present to the Church the name of the candidate it recommends to fill the vacancy. A favorable vote at a special church meeting shall constitute a call.

A written call, prepared by the Pastoral Search Committee in consultation with the Board of Deacons in coordination with the Human Resources Committee, shall state the terms of the relationship between the Associate Minister and the Church. A copy of the call shall be sent to the Senior Minister, the Associate Minister, the Church Council, the Board of Deacons, the Human Resources Committee, the Consociation and the Conference Minister.

(b) Duties. The Associate Minister shall report to the Board of Deacons and shall report to, and accepts direction from the Senior Minister in the performance of pastoral duties, or in the absence of the Senior Minister, fulfill all the duties pertaining to that office. The Associate Minister shall attend meetings regularly of the Board of Deacons and is accountable to the Deacons for all aspects of the ministry. The Associate Minister shall report to the Church Council regularly and to the entire congregation at the Annual Church Meeting.

The Associate Minister may serve, ex officio, on any Board or Committee, as mutually agreed upon by the Senior and Associate Ministers.

The Associate Minister is eligible for a four month sabbatical at full pay after each six year period of service. The Associate Minister shall develop a proposed schedule and sabbatical program for the leave and submit them for approval by the Board of Deacons.

The Associate Minister shall be called for an indefinite period. In order to terminate this relationship, three months notice or another period of time mutually agreed upon shall be given

by either the Associate Minister or the Church Council. In the event of disagreement, the church may terminate the call of the Associate Minister by vote of the congregation.

The Manual on the Ministry of the UCC may be used as a guide in dealing with situations involving disagreements between the Associate Minister and the Church. In times of concern or conflict the Church may also seek guidance from Connecticut Conference personnel.

Section 3. Director/Minister of Christian Education

(a) Appointment. It shall be the responsibility of a search committee approved by Church Council, in coordination with the Human Resources Committee, consisting of the members of the Board of Christian Education and one representative each from the Board of Deacons, the Music Committee and the Board of Finance, to seek a candidate to serve as Director/Minister of Christian Education. A favorable vote of the Church Council shall constitute final approval of the candidate.

(b) Duties. The Director/Minister of Christian Education shall perform such duties as the Senior Minister and the Board of Christian Education shall determine.

(c) Termination of Employment. The employment of the Director/Minister of Christian Education can be terminated by the Board of Christian Education and the Human Resources Committee, with Church Council approval, or by the Director/Minister of Christian Education provided written notice is given forty-five (45) days, or another time period mutually agreed upon, prior to the date of termination.

Section 4. Director/Minister of Music

(a) Appointment. It shall be the responsibility of a search committee approved by Church Council and in coordination with the Human Resources Committee, consisting of the members of the Music Committee and one representative each from the Board of Deacons, the Board of Christian Education, the Board of Finance and the Choir, to seek a candidate to serve as Director/Minister of Music. A favorable vote of the Church Council shall constitute final approval of the candidate.

(b) Duties: The Director/Minister of Music shall perform such duties as the Senior Minister and the Music Committee shall determine.

(c) Termination of Employment. The employment of the Director/Minister of Music can be terminated by the Music and the Human Resources Committee, with Church Council approval, or by the Director/Minister of Music provided written notice is given forty-five (45) days, or another time period mutually agreed upon, prior to the date of termination.

ARTICLE V

CHURCH MEMBERSHIP

The Senior or Associate Minister, assisted by the Deacons, shall meet with each person desiring to become a member of this church.

Two categories of membership are available to persons joining the church:

(a) Regular Membership. For persons received by confirmation, by confession of faith, by reaffirmation of faith, or by letter of transfer from another church.

(b) Associate Membership. For persons wishing to participate fully in the life of this church without giving up membership in another church.

Persons in both membership categories are eligible to serve as officers of the church, members of boards and committees, church delegates and to vote at church meetings.

The Deacons attend to issues of membership. See Article IX, Section 2 of these By-Laws.

ARTICLE VI

SACRAMENTS OF THE CHURCH

First Church recognizes two sacraments, Baptism and Communion, and celebrates each as a sign of God's grace. Baptism, the ceremony proclaiming one as a Christian, is offered to children whose parents promise to nurture them in the Christian faith, and to youth and adults who confess their faith in Jesus Christ as their Lord and Savior. Communion, the celebration of the Lord's Supper, is shared by all who want to partake, at the morning worship service on the first Sunday of each month, and on other occasions as the Board of Deacons directs.

ARTICLE VII

CHURCH COUNCIL

Section 1. Church Council

(a) Composition. The Church Council shall consist of the Ministers, Officers of the Church, Minister/Director of Christian Education, Minister/Director of Music, chairperson of each board, committee and organization of the church, and three Members-at-Large. Each board, committee and organization shall designate an alternate member to serve in the absence of its chairperson. At least one Member-at-Large is expected to attend each council meeting.

