

**BYLAWS  
SOUTH CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
CONCORD, NEW HAMPSHIRE**

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**BYLAWS  
SOUTH CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
CONCORD, NEW HAMPSHIRE**

ARTICLE I: NAME

This Church shall be known as South Congregational Church, United Church of Christ, Concord, New Hampshire. It shall be incorporated as a voluntary corporation under the laws of the State of New Hampshire. It shall have a seal which shall be circular in form and bear the inscription "South Congregational Church of Concord, New Hampshire. Organized 1837. Incorporated 1917." (Seal)

ARTICLE II: PURPOSE AND ORGANIZATIONS

1. **Statement of Purpose:** The purpose of this Church shall be to maintain a place to worship god, to preach the gospel of Jesus Christ, and to celebrate the rites and sacraments of the Christian church; to witness and strive for righteousness, justice, and peace among all people; to develop Christian character through the education of both youth and adults; to promote Christian fellowship within this church and the Church Universal; to provide a means for Members, Associate Members, and Parishioners to render loving service in the Concord community and throughout the world.
2. **Organizations:** Keeping in mind that this Church is united in purpose, it welcomes the creation of organizations which shall assist in the accomplishments of its purpose, including fellowship groups for youth and adults, circles, societies, and associations. Each organization which derives its principal membership from the Members, Associate Members, and Parishioners of this Church shall be regarded as an integral part of the Church and shall receive general oversight from the clergy and the Church Council. All such organizations shall be expected to cooperate fully in the realization of the Church's purpose, adhere to all provisions of these Bylaws, and coordinate their activities through the Church Administrator and the Church Council.

ARTICLE III: POLITY

1. **Ecclesiastical Authority:** This church is an independent body amenable to no other ecclesiastical authority, having within itself all necessary powers of government and discipline. This Church accepts the covenant of mutual counsel, comity, and cooperation involved in the free association of the United Church of Christ and pledges itself to share in the common aims and works of the United Church of Christ at the Merrimack Association Conference and National Levels. This Church shall work to extend ecumenical fellowship in all ways possible, including membership in the greater Concord Interfaith Council.

2. **Government:** Subject to the laws of the State of New Hampshire relating to voluntary corporations, the government of this church shall be vested in its Members, who, through participation in Annual and Special Meetings of the Church, shall determine policy, elect the officers of the Church and members of its boards and standing committees, approve the church budget, call the Clergy, establish staff positions, vote to alter, or amend these Bylaws, and otherwise direct the Church's affairs. Individuals elected or appointed to fill offices or to serve on boards, ministries, and committees shall, to the extent practicable, reflect the diversity of the congregation. Except for meetings of the Search Committee and executive sessions to discuss personnel matters, meetings of the Church Council and of ministries, boards, and committees shall be open to all Members, Associate Members, and Parishioners of this Church.

#### ARTICLE IV: STATEMENT OF FAITH

Consistent with our commitment to the freedom and responsibility of the individual and the right to personal judgment in matters of faith, we subscribe to the following statement, adapted in doxology from the 25<sup>th</sup> Anniversary of the United Church of Christ, as a summary of Christian beliefs widely held in our congregation, and as a testimony to, but not as a test of, our faith.

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

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

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

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

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

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

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

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

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

## ARTICLE V: MEMBERSHIP

- Members:** Members are those persons received into full membership by confession of faith, including confirmation, presentation of letters of transfer from other churches, or reaffirmation of faith. Members shall, to the best of their ability, attend the Sunday worship services of the Church, contribute regularly to the financial support of this Church and its benevolences at home and abroad, share in its organized work and activities, and, seek diligently and prayerfully, the spiritual welfare of the whole Church. Members who move away from the Concord area shall be encouraged to transfer their full membership to a church in their new community. If they choose to maintain their full membership in this Church they shall be expected to communicate with the Church at least once each year and to make some financial contributions to its support. Members shall be eligible to vote in person and by videoconferencing platform at all Annual and Special Meetings of this Church and to serve as Church officers, members of the Church Council and of all ministries, board, and committees, and as delegates from this Church.
- Associate Members:** Associate Members are those persons who choose to maintain or enter a formal affiliation with this Church while they simultaneously enter or maintain full membership in another church. Associate Members shall have the same benefits and responsibilities as Members except that they shall not be entitled to vote at Annual or Special Meetings of this Church. They are welcomed into the Church's worship and fellowship life and are invited to participate in its programs and activities, including service on the Faith Formation Ministry, Faith in Action Ministry, and most committees except for Worship and Spiritual Life Ministry, Giving Ministry, Church Council, Personnel Committee, Delegates Committee, or a Pastoral Search Committee. Associate Members shall not be reported as Members on the membership roll or entitled to letters of transfer. A list of Associate Members shall be maintained on the Church Administrator's computer.
- Parishioners:** Parishioners are those persons who do not wish to formally affiliate with this Church but do wish to share in its worship and fellowship life. Parishioners shall have the same benefits and responsibilities of Members, except they shall not be entitled to vote at Annual or Special Meetings of this Church. In addition, they shall not be eligible to serve as Church officers, as members of the Church Council, Worship and Spiritual Life Ministry, Giving Ministry, Faith Formation Ministry, Faith in Action Ministry, Personnel Committee, Delegates Committee, or a Pastoral Search Committee. Parishioners may serve on the Guild and Pastor's Aid Committee and participate in music programs without membership at South Church.
- Inactive Members:** The Church Administrator shall annually review the membership roll of the Church. Members whose addresses are unknown or who, for a period of two years, have not communicated with the Church or contributed to its support may be transferred to the inactive list which shall be kept on the Church Administrator's computer. Prior to taking this action, the Administrator's proposed additions to the inactive list shall be reviewed by the clergy and the Faith Formation Ministry. In addition,

the Church Administrator shall attempt to notify said Member of their proposed transfer to inactive status. From the date of transfer to the inactive list, individuals shall not be reported on the membership roll or included on the membership list. Inactive Members shall not be entitled to vote at Annual or Special Meetings of this Church and shall not be eligible to serve as Church officers, as members of the Church Council or any ministry, board, or committee, or as delegates from this Church.

5. **Removal of Members from the Membership Roll:** Members shall be removed by the Church Administrator from the membership roll upon their written request to the Church, upon their death, or upon the issuance by the Church Administrator of a letter of transfer or letter of introduction from this Church to a specific church to be named in said letter. The member's status may be changed to Associate Member according to the provisions of Article V, Section 2. In addition, if it is verified that a Member of this Church has full membership in another church, his/her membership in this Church shall automatically be terminated and his/her name shall be removed from the membership roll. Email equates to "written" where a written request or response is called for in these Bylaws.
6. **Removal of Associate Members or Parishioners from the Membership List:** Associate Members and Parishioners shall be removed by the Church Administrator from the membership list upon their written request to the Church or upon their death. In addition, Parishioners shall be dropped from the parish list when they no longer reside in the Concord area. The Church Administrator may also remove Associate Members and Parishioners from the parish list when they no longer participate in Church activities or contribute to its support. Before taking this action, the Church Administrator shall consult with the Clergy and the Faith Formation Ministry.
7. **Termination of Membership or Affiliation:** If any Member, Associate Member, or Parishioner persistently violates the character and spirit of Christian discipleship, they shall be reported to the Pastor-Parish Relations Committee. In such cases the Pastor-Parish Relations Committee would recommend first that the Clergy meet with the person in the presence of the Chair of the Pastor-Parish Relations Committee or a designee, with consideration to mix of gender. Then if needed, address the issue with members of the Pastor-Parish Relations Committee and the Church Council President. If further warranted and with agreement of these church representatives, the Council President and Senior Pastor would notify the person that their membership will be terminated. If this recommendation is approved by a vote of at least two-thirds of the Members present and voting, then said individual's membership or affiliation shall be terminated and his/her name shall be dropped from the membership list as appropriate.

