

Bylaws of the First United Church of Christ, Congregational in Milford, Connecticut
Adopted at annual meeting, January 26, 1997
Amended March 11, 2001
Amended January 27, 2013

NOTE: Throughout this document, spelling corrections and punctuation corrections are not indicated.

ARTICLE I NAME

The name of this Church shall be The First United Church of Christ, Congregational, in Milford, Connecticut.

ARTICLE II MISSION

The avowed purpose of this church shall be to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward all people; and to strive for righteousness, justice and peace.

ARTICLE III FAITH AND COVENANT

Faith

This Church acknowledges as its sole Head, Our Savior, Jesus Christ, the Son of God. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own, the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

The following Statement of Faith of the United Church of Christ is not a test but an expression of the spirit in which the church interprets the Word of God.

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

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

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

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

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

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

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

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

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

Remove this section and replace with: The Statement of Faith as used by the UCC is the accepted Statement of Faith for the Church.

Covenant

We covenant one with another to seek and respond to the Word and the will of God. We shall walk together in the ways of the Lord, made known and to be made known to us.

We hold it to be our mission to worship God, to strive for truth, justice and peace, to attend the services of this Church, observe its sacraments, share in its work, support its benevolences and endeavor to make it a faithful body of Christians. As did our forebearers, we depend on the Holy Spirit to lead and empower us. We work and pray for the coming of the Kingdom of God, and we look with faith to the triumph of righteousness and eternal life.

ARTICLE IV POLITY

The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject, however, to Laws of the State of Connecticut relating to corporations not for profit or ecclesiastical corporations. This Church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and By Laws of the United Church of Christ adopted July 4, 1961, relating to local Churches. Re: Article IV, Section 15 as follows:

"The autonomy of the local Church is inherent and modifiable only by its own action. Nothing in this Constitution and Bylaws of the United Church of Christ shall destroy or limit the right of each local Church to continue to operate in the way customary to it; nor shall be construed as giving to the General Synod, or to any Conference or Association now, or at any future time, the power to abridge or impair the autonomy of any local Church in the management of its own affairs, which affairs include, but are not limited to, the right to retain or secure its own charter and name; to adopt its own constitution and bylaws; to formulate its own covenants and confessions of faith;

to dismissal; to call or dismiss its pastor or pastors by such procedure as it shall determine; to acquire, own, manage and dispose of property and funds; to control its own benevolence; and to withdraw by its own decision from the United Church of Christ at any time without forfeiture or ownership or control of any real or personal property owned by it.”

ARTICLE V OFFICERS

The officers of this Church shall be a Moderator, a Vice-Moderator, a Clerk and a Treasurer. The Church Board shall be the representative governing body of the Church to carry out the policies adopted by the Church and to coordinate and direct the program and administration of the Church.

Move highlighted section to Article VII

ARTICLE VI MEMBERSHIP

Section I Acceptance

The members of this Church shall be persons who have been admitted by vote of the Diaconate acting on behalf of the Church and by public acceptance of its covenant.

- a. On confession of faith and baptism (unless previously baptized)
- b. On presentation of satisfactory letters of transfer from other Churches; or
- c. If letters are not available, by reaffirmation of faith.

Section 2 Reception

New members, having been admitted by the Diaconate, shall be received at a communion service, or at some other time as determined by the Diaconate, by public assent to the covenant. Any who are unable to attend in public, shall be received by the Pastor and Diaconate acting on behalf of the Church.

Section 3 Responsibilities

- a. Members shall pledge themselves to attend the regular worship of the Church and the celebration of the Lord's Supper
- b. Members shall pledge themselves to lead a Christian life
- c. Members shall share in the life and work of the Church
- d. Members shall contribute financially to its support and benevolences
- e. Members shall seek diligently the spiritual welfare of the community, membership, ministries, and committees of the Church
- f. Members must notify the Church upon any change of their membership status.
- g. Members are welcome to attend any and all open meetings of ministries and committees

Section 4 Membership Status

a. Transfer

Any member who desires a letter of transfer to another Church, upon request from that Church, is entitled to receive a letter of transfer from the Clerk of the Church, by vote of the Diaconate. In emergency or urgent cases, when the Diaconate cannot meet in a timely manner, the Clerk may issue a form of transfer as he/she deems appropriate. This form shall be valid as recommendation for one year only from its date, unless renewed. This restriction shall be stated in the form. The membership shall be terminated when a transfer is accepted. General letters will not be sent unless requested by a Church.