The Chairperson of the Church Council shall appoint Church Council Recording Secretaries in consultation with the Nominating Committee and the members of the Council. The Church Council Recording Secretaries shall keep accurate minutes of all the meetings of the Church Council, prepare draft copies for presentation and approval at the next scheduled meeting of the Council, prepare and maintain a file of the approved minutes, and prepare and maintain the official record of Church policy, as approved by Church Council. The Church Council Recording Secretaries shall be non-voting members of the Council.

(b) Duties and Powers.

(1) The Council shall be the policy-making body; it shall transact the business of the church. The Council shall act for the church between meetings of the congregation, recognizing, however, that final authority rests with the congregation.

(2) The Council may create special committees or Vice Chairpersons as needed. Vice Chairpersons shall be empowered to conduct Council meetings in the absence of the Chairperson and to vote the delegated vote of the Chairperson.

(3) The Council shall review and may overrule decisions made by boards or committees, after due notice has been given to the board or committee involved.

(4) The Council shall review, amend as necessary, and approve all budgets of the Church, including all revenue and expense and benevolences, Community and World Concerns, Pilgrim Fellowship, Melita, Trustees and any other committee with funds, before submission to the Annual Meeting of the Church.

(5) The Council shall each year nominate two persons to serve on the Nominating Committee for a term of three years.

(6) The Council shall deal with all questions not clearly addressed in these By-Laws.

(7) The Council shall meet at least once every month. The July and August meetings are optional. Special meetings may be called by the chairperson.

(8) The Council shall appoint a Vice Chairman, Finance, to assist the Council Chairperson with financial tasks and quarterly, to convene the financial executives of the Church who together coordinate and assure proper and effective procedures are followed and review financial trends and other concerns each may have. The financial executives of the church are, but are not limited to, the Financial Secretary, the Church Treasurer, the Chairperson of the Board of Finance, the Chairperson of the Trustees, and the Treasurer of Pilgrim Fellowship.

ARTICLE VIII

OFFICERS AND OFFICIALS OF THE CHURCH

Section 1. The Officers of the Church shall be the Senior and Associate Ministers, Clerk, Chairperson of the Church Council, Treasurer and Financial Secretary.

(a) The dismissal of a Church Officer (other than the Ministers) shall be the prerogative of the Church Council, which shall act only at a special meeting convened for that purpose.

Section 2. Lay Moderator

(a) Election. The Lay Moderator shall be elected at the Annual Church Meeting for a one year term and may serve unlimited consecutive terms.

(b) Duties. The Lay Moderator shall preside at all congregational meetings.

Section 3. Assistant Lay Moderator

(a) Election. The Assistant Lay Moderator shall be elected at the Annual Church Meeting for a one year term and may serve unlimited consecutive terms.

(b) Duties. In the absence of the Lay Moderator, the Assistant Lay Moderator shall preside at congregational meetings.

Section 4. Clerk

(a) Election. The Clerk shall be elected at the Annual Church Meeting for a term of three years and may serve unlimited consecutive terms.

(b) Duties. The Clerk shall keep a record of all business transacted at annual and special church meetings, issue letters of transfer, record all new members and record all vital statistics (weddings, baptisms, and deaths). These entries shall be the official record of church membership and be summarized and reported to the Church at the Annual Meeting.

Section 5. Chairperson. Church Council

(a) Election. The Chairperson of the Church Council shall be elected at the Annual Church meeting for a one year term and may be reelected not more than twice. During that time the Chairperson shall hold no other elected position in the church.

(b) Duties. The Chairperson of the Church Council shall conduct all meetings of the Council. (See Article VII for Church Council composition, duties and powers.)

Section 6. Treasurer

(a) Election. The Treasurer shall be elected at the Annual Church Meeting for a term of two years and may serve unlimited consecutive terms.

(b) Duties. All disbursements shall be made by the Treasurer on written order of the Board of Finance or by any Board or Committee or staff person who has authorization in these bylaws or by Church Council to control financial transactions. Boards or committees that have treasurers per these bylaws (Melita, Deacons, Pilgrim Fellowship) will follow procedures established by the Church Treasurer. Unless officially approved by Church Council, absolutely no funds will be maintained outside the direct control and detailed knowledge of the Church Treasurer.

The Trustee's accounts and funds shall be coordinated with the Treasurer and the procedures used established with the Treasurer's approval.

The Treasurer shall review the monthly information, analyze trends and make monthly financial reports to the Church Council and the Board of Finance, and an annual financial report to the Church at the Annual Meeting.

