

**THE BYFIELD PARISH CHURCH  
BY-LAWS**

**(Revised May 2013)**

**Article I. Name**

The legal name of this Church shall be The Byfield Parish Church, Inc. It shall be known as The Byfield Parish Church.

**Article II. Mission**

It is the mission of this Church to take Christ to the world, to nurture, equip and mature God's people, and to live to the glory of God.

**Article III. Polity**

The government of this Church is vested in its members, subject in legal matters to the Articles of Incorporation granted it by the Commonwealth of Massachusetts. While it is not subject to the control of any ecclesiastical body, it maintains relations of mutual counsel, cooperation and fellowship with the United Church of Christ and with other churches and organizations.

Boards and Committees, in order to facilitate the work of the church, may create written policy specific to the administration or clarification of their duties, as outlined in these By-Laws. Such policy shall be subject to approval by the membership and shall be maintained as a companion document to the by-laws.

**Article IV. Doctrine**

This Church stands on the authority of scripture, alone and in its entirety, given by inspiration of the Holy Spirit, as the only infallible and sufficient rule for faith and conduct.

**Article V. Statement of Faith**

We believe in God, the Father Almighty, maker of heaven and earth, and in Jesus Christ, His only son, our Lord, who was conceived by the Holy Ghost, born of the virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; He descended into hell (continued in the state of the dead, and under the power of death, until the third day); the third day He rose from the dead; He ascended unto heaven, and sits on the right hand of God, the Father Almighty; from there He shall come to judge the quick and the dead.

We believe in the Holy Ghost, the holy catholic church (the church universal on earth), the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

## **Article VI. Membership**

### **A. Qualifications for Membership**

The members of this church shall be those persons fourteen years of age or older, voted into membership by a majority vote of the Church at any Church meeting. In all cases persons to be received into membership are to be recommended by the Elders and will have:

1. Testified to a personal faith in Jesus Christ
2. Given public assent to the Statement of Faith of this Church.

### **B. Rights of Membership**

1. Only active members are eligible to serve on Church boards and committees.
2. All members, 18 years of age or more, shall have the right to vote on all matters brought before the Church.
3. Only active members, 18 years of age or more, are eligible to hold all offices.
4. Church members not yet 18 years of age may attend all church meetings and have a voice at all church meetings but may not vote nor hold office.

### **C. Change of Membership Status**

#### **1. Transfer to another Church**

Any member in good standing who requests a letter of transfer and recommendation to another Church is entitled to receive it. The Clerk will supply this letter and will note the transfer in the Church records. Membership in this Church will terminate if and when notice of a member's acceptance by another Church is received.

#### **2. Transfer to Inactive Status**

A member whose address has been unknown for two years or who for a period of two years, in spite of spiritual care, has not attended the Church's worship or contributed to its support may, upon recommendation of the Elders and vote of the Church Council, have his/her name removed from the roll of active members and placed on the inactive list.

## **Article VII. Services and Meetings**

### **A. Worship**

Services of worship shall be held every Sunday at stated hours, unless temporarily suspended by a vote of the Church.

#### B. Communion

The ordinance of the Lord's Supper shall be celebrated on the first Sunday of each month, unless otherwise ordered by vote of the Elders.

#### C. Annual Meeting

The Annual Church meeting shall be held no later than the third week in May to hear the annual reports of officers, boards, committees, and other organizations; to elect officers, board and committee members; to establish a budget; and to transact such other business as may properly come before it. Notice of this meeting shall be announced from the pulpit on the preceding Sunday and posted in the bulletin. Notices shall be sent to all active members at least one week in advance.

#### D. Special Church meetings

Special Church meetings may be called at any time by the Moderator, by the Church Council, or by written petition to the Clerk signed by five members of the Church who have the right to vote. Notice of the meeting shall be announced from the pulpit and in the bulletin on the two Sundays prior to the meeting. Notices shall be sent to all active members at least one week in advance. These notices shall state the subject matter of the meeting which shall be the only subject matter acted upon at the meeting. If the purpose of the meeting is the election of new members or committee members, the names of all candidates shall be published with the notice of the meeting. However, if the subject matter is the receiving of new members, the transfer of members to other churches, or the appointment of delegates to Church conferences, action may be taken after any of the regular meetings for worship and without special notices.