b. Censorship or Termination

If a member persistently breaches the covenant of this Church, the Diaconate, after proper notification has been given and faithful efforts have been made to bring the person to reconciliation with the covenant of the Church, may call for a hearing at which time the Diaconate may censure the member or terminate the membership.

c. Inactive Status

Members whose addresses have long been unknown, or for a period of three years, in spite of kindly approaches, have not communicated with the Church or contributed to its support, may, by vote of the Diaconate, be transferred to an inactive list. From the date of such transfer to the inactive list, such persons shall cease to be reported on the active membership roll and shall forfeit their rights to vote and will forfeit all rights and privileges of membership. An inactive member cannot receive a letter of transfer (recommendation) as the member has been inactive. The Clerk shall issue a statement that the member has been an inactive member of the Church.

c. Reinstatement

Any person whose membership has been classified under subsection 4b, 4c, or 4d may have that membership reinstated when in compliance with section 3.

ARTICLE VII CHURCH BOARD

Section 1

The Church Board shall be the representative governing body of the Church to carry out the policies adopted by the congregation. A quorum shall consist of 8 voting members.

Section 2 Responsibilities

- a. Shall hold regular monthly meetings (except July and August)
- b. Shall review the plans and programs of all Officers, Ministries, Boards, Committees, Organizations and staff (Pastors and Directors of Christian Education and Music) at its regular meetings
- c. Shall oversee the development of the annual budget for presentation at the annual meeting
- d. Shall have full authority in determining what causes, outside this Church, shall be given opportunity to present their work and make financial appeals for support of same.
- e. Shall appoint a Parliamentarian annually.
- f. Shall approve all appointments to vacancies in ministries, committees or offices.
- g. Shall recommend to the Church the calling of a Pastor or Associate Pastore with not less than 2/3 vote. If any ministry or committee drops below 5 members, the Church Board shall be responsible to oversee the work of the ministry or committee. It shall also be the responsibility of the Church Board to elect members to complete the unfulfilled terms.

Directors – Change to Ministers

Christian Education – Change to Faith Formation

Section 3 Board Personnel

The Church Board shall consist of 14 voting members: the Moderator, the Vice-Moderator, the Clerk, the Treasurer, the Pastor or the Associate Pastor, the two Members-at-Large, and one Chairperson from the Diaconate, the Trustees, Christian Education, Music, Christian Outreach, Stewardship, and Personnel Ministries.

14 Voting Members – changed from 13 to include both Members at Large

Christian Education – Change to Faith Formation

The Members-At-Large:

- a. Shall be elected for a one-year term at the annual meeting.
- b. Shall not be eligible for re-election after serving three one-year terms until the lapse of one year.
- c. Shall be any lay person in good standing who is not a member of any other committee or ministry.
- d. Shall serve as delegates to the New Haven Association and Connecticut Conference.

The Chairperson(s) of any ministry represented on the Church Board may designate any other voting member of his/her ministry or committee to serve and vote in his/her absence.

Add: to serve and vote in his/her absence.

Section 4 Sub-Committees

Special Sub-Committees may be established from time to time by vote of the Church Board for the purpose of acting with respect to projects which are not specifically included in the duties of other officers, ministries or committees for which provision is made in these bylaws.

The vote establishing any such committee shall specify:

- a. The individuals to serve on the committee or the manner in which a designated number shall be selected or authorized to serve;
- b. The duties of said committee;
- c. The authority which the committee may exercise on behalf of the Church;
- d. The length of time the committee shall function;
- e. Any other matter deemed by the Church Board to be appropriate.

Financial records of all sub-committees may be audited and may be subject to inspection by the Church Treasurer at any time.

ARTICLE VIII OFFICERS AND THEIR DUTIES

The Officers of this Church shall be a Moderator, Vice-Moderator, a Clerk and a Treasurer. All must be active members of the Church.