The Treasurer (or the Assistant Treasurer if delegated) shall be an ex-officio member of the Board of Finance and ex-officio member of the Pilgrim Fellowship Committee for financial coordination and if not a member of Human Resources due to an employed accounting person, shall be an ex-officio a member of the Human Resources Committee, attending each at least quarterly.

The Treasurer's books shall be closed annually as of December 31st.

The Treasurer shall supervise all accounting staff in conjunction with the Human Resource Committee and the Senior Minister.

The Treasurer shall be bonded in an amount to be determined by the Board of Finance.

Section 7. Assistant Treasurer

(a) Election. The Assistant Treasurer shall be elected at the Annual Church Meeting for a two year term and may serve unlimited consecutive terms.

(b) Duties. The Assistant Treasurer shall aid the Treasurer in the performance of duties and in the absence of the Treasurer, fulfill all duties pertaining to that office. The Treasurer may delegate to the Assistant Treasurer the responsibility of ex-officio participation on the Board of Finance and/or Pilgrim Fellowship and/or Human Resources and/or coordination duties with Melita, Deacon's or Pilgrim Fellowship treasurers.

The Assistant Treasurer shall be bonded for the same amount as the Treasurer.

Section 8. Financial Secretary

(a) Election. The Financial Secretary shall be elected at the Annual Church Meeting for a term of two years and may serve unlimited consecutive terms.

(b) Duties. The Financial Secretary shall receive reports of all Church service offerings from the Offering Collection Committee and shall receive all other contributions, except as otherwise provided for in these By-Laws, and deposit same in the name of the Church. The Financial Secretary shall keep accurate records of all contributions received, reporting receipts to appropriate Boards and Committees as needed, make weekly reports to the Treasurer and monthly reports to the Board of Finance and Church Council, and provide members' quarterly statements regarding their pledge payments and other contributions. The Financial Secretary shall report all transactions to the Church at the Annual Meeting.

The Financial Secretary shall be bonded in an amount to be determined by the Board of Finance.

Section 9. Assistant Financial Secretary

(a) Election. The Assistant Financial Secretary shall be elected at the Annual Church Meeting for a one year term and may serve unlimited consecutive terms.

(b) Duties. The Assistant Financial Secretary shall assure a secure procedure is utilized to deliver all Church service offerings to the bank for later counting and deposit by the Offering Collection Committee. The Financial Secretary may designate other persons to perform this function when necessary. The Assistant Financial Secretary shall aid the Financial Secretary in the performance of duties and in the absence of the Financial Secretary, fulfill all duties pertaining to that office.

The Assistant Financial Secretary shall be bonded for the same amount as the Financial Secretary.

ARTICLE IX

Standing Boards, Committees and Elected Positions

Section 1. The Standing Boards and Committees of the Church are listed below in alphabetical order. Composition and duties are stated in the following sections. For purposes of determining the number of consecutive terms served by a member, a partial term of more than one-half of a normal term shall be considered a full term.

<u>Name of Board or Committee</u>	<u>Article IX Section</u>	<u>Number of Members</u>	<u>Length of Term/Yrs.</u>	<u>Consecutive terms permitted</u>	<u>Number elected yr.</u>
Auditing	19	2	2	2	1
Business	8	9	3	2	3
Christian Education	4	9	3	2	3
Com. & World. Concerns	10	12	3	2	4
Communion Service	13	6	3	Unlim.	2
Deacons	2	12	3	2	4
Deaconesses	3	12	3	2	4
Decorating	17	3	3	Unlim.	1
Delegate	22	10	1	Unlim.	10
Finance	7	6	3	2	2
Flower	12	6	3	Unlim.	2
Harvest Fair	18	6	2	Unlim.	3
Historian	31	1	3	Unlim.	1 every 3 rd year
Hospitality	15	2	2	Unlim.	1
House	16	2	2	Unlim.	1
Human Resources	28	4 (12)	3	2	1 or 2
Members-At-Large	20	3	3	None	1
Memorial	11	6	3	2	2
Memorial Garden	23	6	3	2	2
Melita House	26	9	3	2	3
Music	5	9 + ChoirPres	3	2	3
Nominating	21	6	3	None	2
Offering Collection	14	6	3	Unlim.	2
Peace, Affirmation & Justice	25	9	3	2	3
Pilgrim Fellowship	27	9 + Bd.Ed rep	3	2	3
Stewardship	9	9	3	2	3
Trustees	6	5	5	2	1
Usher – Head	29	1	2	Unlim.	1 every 2 years
Usher – Assistant Head	30	1	2	Unlim.	1 every 2 years
Welcoming & Inclusion	24	9	3	2	3

The number of members per Board or Committee is a minimum, with each having the ability to add additional non-voting members by vote of the elected members of the Board or Committee, subject to confirmation by Church Council.