#### E. Quorum

A quorum at annual and special Church meetings shall be fifteen members who have the right to vote. At Church Council meetings a quorum shall be ten members who have the right to vote.

#### F. Elections

Elections shall be by voice vote unless otherwise directed by the Moderator. They shall require an affirmative vote by a majority of those present who have the right to vote. The sole exceptions shall be the election of Elders which shall require an affirmative vote of three quarters of those present with the right to vote and an affirmative vote of two-thirds of those present with the right to vote at the calling of a Pastor.

## **Article VIII. THE PASTOR(S) (Senior and Pastor of Administration and Church Ministries)**

### **A. Calling and Term**

The Pastor(s) shall be called at a Church meeting, convened for that purpose, by a two-thirds vote of those members present who have the right to vote. The Pastor(s) shall hold office without limitation of term, but either the Pastor(s) or the Church may terminate the relationship upon a least a sixty day notice. If the relationship is to be terminated upon the initiative of the Church, the termination shall be voted by a two thirds majority of those members present with the right to vote at a special Church meeting called for the purpose.

### **B. Elimination of a Pastoral position**

If the Church wishes to eliminate the position of a Pastor, there must be a two thirds majority affirmative vote by those present at a special Church meeting called for that purpose.

### **C. Responsibilities**

The Pastor(s), together with the Elders, shall have charge of the spiritual development and welfare of the Church. The Pastor(s) shall preach the gospel, administer the ordinances, take charge of the services of public worship, and stimulate the activities of the Church in cooperation with the various boards, committees, and officers. They shall be ex officio members of the Board of Elders. Unless special circumstances intervene, the pastoral staff shall attend regular business meetings of the Diaconate on a bimonthly basis and will, upon request, attend regular or special meetings of other boards and committees to provide guidance, counsel, and theological prospective.

The Pastor(s) will prepare a quarterly report of their activities for presentation to the Church Council and will prepare a written report for inclusion in the Annual Report of the Church.

## **Article IX. Board of Elders**

### **A. Election and Term**

Elders will be elected by a unanimous vote of the Elders then in office and will be confirmed by a three-fourths vote of those members with a right to vote present at any annual or special Church meeting. Elders will serve an indefinite term. Elders may be removed from office by a two-thirds vote of those members of the Church with the right to vote who are present at a special Church meeting called for that purpose. The Elders shall strive to establish a ratio of one Elder for every forty to fifty parishioners.

## B. Role

An Elder is a shepherd of the flock. The role of a shepherd, in itself, implies leadership. Shepherds are out in front of the flock leading the flock by virtue of the knowledge, experience, wisdom, and insight they have as the result of their spiritual gifts and maturity.

Through prayer, study, and sensitivity to the work of the Holy spirit in the congregation, the Elders will continually seek to identify God's will and purpose for His people at Byfield Parish Church and will strive to encourage, equip, and guide the flock toward this revealed vision.

The model of Elder leadership will be that of a servant leader who possesses the spiritual gifts of leading and shepherding, utilizes these gifts in positions of responsibility in the Church, and by faith expects and believes that God will use these gifts in ways that will honor Him, build up the body, and serve His kingdom.

## C. Responsibilities

1. The Elders shall be responsible for the ministries and spiritual direction of the Church, while honoring the gifts and callings of those persons serving within the church body.
2. The Elders will share in the Pastoral ministry, conferring with the Pastor(s) and others, assisting in visitation, teaching, preaching, conducting worship services, and participating in the administration of the ordinances of baptism and the Lord's Supper.
3. The Elders will regularly plan for and evaluate the preaching ministry of the Church.
4. The Elders will satisfy themselves that persons desiring to become members of this Church meet the qualifications set forth in these by-laws and shall recommend qualified persons for membership at a Church meeting.
5. The Elders will conduct an annual job performance review of each pastoral staff member.
6. The Elders shall meet with the Diaconate quarterly to review and discuss the life of the body and associated activities.
7. The Elders shall prepare an annual budget covering the anticipated expenses of their activities.

8. The Elders shall prepare a quarterly report of their activities for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

## **Article X. Diaconate**

### **A. Membership, Election and Term**

The Diaconate shall consist of four men and four women. At each Annual Meeting, one man and one woman shall be elected for a four-year term.