Moderator

- a. Shall be the highest elected layperson
- b. Shall be an officer of the Church
- c. Shall be elected by the congregation at its annual meeting for a term of one year
- d. Shall not be eligible for re-election after serving three one-year terms until the lapse of one year
- e. Shall see that the business of the church is carried out in accordance with the bylaws
- f. Shall serve as the chairperson of the Church Board
- g. Shall preside at all official meetings of the congregation
- h. Shall expedite the decisions of the Church Board
- i. Shall be available as a non-voting advisor to all ministries and committees.

Wording of a – h in this section has not changed but the order of placement changes as follows:

A – C – D – B – E – F – H – G - I

Added wording of available as to this line

Vice-Moderator

- a. Shall be an officer of the Church
- b. Shall be elected by the congregation at its annual meeting for a term of one year
- c. Shall not be eligible for re-election after serving three one-year terms until the lapse of one year
- d. Shall, in the absence of the moderator, act as chairperson of the Church Board and preside at all meetings of the congregation
- e. Shall, in the event of resignation, permanent absence or disability of the moderator succeed to that position for the remainder of the year
- f. Shall serve as chairperson of the nominating committee
- g. Shall notify all persons elected to office.
- h. Shall be available as a non-voting advisor to all Ministries and Committees except Personnel.

Wording of a – g in this section has not changed but the order of placement changes as follow:

B – C – A – D – E – F - G

Added h to duties

Clerk

- a. Shall be an officer of the Church
- b. Shall be elected for a term of one year without term limits
- c. Shall keep a faithful record of the annual and any special meetings of the Church
- d. Shall keep a register of the members of the Church, with date of reception and removal
- e. Shall record baptisms, marriages, deaths
- f. Shall make a full report of membership, baptisms, marriages and deaths at the annual meeting
- g. Shall issue letters of dismissal and transfer forms as voted by the Diaconate
- h. Shall preserve a file of all communications, documents, and official reports of all organizations
- i. Shall give legal notice of all meetings of the Church
- j. Shall conduct the correspondence on behalf of the Church Board
- k. Shall serve as secretary of the Church Board

Treasurer

- a. Shall be an officer of the Church
- b. Shall be elected for a term of one year without term limits
- c. Shall keep separate accounts of all monies received for the support of the Church and those for benevolent interests or for the conduct of any of its organizations
- d. Shall make prompt payment of salaries and current expenses as approved by the Board of Trustees.
- e. Shall make a report at the annual meeting
- f. Shall be a member of the Board of Trustees
- g. Shall submit financial reports to each regular meeting of the Board of Trustees

ARTICLE IX ASSISTANTS TO OFFICERS

The Church may also elect **one or more** assistants to the Clerk, Treasurer, and Financial Secretary as needed at the annual meeting. All must be active members of the Church.

Add: one or more

Assistant Clerk

- a. Shall help the Clerk and shall act in his/her place whenever necessary
- b. Shall have all authority to act on behalf of the Clerk in his/her absence

Assistant Treasurers

- c. Shall help the Treasurers and shall act in his/her place whenever necessary
- d. Shall have all authority to act on behalf of the Treasurer in his/her absence

Financial Secretary

- a. Shall report to the Treasurer
- b. Shall be responsible for keeping accurate weekly records of all money received.
- c. Shall deposit moneys to the bank and report same to Treasurer
- d. Shall submit reports to the Church Board upon request

Terminology of Spiritual Ministries and Temporal Ministries have been eliminated. All Ministries will be in alphabetical order as follows: Christian Outreach, Diaconate, Faith Formation, Music, Stewardship, Trustees

ARTICLE X MINISTRIES AND STANDING COMMITTEES

All members of ministries and standing committees must be active members of the Church.

Section 1 changes to Ministries

Section 1 **Spiritual** Ministries

The Spiritual Ministries of the Church shall be Christian Education, Christian Outreach, Diaconate and Music

