

THE FIRST CHURCH OF CHRIST, CONGREGATIONAL

GLASTONBURY, CONNECTICUT

BY - LAWS

Incorporating:

First Amendment of May 23, 1972,
Second Amendment of March 4, 1973,
Third Amendment of May 22, 1974,
Fourth Amendment of May 18, 1978,
Fifth Amendment of November 25, 1978,
Sixth Amendment of April 29, 1979,
Seventh Amendment of April 29, 1979,
Eighth Amendment of May 22, 1984,
Ninth Amendment of May 19, 1987,
Tenth Amendment of May 26, 1992, and
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Twelfth Amendment of May 19, 1998
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Adopted at a Congregational Meeting

on April 28, 1970

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THE FIRST CHURCH OF CHRIST, CONGREGATIONAL, GLASTONBURY

BY-LAWS

HISTORY

Glastonbury was originally a part of the Town of Wethersfield, one of the three oldest towns in the state. Wethersfield was settled in 1635 by a group of people from Watertown, Puritan folk from England who settled for a brief time in Massachusetts. Not regarding with favor the provisions that limited suffrage and office holding to Church members, they turned their steps westward and came to Connecticut. For fifty-five years the settlers living on the east side of the river shared equally with those on the west side in building a new colony, but at last the inconvenience of being separated from church privileges by a river led to the establishment of The First Church of Christ in Glastonbury.

In 1689, thirty to forty householders "on the East side of the Great River" were granted permission by the Town of Wethersfield to withdraw from bearing their part of the charges for Public Worship, when "they shall have an allowed minister settled among them." On February 13, 1690 these householders covenanted to build a meeting house on the land of John Hubbard and Samuel Smith, now the Green, and on May 8, the General Court at Hartford agreed to permit a separate township when the residents shall have "a good orthodox minister settled amongst them." On April 17, 1692, the Reverend Timothy Stevens of Roxbury, Massachusetts, a graduate of Harvard (1687), began to preach in the settlement and on July 28, the inhabitants voted to invite Mr. Stevens to be their minister. The meeting house was completed in October 1693 and the Reverend Stevens was ordained as minister.

This Church, therefore, has existed as an organized body since 1693 and was incorporated on June 5, 1893.

ARTICLE 1 - NAME

The corporate name of this church shall be "The First Church of Christ, Congregational, Glastonbury."

ARTICLE 2 - PURPOSE

The purpose of this Church shall be to unite those who profess to be followers of Jesus Christ in order to share in the worship of God and to make God's will dominant in the lives of people, individually and collectively, especially as God's will is set forth in the life, teachings, death, resurrection and living presence of Jesus Christ.

ARTICLE 3 - FUNDAMENTALS

Section 3.1. Acknowledgment and Affirmation

3.1.1 This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of all people. 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 teachings of our Lord and the practice prevailing among evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

Section 3.2. Statement of Faith

3.2.1 We believe in God, the Eternal Spirit, who is made known to us in our Lord Jesus Christ, and to whose deeds we testify:

God calls the worlds into being,
creates humankind in the divine image,
and sets before us the ways of life and death.

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

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

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

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

God call us into the Church
to accept the cost and joy of discipleship,

to be servants in the service of the whole human family,
to proclaim the gospel to all the world
and resist the powers of evil,
to share in Christ's baptism and eat at his table,
to join him in his passion and victory.
God promises all who trust in the gospel
forgiveness of sins and fullness of grace,
courage in the struggle for justice and peace,
the presence of the Holy Spirit in trial and rejoicing,
and eternal life in that kingdom which has no end.

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

Section 3.3. Covenant of Members

3.3.1 We, in the presence of God and each other, affirm that our God, who is revealed as the Creator, the Son, and the Holy Spirit, redeems and sustains us. We give ourselves and all that is ours to God, humbly aware of our sin, yet remembering that forgiveness is offered to us and love is poured out upon us, as made known in our Savior, Jesus Christ. Empowered by this grace and claiming God's Word as the guide for our lives, with Christ as our example, we commit ourselves to witness in the world to the presence of the Kingdom.

We covenant that we will walk with God and each other, remembering our identity as people of God, taking up the cost and joy of discipleship, supporting this church and the larger Church of which it is a part, with our time, our talents, and our means. We will share in Christ's baptism and eat at His table. We will worship and pray together, study and serve together, holding one another in steadfast Christian love.