## ARTICLE VI: CLERGY

- Procedures for Call:** Whenever it becomes necessary to call Clergy for the Church, the Church Council shall appoint a Pastoral Search Committee consisting of at least seven and no more than eleven voting members, all of whom shall be Members of the Church. In accordance with Article III, Section 2, every effort shall be made to ensure that this committee reflects, to the extent practicable, the diversity of the congregation. If additional Clergy are to be called, the Pastor shall serve as a nonvoting member of the Search Committee. If the Pastor is to be called, the Search Committee shall consult periodically with the other Clergy who shall not serve on the Search Committee. The Church Council shall name a chairperson or cochair person(s) of the Search Committee. The Search committee shall meet as often as necessary to fulfill its responsibilities. It shall keep written minutes but said minutes shall not be available to the congregation. The Search Committee shall seek the counsel of and follow the standard search procedures recommended by the New Hampshire Conference of the United Church of Christ. The Search Committee shall act by a majority vote of its voting members, except that the vote to recommend a candidate to the congregation shall be made by at least two-thirds of its voting members. The Search Committee shall present the candidate to the Members at a Special Meeting of the Church called for this purpose in accordance with Article XI, Sections 4 and 5. Clergy shall be called for an indefinite time by a vote of at least two-thirds of the Members present and voting. The terms of call shall be negotiated with the Clergy being called, set forth in writing by the Search Committee, and approved by the Finance Committee and the Church Council. The terms of call shall be reviewed annually by the Worship and Spiritual Life Ministry and any modifications approved by the joint Church Council/Finance Committee and Budget Committee. Changes in compensation must also be accepted by the Members of the Church as part of their review and approval of the annual Church budget. The performance of the Clergy shall be evaluated biannually by the Pastor- Relations Committee in consultation with the Worship and Spiritual Life Ministry. The Pastor-Parish Relations Committee and the Worship and Spiritual Life Ministry shall also provide support to the clergy. Clergy may resign from their call by giving 60 days written notice to the Church President. To address the Clergy call, the church may also (a) amend the call or (b) rescind the call and remove the clergy. upon a vote by at least two-thirds of the Members present and voting at a duly-called Special Meeting
- Affiliation and Installation:** Clergy shall become a Member of this Church after accepting the Church's call. They shall also establish standing as an ordained clergy with the Merrimack Association of the United Church of Christ. After fully meeting all criteria established by the Merrimack Association's Committee on Church and Ministry, clergy shall be installed at a formal installation service conducted by the Merrimack Association.

3. **Duties:** The Clergy shall serve as pastors and teachers for the Church and its people. In cooperation with the Worship and Spiritual Life Ministry, they shall have charge of the spiritual life of the Church. Their special duty is to preach the Gospel of Jesus Christ, administer rites and sacraments of the Christian church, bring comfort to the distressed, the sick, and the dying, and seek to lead the congregation to a deepened commitment to the will of God. They shall be responsible for the leadership of worship services, the enabling of lay ministries, and evangelism, including calling on prospective members and making the Church more visible in the community. They shall bring to the congregation an increased awareness of the Church as part of the Merrimack Association, the New Hampshire Conference, and the United Church of Christ. The Pastor is the chief executive of the Church as an institution, with the right of initiative and general supervision but not of veto. The Pastor shall oversee the work of the Church staff who shall be administratively accountable to the Pastor. The Pastor is a full voting member of the Church Council, and an ex-officio member without vote of all other boards, ministries and standing committees. The Pastor may delegate their membership on any board or standing committee to other called Clergy. Except for a Pastoral Search Committee (see Article VI, Section I) all Clergy may be appointed as full voting members to any temporary committee established by the Church Council including Staff Search Committees. In addition to the Pastor, any other called Clergy is a full voting member of the Church Council. In addition to sharing the spiritual leadership of the Church, the duties of other called Clergy shall be defined by the Church Council after consultation with the Pastor, Worship and Spiritual Life Ministry, and any other Church board, ministry, or committee for whose program area they are primarily responsible. All called Clergy shall prepare an account of their activities for the preceding year for publication in the Annual Report of the Church.

#### ARTICLE VII: SUPPORT STAFF

1. **Establishment and Appointment:** Some staff positions, whether full or part time, shall be established by a majority vote of the Church, present and voting at a duly called Special Meeting, or a part of their review and approval of the annual Church budget. Such positions may include, but not shall not be limited to, Church Administrator, Music Director, Organist, and Director of Christian Education. A job description for each position shall be developed and maintained by the Personnel Committee in consultation with appropriate Church boards and committees. The Church Council shall appoint a Search Committee for the Church Administrator, Sexton, Music Director, and Director of Christian Education which shall include, but not be limited to, the Pastor and/or other called Clergy, two members of the relevant Church ministry, board or committee, the Church President, Vice President, or Immediate Past President. When conducting a search for music staff, a representative of the Worship and Spiritual Life Ministry and a representative of the Chancel Choir or Memorial Bell Choir shall be added to the Search Committee. Upon recommendation of the Search Committee, an individual shall be appointed to a staff position by a majority vote of the total membership of the Church Council. The Church Council shall also approve initial terms of appointment including



salary and benefits. The performance of each staff member shall be evaluated annually by their Supervisor and shared with the Personnel Committee. The Personnel Committee shall recommend any changes in compensation to the joint Church Council/Finance Committee and Budget Committee. Changes in compensation must also be accepted by the Members of the Church as part of their review and approval of the annual Church budget or at a special meeting called by the Church Council. Staff members may resign by giving at least 4 days written notice to the Pastor and Church President. In the case of problems arising between staff or between clergy and staff, the Church leadership and Church Council shall proceed according to the steps laid out in the Employee Conflict Resolution Policy. If, following all due process, a problem remains unresolved, then following a majority vote of the total membership of the Church Council, a staff member may be asked to resign, said resignation to become effective within fourteen days following such vote.