Christian Education

- a. Shall consist of at least 10 members. One member, elected as Chairperson shall serve as the representative to the Church Board. Co-chairperson can be elected by the members retaining one vote on the Church Board
- b. Shall share with the Director of Christian Education responsibility to provide an atmosphere for learning for all members, families and friends of the Church
- c. Shall adopt the best system of Christian Education available for all classes of the Church School
- d. Shall enlist and make provision for the training of volunteer teachers and workers.
- e. Shall provide opportunities for Christian growth within the community
- f. Shall be responsible for communicating and assessing appropriate equipment and space needs. Shall be responsible for the library
- g. After approval by Church Board, when a vacancy occurs for the position of Minister of Christian Education, the Christian Education Ministry shall choose a search committee to include a representative from the Personnel Committee and the Senior Pastor or his/her designee. After completing the search, the Christian Education Ministry shall recommend to the Church Board a candidate for Minister of Christian Education
- h. Shall prepare an annual budget of its needs to present to the Church Board
- i. Shall prepare a report for the annual meeting

Christian Outreach

- a. Shall consist of at least 10 members. One to be elected by this ministry as Chairperson who serves as the representative to the Church Board
- b. Shall inform, interest and be a resource to the Church, Church School, and Youth Group in the world-wide mission of the Church and help bring an informed Christian conscience to bear upon the issues of modern life.
- c. Shall promote a keener sense of social responsibility for effective participation as Christians in public affairs, cooperating with community agencies
- d. Shall make available to the Church and all organizations within the Church such materials and/or resources as they are able to provide for reading and study
- e. Shall act to stimulate greater financial support of the benevolence program of the Church
- f. Shall prepare an annual budget of its needs to present to the Church Board
- g. Shall make recommendation of missionary representative when requested by the Church Board
- h. Shall prepare a report for the annual meeting to include an accounting of fund raising and expenditures of this ministry

Diaconate

- a. Shall consist of at least 12 people. One to be elected by this ministry chairperson who serves as representative on the Church Board
- b. Shall have as its primary responsibility the oversight and enrichment of the spiritual life of the Church
- c. Shall have oversight of the membership rolls of the Church, including the approval of new members and the authority to exert measures of discipline and revision of the Church rolls.
- d. Shall support and oversee the work of the Pastors and shall assist the Pastors in conserving a faithful membership.
- e. Shall work with the Pastors in promoting public worship and assuring that the ordinances and services of the Church are observed with regularity and reverence.
- f. Shall be responsible for the preparation and administration of the sacraments of Baptism and the Lord's Supper.
- g. Shall be responsible for ushering and the welcoming of visitors and new members and introducing them to the life of the Church.
- h. Shall be concerned with the shut ins, the sick and the needy, visiting and rendering assistance to meet urgent needs.
- i. Shall have sole jurisdiction of the Diaconate Fund and Susan B Tweedie Memorial Fund
- j. Shall find substitute pastors when necessary.
- k. Shall find transitional pastors and recommend to the Church Board
- l. Shall prepare a report for the Annual Meeting
- m. When a pastoral vacancy occurs, the Diaconate shall choose a Search Committee from the wider membership of the church consisting of eight to twelve members plus a member of the Personnel Committee. The Search Committee, in consultation with the appropriate representative of the Connecticut conference of the United Church of Christ will be responsible for presenting a candidate to the Diaconate, and on approval of the Diaconate to the Church Board. It is the responsibility of Church Board to present the candidate to the congregation for election.

All references to Christian Education change to Faith Formation.
All references to Minister or Director of Christian Education to change to Minister of Faith Formation

Change a to: Shall consist of at least 10 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.

Christian Outreach to change as follow:

- a. Shall consist of at least 8 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.
- b. Shall inform, support, and be a resource to the Church, Church School, and Youth Groups in the world-wide mission of the Church, and the United Church of Christ, and help bring an informed Christian conscience to bear upon the issues of modern life.
- c. Shall promote a keener sense of social responsibility for effective participation as Christians in public affairs, cooperating with community agencies.
- d. Shall make available to the church, and all organizations within the church, such materials and/or resources as they are able to provide for reading and study.
- e. Shall act to stimulate greater financial support of the benevolence program of the church.
- f. Shall prepare an annual budget of its needs to present to the Church Board.
- g. Shall prepare a report for the annual meeting to include an accounting of fund raising and expenditures of this ministry.

Change a to: Shall consist of at least 12 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.