When Council requests a report, the recipient Committee or Board will prepare a written report and submit it in advance of the meeting per the instructions of Council Chair.

For the Annual Book of Reports, all Boards, Committees and organizations of the church shall prepare a report of their activities for the past year and their objectives for the ensuing year.

Section 2. Board of Deacons

(a) Composition. The Board of Deacons shall consist of twelve members, four elected each year at the Annual Church Meeting for a term of three years. Deacons may not serve more than two consecutive terms.

(b) Duties. The Deacons shall visualize the entire task of the Church and oversee its spiritual life, advise the Ministers on the general direction of the Church's activities and cooperate with the Ministers in the formulation and execution of well-rounded church activities. The Deacons are available to assist the Ministers in worship services, to provide and serve the Lord's Supper and to strengthen the spiritual life of the Church and community. They share a concern for the sick, the needy and strangers.

In carrying out these general duties, the Deacons shall:

(1) Assist the Ministers in meeting with the candidates for Church membership. In the name of the Church, Deacons formally accept and welcome such candidates. Deacons aid whenever possible in the assimilation and integration of new members into the church.

(2) Attend to issues of membership, including an annual review of church rolls as provided by the Church Clerk, membership trends, outreach to inactive and absent members.

(3) Review and approve written requests for letters of transfer.

(4) Remove from membership, after reasonable notice, any person who has ceased to conform to the conditions of membership under Article V of the Constitution.

(5) Oversee pastoral relations.

(6) Determine Sanctuary use by Church member and community groups.

(7) Resolve issues of worship, including pulpit supply in the absence of the Ministers.

(8) In coordination with the Human Resources Committee's procedure, evaluate at least once per year the Ministers' work in the areas specified under Ministers' duties.

(9) Coordinate their work with other boards and committees.

(10) Establish when deemed necessary a long-range planning committee whose role shall be advisory.

(11) In coordination with the Senior Minister, supervise and evaluate the Office Manager and annually as requested by Human Resources, provide performance reviews.

(12) Meet each month, July and August meetings being optional.

(c) Deacons' Fund. The Deacons' Fund consists of specially designated offerings collected at Communion services and is the responsibility of the Deacon chosen as Treasurer. The Treasurer gives an accounting at regular Deacons' meetings, some disbursements being at the discretion of the ministers. The purpose of this fund is to make available money to meet urgent temporary needs. The Deacons also administer any other church funds designated to them.

Section 3. Board of Deaconesses

(a) Composition. The Board of Deaconesses shall consist of twelve members, four elected each year at the Annual Church Meeting for a term of three years. Deaconesses may not serve more than two consecutive terms.

(b) Duties. The Deaconesses shall visit the sick, aged or home bound; send notes of condolence, greeting and congratulations, assist the Ministers and Deacons in meeting prospective members; secure people to greet worshipers on Sunday morning; serve Communion to those unable to attend; deliver flowers from Sunday services to selected individuals and/or families; aid the Ministers whenever they have specific requests; assist with the organization and distribution of Sunday worship service recordings; and oversee the use of headsets for the hearing-impaired.

The Deaconesses shall meet each month, July and August meetings being optional.

Section 4. Board of Christian Education

(a) Composition. The Board of Christian Education shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms. The Director/Minister of Christian Education shall be an ex officio member of this board with the right to vote.

(b) Duties. The Board of Christian Education shall:

(1) In coordination with the Senior Minister, establish the duties and supervise the Director/Minister of Christian Education and other education personnel and annually as requested by Human Resources, provide performance reviews.

(2) Appoint any officers for the Church School as the Board may deem necessary..

(3) Select, evaluate and purchase curriculum materials and aids.

(4) Provide educational programs that meet the immediate and long-range needs of the entire congregation.

(5) Select, train and supervise teachers and leaders.

(6) Appoint a librarian and maintain the church library.

The board shall meet each month, July and August meetings being optional.

Section 5. Music Committee

(a) Composition. The Music Committee shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms. At least one member but not more than four members of this committee shall be from the Senior Choir. In addition, the committee shall include the President of the Senior Choir as a voting member.

(b) Duties. The Music Committee shall:

(1) In coordination with the Senior Minister, establish the duties and supervise the Director/Minister of Music and Spirituality and other music personnel and annually as requested by Human Resources, provide performance reviews.

(2) Provide an organist, choir director and other personnel as may be deemed necessary.

(3) Oversee the entire music program of the church and promote an interest in the role of music in the total life of the church.

(4) Encourage and promote music education in and through the church school, children's choirs and special interest groups.

(5) Plan and promote hymn festivals, choir festivals, concerts and other events.

(6) Promote music conferences, workshops and other musical educational experiences.