### **B. Responsibilities**

1. The Diaconate shall meet within two weeks following the annual meeting and shall elect a chairman and a secretary. They shall orientate new members to responsibilities. Thereafter they shall meet at a designated time and place once each month to conduct business and prayer. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

2. The Diaconate shall assist in the preparation and administration of the ordinances of baptism and the Lord's Supper. They shall assist in the receiving of new members.

3. The Diaconate shall insure the preparation of the Meetinghouse for all worship services.

4. The Diaconate shall authorize all expenditures from the P.S. Balch Fund, now known as the Diaconate Benevolent Fund.

5. The Diaconate shall insure that an adequate staff of ushers serves at all worship services.

6. The Diaconate shall insure that all visitors and newcomers are made welcome and that information about the Church's services and ministries are available for them.

7. The Diaconate shall follow up members and others who had been regular in attendance but whose absence from services has been noted.

8. The Diaconate shall initiate and/or support programs designed to spread the gospel or to provide material or spiritual assistance to members or others within the Church body and in the community.

10. The Diaconate shall prepare an annual budget covering anticipated expenses connected with their activities.

11. The Diaconate shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report of their activities for inclusion in the Annual Report of the Church.

12. The Diaconate shall be responsible for the administration of the Helping Hands Ministry.

## **Article XI. Board of Trustees**

### **A. Membership, election and term**

There shall be nine trustees. At each Annual Meeting, three trustees shall be elected for a three-year term.

### **B. Responsibilities**

1. The Board of Trustees shall meet within two weeks of the Annual Meeting and shall elect a chairman and a secretary. Thereafter they shall meet at a designated time and place not less than once a month.

2. The Trustees shall be responsible for the care, custody, maintenance, and repair of the Church's real and tangible personal property.

3. The Trustees shall have sole authority to authorize expenditures from those Special Restricted Fund designated for their use by various benefactors.

4. The Trustees shall assist the Administrative Committee in the search for, and selection of, a custodian or other maintenance personnel, and they shall assist the Administrative Committee in negotiating contracts with persons they recommend for such positions.

5. The Trustees shall prepare an annual budget covering the anticipated expenses of their activities.

6. The Trustees shall prepare a quarterly report of their activities for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

## **Article XII. Officers**

### **A. Officers of the corporation (members of The Byfield Parish Church, Inc.)**

1. Identity, election and term

The officers of the corporation shall be the Moderator, the Clerk, and the Treasurer elected by the Church as officers of the Church at an Annual Meeting for three-year terms. (See Article XII., Sec. B, 1, below)

## 2. Responsibilities

The officers of the corporation shall represent the corporation in all legal matters. Subject to recommendation and approval by the appropriate boards and committees as set forth in these by-laws, or otherwise approved by a church meeting, the officers of the corporation shall have sole authority to sign contracts, documents accepting or passing title to real or personal property, or any other documents which require signatories for the Church. To be binding on the Church, all such documents must be signed by at least two of the officers.

### B. Officers of the Church (members of Byfield Parish Church.)

#### 1. Identity

The officers of the Church shall be the Moderator, the Clerk, and Treasurer, the Auditor, the Financial Secretary, the Assistant Financial Secretary, and the Assistant Treasurer. Their election, terms of office, and responsibilities shall be as follows:

##### a. Moderator

###### 1) Election and term

The Moderator shall be elected by an Annual Meeting for a three-year term.

###### 2) Responsibilities

a.) The Moderator shall have authority to call, and shall preside at, all meetings of the Church and of the Church Council. If the Moderator is absent from a Church meeting, a temporary moderator shall be elected by a majority vote of those present who have the right to vote.

b.) The Moderator shall have the authority to act for the Church Council on matters which arise between Council meetings and which demand immediate attention, said actions being subject to the approval of the Council at its next meeting.

c.) The Moderator shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

##### b. Clerk

1.) Election and term

The Clerk shall be elected by an Annual Meeting for a three-year term.

2.) Responsibilities

a.) The Clerk shall be responsible for keeping the records of the Church which shall include, but not be limited to, the following: minutes of all meetings of the Church and of the Church Council; a register of the names and addresses of all church members together with a record of the procedures followed at their reception and removal; a record of all baptisms and marriages performed at the church; the correspondence relating to letters of transfer and termination of membership; a record of the election of all officers and of the election or appointment of all board and committee members. The Clerk shall be responsible for written notification of all annual and special Church meetings and Council meetings.

b.) The Clerk shall prepare a quarterly report of his/her activities for presentation to the Church Council and shall prepare written report for inclusion in the Annual Report of the Church.

c. Treasurer

1) Election and term

The Treasurer shall be elected by an Annual Meeting for a three-year term.