Change conserving to maintaining

Eliminate the words Diaconate Fund and

Music

- a. Shall consist of at least 6 members. One to be elected by this ministry as Chairperson who serves as the representative to the Church Board
- b. Shall share with the Director of Music responsibility for the worship and praise of God through music and related arts in the worship services of the Church
- c. Shall administer a ministry of musical worship that will seek to inspire and involve all of the people of the Church in the praise of God through music
- d. Shall provide for the recruitment and training of choirs of singers and musicians as the principle means of fulfilling the music ministry of this church
- e. Shall foster a lively sense of Christian fellowship and community among all the participants in the music ministry
- f. Shall adopt and utilize the best available music for all choirs and the congregation of the Church and shall maintain, renew, and update the choral music library of the Church through all lawful means
- g. Shall provide for the good maintenance and tuning of the church's instruments
- h. After approval by the Church Board, when a vacancy occurs for the position of Minister of Music, the Music Ministry shall choose a search committee to include a representative from the Personnel Committee and the senior pastor of his/her designee. After completing the search, the Music Ministry shall recommend to the Church Board a candidate for Minister of Music.
- i. Shall prepare an annual budget of its needs to present to the Church Board
- j. Shall prepare a report for the annual meeting to include an accounting of income and expenditures of this Ministry

- a. Shall consist of at least 6 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.

Director changes to Minister

Eliminate the word of

Section 2 is eliminated

Section 2 Temporal Ministries

The Temporal Ministries of the Church shall be Stewardship and Trustees

Stewardship

- a. Shall consist of at least 7 members. One to be elected by this ministry as Chairperson who serves as a voting representative to the Church Board
- b. Shall inspire amongst its members and friends the provision of service and financial support towards the Church and its undertakings.
- c. Shall conduct an annual campaign collecting pledges of financial support to be included in the general operating budget of the Church in the following fiscal year, said campaign to be scheduled such that it will be reasonably complete prior to the final scheduled Church Board meeting of the current fiscal year.
- d. Shall request through the Treasurer anonymous pledging performance records and reports to support the planning and assessment of the annual fundraising campaign.
- e. Shall respect the confidentiality of all pledges.
- f. Shall be provided by the Financial Secretary, as needed in the course of the annual fundraising campaign, the names of those individuals solicited from whom the Church had not yet received a response.
- g. Shall conduct as needed visitations and other direct contacts with members and friends to promote Stewardship of all sorts.
- h. Shall submit a budget request to the Church Board.
- i. Shall prepare a report for the annual meeting.

- a. Shall consist of at least 7 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.

Trustees

- a. Shall consist of at least 10 members and the Treasurer. One to be elected by this ministry as Chairperson who serves as a representative to the Church Board
- b. Shall have care and custody of the property and funds of the Church
- c. Shall supervise the operation of the Church budget and provide for the prompt payment of salaries and current expenses
- d. Shall have charge of all Endowment and Property accounts but shall not have power to buy or sell, mortgage, lease or transfer any real property without specific vote of the Church
- e. Shall employ or dismiss such secretarial, clerical, custodial and managerial personnel after consultation with the Personnel Committee
- f. Shall prepare a report for the annual meeting
- g. Shall prepare an annual budget of its needs to present to the Church Board
- h. Shall retain an auditor at least every 3 years.

Change a to: Shall consist of at least 10 members, one to be elected by this ministry as Chairperson, or 2 to serve as Co-chairs, who serve as the representative to the Church Board with one vote.

Section 3 Standing Committees

Section 3 becomes Section 2

The standing committees shall be Historian, Memorials, Nominating, Personnel, and Roy M. Houghton Memorial Scholarship Fund Committee

Historian

- a. shall be elected for a one-year term at the annual meeting with no term limits
- b. shall have charge for the records, artifacts and any other historic materials of the Church
- c. shall supervise the examination of such artifacts and historic materials
- d. Shall compile a current history of each Church year to be placed in the annual report
- e. Shall report to the Church Board as requested.

Memorials

- a. Shall consist of at least 3 members and the Senior Pastor or his/her designee. One member to be elected by this ministry as Chairperson. The Chairperson shall be accountable with providing minutes to the Trustees, Treasurer and Clerk of all meetings. Said minutes shall itemize clearly the donations received by the Committee since its previous meeting.
- b. Shall record and acknowledge all gifts of money bequeathed or presented to the Church.
- c. Shall supervise the upkeep and maintenance of the Church's Memorial Garden located at the Plymouth Building, and recommend modifications and improvements regarding it to the Trustees.
- d. Shall prepare a report for the annual meeting to include an accounting of funds received and expenditures made.