(7) Appoint Junior Choir parents and other helpers as necessary.

(8) Procure and maintain instruments and the music library; purchase choir robes and choir awards.

The committee shall meet each month, July and August meetings being optional.

Section 6. Board of Trustees

(a) Composition. The Board of Trustees shall consist of five members, one elected each year at the Annual Church Meeting for a term of five years. Trustees may not serve more than two consecutive terms.

(b) Duties The Board of Trustees, subject to direction from Church Council, shall have charge of all endowments funds and all investments of the church

All testamentary gifts, all investments and all endowment bequests, unless otherwise specifically directed by the donor or Church Council, shall be placed under the jurisdiction of the Board of Trustees. It shall be the duty of the Trustees to comply with all the restrictions attached to each legacy or investment. Original endowment bequests, unless otherwise specifically directed by the donor, shall remain intact. The Board of Trustees shall make appropriate distribution there from and make detailed quarterly reports to Church Council and a report at the Annual Church Meeting.

The annual endowment distribution to the church for a given year shall be no more than 5 percent of the average of the value of the total endowment on December 1 of the two previous years. This determination shall be made in December of the preceding year and a forecast of the distribution to be made prepared and reported to the Board of Finance at that time. The actual funds shall be distributed according to the forecast in the following December or at other dates as determined by the Church Council after consultation with the Board of Trustees. The Trustees, or their delegates, shall have the duty to promote and encourage the church membership and the community at large to make Planned Gifts.

The board shall meet at least once every quarter. Special meetings may be called by the chairperson or two other members.

Section 7. Board of Finance

(a) Composition. The Board of Finance shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years and the Church Treasurer ex-officio. Members may not serve more than two consecutive terms.

(b) Duties. The Board of Finance shall:

(1) Develop by June of each year a current revenue and expense budget for the forthcoming year. This budget shall be based on the total of the proposed budgets submitted to the Church Council by all boards and committees. With the approval of the Council, this sum constitutes the Stewardship Committee's goal for the year.

(2) Develop in December a final current revenue and expense budget for the forthcoming year, based upon pledges and other anticipated income, and present it to the Church Council for approval and subsequent presentation at the Annual Church Meeting.

(3) Approve all financial transactions of the church, in accordance with approved budgets.

(4) Have the power to transfer money among the various accounts of the approved budget, providing such transfers do not exceed the total amount of the budget.

(5) Be informed of all financial activities and accounts under the management of Church Council, assuring reasonable analysis of recent trends is performed and the assisting coordination between each financial function. The Board of Finance is charged with assuring financial planning is done for all functions within the Church and shall assure that a realistic collective projection is done for all funds, covering five years into the future. The Board of Finance shall assure each financial function communicates all significant information to Church Council and to the Annual Meeting.

The board shall meet at least once every month. Special meetings may be called by the chairperson. The Chairman of the Board of Finance shall be an ex-officio member of the Board of Trustees, attending at least quarterly.

Section 8. Business Committee

(a) Composition. The Business Committee shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Business Committee shall have charge of all buildings, grounds, contracts, rentals and loans of church property. The Business Committee shall, in coordination with the Senior Minister, supervise and evaluate all nonprofessional employees unless otherwise specified in the By-Laws. The Business Committee shall conduct all other business affairs of the church not otherwise specified in the By-Laws.

The committee shall meet at least once every month. Special meetings may be called by the chairperson.

Section 9. Stewardship Committee

(a) Composition. The Stewardship Committee shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Stewardship Committee shall be responsible for the organizational and educational activities associated with church giving.

The committee shall create, supervise and report the results of the annual campaign to receive pledges to support the operating revenue and expense budget as established by the Board of Finance and the benevolence budget as established by the Board of Community and World Concerns.

The committee shall develop and conduct programs to communicate the joys and rewards of faithful stewardship in giving to the church.

The committee shall conduct an on-going program to encourage other planned giving to the church.

Section 10. Board of Community and World Concerns

(a) Composition. The Board of Community and World Concerns shall consist of twelve members, four elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Board of Community and World Concerns shall have charge of the missionary activities of the church, inform itself and the church of its Christian world mission and other worthy benevolences and seek to provide opportunities and experiences for service and giving in these areas.

The board shall develop and present a benevolence budget to be approved at the Annual Church Meeting and direct the church Treasurer to disburse funds from the approved benevolence budget and special benevolence giving. The board shall report all transactions to the Church at the Annual Meeting.

The board shall meet each month, July and August meetings being optional.

Section 11. Memorial Committee

(a) Composition. The Memorial Committee shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Memorial Committee shall administer the Memorial Fund with the Church Treasurer and authorize expenditures in accordance with the expressed wishes of the donor. Non-designated gifts shall be accepted for the general Memorial Fund to purchase items of significant use, to enhance the life and ministry for the parish.