2.) Responsibilities

a.) The Treasurer shall hold all of the Church's funds in a General Fund established to provide for all budgeted expenses or in one or more special funds established or to be established to provide for special, restricted uses. The Treasurer shall make disbursements from General or Special Funds as approved by the board, committee, or officer legally in charge of said Funds.

b.) The treasurer, before paying any bill, shall have that bill signed by the person incurring it or shall have the approval of the appropriate board, committee, or officer at the time of payment, unless a previously established approval plan has been authorized by the board, committee, or officer.

c.) The Treasurer shall keep suitable books and records of account for all funds held and shall maintain custody of said funds in a manner approved by the Finance Committee. The Treasurer shall place all certificates, deposit instruments, and similar documents together with bankbooks not in constant use, treasurer's

records, financial documents, and checkbooks in a secure place approved by the Finance Committee.

d.) The Treasurer shall not have authority to receive, record, or deposit any funds given or paid to the Church and received by the Financial Secretary, except in emergencies or upon instruction by the Finance Committee.

e.) The Treasurer shall be an ex officio member of the Finance Committee.

f.) If deemed advisable, the Church shall secure bonding or insurance for the position of Treasurer in the amount determined by an annual meeting after a recommendation by the Finance Committee.

g.) The Treasurer shall prepare a quarterly report of the Church's financial condition for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### d. Assistant Treasurer

##### 1) Election and Term

The Assistant Treasurer shall be elected by an Annual Meeting for a one-year term.

##### 2) Responsibilities

a.) The Assistant Treasurer shall assist the Treasurer in keeping financial records. In the event of the Treasurer's absence, the Assistant Treasurer shall, under the same restrictions that apply to the Treasurer, have the authority to, and shall, fulfill the responsibilities of the Treasurer.

b.) The Assistant Treasurer shall be an ex-officio member of the Finance Committee.

c.) If deemed advisable, the Church shall secure bonding or insurance for the position of Assistant Treasurer in an amount determined by an annual meeting after a recommendation by the Finance Committee.

#### e. Financial Secretary

##### 1) Election and Term

The Financial Secretary shall be elected by an Annual Meeting for a one-year term.

## 2) Responsibilities

a.) The Financial Secretary shall take custody of all funds given or paid to the Church and shall deposit these in a checking or savings account in the name of the Church in a bank approved by the Finance Committee. The Financial Secretary shall not have the authority to make withdrawals from these accounts or from any other accounts in which he/she has authority to make deposits on behalf of the Church. The Financial Secretary shall make a record of the amounts, sources, and intended purposes of all funds received and shall advise the Treasurer, or the Assistant Treasurer if so designated, of these amounts and intended purposes in a timely manner and by means agreeable to both.

b.) The Financial Secretary shall be responsible for the distribution of contribution envelopes and shall prepare an annual contribution statement for each regular contributor.

c.) The Financial Secretary shall be an ex-officio member of the Finance Committee.

d.) The Financial Secretary shall prepare a quarterly report of all funds received for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

e.) If deemed advisable, the Church shall secure bonding or insurance for the position of Financial Secretary in an amount determined by an annual meeting after a recommendation by the Finance Committee.

### f.) Assistant Financial Secretaries (3)

#### 1) Election and Term

The Assistant Financial Secretaries shall be elected by an Annual Meeting for a one-year term.

#### 2) Responsibilities

a.) The Assistant Financial Secretaries shall assist the Financial Secretary in fulfilling his/her duties. In the absence of the Financial Secretary one of the Assistant Financial Secretaries shall, under the same restrictions that apply to the Financial Secretary, have authority to, and shall, fulfill the responsibilities of the Financial Secretary.

b.) Each Assistant Financial Secretary shall be an ex-officio member of the Finance Committee.

c) If deemed necessary, the Church shall secure bonding or insurance for the position of Assistant Financial Secretaries in an amount determined by an annual meeting after a recommendation by the Finance Committee.

g.) Auditor

1) Election and Term

The Auditor shall be elected by an Annual Meeting for a one-year term.