2. **Duties:** Staff shall carry out those functions detailed in their job description including those tasks that would be reasonably associated with the position. They shall be administratively accountable to the assigned Supervisor, determined by the Church Council and/or Pastor who shall oversee their work. In addition, in carrying out their assigned functions and related duties, they shall receive guidance, counsel, and direction from the appropriate Church ministry, board,-committee, or staff person, or Pastor in carrying out their assigned functions and related duties. Staff shall be expected to attend staff meetings as required by the Pastor. They shall coordinate their activities with other staff as to ensure the smooth operation of the Church. If it is required as part of their current job description they shall be expected to attend meetings of the relevant Church Ministry or Committee. They shall be invited by the Pastor to attend meetings of the Church Council where they may be asked to give reports or to provide other information. They shall prepare a written report of their activities for the preceding fiscal year for publication in the Annual Report of the Church if it is required as part of their job description.
3. **Church Administrator:** Without limitation of the duties set forth in Section 2 of this Article, the Church Administrator shall, based on information provided to him/her by the Collections and Deposits Committee, keep a record of all monies received by the Church, including payment on pledges and Church offerings and transmit a weekly deposit report to the bookkeeper (see Article VIII, Section 6), maintain confidentiality relative to an individual's level of giving to the Church, prepare and distribute quarterly statement as may be necessary for the timely collection of pledge payments, upon request or as required by law provide Members, Associate Members, and Parishioners with an annual statement of their pledge amount, order offering envelopes and see that they are distributed, and assist the Clergy and Faith Formation Ministry in the annual review and updating of the membership roll . The Church (Co)Treasurer(s) will also have access to this information and will also maintain confidentiality relative to members level of giving.

## Article VIII: Officers

1. **Qualifications, Election, Term, and Removal:** The officers of this Church shall be a President, Vice President, Moderator, Clerk, and (Co)Treasurer(s). All officers shall be Members of the Church and shall be subject to the Safe Church Policy of South Church. They shall be elected at the Annual Meeting by a majority vote of the Members present and voting from a slate presented by the Nominating Committee or from additional nominations made from the floor. The Moderator and Clerk shall serve a one-year term or until their successors are elected and qualified. The President and Vice President shall be elected for a term of two years or until their successors are elected and qualified. Their terms of office shall commence on September 1 and end on August 31 of the second year. Except as otherwise limited in this Article of the Bylaws, all officers shall be eligible to succeed themselves. An officer may be removed from office for cause by a vote of at least two-thirds of the total membership of the Church Council. If any office becomes vacant, the Church Council shall appoint a Member to fill the remaining portion of the unexpired term. If any officer, because of illness, disability, or a temporary absence is unable to carry out the duties of his/her office, the Church Council may appoint a member to serve at the Council's pleasure as an officer pro tempore. In addition to the powers and duties specified below, officers shall have those responsibilities normally incumbent upon their office.
2. **President:** The President is the corporate head of the Church. They shall serve as a full voting member and chairperson of the Church Council and develop the agenda for its meetings. The President shall maintain close contact with the clergy, chairpersons of ministries, boards, and committees, and other organizations, with a view towards better coordination and more efficient achievement of the purpose of the Church as stated in Article II, Section I. As provided in Article IX, Section 8 the President shall prepare a report of his/her activities for the preceding year for publication in the Annual Report of the Church. After serving as President for two years an individual shall be ineligible for reelection to that post for a period of two years. Upon the authorizing vote of the Finance Committee and Church Council, the Church President may enter contracts on behalf of the Church.
3. **Vice President:** The Vice President shall serve as a full voting member of the Church Council and in the absence of the President they shall preside at meetings of the Council. They shall serve as Chairperson and an ex-officio member of the Delegates Committee. The Vice President shall carry out other duties as assigned by the President. In the normal course of events, it is expected that the Vice President will ascend to the presidency. After serving as Vice President for two years, an individual shall be ineligible for reelection to that post for a period of two years.
4. **Moderator:** The Moderator shall preside at Annual and Special Meetings of the Church. This person shall make any and all rules necessary for the orderly conduct of said meetings, except otherwise provided in these Bylaws. Such rules may be overturned by a majority vote of the Members present and voting.

5. **Clerk:** The Clerk shall keep a written record of all business transacted at Annual and Special Meetings of the Church and Church Council meetings.
  
6. **(Co)Treasurer(s):** The (Co)Treasurer(s), as authorized by the annual Church budget or by vote of the Church Council (see Article IX, Section 5(m)), shall oversee the disbursement in a timely fashion all current operating funds of the Church, including such special collections or designated gifts as may be received from time to time and such other funds as may be deposited or transferred into the Church's operating account. The (Co)Treasurer(s) shall oversee for accuracy the bookkeeper's accounting of these transactions as well as the bookkeeper's processing of the biweekly payroll and filing required reports and making on a timely basis all legally or contractually required payments including payments to the Internal Revenue Service, the Pension Board of the United Church of Christ, the New Hampshire Conference, and the Corporate Division of the New Hampshire Department of State. Paper checks drawn by the bookkeeper shall be in the name of the Church and countersigned by two members of the Finance Committee, or, if two members are not available in a timely fashion, they can be signed by one member of the Finance Committee and the Church Administrator. E-checks will be written by the bookkeeper and approved by a member of the Finance Committee. Bank statements about the Church's bank accounts shall not be reconciled by the same person who handles deposits and disbursements from the account. The (Co)Treasurer(s) will oversee the bookkeeper's preparation of monthly financial reports who will share them with the Finance Committee and the Church Council. These reports shall include, but not be limited to, a budget performance (net income) statement with year-to-date data and a balance sheet with comparison data from the prior fiscal year. The (Co)Treasurer(s) shall also oversee the bookkeeper's preparation of an annual financial report at the close of each fiscal year, July 1 to June 30, with year-end closing adjustments. This year-end report shall include, but not be limited to, the year-end budget performance and balance sheet statements, along with a statement that reconciles the net income for the year to the year's cash flows. Periodically, the year-end financial statements shall be independently reviewed or audited in accordance with generally accepted auditing standards and so certified. In the Annual Reports of the Church and at the Annual Meeting that precedes the July 1 start of each fiscal year, the (Co)Treasurer(s) will provide these reports for the prior fiscal year or a summary of them. At the Annual Meeting, they will also provide year-to-date reports for the current fiscal year. The (Co)Treasurer(s) budget-related responsibilities are described in the section of the Bylaws that describes the Finance Committee. In carrying out his/her duties the bookkeeper shall receive help as necessary from Church staff. Both (Co)Treasurer(s) are full voting members of the Church Council.