Each gift shall be acknowledged and the name of the memorialized inscribed in a Memorial Book kept in the Narthex.

The committee shall meet not fewer than four times a year.

Section 12. Flower Committee

(a) Composition. The Flower Committee shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years. Members may serve unlimited consecutive terms.

(b) Duties. The Flower Committee shall be responsible for flowers for the church altar each Sunday. The committee shall set up the special festival arrangements at Christmas and Easter, acknowledging all donors and, together with the Deaconesses, delivering the plants to sick and shut-in church members.

Section 13. Communion Service Committee

(a) Composition. The Communion Service Committee shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years. Members may serve unlimited consecutive terms.

(b) Duties. The Communion Service Committee shall wash Communion cups each Communion Sunday and maintain all linens and silver used for this service. The Board of Deacons shall be advised of any necessary repairs or replacements to linens and silver.

Section 14. Offering Collection Committee

(a) Composition. The Offering Collection Committee shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years. Members may serve unlimited consecutive terms.

(b) Duties. The Offering Collection Committee shall count and record all Church service offerings and submit its report and deposit slip to the Financial Secretary.

Each member shall be bonded in an amount determined by the Board of Finance.

Section 15. Hospitality Committee

(a) Composition. The Hospitality Committee shall consist of two members, one elected each year at the Annual Church Meeting for a term of two years. Members may serve unlimited consecutive terms.

(b) Duties. The Hospitality Committee shall be responsible for coordinating receptions, church suppers, and the regular Sunday coffee hour.

Section 16. House Committee.

(a) Composition. The House Committee shall consist of two members, one elected each year at the Annual Church Meeting for a term of two years. Members may serve unlimited consecutive terms.

(b) Duties. The House Committee shall direct the maintenance and replacement of kitchen equipment and supplies and the cleaning of curtains and draperies in consultation with the Business Committee.

Section 17. Decorating Committee.

(a) Composition. The Decorating Committee shall consist of three members, one elected each year at the Annual Church Meeting for a term of three years. Members may serve unlimited consecutive terms.

(b) Duties. The Decorating Committee shall propose and direct interior decorating projects for all church buildings. All major projects require approval by the Business Committee.

Section 18. Harvest Fair Committee

(a) Composition. The Harvest Fair Committee shall consist of six members, three elected each year at the Annual Church Meeting for a term of two years. Members may serve unlimited consecutive terms.

(b) Duties. The Harvest Fair Committee shall organize and coordinate the Harvest Fair, usually held on the first Saturday in November. The main purpose of the Harvest Fair is to provide fellowship. Proceeds of the Harvest Fair shall be used for improvements to the church buildings as may be determined jointly by the Harvest Fair Committee and Alpha Club.

Section 19. Auditing Committee.

(a) Composition. The Auditing Committee shall consist of two members, one elected each year at the Annual Church Meeting for a term of two years. Members may not serve more than two consecutive terms.

(b) Duties. The Auditing Committee shall audit the books of the Treasurer and the Trustee's and all boards and committees and affiliated organizations whose duties and functions include handling money (cash gifts, donations, special funds, etc.) and financial transactions of the church. It shall report its findings at the Annual Church Meeting

An audit shall be conducted by an outside agency whenever so requested by the Church Council. Selection of outside auditors shall be made by Church Council.

Section 20. Members-at-Large. Church Council.

(a) Composition. Member-at-Large of the Church Council shall consist of three members, one elected each year at the Annual Church Meeting for a term of three years. Members may not succeed themselves.

(b) Duties. Members-at-Large shall be persons whose experience, concern, and judgment aid the Council in reaching wise and prudent decisions on matters brought before it. They should be able to provide leadership to any subcommittee to which they may be assigned. They should be available to bring concerns of any church member to the attention of the Council. At least one Member-at-Large is expected to attend each council meeting.

Section 21. Nominating Committee.

(a) Composition. The Nominating Committee shall consist of six members, two nominated each year by Council, for the election at the Annual Church Meeting, for a term of three years. Members may not succeed themselves.

(b) Duties. The Nominating Committee shall present a slate of nominees for all officers, boards and committees at the Annual Church Meeting. The right of a church member to make nominations from the floor shall always be recognized. The committee shall be empowered to fill vacancies occurring during the year. All replacements shall be reported to the Church Council.

Section 22. Church Delegate Committee

(a) Composition. The Church Delegate Committee shall consist of ten members, all elected each year at the Annual Church Meeting for a one year term. Members may serve unlimited consecutive terms.