2) Responsibilities

a.) The Auditor shall make an annual audit of the treasurer's books and all other pertinent records. The Auditor shall make a special audit of these books and records when requested to do so by the Church or the Church Council.

b.) The Auditor shall prepare a written report for inclusion in the Annual Report of the Church.

**Article XIII. Committees**

A. Administrative Committee

The Administrative Committee shall consist of the Moderator, who shall be its chairman, an Elder to be chosen by the Board of Elders, the chairman of the Finance Committee, the chairman of the Board of Trustees, and two Church members elected by an Annual Meeting (or special meeting called for the purposes of election) for a term of three years.

The Administrative Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Administrative Committee shall be responsible for handling the business affairs of the Church not specifically assigned to other boards, committees, or officers by these by-laws. It shall be responsible for negotiation and preparation of employment agreements with all staff members for signature by the corporate officers. Job descriptions for staff members shall be prepared by their respective committees or as outlined in these by-laws. The Administrative Committee shall have final approval of all staff job descriptions or subsequent amendments to said job descriptions. Annual performance evaluations of each non-pastoral staff member shall be conducted in cooperation with their respective committees.

The Administrative Committee shall have general oversight of activities undertaken by the church (including any of its boards, committees, officers, and staff) in order to coordinate such activities of the Church and/or provide support.

The Administrative Committee shall be responsible for acquiring adequate insurance coverage to protect the Church against direct physical loss or damage to property; all sums legally obligated to pay as damages because of bodily injury or property damage, including loss of use, loss caused by workers compensation, and employers liability exposures; and if obtainable, clergy professional liability, directors and officers liability, and sexual misconduct liability.

The Administrative Committee shall call upon other boards, committees, officers, or staff for consultation in matters relating to the functions of said boards, committees, officers, or staff. Employment agreements shall be prepared and performance evaluations conducted with representation from the governing board or committee responsible for the staff member being evaluated.

If a new Pastor is to be called, the Administrative Committee shall consult with the Pastoral Committee on matters of contract and benefits, but the recommendation of the Pastoral Committee shall be the one presented to the Church at the meeting in which the vote on the call is taken.

The Administrative Committee is responsible for the search, hiring, and oversight of the church secretary.

The Administrative Committee shall prepare an annual budget covering the anticipated expenses of its activities.

The Administrative Committee shall prepare a quarterly report for presentation to the Church Council and a written report for inclusion in the Annual Report of the Church.

#### B. Audio/Video (AV) Committee

The AV Committee shall:

Consist of four members elected by an Annual Meeting for two-year terms, two members and two members to be elected in alternate years.

Meet within two weeks of election and elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate names and contact information of officers and the monthly meeting schedule to the church secretary.

Operate and maintain audio and video resources during Byfield Parish services and for BPC events where such provisions are requested. Providing such resources for BPC services will be considered the AV Committee's first priority.

Mix, edit, engineer, and provide duplication of recorded BPC programs and services for the use of the members of the BPC community and for radio and television broadcast.

Build, encourage, and support a volunteer staff of sound and video technicians.

Provide access and basic training for those within the BPC community interested in the use of audio and video equipment.

Make available advanced training for sound and video technicians.

Evaluate, recommend, and oversee the procurement of all media technical devices.

Approve and track the use of BPC audio/video equipment.

Maintain proper inventory records of all audio/video equipment and recorded material.

Assess equipment operational status and either internally or externally repair or recommend and/or replace equipment as needed.

Prepare an annual budget for the maintenance, use, and enhancement of the AV equipment, as well as budget to provide training for technicians and other necessary expenses.

Prepare a quarterly report for presentation to the Church Council and prepare a written report for inclusion in the Annual Report of the Church.

Oversee the Church Audio Ministry.

### C. Christian Education Committee

The Christian Education Committee shall consist of seven members elected by an Annual Meeting for two-year terms, three members and two members being elected in alternate years. It shall appoint a Sunday School Superintendent and a Director of Christian Education and Youth Ministries, each of whom shall serve on the Committee ex-officio.

The Christian Education Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Christian Education Committee shall have general direction of the work of the Church School and shall act as an advisory committee for all Christian educational activity throughout the Church. It shall be responsible for educational staff recruitment, provision of material for instruction, and for provision of adequate training for the Church School staff. It shall prepare an annual budget covering the anticipated expenses of the Church School, youth activity, and child care. It shall be responsible for expenditures from the Longfellow Memorial Library Fund and for the appointment of a Librarian.