Nominating

- a. Shall be appointed by the Church Board with the Vice Moderator as chairperson and a representative of each ministry and one Pastor
- b. Shall prepare and publish a list of nominations of officers and committees for the ensuing year at least thirty days prior to the annual meeting
- c. Shall prepare official ballot for the annual meeting
- d. Shall oversee ballot counting and present election results to the moderator.
- e. Shall authorize printing of elected slate in the next church newsletter

Personnel

- a. Shall consist of at least 4 and no more than 5 members elected for three-year terms with two term limits. Shall foster constructive communication between the congregation, its Pastoral leadership and the staff and shall implement the Church's responsibility for the professional and personal well-being of its staff. The discussions and actions of this Committee are of a confidential nature.
- b. Shall meet quarterly to foster constructive communication between the congregation, its Pastoral leadership and the staff. Special meetings may be called at any time by the committee or a staff member.
- c. Shall present an annual performance review to each member of the staff with input from that staff member's corresponding committee. These written reviews shall be kept filed securely until that staff member is no longer employed by the Church.
- d. Shall be responsible for recommending the compensation package to the budget committee including salary structures, benefits and allowances based upon annual performance reviews.
- e. Shall appoint one member as a representative on any search committee.

Increase number of members to 6
Change two to three term limit

Roy M. Houghton Memorial Scholarship Fund Committee

- a. Shall consist of the Pastor, Associate Pastor, Moderator and a member of the Diaconate
- b. Shall meet at the discretion of the Pastor to determine scholarship applications as necessary

ARTICLE XI STAFF AND THEIR DUTIES

The Staff of this Church shall be at least a Pastor, a Church Administrator, and a Sexton.

Title changes to Office Administrator

Pastor

- a. Shall be an ordained minister in good standing with the UCC and a member of the Church
- b. Shall be elected by the Church upon recommendation of the Church Board
- c. Shall give three months, notice to dissolve the Pastoral relationship with the Church. Pastoral relations may be dissolved by a majority vote of the Congregation at an annual or special meeting
- d. Shall hold office without limitation of time
- e. Shall be installed or recognized by the New Haven Association
- f. Shall preach the Word, care for the stated services of public worship, administer the ordinances and promote spiritual welfare of the Church
- g. Shall be a voting member of all committees and ministries with the exception of the Personnel Committee to represent the staff
- h. Shall make a report of the year's work at the annual meeting
- i. Shall serve as Chairperson of the Roy M. Houghton Memorial Scholarship Fund Committee
- j. Shall be a member of the Church Board
- k. Shall work under the direction of the Diaconate Ministry

Add the words with the UCC

Eliminate the words installed or

Church (Office) Administrator

- a. Shall be hired by and responsible to the Trustees for the secretarial/clerical daily operations of the Church Office

Title changes to Office Administrator

Add the words and responsible to

Add the words and responsible to

Sexton

- a. Shall be hired by and responsible to the Trustees for the care and upkeep of all Church properties.

Section 2 Additional Staff

The Church may also hire other staff including an Associate Pastor, a Minister of Christian Education, a Minister of Music and a Pastor Emeritus

Christian Education change to Faith Formation

Associate Pastor

- a. Shall be an ordained minister in good standing with the UCC or a candidate for ordination and a member of the Church
- b. Shall be chosen by the Church upon the recommendation of the Church Board
- c. Shall hold office without limitation of time
- d. Shall serve under the direction of the Pastor and the Diaconate Ministry.
- e. In the Pastor's absence shall serve as a voting member of all ministries and committees with the exception of the
- f. Personnel Committee to represent the staff
- g. Shall report the year's activities at the annual meeting
- h. Shall be a non-voting member of the Church Board

Add the words with the UCC

Minister of Christian Education

- a. Shall be appointed by the Church Board upon the recommendation of the Christian Education Ministry
- b. Shall work under the direction of Christian Education Ministry and in cooperation with the Pastor(s) in planning, organizing and supervising the educational programs of the Church
- c. Shall be a non-voting member of the Church Board