## Article IX: Church Council

1. **Voting Members:** The Church Council shall consist of the following voting members: President, Vice President, (Co)Treasurer(s), Immediate Past President, Clergy, and one representative from each from the Faith Formation Ministry, Faith in Action Ministry, Worship and Spiritual Life Ministry, Building and Grounds Committee, Giving Ministry, the Chairperson of the Nominating Committee, a youth representative under the age of 21 who shall be appointed annually by the Faith Formation Ministry in consultation with the Clergy, and a delegate from this Church to the Greater Concord Interfaith Council see Article X Section 5(i). They shall be subject to the guidelines of the Safe Church Policy. Except for executive sessions to discuss personnel matters, staff members and representatives of other Church ministries, committees, and organizations, including fellowship groups may attend Council meetings with voice but without vote.
2. **Immediate Past President:** It shall be the duty of the Immediate Past President to bring the feelings and concerns of the congregation to the Church Council on which they shall serve as a full voting member. They shall also serve as an ex-officio member of the Delegates Committee. Term of office shall commence on September 1 and end on August 31. After serving one full term, the Immediate Past President shall be ineligible for reelection to that post for a period of one year. The Immediate Past President may be removed from office for cause by a vote of at least two-thirds of the total membership of the Church Council. If the Immediate Past President resigns or is otherwise unable to fulfill his/her term, the Church Council shall appoint a Member to serve in that capacity until the next Annual Meeting of the Church when an individual shall be elected to fill the remaining portion of the unexpired term.
3. **Meetings:** Regular meetings of the Church Council shall be held monthly during the months of September through June at times to be decided by the Council. Special Meetings may be called at other times as necessary by the President, Clergy, or any five members of the Council. The Church Administrator shall notify all Members by mail or email at least five days in advance of a Special Meeting. A majority of the Church Council shall constitute a quorum for any meeting. Except as otherwise provided in Sections 5A(k) and 5(i) of this Article, as long as a quorum is present, the Church Council shall act by a majority vote of its members in attendance. As provided in Article III, Section 2, except for executive sessions to discuss personnel matters, meetings of the Church Council shall be open to all Members, Associate Members, and Parishioners of this Church.
4. **Powers:** The Church Council shall interpret and implement the will of the Members of the Church in the interim between Annual and Special Meetings. To this end, it shall serve as the executive committee of the Church and oversee its operations according to these Bylaws. It shall have full power to act for this Church in those areas which do not require action by the Members as a whole and are not assigned by these Bylaws to a ministry, board, or committee. The Council may review the decisions of all ministries, boards, committees, and organizations including fellowship groups. Its actions may, in turn, be reviewed by the Members at an Annual or Special Meeting of the Church. It

shall serve as the coordinating body for all the interests and activities of the Church and its organizations and shall make such adjustments and improvements as may seem wise in the areas of direction and procedure. It may require any Church organization to submit an annual financial report for examination. It shall mediate disputes between Church ministries, boards, and committees. It shall hear reports from the clergy, officers, staff members, and all ministries, boards, committees, and organizations of the Church and take such actions regarding thereto as may be necessary. At all times, the members of the Church Council shall keep the welfare of the Church, as a whole, foremost in their minds.

5. **Duties:** In addition to the broad powers outlined above, the Church Council shall carry out the following specific duties:
- a. It shall prepare such materials as it deems necessary and appropriate to assist members of ministries, boards, committees, and other organizations in carrying out their duties.
  - b. It shall annually establish a process by which all ministries, boards, and committees set and evaluate their goals. It shall devote at least one meeting to a review of these goals and to long-range planning for the Church.
  - c. It may delegate to a particular ministry, board, or standing committee duties which are not specifically provided for in these Bylaws and are not within the authority of any other ministry, board, or committee. It may establish such temporary committees as it deems necessary for the efficient operations of the Church. It may establish working groups or task forces in such areas as: long range planning, church growth, or, upon the recommendation of the Faith in Action Ministry, particular issues of social concern.
  - d. The Nominating Committee shall, whenever possible, consist of no fewer than five and not more than eight elected members. Members of the Nominating Committee may serve on more than one ministry, committee, or elective Church office at the same time. Each year, no later than its regular meeting in September, it shall appoint a Nominating Committee which shall consist of a chairperson, chair-person elect, and such other members as may be necessary. All individuals appointed to this committee shall be Members of this Church. Members of this committee shall serve from the day of their appointment until their successors are appointed and qualified. After serving two terms, the chairperson and the chairperson elect shall be ineligible for reappointment to that same position for a period of one year. Upon his/her appointment, the Chairperson of the Nominating Committee shall become a full voting member of the Church Council. This committee, with the advice of the clergy and appropriate Church staff, shall prepare and present at the Annual Meeting of the Church, a slate of nominees which shall consist of a single nomination for each Church office and positions which is scheduled to be filled by election at said meeting (see Article VIII, Section 1, Article IX, Section 2, and Article X, Section 1). This provision in no way limits the right of any Member of the Church to make

- additional nominations for an office or position from the floor of said meeting. Throughout the year, this committee shall suggest individuals for appointment to various positions by the Church Council (see Article IX, Sections 5(c),(e), (f), and (g). In accordance with Article III, section 2, the Nominating Committee shall make every effort to ensure that individuals elected or appointed to fill Church offices or to serve on ministries, board, and committees shall, to the extent practicable reflect the diversity of the congregation. Except for simultaneous service on the Delegates Committee, no person shall hold more than one elective Church office or position at the same time. The Committee shall prepare a report for publication in the Annual Report of the Church.
- e. The Church Council shall provide for interim clergy in the absence or illness of any clergy.
  - f. In accordance with Article VI, Section I, whenever it becomes necessary, the Church Council shall appoint a Pastoral Search Committee to seek a new Pastor or Co-Pastor. It shall name a chairperson or co-chairperson(s) of the Search Committee . It shall, with the concurrence of the Finance Committee, approve the initial terms of call for new clergy. As provided in Article VI, Section 3, it shall, after appropriate consultation, define the particular duties to be carried out by the Pastor or Co-Pastor.
  - g. Upon a majority vote of its total membership, Church Council may ask a staff member to resign, said resignation to become effective within 14 days following such vote.
  - h. As provided in Article VIII, Section 1, Article IX, Section 2, and Article X, Section 1, it may, by a vote of at least two-thirds of its total membership, remove from office for cause, an officer, the Immediate Past President, or a member of any ministry, board, or standing committee. As provided in Article VIII, Section 1, if a vacancy occurs in an elective office of the Church, it shall appoint a Member to fill the remaining portion of the unexpired term. In the event an elective officer is unable to carry out his/her duties due to an illness, disability, or temporary absence, it may also appoint a member to serve in that capacity until the next Annual Meeting of the Church. In accordance with Article X, Section 1, it shall fill a vacancy on any ministry, board, or standing committee, said appointee to serve until the next Annual Meeting of the Church. As provided in Article X, Section 2, it may appoint members beyond the number specified in Article X, Section 5 to serve on standing committees.
  - i. Following the Annual Pledge Campaign, it shall meet with the Finance Committee as a joint Budget Committee to review, modify, and endorse the proposed annual Church budget. The (Co)Treasurer(s) shall chair this committee. This committee shall meet to make adjustments in the proposed budget to be presented to the Members for their review and approval at the Annual Meeting of the Church. In the interim between Annual Meetings, the

Church Council is authorized to make such changes in budgeted expense items except for salaries and benevolences as may be required to properly operate the Church.