The Christian Education Committee shall be responsible for the search, hiring, and oversight of the Director of Christian Education and Youth Ministries. Job descriptions and employment agreements shall be subject to approval of the Administrative Committee. An annual performance evaluation of each staff member shall be conducted in cooperation with the Administrative Committee.

The Christian Education Committee shall prepare an annual budget covering its anticipated expenses.

The Christian Education Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### D. Finance Committee

The Finance Committee shall consist of the following: the Treasurer, the Assistant Treasurer, the Financial Secretary, the Assistant Financial Secretary, and three other members of the Church elected by an Annual Meeting for a term of three years.

The Finance Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Finance Committee shall prepare an annual budget for the Church in cooperation with each committee, board, and officer responsible for establishing a budgeted item. It shall review the entire budget with the Church Council prior to presentation for approval at the Annual Meeting. It shall continually review the financial condition of the Church and take appropriate action when necessary.

The Finance Committee shall prepare an annual budget covering its own anticipated expenses and those of the Treasurer and the Financial Secretary.

The Finance Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### E. Flower Committee

The Flower Committee shall consist of three members elected by an Annual Meeting, two and one elected alternately for two years terms.

The Flower Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Flower Committee shall make provision flowers for each Sunday's worship service and for other seasonal or special services. After each service, they shall be responsible for delivering the flowers to the donor or to shut-ins, the ill, the elderly, or such other persons for whom flowers are deemed appropriate. They shall be responsible for the provision of special decorations for the meetinghouse for special seasons such as Christmas and Easter.

The Flower Committee shall be responsible for following up with each donor to ensure the collection of payment for flower arrangements.

The Flower Committee shall be responsible for expenditures from the Hannah Lay Brown Memorial Flower Fund or from other flower funds established or to be established, such expenditures to be in accordance with the expressed wishes of the establishing donor.

The Flower Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### F. Hospitality Committee

The Hospitality Committee shall consist of seven members elected by Annual Meeting, three and four members to be elected in alternate years for two-year terms.

The Hospitality Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Hospitality Committee shall be responsible for providing for the Coffee Hour on Sundays and for special receptions, such as those for new members or to acknowledge new graduates. They shall be responsible for establishing appropriate settings for fellowship and shall assist the Diaconate on occasions when it requests help in arranging receptions and similar affairs.

The Hospitality Committee shall prepare an annual budget covering the anticipated expenses of its activities.

The Hospitality Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### G. Missions Committee

The Missions Committee shall consist of seven members elected by an Annual or special meeting of the Church for a term of three years. They will serve staggered terms in rotation of three years with an equitable division of the number of members for each year in the cycle.

The Missions Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Missions Committee shall be responsible for preparing the annual missions budget, which shall be reviewed with the Church Council prior to presentation for approval at the Annual Meeting, for raising through the Faith Promise Program the funds necessary to support that budget, and for the expenditure of all funds raised through the Faith Promise Program. The Missionary Committee shall keep the congregation informed of the work of the missionaries to whom funds are provided.

The Missions Committee shall prepare a quarterly report of its activities for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### H. Music Committee

The Music Committee shall consist of eight members elected by an Annual Meeting for two-year terms, four members and four members to be elected in alternate years.

The Music Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

The Music Committee shall be responsible for the provision of suitable music for Church services; coordinate special musical events throughout the year; and draft standards, policies, procedures, and guidelines for musical staff performance, vocal and instrumental music, music properties use, and other music ministries.

The Music Committee shall be responsible for the search, hiring, and oversight of the Music Director and Organist. Job descriptions and employment agreements shall be subject to approval of the Administrative Committee. A performance evaluation of each paid staff member shall be conducted annually in cooperation with the Administrative Committee.

The Music Committee shall encourage and support the church's volunteer musicians including the choir, praise band, sound room technicians, and special music contributors.

The Music Committee shall prepare an annual budget for the music ministry, including salaries, instrument maintenance, supplies, special music programs, and any other necessary expenses. It shall be responsible for expenditures from the Ann Tenney Memorial Choir Fund.

The Music Committee shall prepare a quarterly report for presentation to the Church Council and prepare a written report for inclusion in the Annual Report of the Church.

#### I. Nominating Committee

The Nominating Committee shall consist of five members elected by an Annual Meeting, two and three members to be elected in alternate years for two-year terms.