ARTICLE 4 - GOVERNMENT AND THE WIDER FELLOWSHIP

Section 4.1. Autonomy of Local Church

4.1.1 The government of this Church shall be vested in its members, who exercise the right of full control in all its affairs. We hold to the autonomy of the local church and its independence of all ecclesiastical control. We cherish the fellowship of the Churches, united in district, state and national bodies, for counsel and cooperation in matters of common concern.

Section 4.2. Affiliations and Associations

4.2.1 This Church, in matters relating to fellowship with sister Churches, shall be identified with the Hartford East Association, the Connecticut conference, and the General Synod of the United Church of Christ.

4.2.2 This Church in matters relating to fellowship with other denominations, shall be identified with the Glastonbury, Capital Region, and Connecticut Conference of Churches.

ARTICLE 5 - MEMBERSHIP

Section 5.1. Criteria

5.1.1 Membership in this Church shall be open to any person who has been baptized, has been confirmed, or has made public confession of faith in Jesus Christ as Lord and Savior. In accordance with the gospel covenant which binds into a unity "faithful people of all ages, tongues and races," membership is open to all without regard to race or color.

Section 5.2. Acceptance Into Membership

5.2.1 Persons shall be accepted as members during the regular Worship service, upon profession of their Christian Faith, or presentation of satisfactory letters of transfer from other Churches, or renewal of covenant; and by entering into the Covenant of Members appearing in Article III, Section 3., and by acceptance of the right hand of fellowship by a minister of this Church and by a member of the Board of Deacons representing the Congregation. The Board of Deacons shall furnish a written list of members thus accepted to the Council at the Council's next meeting.

Section 5.3. Pledge of Members

5.3.1 Members shall pledge themselves to attend the worship services of the Church regularly and the celebration of the Lord's Supper; to live the Christian life; to share in the life and work of the Church; to contribute to its support and benevolences; and to seek diligently the spiritual welfare of the membership and the community; all in the spirit of the Covenant of Members.

Section 5.4. Change Of Membership Status

5.4.1 Any member may, on the member's request, be granted a letter of transfer by vote of the Council. If wishing to join a body not in fellowship with this Church, the member may be dismissed with a certificate of Church membership by vote of the Council.

5.4.2 If, because of a change of faith or for other reasons not involving unchristian conduct, a member requests in writing to be released from the obligations of membership, the Church shall patiently endeavor to secure the member's continuance in its fellowship; but failing in such effort, the Church may grant the request and terminate the person's membership. Such a request shall be approved by the Minister and the Council, and the Clerk shall issue the appropriate letter of release.

5.4.3 A member who for a period of two years, in spite of kindly written reminders where appropriate, has not honored the promises made when received into the membership of the Church, may be moved to the Inactive List. If, after the expiration of one year, the relationship remains unchanged, the member may be moved to the Former Member Inactive List on recommendation of the Board of Deacons and by vote of the Council. On the member's request, the Council may reinstate the member or grant a letter of transfer.

5.4.4 A member who moves from, or leaves for school from, the Glastonbury area shall be placed on the Absent Active List for a period of one year. After one year the member may be moved to the Former Member Absent, Inactive List. Reinstatement or a letter of transfer may be granted upon request to the Church Office.

5.4.5 Should a member become an offense to the Church and to its good name by reason of unchristian conduct, the Church may terminate the person's membership after due notice has been given the member by the Board of Deacons, and a hearing has been offered the member by the Council.

Section 5.5. Elective Office

5.5.1 Membership is a prerequisite for elective office in the Church.

ARTICLE 6 - WORSHIP AND SACRAMENTS

Section 6.1. Services

6.1.1 Services of worship shall be held each Sunday at hours determined by the Council, and may be temporarily suspended by vote of the Council.

Section 6.2 Sacraments

6.2.1 The sacrament of the Lord's Supper shall be celebrated a minimum of six times per year. The dates of observance shall be designated by the Board of Deacons after consultation with the Minister.

6.2.2 The sacrament of baptism shall be administered at such times as the Minister may determine.

Section 6.3. Reception of New Members

6.3.1 New members shall be received into fellowship at any observance of the Lord's Supper or at any regular service of worship designated by the Board of Deacons.

ARTICLE 7 - CHURCH MEETINGS

Section 7.1. Congregational Meetings

7.1.1 The Annual Meeting shall be held during the month of May on a date determined by the Council, to receive and act upon the Annual Report and to elect officers and others as provided in these By-laws. Nominations for any position may be made from the floor.