- j. Upon the recommendation of the Faith in Action Ministry it shall endorse appropriate courses of social action which members, Associate Members, and Parishioners may take in regard to social problems and needs in the community, state, nation, and world. (See Article X, Section 5(b))
- k. Upon the recommendation of the Finance Committee, it may vote to recommend to the Members at an Annual or Special Meeting their approval of the Church those matters relating to trust funds and endowments, Church property, and indebtedness. (See Article XI, Sections 2-5)
- l. As provided in Article XI, Section 1, the Church Council shall, upon the recommendation of the Worship and Spiritual Life Ministry, approve the scheduling of special worship services and approve changes in the regularly scheduled times for the administration of the Lord's Supper.
- m. In accordance with Article XI, Sections 2-5, the Church Council shall set the dates for the Annual and Special Meetings of the Church and direct the Church Administrator to call said meetings.
- n. In accordance with Article XI, Section 5, the Church Council shall annually set the date for the installation of elected lay leaders.
- o. It shall prepare a report of its own activities for the preceding year for publication in the Annual Report of the Church. The Church Council's report shall also include a statement of its goals for the Church for the coming year.
- p. In accordance with Article XII, the Church Council may propose alterations or amendments to these Bylaws to the Members of the Church for their adoption.
- q. The Church Council shall annually appoint a Collections and Deposits Committee which shall consist of a chairperson and, when possible, at least nine members. Members of this committee shall serve from the day of their appointment until their successors are appointed and qualified. It shall be the responsibility of this committee to count all Sunday receipts and prepare their deposits to the church's depository account each and every Sunday in accordance with the Church's Cash Management Policy. Collections from Christmas Eve services shall be locked in a secure place until they are counted by two representatives of the Collections and Deposits committee, then deposited as soon as possible following Christmas Day, as well as any other funds received by the Church during the previous week. The count shall be completed at the Church each and every Sunday immediately following worship. This committee shall also prepare a deposit of all collected items and deposit them to the credit of the Church in the

night depository box at the bank where the Church maintains its depository account. The count and deposit shall be completed by at least two members of this committee and at least two members shall be present during the entire period. The counters shall follow the procedures established by the Church Council and shall provide the Church Administrator with sufficient information so that they can keep a record of all moneys received by the Church. (See Article VII, Section 3)

## ARTICLE X: MINISTRIES, BOARDS, AND STANDING COMMITTEES

1. **Qualifications of Members, Election, Term, and Removal:** Elected members of all ministries, board, and standing committees shall share the work to be carried out and shall have the right to vote at all board or committee meetings. Members of the boards and committees shall be subject to the Safe Church Policy guidelines. All individuals elected to serve on the Worship and Spiritual Life Ministry, Giving Ministry, Delegates Committee, Faith Formation Ministry, and Personnel Committee shall be Members of this Church. At least one of the individuals elected each year to all other boards and standing committees shall be a Member of this Church. All individuals elected to serve on the Faith Formation Ministry and the Faith in Action Ministry shall be either Members or Associate Members. One third of the elected members of each board or standing committee shall be elected at each Annual Meeting by a majority vote of the Members present and voting from a slate presented by the Nominating Committee or from additional nominations made from the floor. Terms of office shall commence on September 1 and end on August 31. Unless otherwise stated in the sections detailing the scope of service for the following groups, after serving two consecutive full terms on the same ministry, board, or standing committee, an individual shall be ineligible for reelection to that ministry, board, or standing committee for a period of one year. For the purposes of this Section of the Bylaws only, an individual who fills more than two-third of a term to which some other person was originally elected shall be considered to have served a full term. A member of a ministry, board, or standing committee may be removed from office for cause by a vote of at least two-thirds of the total membership of the Church Council. If an elected member of a ministry, board, or standing committee resigns or is otherwise unable to fulfill his/her term, the Church Council shall appoint, consistent with the provisions of this Section, whether a Member, Associate Member, or parishioner to serve in that capacity until the next Annual Meeting of the Church when an individual shall be elected to fill the remaining portion of the unexpired term.
2. **Additional Members:** The membership of all ministries, boards, or committees shall be limited to that established in Section 5 of this Article. The Church Council may appoint such additional members to a standing committee as may be needed to fully carry out the duties assigned to said ministry, board, or committee by these Bylaws or by the Church Council. The terms to be served by any additional members shall be specified by the Church Council. Appointed members shall have the same rights and responsibilities as elected members, including the right to vote at ministry, committee, or board meetings.



3. **Officers:** At its first meeting in September, each ministry, board, and standing committee shall elect one of its elected members to serve as a chairperson for the ensuing year. In accordance with Article IX, Section 1, at its first meeting in September each ministry, board, and standing committee shall elect one of its elected members who are also a Member of the Church to serve as a full voting member of the Church Council for the ensuing year. If this person is properly qualified, a ministry, board, or standing committee may elect the same individual to serve concurrently as chairperson and Church Council representative. The names of the chairperson and Church Council representative shall be reported to the Church President and Church Administrator. The Committee shall keep a written record of all business transacted at meetings of the ministry, board, or standing committee. Following each meeting, copies of said minutes shall be distributed to all members of the ministry, board, or standing committee and to the Church President, all Clergy, and the Church Administrator.
  
4. **Meetings:** The Delegates Committee shall meet twice a year at the call of the Committee Chairperson. Each ministry, board, and standing committee shall hold regular monthly meetings during the months of September through June at times established by its members and approved by the Church Council. Special Meetings may be called at other times as necessary by the chairperson upon his/her own initiative or upon the request of the Church President, the Clergy, or any three members of the board, ministry, or committee. The chairperson shall notify all members at least three days in advance of a special meeting. A majority of the voting members of a board, ministry, or standing committee shall constitute a quorum for any meeting. As long as a quorum is present, all boards and committees shall act by a majority vote of those members in attendance who are entitled to vote. As provided in Article III, Section 2, except for executive sessions to discuss personnel matters, meetings of ministries, boards, and standing committees shall be open to all Members, Associate Members, and Parishioners.
  
5. **Duties:** The ministries, boards, and standing committees of this Church shall be limited to those identified in this Section of the Bylaws. Each ministry, board, or standing committee shall carry out those duties enumerated in this Section or delegated to it by the Church Council. In order to carry out its duties, each ministry, board, and committee may establish subcommittees as necessary and such internal operating procedures as are consistent with these Bylaws. As appropriate, ministries, boards, and standing committees shall provide guidance, counsel, and direction to Church staff. All ministries, boards, and standing committees shall recommend an annual budget for their area of responsibility to the joint Church Council/Finance Budget Committee. Upon request or as necessary, each ministry, board, and standing committee shall report on its activities to the Church Council. Each ministry, board, and standing committee shall prepare a report of its activities for the preceding year for publication in the Annual Report of the Church.
  - a. **Faith Formation Ministry:** The Faith Formation Ministry shall, when possible, consist of no fewer than six and not more than nine elected members. This ministry, together with the clergy, will support the Christian Education Director in

the general supervision of all educational programs, including nursery and toddler programs, the church school, and youth groups. The Faith Formation Ministry shall organize educational and fellowship activities and events to support individuals of all ages in their faith journey. As provided in Article IX, Section 1, in consultation with the clergy, this ministry shall, when possible, annually appoint a youth representative under the age of 21 to serve on the Church Council. In cooperation with the clergy, The Faith Formation Ministry shall be responsible for working to bring individuals into the fellowship and service of the Church, including the cultivation, preparation, and assimilation of new members. To this end, it shall develop and carry out a plan to make the Church more visible in the community, maintain a list of prospective members by seeking out new visitors, refer the names of these individuals to the clergy, assist the clergy in contacting and calling on prospective members to welcome them and/or invite them to attend worship, assist the clergy and the Worship and Spiritual Life Ministry in the education of new Members and Associate Members regarding the teachings of the Christian Church, the purpose of this Church and its relationship to the United Church of Christ, the benefits and responsibilities of membership, and the programs and activities of this Church, identify Members and Associate Members who have become inactive in Church life and encourage them to return to the Church and its fellowship, and assist the clergy and other Church staff in providing hospitality and orientation for new Members and Associate Members, and in developing and carrying out methods for assimilating them into the life and fellowship of the Church. The Director of Christian Education will act as the Faith Formation Ministry's liaison with the Church's staff. The Director of Christian Education will evaluate and select the curriculum and other materials to be used in the church school and other educational programs. The Director of Christian Education is also responsible to recruit, train, and remove, if necessary, church school teachers and other group leaders with the counsel of the Faith Formation Ministry. The clergy will provide supervision to the Director of Christian Education.