Christian Education changes to Faith Formation

Change highlight to in cooperation with the Faith Formation Ministry

Minister of Music

- a. Shall be appointed by the Church Board upon the recommendation of the Music Ministry
- b. Shall work under the direction of the Music Ministry and in cooperation with the Pastor in planning, organizing, and supervising the Church's music program
- c. Shall be a non-voting member of the Church Board
- d. Shall assist the Music Ministry in enlistment of all singers, musicians and arrangements for special music services

Change highlight to: in cooperation with

Pastor Emeritus

- a. The Church may bestow upon a previous Pastor the honorary title of Pastor Emeritus

ARTICLE XII WORSHIP

- a. Public services of worship shall be held each week on Sunday weather permitting
- b. Time and place of services shall be determined by cooperation of the Diaconate and Staff
- c. The sacrament of Holy Communion shall be observed at least on the first Sunday of every month, and on special occasions such as Christmas Eve, Ash Wednesday, and Maundy Thursday unless changed by the Diaconate

Eliminate the word public

Add the words weather permitting

ARTICLE XIII MEETINGS

Section 1 Meetings of the Congregation

- a. The annual meeting shall be held between the 15th and 31st of the month following the close of the fiscal year for the purpose of accepting the yearly reports required of Officers, Ministries and Standing Committees; to elect officers; to adopt the annual budget; and any other business that may properly come before the meeting
- b. Special business meetings may be called by a Pastor, the Moderator, the Church Board, the Diaconate, the Trustees, or any twenty-five members of the Church by written request to the Clerk.
- c. Notices of all business meetings shall be placed on the Church calendar, read from the pulpit, and posted on the bulletin board and website at least seven business days before such meetings are to be held.

Section 2 Meetings of the Church Board, Ministries and Standing Committees

- a. The Church Board, Ministries and Standing Committees shall have regular meetings as determined by each group.
- b. Notices of all such meetings are to be publicly communicated
- c. All meeting minutes are to be posted and available to Church Members

Add: b. Notices of all such meetings are to be publicly communicated

Add: c. All meeting minutes are to be posted and available to Church members.

ARTICLE XIV ELECTION AND VOTING PROCEDURES

Section 1 Elections

- a. The members of all Ministries and Standing Committees shall be elected by ballot for a term of three years at the Annual Meeting with no member eligible for re-election to the same Ministry or Standing Committee after serving two full consecutive terms until the lapse of one year.
- b. No member shall be elected to or allowed to serve on more than one office, Ministry or Standing Committee at the same time
- c. In the event of a vacancy in an Office, Ministry or Standing Committee elected by the Church, the vacancy shall be filled for the balance of the departed member's term by a vote of the Church Board or Congregation

Add: to the same Ministry or Standing Committee
Add: consecutive

Add: or allowed to serve on more than one
Add: at the same time

Add: d. Members may be appointed to any vacancy at any time with Church Board approval.

Add: e. Elected members of Ministries and Standing Committees shall take office on February 1 of the year elected and complete their term as of January 31 of the following year.

Section 2 Voting

- a. The right to vote belongs only to members of the Church who are not censored, terminated or inactive.
- b. Voting of motions at any of the meetings of the Church may follow a procedure of a display of hands, or by voice or by rising. No proxy vote is accepted.
- c. The slate as presented by the Nominating Committee shall be elected by ballot. All Officers, Ministries and Standing Committee members required to be elected by ballot shall be elected by use of the official ballots provided for that purpose.
- d. A majority vote of the members present shall be decisive. The calling of a Pastor or Associate Pastor shall require a two-thirds vote of all voting members of the Church present at an annual or special meeting called for this purpose.

ARTICLE XV QUORUMS

Sixty voting members shall constitute a quorum at all meetings of the Congregation. For the purpose of recessing until a quorum can be obtained, this article shall not apply.

ARTICLE XVI PARLIAMENTARY AUTHORITY

Robert Rules of Order Newly Revised shall govern all meetings of this Church except when inconsistent with these Bylaws.

ARTICLE XVII AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the members present and voting at an annual meeting of the Church or a special meeting called for the purpose. A proposed amendment shall have been submitted by the Church Board before it is laid before the Church or alternatively an amendment may be proposed by not less than twenty-five members of the Church. The proposed amendment shall then be communicated to all members at least two weeks prior to the meeting at which it shall be considered. The call to the meeting shall state that the amendment is to be considered.