7.1.2 The Annual Financial Meeting shall be held during the month of January or February on a date to be determined by the Council to receive and act upon the budget.

7.1.3 Other Church meetings shall be called by the President or the Minister or two members of the Council or upon written petition of fifteen members of the Church.

Section 7.2. Call and Procedure

7.2.1 The Clerk shall prepare and publish the call of the meeting, giving notice of the time, place and purpose of such meeting, to be read at the regular worship services preceding such meeting by at least seven days. Such notice shall be entered upon the records of the Church.

7.2.2 The President, Vice President or a duly elected chairperson shall preside at meetings and twenty members present shall constitute a quorum. The presiding officer/chairperson shall determine the procedures and rules that will govern the conduct of the meeting.

Section 7.3. Voting

7.3.1 All members of the Church actually present at any meeting may vote at that meeting. Attendance or voting by proxy is not permitted.

ARTICLE 8 - OFFICERS

Section 8.1. Officers

8.1.1 The officers of the Church shall be the Minister, Associate Ministers, President, Vice President, Clerk, Treasurer, Historian, the Chairperson of each Board, and such other officers (including assistant officers) with such title and duties as the Council may designate from time to time.

8.1.2 With the exception of the Minister, and the Associate Ministers, the officers shall be elected at the Annual Meeting for a term commencing June 1st and continuing for the indicated period or until their successors are chosen: Two (2) Year Term: President, and Vice President; One (1) Year Term: Clerk, Treasurer, Historian, Chairperson of Boards and other officers designated by Council. The Council shall have the authority to fill non-ministerial officer

vacancies for the balance of the unexpired term or, in the case of newly designated officer positions, until the next Annual Meeting.

Section 8.2. The Minister and Associate Ministers

8.2.1 The Minister and Associate Ministers shall be called by a three-fourths vote of a Church meeting called for that purpose. After the person called has accepted the call he/she shall become a member of this Church and the Association of which the Church is a member. The Minister shall hold office for an indefinite term.

8.2.2 A Church meeting, called for the purpose, may, by a majority vote, accept the resignation of the Minister or any Associate Minister, or, by three-fourths vote, request the resignation or dismissal of the Minister or any Associate Minister. In either case a period of at least sixty days shall elapse following such a meeting before the final termination is effected unless otherwise specified by mutual agreement.

8.2.3 The Minister shall:

- a) Be responsible for the spiritual life of the Church with the assistance of the Board of Deacons;
- b) Preach the gospel, administer the sacraments, seek to enlist followers of Christ and encourage them to unite in our fellowship, have under his/her care all services of public worship, provide pastoral care, and administer the activities of the Church in cooperation with the various Boards and committees and other staff members;
- c) Be a member of the Council and Board or Boards, as directed by Council;
- d) Cause to be maintained a record of the vital statistics of the Church;
- e) Be a delegate to Association and State Conference meetings and to such other meetings as the Council may direct; and
- f) Be a representative of the Church in the broader community of which it is a part.

8.2.4 The Associate Ministers shall:

- a) Under the direction and guidance of the Minister, share in performing pastoral duties pertaining to the Minister's Office with special duties and assignments as defined by the Church Council and the Minister, taking into consideration the special training and interests of the particular associate;

- b) Advise the Boards as necessary and desirable, as to programs and procedures and in turn seek the advice of such Boards; and
- c) Be a delegate when possible to Association and State Conference Meetings and to such other meetings as the Council may direct.

Section 8.3. The President

8.3.1 The President shall:

- a) Preside at all Church meetings;
- b) Sign, with the Treasurer, all contracts and written obligations of the Church;
- c) Perform such other functions as the Church or the Council may authorize;
- d) Be an ex-officio member of the Boards;
- e) Be a delegate to Association and State Conference meetings; and
- f) Submit a written report to the Council for inclusion in the Annual Report.

Section 8.4. The Vice President

8.4.1 The Vice President shall:

- a) Perform the duties of the President in the latter's absence or inability to serve;
- b) Be responsible for all public relations activities to provide the best possible communication to the members and the community concerning the life and program of the Church;
- c) Supervise the publication of an Annual Report of all Church activities for submission to the Annual Meeting;
- d) Be a delegate to Association and State Conference meetings; and
- e) Perform such other functions as the Council or the President may direct.

Section 8.5. The Clerk

8.5.1 The Clerk shall:

- a) Keep a record of all Church and Council meetings;
- b) Notify members of all Church meetings; and
- c) Carry on such correspondence as the Church or Council shall request.