- b. **Faith in Action Ministry:** The Faith in Action Ministry shall, when possible, consist of no fewer than six and not more than nine elected members. This ministry, in cooperation with the clergy, shall be responsible for stimulating, educating, and guiding the congregation in ways to render loving service in the Concord community and throughout the world. To this end it may encourage Members, Associate Members, and Parishioners to witness and strive for righteousness, justice, and peace among all people, identify organizations, groups or persons which are in need of assistance either from individuals or through the special benevolences of the Church, promote opportunities to support missionary service and provide benevolent giving including local missions, basic support of our Church's Wider Mission, support of our closely related seminaries, and special offerings and projects of the United Church of Christ, New Hampshire Conference, Merrimack Association, and the Greater Concord Interfaith Council. Faith in Action Ministry shall recommend to the Church Council for its authorization, special offerings or fundraising campaigns

for benevolent purposes , keep informed about social problems and needs in the community, state, nation, and world, recommend to the Church Council appropriate courses of social action which Members, Associate Members, and Parishioners may take in regard to these matters, encourage and lead Members, Associate Members, and Parishioners to pursue such actions once they have been endorsed by the Council,

- c. **Worship and Spiritual Life Ministry:** The Worship and Spiritual Life Ministry shall, when possible, consist of no fewer than nine and not more than twelve elected members. The members of this ministry, in cooperation with the clergy, shall have charge of the spiritual life of the Church, including worship services, music during services, celebration of the sacraments, and caring for Members, Associate Members, and Parishioners with Christian love. To this end, they shall: establish, with the clergy, the content and order of the worship service, recommend to the Church Council for its approval the scheduling of special worship services and changes in the regularly scheduled times for the administration of the sacraments of the Lord's Supper; assist in the sacraments of the Lord's Supper and Baptism, as provided in Article XI, Section 1; provide for adequate leadership of worship when the clergy are temporarily absent, as provided in Article V, Sections 4 and 6; assist the Church Administrator in the annual review and updating of the membership roll , as provided in Article V, Section 7; review the membership or affiliation of any Member, Associate Member, or Parishioner who persistently violates the character and spirit of Christian discipleship and, if appropriate recommend to the Members of the Church at a duly-called Special Meeting that said individual's membership or affiliation be terminated; collaborate with and offer support to Music Ministry personnel; provide counsel to all ministries, four-way covenants (in instances where a Member in Discernment has been sponsored by a local church, a four-way covenant will be established among the Member in discernment, the local church where the Member in Discernment is a member, the local church Discernment Committee and the United Church of Christ as represented by an Association or Conference), boards, and committees on matters affecting the spiritual life of the church as needed; provide support to the Pastor-Parish Relations Committee, assisting with periodic evaluation of the clergy and reviewing the terms of call of each clergy periodically as requested by the Church Council; and recommend any modifications to the joint Church Council/Giving Ministry Budget Committee. All Members of this Church who have served this Church as Deacons or Worship and Spiritual Life Ministry members shall constitute a permanent Diaconate. They may be called upon to assist the current members of the Worship and Spiritual Life Ministry in carrying out their duties, and they may be invited to meet with the Ministry in an advisory capacity.
- d. **Pastor-Parish Relations Committee:** The Pastor-Parish Relations Committee shall, when possible, consist of five members, appointed by the Worship and Spiritual Life Ministry in consultation with the Clergy, for a term of not more than five years. While it is recommended that the majority of its members be current or

past Worship and Spiritual Life Ministry members, or members of the Diaconate, it is required that at least one member be currently serving on the Worship and Spiritual Life Ministry. The Pastor-Parish Relations Committee will meet at least six times each year and will meet at least twice with the active clergy as a team and at least twice with the active Clergy as individuals. The Pastor-Parish Relations Committee is charged with assisting the relationship between Clergy and Congregation and serves as a confidential supportive source of feedback and constructive advice or criticism in both directions. The committee serves as an intermediary sounding board and facilitative body to help the Congregation understand the nature of ordained leadership and maintain a healthy level of differentiation and self-accountability. The Pastor-Parish Relations Committee with input from the Worship and Spiritual Life Ministry shall develop every two years, a substantial evaluation of settled Clergy which creates learning objectives and supports decisions concerning salary. The Pastor-Parish Relations Committee exists as a safe place to discuss, understand, and move toward the resolution of difficulties of any kind. This includes difficult or unresolved issues between clergy, presuming they have previously discussed the issue between themselves. All Pastor-Parish Relations Committee deliberations are kept in strict confidence.

- e. **Personnel Committee:** The Personnel Committee shall, when possible, consist of five members elected by the congregation. This committee shall meet in June of each year and choose a Chairperson or Co-Chairpersons. The committee shall carry out those duties enumerated in Article VII, Section 1. Committee Policies and Procedures are outlined in the Personnel Policies file to be kept in the church office. Confidential personnel information shall be kept on the Church Administrator's and Pastor's computers with limited access and hard copies are to be kept in a locked cabinet in the church office. This committee shall also hear grievances and seek to resolve disputes which may arise among staff members, staff and clergy, or staff and the ministries, boards, or committees they work with. The Personnel Committee shall have access to all staff job descriptions and reviews in order to do the committee's work appropriately. Reviews and related documents shall remain confidential and shall be reviewed only by the Pastor, Personnel Committee and officers of the Church Council unless the Church Council instructs otherwise. The Personnel Committee shall make periodic reports of its activities to the Church Council. Any Church Council discussion about personnel issues, such as grievances and disputes, shall remain confidential to the Church Council, the Pastor, and the Personnel Committee. If necessary, the Personnel Committee may recommend appropriate action(s) to the Church Council. The Personnel Committee shall meet as often as necessary to carry out its responsibilities.
- f. **Giving Ministry:** The Giving Ministry shall, when possible, consist of no fewer than six and not more than twelve elected members. The Giving Ministry chair will lead the Giving Ministry and will coordinate with the church (Co)Treasurer(s) as needed. In accordance with these Bylaws, and responsive to God's call to

faithful stewardship, this ministry, in consultation with the Church Council, shall be responsible for:

- i. Carrying out the Pledge Campaign to seek pledges from Members, Associate Members, and Parishioners to fund the annual church budget. The Giving Ministry will support additional fundraising campaigns authorized by the Church Council.
  - ii. The Giving Ministry will promote a program for planned giving to the Church through bequests, life income gifts, and trusts.
  - iii. The Giving Ministry, working with the Clergy, will nurture the spiritual gifts of gratitude and generosity to promote faithful giving throughout the year.
  - iv. The Giving Ministry shall recommend to the Church Council for its authorization additional fundraising campaigns for other than benevolent purposes, including special offerings and capital funds drives.
- g. **Finance Committee:** The Finance Committee will conduct the Church's business consistent with the purpose of the Church as stated in Article II, managing the church's resources to further God's kingdom. The Finance Committee will meet at least quarterly. It will be chaired by the Church (Co)Treasurer(s) and consist of the President, Vice President, Immediate Past President, and one representative from the Building and Grounds Committee. The Finance Committee carries out the following duties: The (Co)Treasurer(s) shall appoint two congregational members to advise the Finance Committee about the investment policy and invested funds and make recommendations on investment management and the allowable use of funds.
- i. The Finance Committee may seek outside advice on investments and other matters from persons not on the Finance Committee.
  - ii. The Finance Committee shall oversee the administration of all trust funds and endowments, seeing that they are properly invested, and that the income is used in accordance with any terms established by the grantor and instructions of policies established by vote of the Members of the Church.
  - iii. It shall administer all trust funds and endowments, see that they are properly invested, and that the income is used in accordance with any terms established by the grantor and instructions or policies established by vote of the Members of the Church.

- iv. The Finance Committee shall have custody of all deeds, securities, papers, and accounts relating to the investment funds of the Church and its property. All such accounts shall be held in the name of the Church. All interest received from the Church's investments or proceeds derived from the sale or transfer of Church assets, including trust funds and endowment accounts and securities, shall be deposited to the credit of the Church.
- v. The Finance Committee shall review inventory of investments at the end of each quarter of the fiscal year. The Committee's report shall be published in the Annual Reports of the Church.
- vi. In carrying out its duties, the Finance Committee shall receive help as necessary from the Church staff and the bookkeeper.
- vii. The Finance Committee shall ensure that any spending of income earned by endowment funds complies with NH state laws. The Finance Committee can advise the Church Council to set aside other invested and unrestricted funds that are spending restricted. For example, the Council can limit spending of these funds to preserve the fund's principle. Spending from these Council-restricted funds can also be restricted to support only the Church's current operating expenses and/or to certain spending benchmarks, such as a specific percentage of the Church's current operating budget.
- viii. It shall see that the Church's property is adequately insured.
- ix. It shall not incur any indebtedness in excess of 15% of the annual operating budget without the concurrence of the Church Council and the authorizing vote of the Members.
- x. It shall annually set the amount of the blanket bond which shall be purchased by the Church to cover all employees, officers, and committee members who handle Church funds. If the bookkeeper is an independent contractor, it shall provide evidence of insurance.
- xi. As provided in Article VI, Section I, it shall, with the concurrence of the Church Council, approve the initial terms of call for new Clergy.
- xii. Annually it shall initiate the development of the proposed annual Church budget by establishing the process by which the clergy, staff, officers, ministries, boards, and committees submit their operating budget requests. The Committee shall then meet with the Church Council as a

joint Budget Committee to carry out the duties specified in Article IX, Section 5(j). The (Co)Treasurer(s) shall chair this joint committee.

- xiii. The (Co)Treasurer(s) shall present the operating budget recommended by the joint Budget Committee for the subsequent year at the regularly scheduled Annual Budget Meeting that precedes July 1. A final budget for the year beginning July 1, if passed by the Members, shall serve as the official appropriation measure of the Church.
  
- h. **Church Guild:** The Church Guild shall, when possible, consist of 12 elected members. This committee shall be responsible for communion and hosting Church receptions. To this end, it shall care for the communion appointments, including the chalice, serving plates, cups, and linens; prepare and arrange the appointments and elements for each communion service; and arrange for most receptions, including those to honor present members and recognize the clergy. There is no term limit for serving on the Church Guild.
  
- i. **Delegates Committee:** The Delegates Committee shall, when possible, consist of nine members, the Church President, Vice President, and the Immediate Past President, plus additional elected members based on the NH Conference Bylaws rules. The elected membership of this committee shall, when possible, include at least one individual who is less than 30 years old and should reflect, to the extent practicable, the diversity of the congregation. If alternate delegates are needed to ensure full representation at said meetings the Nominating Committee as provided in Section 2 of this Article shall appoint a sufficient number of members of the Church to serve as additional members of the Delegates Committee. The Delegates shall, when possible, provide representation for the Church on a rotating basis, three sets of three members who will attend meetings of the New Hampshire Conference, the Merrimack Association, the Greater Concord Interfaith Council, and such other religious meetings and ecclesiastical councils outside the local fellowship as may require delegates from the church. Members of the Delegates Committee will report back to the congregation twice a year. The Church Vice President shall chair this committee and shall assign members, as appropriate to attend various meetings and councils and to make reports. In accordance with Article IX, Section 1, the Nominating Committee shall also name one of the delegates from this Church to the Greater Concord Interfaith Council to serve as a full voting member of the Church Council. The Delegates Committee shall meet at least twice a year at the call of the Committee Chairperson
  
- j. **Buildings and Grounds Committee:** The Buildings and Grounds Committee shall work in close partnership with the Finance Committee on maintenance and operations of church properties while grounding its decision making with an eye on environmental stewardship of Creation. The Building and Grounds Committee shall, when possible, consist of not less than five and not more than nine elected members. A member of the Building and Grounds Committee shall serve on the

Church Council. At least one member of the Building and Grounds Committee shall also serve on the Finance Committee. The Building and Grounds Committee shall develop an operations and maintenance plan and oversee use, maintenance, repair, and improvement of all Church owned properties, including, but not limited to the building and grounds of the Sanctuary, Parish House, and Community Building. The Committee shall develop a budget for the properties which it will submit through the Finance Committee as part of the annual budget process. The proposed budget for all Church properties shall include contributions to a vacancy contingency fund and to a capital reserve fund. While maintaining a strong working relationship with the Finance Committee, the Building and Grounds Committee shall have authority and autonomy to enter into rental agreements and/or lease of the property and to authorize repairs, maintenance, and alterations to the properties within the approved budget, utilizing the services of a property management company as appropriate. The Building and Grounds Committee shall have no authority to buy, sell, transfer, or mortgage the Church properties without the concurrence of the Church Council. Every five years the Building and Grounds Committee shall review the use of the Community Building and make a recommendation to the congregation at the Annual Meeting regarding the continued use and ownership of the Community Building.