The Nominating Committee shall meet within two weeks of election and shall elect any appropriate officers and establish a monthly meeting schedule. They shall orient new members to responsibilities. The chairperson shall communicate the names and contact information of officers and the monthly meeting schedule to the church secretary.

They shall present to the Annual Meeting of the Church, and at other times as circumstances may require, a list of nominations for officers, boards, committees, or other positions prescribed by these by-laws. Prior to the nomination, a member of the Nominating Committee shall personally interview each prospective nominee to obtain his or her acceptance of the position.

The right of any Church member to make a nomination from the floor of any Church meeting shall always be recognized.

The Nominating Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### J. Pastoral Committee

In the event of a pastoral vacancy through resignation or termination, the Church Council shall appoint a Pastoral Committee of five members who shall be active members of this Church. It shall be an ad hoc committee serving until a pastor is called at a Church meeting. Any active

Church member, whether or not he or she holds another official position in the Church, shall be eligible for membership on the Pastoral Committee.

The Pastoral Committee shall meet within two weeks of appointment to select a chairman and a secretary, and it shall meet thereafter as necessary. It shall be empowered, without vote of the Church, to fill the pulpit on an interim basis and, with the advice of the Administrative Committee, to enter into an agreement with an interim pastor, providing for compensation not to exceed that of the departing pastor.

The Pastoral Committee shall actively seek a permanent pastor, and it is suggested that it follow the recommended procedures of the Council of Church and Ministry of the United Church of Christ. The Church, at a special meeting called for the purpose, shall guide the committee as to the qualification of the pastor desired, salary, and other arrangements. Expense money for the Pastoral Committee shall be voted at this meeting.

Until its mission is accomplished, the Pastoral Committee shall prepare a quarterly report for presentation to the Church Council and shall prepare a written report for inclusion in the Annual Report of the Church.

#### **Article XIV. Church Council**

The Church Council shall consist of the Pastor(s), all officers of the Church, and all members of all boards and committees, including ex-officio.

The Church Council shall meet quarterly, including a meeting in May prior to the Annual Meeting of the Church and otherwise at the call of the Moderator. Written notice of each meeting shall be sent to all Council members at least one week in advance of the meeting.

The Church Council serves as a channel of communication between the various officers, boards and committees by hearing reports from each, and it decides what administrative/policy changes should be presented to a full Church meeting. It has authority to appoint ad hoc delegates and temporary committees as it deems necessary.

The Church Council shall prepare an annual budget covering its own expenses and those expenses relating to United Church of Christ dues and to delegates to the Massachusetts Conference and Essex North Association meeting.

#### **Article XV. Staff**

The Administrative Committee shall have primary oversight and responsibility for the function of the secretary. The Music Committee shall have primary oversight and responsibility for the functions of the Music Director and Organist. The Christian Education Committee shall

have primary oversight and responsibility for the function of the Director of Christian Education and Youth Ministries.

#### **Article XVI. Non-pastoral Staff Procurement**

When a perceived need for a new staff position other than that of a pastor arises, the following procedures will be followed in establishing the proposed position.

A. Justification for the new position, whether full- or part-time, will be fully documented and presented to the Church Council along with a plan for funding the position. The committee, board, or officer responsible for the position will make the recommendation and the presentation.

B. The Church Council will be considered to have approved the establishment of the new position if there is an affirmative vote by a two-third majority of those present.

C. Upon approval by the Church Council, the presenting committee, board, or officer will submit the plan for funding the new position to the Finance Committee. The Finance Committee will be considered to have approved the plan by an affirmative majority vote.

D. Upon approval by the Church Council and the Finance Committee, the proposed new position and the funding plan will be presented to a special Church meeting. If there is an affirmative vote by a two-thirds majority of those present with the right to vote, the new position and the funding plan will be considered to be approved.

#### **Article XVII. Restriction of Expenditures and Liabilities**

No person shall expend any Church funds or incur liabilities upon the Church, except for funding emergency operating expenses as approved by the Finance Committee, in an amount greater than the sum or sums voted at the Annual or special Church meeting.

#### **Article XVIII. Fiscal Year**

The fiscal year of the Church shall be May 1 through April 30.

#### **Article XIX. Amendment**

Due notice having been given, these by-laws may be amended by the affirmative vote of two-thirds of those present with the right to vote at an Annual or a special Church meeting.