Section 8.6. The Treasurer

8.6.1 The Treasurer shall:

- a) Receive all funds of the Church;
- b) Within the approved Church budget, make disbursements as authorized by the person responsible for the affected account;
- c) Be authorized to borrow from the Savings Account of the Church to pay financial obligations of budgeted items that become due during July and August of each year, if operating expenses exceed income at any time during that period;
- d) Disburse other funds as directed by the Church or Council;
- e) Keep a record of all receipts and disbursements and make a written report to each meeting of the Council;
- f) Furnish pledgors with statements as required;
- g) Sign, with the President, all contracts and written obligations of the Church;
- h) Submit a written report to the Council for inclusion in the Annual Report; and
- i) Serve as a member of the Board of Trustees.

Section 8.7. The Historian

8.7.1 The Historian shall:

- a) Be custodian of all archives of the Church;
- b) Keep a chronological record of related events; and
- c) Submit a written report to the Council for inclusion in the Annual Report.

Section 8.8. Board Chairpersons

8.8.1 The Chairperson of each Board shall:

- a) Be elected as described in Article 12, Section 12.1; and
- b) Be responsible to the Council for the duties of the Board as described in Article 12.

ARTICLE 9 - OTHER ELECTED POSITIONS

Section 9.1. Council Members-At-Large

9.1.1 Three Council Members-At-Large shall be elected at the Annual Meeting. They shall not be members of any Board. One Council Member-At-Large shall be elected for a one year term and the other two Council Members-At-Large shall be elected for staggered two year terms each. All terms will commence on June 1st. One Council Member-At-Large shall be elected to serve as the Chairperson of the Human Resources Committee. The Council Members-At-Large shall otherwise perform such duties as may be assigned from time to time by the President.

ARTICLE 10 - OTHER STAFF POSITIONS

Section 10.1. Council Authority

10.1.1 The Council may create and eliminate such staff positions, other than those specified in Article 8, Section 8.2, as may appear necessary or desirable. The Council shall be responsible for the employment and dismissal of persons with respect to such positions and shall set the duties, terms and conditions of each such position.

ARTICLE 11 - CHURCH COUNCIL

Section 11.1. General

11.1.1 The Council shall consist of the Minister, President, Vice President, Clerk, Treasurer, Historian, the Chairperson or the Vice Chairperson of each Board, and three Council Members-At-Large. Each Board will have only one vote which will be exercised by the Chairperson of the Board, if present, otherwise by the Vice Chairperson of the Board.

11.1.2 The Council shall meet every month except July and August. Special meetings may be called by the President, the Minister (or in their absence by the Vice President), or by the Chairperson of any of the Boards. A quorum shall exist if five members are present. The President, Vice President and Clerk shall act as Chairperson, Vice Chairperson, and Clerk,

respectively, of the Council. All meetings shall be open to any Church member who may participate in discussions but not vote.

Section 11.2. Duties And Responsibilities

11.2.1 As elected representatives of the Church, the Council shall be the governing body in all matters that do not require a vote of the Church membership. Its responsibility shall be the overall planning of the life and program of the Church.

11.2.2 The Council shall provide a means whereby the particular interests and activities of each Board can be brought to the attention of and coordinated with programs of other Boards. As new areas arise within which the Council feels the Church should be active, it shall assign the responsibility to the appropriate Boards. It may, however, under special circumstances, appoint a new committee, in addition to the Standing Council Committees, independent of any Board, to carry out the particular responsibility under the direction of the Council.

11.2.3 The Council shall set the number of members for each Board consistent with these By-Laws. Any vacancies in the officer or elected Council, Board or committee positions, except the Minister and Associate Ministers, may be filled by the Council for the balance of the unexpired term or, in the case of newly designated officer positions, until the next Annual Meeting. Appointments made to fill vacancies for less than one year shall not be considered as terms for the purpose of determining eligibility for re-election.