(b) Duties. The Church Delegates shall represent this church in the New Haven East Consociation, thereby linking First Church to the Connecticut Conference and to the General Synod. They shall attend the Consociation meetings (May and November) and the Annual Connecticut Conference meeting in October.

According to U.C.C. practice, Church Delegates are members of the Consociation, which examines, approves and installs candidates for the Ministry. They are authorized to present and vote on resolutions, in accordance with the wishes and concerns of the membership of the local church.

Reports of meetings and of actions taken shall be given to the Church Council. At the Council's request, a report, oral or written, shall be made to the membership, thereby providing insight into the overall work of our denomination, both in the United States and overseas.

Section 23. Memorial Garden Committee

(a) Composition. The Memorial Garden Committee shall consist of six members, two elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms. In addition, the Board of Deacons, the Business Committee and the Board of Trustees will each appoint a member of their respective boards or committee to serve on the Memorial Garden Committee for one to three years.

(b) Duties. The Memorial Garden Committee shall be responsible for the establishment, care, custody and use of the Memorial Garden under the oversight of the Board of Deacons.

(1) The Rules and Regulations for the Memorial Garden will be generated by the Committee in consultation with the Board of Deacons, the Business Committee and the Board of trustees.

(2) The Memorial Garden Committee will administer an independent fund which will be maintained by the Church Treasurer. This fund will consist of interment fees, gifts and special memorials. The fund will be used for garden maintenance and landscaping. In cases of special need, the fund may also be used for interment costs.

The Memorial Garden Committee will meet at least three times a year and more often if circumstances so dictate.

Section 24, Welcoming and Inclusion Committee

(a) Composition. The Welcoming and Inclusion Committee shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Welcoming and Inclusion Committee shall develop and carry out programs, procedures and materials to:

- (1) have all church goers, especially new members and visitors, feel acknowledged and included in our worship services and other activities of the church
- (2) introduce the church to new families and members of our wider community
- (3) support the concerns and interests of all church members
- (4) provide materials giving information about the church, its ministries, goals and staff. These materials should be available in the pews at all times.

The committee shall meet each month, July and August meetings being optional.

Section 25, Peace, Affirmation and Justice Committee

(a) Composition. The Peace, Affirmation and Justice Committee shall consist of nine members, three elected each year at the Annual Church Meeting for a term of three years. Members may not serve more than two consecutive terms.

(b) Duties. The Peace, Affirmation and Justice Committee shall provide educational resources and advocacy information, opportunities and support for this congregation as it strives for “righteousness, justice and peace” as required in Article II, PURPOSE, of our Constitution.

The Committee shall support, with education and advocacy, the congregation’s commitment to welcome all people as declared in our Open and Affirming Statement.

The Committee shall meet each month, July and August meetings being optional.

Section 26, Melita House Committee

(a) Composition.

(1) The Melita House Committee shall consist of nine members, three elected each year at the Annual Meeting for a term of three years. Members may not serve more than two consecutive terms. The Resident Director(s) of Melita Welcome House will serve as non-voting members of this committee.

(2) A Treasurer shall be elected by the committee. The treasurer shall be responsible for approving the operation and maintenance expenses of the committee, overseeing the Melita Maintenance Fund and, in coordination with the Financial Secretary and Church Treasurer, make monthly reports of the income and expenses to the Melita House Committee and a yearly report at the Annual Meeting.

(b) Duties

(1) The Melita House Committee shall be responsible for overseeing the ministry at Melita Welcome House within the parameters of its mission statement. This will include planning its programs, facilitating Church involvement, overseeing its operations, supervising the Resident Director(s), preparing its budget and administering its regular operating expenses. The operations of Melita House shall be funded by rental income from the cottage at 255 Boston Street, per capita contributions from Interfaith Refugee Ministry or other sponsors of refugees, and other donations.

(2) The Melita House Committee shall be responsible for overseeing the maintenance of the properties at 245 and 255 Boston Street and assuming landlord responsibilities for the cottage at 255 Boston Street. The committee shall maintain a Melita Fund within the Church to cover these expenses.

(3) The Melita House Committee shall appoint one of its members as liaison to the Board of Community and World Concerns regarding its ministry and operations. It shall appoint one of its members as liaison to the Business Committee regarding the properties and their maintenance.

(4) The Melita House Committee shall be responsible for appointing a temporary resident director during times when the resident director is on leave. With approval from the Board of Deacons and in consultation with the Human Resources, the committee shall determine compensation and terms for the position of resident director or temporary resident director.

The Committee shall meet each month, July and August meetings are optional.

Section 27 – Pilgrim Fellowship Committee

(a) Composition.

(1) The Pilgrim Fellowship Committee shall consist of 10 members, nine of which are elected, three each elected every year for a term of three years. The tenth member shall be a liaison from the Board of Christian Education. At least four members shall be parents of members of Pilgrim Fellowship. One member shall be a Pilgrim Fellowship parent who is not a member of the Church.