- k. **Flower Committee:** The Flower Coordinator(s) serving on the Flower Committee shall be responsible for making arrangements for the donation of altar flowers by members of the congregation every Sunday from September through June. They shall also be responsible for maintaining a list of Members who have contributed flowers in the past as well as new donors, keeping in mind that there may be a specific anniversary, birthday, or other reason for donating; for ensuring that the donors will be invoiced by the florist; that donors indicate how they wish to have their donation acknowledged in the Sunday worship bulletin, and if they have any particular flower requests; that the donor is thanked by the Flower Coordinator(s); and that the Church Administrator will be advised by means of a shared spreadsheet of the donor's name and the acknowledgment for the Sunday worship bulletin. The donor will also be advised by the Flower Coordinator(s) what the cost of the altar flowers will be. The cost of the floral arrangement is determined by the florist.
- l. **Pastor's Aid Committee:** The Pastor's Aid Committee shall, when possible, consist of at least six members and more as needed. Each of these members shall be assigned and shall visit monthly between one and four specific South Church members. Recommended by the Pastor, those called upon are members of the church who are no longer physically able to attend Sunday worship. Those visited develop a friendly, ongoing relationship with their Pastor's Aid member who can keep them informed about the events and life of South Church. Pastor's Aid visits thereby allow these members to stay connected to the church and its congregation.



## ARTICLE XI: MEETINGS, INSTALLATIONS, NOMINATIONS, APPROVALS, AND REPORTS

1. **Public Worship and the Administration of Sacraments:** Meetings for public worship shall be held on Sundays and at other such times as may be approved by the Church Council upon the recommendation of the Worship and Spiritual Life Ministry. The sacrament of the Lord's Supper shall be administered on the first Sunday of each month throughout the year unless this schedule is altered by the Church Council upon the recommendation of the Worship and Spiritual Life Ministry. Individuals may receive the sacrament of Baptism on such days as the clergy shall designate.
2. **Annual Meeting:** Each year the Church Council shall direct the Church Administrator to call the Annual Meeting of the Church which shall be held at the Church Council's discretion on any day from May 15 to June 15. The purpose of this meeting shall be to hear reports from the Clergy, Church President and Clerk (See Article VIII, Section 5) and other reports as necessary; in accordance with Article VIII, Section 1, Article IX, Section 2, Article IX, Section 5(d), and Article X, Section 1 to receive the report of the Nominating Committee annually to elect officers, ministry, board, and committee members to serve for appropriate terms; to hear the (Co)Treasurer's report on the financial position of the Church for the preceding year July 1 to June 30; to hear the report of the Pledge Campaign from the Giving Ministry; to review and approve the operating budget of the Church for the current fiscal year (See Article IX, Section 5(m) and Article X, Section 5-and to transact any other business which may come before the meeting.
3. **Special Meetings:** Special Meetings of the Church may be scheduled by the Church Council upon its own initiative at the request of one of the Clergy, or, as authorized in Article V, Section 7 at the request of the Worship and Spiritual Life Ministry. The Church Council shall be required to schedule a Special Meeting within 30 days of receipt of a petition signed by 5% of the Members of the Church. The Church Council shall direct the Church Administrator to call all Special Meetings. As appropriate, the purpose of special meetings shall be to act on the recommendation of the Worship and Spiritual Life Ministry that the membership or affiliation of a Member, Associate Member, or Parishioner be terminated (See Article V, Section 7); to vote to call clergy or to request their resignation (See Article VI, Section 1) ; to vote to alter, buy, sell, transfer, mortgage, or lease Church property (See Article X, Section 5(-j)); to vote to alter or amend these Bylaws (See Article II); to consider any other items which require immediate action by the Members as a whole; to consider items specified in a petition signed by 5% of the Members; and to transact any other business which may come before the meeting.
4. **Notification, Quorum, and Voting:** In accordance with Sections 2-4 of this Article, all meetings of the Church shall be called by the Church Administrator at the discretion of the Church Council. The call shall state the purpose of the meeting and include the date, time, location, and an agenda. The Church Administrator shall post the call in the Parish House, on the Church website and through the newsletter and worship bulletins to alert the members of the meeting date at least 15 days in advance of-said meeting.

To the extent possible, notice for each meeting shall also be read from the pulpit. Ten percent of the Members shall constitute a quorum for any meeting of the Church. Except as otherwise provided in Article V, Section 7, Article VI, Section 1, and Article XIII, as long as a quorum is present, action shall be taken by a majority vote of the Members present and voting. When electing officers, ministry, board, and committee members, if three or more individuals are nominated for the same position and no individual receives a majority vote on the first ballot, a run-off election shall be held between the two individuals who received the most votes on said ballot. In addition, in the absence of a quorum, the Members may vote to adjourn the meeting to a fixed date.

5. **Installation, Nomination, and Approval of Elected Lay Leaders:** A slate of all proposed lay leader nominations will be presented at the Annual Meeting by the Nominating Committee and voted on during the Annual Meeting. The Nominating Committee will continue to fill vacancies during the year on an as-needed basis. Regardless of the date of their approval, all elected lay leaders shall take office and begin service on September 1.
6. **Installation of Clergy:** In accordance with Article VI, Section 2, services for the installation of clergy shall be held as necessary.
7. **Reports:** The Members, Associate Members, and Parishioners of this Church shall be kept informed about the activities of its Clergy, staff, officers, and ministry, boards, and committees through publication of the Annual Reports of the Church. In accordance with Article VIII, Section 6, the report of the (Co)Treasurer(s) and Investment Committee shall cover the preceding fiscal year, July 1 to June 30. All other reports shall be for the program year of the Church which shall run from September 1 through August 31 of the following year. Each year the Church Administrator shall establish the publication date for the Annual Reports of the Church and the deadline for submission of individual written reports. Annual reports shall be required from the President; Pastor; any additional called Clergy; Staff if specified in their job description; Clerk; (Co)Treasurer(s); Investment Committee; Church Council; Faith Formation Ministry; Faith In Action Ministry; Worship and Spiritual Life Ministry; Giving Ministry; Church Guild; Delegates Committee; Nominating Committee; Personnel Committee; and Pastor's Aid Committee as well as Ministries and from such other individuals, committees, organizations, or groups as may be specified by the Church Council.

## ARTICLE XII: BYLAWS

These bylaws shall be reviewed every two years by the Church Council and the chairs of all identified committees and ministries.

## ARTICLE XIII: AMENDMENTS

These Bylaws may be altered or amended by a vote of at least two-thirds of the Members present and voting at the Annual Budget Meeting, the Annual Meeting, or any duly called Special Meeting of the Church. Proposed alterations or amendments shall be mailed or forwarded electronically to all Members at least 14 days in advance of the meeting at which they are to be acted upon. Amendments or alterations may be proposed by the Church Council or by a petition signed by 5% of the Members of the Church. The vote to adopt any alteration(s) or amendment(s) shall specify the effective date of said alteration(s) or amendment(s).

**Revised:** 2024

**Reviewed and accepted by Church Council:** April 23, 2024

**Voted on and approved by congregante:** May 19, 2024

### **List of Ministries, Boards, Committees, and Positions Noted in Bylaws**

UCC New Hampshire Conference	UCC Merrimack Association
Pastor's Aid Committee	Greater Concord Interfaith Council
Pastor-Parish Relations Committee	Church Council
Pension Board of the UCC	Church Guild
Faith formation Ministry	Faith In Action Ministry
Finance Committee	Flower Committee
Investment Committee	Giving Ministry
Worship and Spiritual Life Ministry	Building and Grounds Committee
Personnel Committee	Clerk
Pastor	Clergy
Officers	Delegates Committee
Collections and Deposit Committee	Nominating Committee