11.2.4 In addition to the above, the Council shall:

- a) Perform those requirements relating to membership assigned to it by Article 5;
- b) Be responsible for the employment and dismissal of the staff, except the Minister and the Associate Ministers, in each case taking into consideration the advice of the Boards or committees concerned;
- c) Submit proposed major changes in Church policy to the Church for approval;
- d) When a vacancy occurs in the pastorate, or other office called by the Church, be responsible for calling a Church meeting to elect a Search Committee. This committee shall make a canvass of available candidates and make recommendations to the Church;
- e) Submit any proposed actions to buy, sell, assign, convey or mortgage real property to the Church for approval;
- f) Through the Minister, be responsible for the activities of the Church and its staff (except the maintenance staff);

- g) Be responsible for review and approval of the proposed and final annual budgets received from the Board of Trustees and for the submission of the final budget to the Church for approval;
- h) Publish an Annual Report of all Church activities for submission to the Annual Meeting;
- i) Appoint Church members to represent the Church in community activities, inter-church groups, social welfare organizations, etc., as desired;
- j) Approve discretionary expenditures from the Memorial Fund; and
- k) In the absence of an approved budget during the period prior to the date of the Annual Financial Meeting, authorize expenditures consistent with the monthly expenditure levels under the budget for the preceding year.

Section 11.3. Standing Council Committees

11.3.1 The Council shall establish a standing PERSONNEL COMMITTEE which, unless otherwise designated by Council, shall consist of the Vice President as Chairperson and the Chairpersons of the Boards of Deacons and Trustees and the Minister as members, with the President as a member ex-officio. The Personnel Committee's functions shall include:

- a) Recommend the hiring and dismissal, and establish job descriptions for, all staff except the ministers;
- b) Recommend compensation, salary and compensation ranges and merit-rating procedures for all staff including the ministers in order to aid the Council in preparing the proposed Annual Budget; and
- c) Perform such other duties as the Council may designate.

11.3.2 The Council shall establish a standing EXECUTIVE COMMITTEE which, unless otherwise designated by Council, shall consist of the President as Chairperson and the Minister, Vice President, Clerk, Treasurer and one of the Council Members-at-Large as members. The Executive Committee shall have as its functions the study and recommendation of actions to the Council on such tasks as may come to the committee's attention between Council meetings or as are assigned to it by the Council. The committee shall have no decision-making authority, unless the Council votes to delegate to the committee the Council's authority to make a decision on a specific item.

11.3.3 The Council shall establish a standing HUMAN RESOURCES COMMITTEE which shall consist of nine members appointed by the Council, at least three of whom shall be appointed for full terms of from one to three years in the Council's discretion and shall include a Chairperson and Vice Chairperson. The other six members, unless otherwise designated by the Council, shall consist of an appointed representative from each Board and shall serve only during the committee's principal recruitment period. The committee shall:

- a) Solicit persons for a slate of officers, Board members, members of the Auditing, Music, Stewardship and Memorial Committees, and delegates to meetings of the State Conference and to meetings of such other organizations as the Council shall direct, for presentation to the Congregation at the Annual Meeting. The slate shall be published at least seven days prior to the Annual Meeting and shall be presented to the Council for publication in the Annual Report;
- b) Solicit persons, subject to Council approval, for any unexpired terms for positions identified in subsection (a);
- c) Act as a clearing-house and be consulted for lists of persons for positions on all groups not identified in subsection (a). Such lists are to be used by the requesting group to solicit members;
- d) Promote leadership training programs; and
- e) Assist in the assimilation of new members by providing opportunities for service on Boards and committees.

ARTICLE 12 - BOARDS

Section 12.1. General

12.1.1 All Boards shall be responsible to the Council. Each Board shall carry out the policies established by the Council and make policy recommendations to the Council in its area of responsibility.

12.1.2 All Boards shall meet at least once monthly, except in July and August, and shall submit a written report of their meetings to each regular meeting of the Council. Special Board meetings may be called by the Chairperson of the Board, the President or the Minister. Board meetings shall be open to any Church member who may participate in discussions but not vote. Each Board shall appoint a Secretary who shall keep permanent minutes of its meetings. A Board may establish committees as deemed necessary, which may include persons other than Board members.

12.1.3 Each Board shall prepare an annual budget request, and submit it to the Board of Trustees.

12.1.4 Board members shall be elected at the Annual Meeting. The number of members on each Board shall be no fewer than nine (9) and no more than fifteen (15). The actual number of members for each Board shall be set by the Council. Where positions on a Board are designated in these By-Laws by particular titles, individuals shall be elected to the specific positions. An individual shall serve on only one Board, and shall serve only one position on such Board, at any one time. Ex-officio members of the Boards shall be voting members and they shall be in addition to all other members of the Boards. Members of the Board of Deacons shall serve no more than four consecutive years. Members of all Boards other than the Board of Deacons shall serve no more than three consecutive years on the same Board except as provided by the following procedures which may be repeated without limit at the discretion of the Human Resources Committee:

- a) The Human Resources Committee may request the Council to waive the three year limit for a particular member; and
- b) If such a request is approved by a majority vote of the Council, the Human Resources Committee may nominate such member for an additional term of up to three years.