(2) A treasurer shall be elected by the Committee. The treasurer shall be responsible for the accounting operation and fund-raising activities of Pilgrim Fellowship and, in coordination with the Financial Secretary and Church Treasurer, make monthly reports of the income and expenses to the Pilgrim Fellowship Committee and a yearly report to the Annual Meeting.

(b) Duties.

(1) The Pilgrim Fellowship Committee shall be responsible for the overseeing of the Pilgrim Fellowship program. This will include overseeing operations and trips, supervising and evaluating the performance of the Director and/or any other paid PF staff, in conjunction with the Senior Minister or his/her delegate and consistent with the Human Resources policy. The PF committee will plan fund-raising opportunities and assure appropriate emphasis as a community outreach of First Church as well as assist other Church programs.

(2) The Pilgrim Fellowship Committee shall prepare periodic financial information for Church Council and an annual budget and statement of results for the operation of the program for submission to the Church Council and inclusion in the annual Book of Reports.

The committee shall meet each month, July and August meetings being optional.

Section 28. Human Resource Committee

(a) Composition. The Human Resources Committee shall consist of the Chairperson of the Church Council, the Chairperson or a representative of the Board of Deacons, the Board of Finance, the Business Committee, the Board of Christian education, the Music Committee, the Church Treasurer, the Pilgrim Fellowship and four Church members at large. The Church Council shall appoint the four Church members at large to serve for a term of three years, renewable once.

(b) Duties. The Human Resources Committee shall:

(1) With the advice from supervising Boards or Committees, establish and assure execution of all personnel policies, benefit plans, vacation and other leave policies for all employees of the church.

(2) Establish job descriptions, standardized performance evaluation tools for all employees of the church and provide them to appropriate boards and committees for their review in a timely fashion.

(3) Review Committee or Board provided performance evaluations and establish salary and benefits amounts for each employee of the church and make appropriate recommendations for the following year to the Board of Finance by June.

(4) Review annually all personnel policies to ensure that they are current and in accordance with State and Federal Employment Laws.

(5) Be responsible, in coordination with the appropriate Board or Committee, the Senior Minister and Council as needed, for the hiring, supervision, evaluation, and dismissal of all employees and all other personnel affairs of the church not otherwise specified in the By-Laws.

(6) Be responsible for the orientation and registering of new employees for the policies and benefits supervised by the Human Resource Committee.

Section 29. Head Usher

(a) Election. The Head Usher shall be elected at the Annual Church Meeting for a term of two years and may serve unlimited consecutive terms.

(b) Duties. The Head Usher shall be responsible for selecting, training and scheduling ushers for all worship services. The Head Usher shall give particular attention to welcoming visitors, assisting the Deaconesses in the use of headsets for the hearing-impaired and those with special physical needs.

Section 30. Assistant Head Usher

(a) Election. The Assistant Head Usher shall be elected at the Annual Church Meeting for a term of two years and may serve unlimited consecutive terms. The terms of office for the Head and Assistant Head Usher shall be staggered to ensure continuity.

(b) Duties. The Assistant Head Usher shall aid the Head Usher in the performance of duties and in the absence of the Head Usher, fulfill all duties pertaining to that office.

Section 31. Church Historian

(a) Election. The Church Historian shall be elected at the Annual Church Meeting for a term of three years and may serve unlimited consecutive terms.

(b) Duties. The Church Historian shall be responsible for accumulating and preserving historical records and objects of special interest to the church.

ARTICLE X

Section 1. Pastoral Search Committee for the Senior and Associate Ministers

A Pastoral Search Committee shall be appointed by the Church Council and approved at a church meeting when needed to fill a vacancy in the Ordained Ministry (the Senior and Associate Pastor) of the Church. Its makeup should include representation of all major organizations and constituencies of the Church, and include assistance from the Human Resource Committee. The Search committee shall utilize the call conditions stated in the sections of this document that relate to the call to be performed. The Senior Minister shall be a member when the search is for an Associate Minister. The resources and advice of the Conference may be called upon by the Committee.

The Committee shall present to the Church the name of the candidate it recommends to fill the vacancy. A favorable vote at a special church meeting shall constitute a call to the candidate under consideration.

ARTICLE XI

AMENDMENTS

These By-Laws may be altered, amended or repealed by a majority vote of the members present at any annual church meeting or at a special church meeting called for the purpose, such modifications having been announced in the call of the meeting.

ARTICLE XII

VALIDATION

These By-Laws shall become effective upon adoption by a majority vote of the members present at any annual church meeting or at a special church meeting called for the purpose, due notice having been given in the call of the meeting.