12.1.5 Election to Boards shall be as follows:

- a) Board of Deacons: Approximately one-fourth of the members, at least one of whom shall be a woman and at least one of whom shall be a man, shall be elected each year for four year terms and a Chairperson and Vice Chairperson shall be elected each year from Board members having unexpired terms; and
- b) Other Boards: Approximately one-third of the members shall be elected each year for three year terms. At the end of the first year and at the end of the second year, the remaining portion of the term shall be verified by mutual agreement of the member and the Human Resources Committee.

12.1.6 For purposes of establishing the terms of the members of all Boards, an annual term shall commence on June 1st and end on May 31st, and any partial term of less than one full year shall not count in computing the limit of three consecutive years on the same Board.

12.1.7 Each Board shall submit a brief annual report to be presented to the Church members at the Annual Meeting.

12.1.8 A quorum shall exist if four members or 25% of the Board membership, whichever is larger, are present.

Section 12.2. Board of Deacons

12.2.1 The Board shall consist of the elected Deacons, including the Chairperson and Vice Chairperson, and the Minister.

12.2.2 The Board shall, with the advice and counsel of the Minister:

- a) Study, plan and make recommendations to the Council concerning the spiritual life of the Church;
- b) Have responsibility for all aspects of worship services including the content and order of worship, ushers, greeters, flowers, and, in consultation with the Board of Music, the music component;
- c) Have charge of the discipline of the Church;
- d) Have authority for and assist in the administering of the sacraments and in providing sacramental education;
- e) Provide for supply of the pulpit in the temporary absence of the Minister;
- f) Have the primary responsibility for growth and membership activities including identifying newcomers, encouraging them to become members, conducting membership seminars and sponsoring new members during their beginning months of membership;
- g) Have responsibility for all use of the Meeting House under policies established by the Council; and
- h) Have responsibility for disbursements from the Deacon's Fund.

Section 12.3. Board of Christian Education

12.3.1 The Board shall consist of the elected members including the Chairperson, the Vice Chairperson, and at least one member of the Senior High Youth Fellowship who is a Church Member.

12.3.2 The Board shall, with the advice and counsel of a director of Christian Education (by whatever name known), and committees the Board deems necessary:

- a) Study, plan and make recommendations to the Council concerning the educational policy, curriculum and recruitment of teachers for the Church School. It shall

administer its operations through a director of Christian Education, superintendents and department heads;

- b) Identify leaders, organize, guide and coordinate adult Christian Education and family education ministries such as study groups, parent programs and special programs; and
- c) Provide and maintain a library for the Church community.

Section 12.4. Board of Christian Service

12.4.1 The Board shall consist of the elected members including the Chairperson and Vice Chairperson.

12.4.2 The Board shall:

- a) Promote benevolent, community service and mission programs both at home and abroad;
- b) Translate Christian ideals into social action;
- c) Promote cooperation with other religious and civic groups in worthwhile projects; and
- d) Conduct and encourage such informative programs as are needed to gain knowledge and support for the Board's responsibilities.

Section 12.5. Board of Lay Life & Ministry

12.5.1 The Board shall consist of the elected members including the Chairperson and Vice Chairperson. The Council may provide that up to twenty-five percent (25%) of the members of the Board consist of Church Members elected (either by the Congregation or directly by the group or organization) to represent specific groups, organizations or ministries within the Church which are related to the Board's function, which members may, in the Council's discretion, be elected for terms of less than three years.

12.5.2 The Board shall:

- a) Promote fellowship and encourage participation within the parish through:
 - (i) Group ministries such as the Couples Club, the Singles Group, Brown Baggers, Women's Circles, etc.;

- (ii) Parish ministries such as the In-Reach Ministry program, etc.;
- (iii) Event ministries such as Homecoming Sunday, the Harvest Supper or other Church meals, Golden Member recognition events, etc.
- b) Provide visiting within the parish including ministering to people in need such as through the Stephen Ministry program;
- c) Assist in the assimilation of new members; and
- d) Provide for hospitality services as may be requested, including summer punch on the lawn, service at Memorial Receptions, coffee receptions following Sunday services, etc..

Section 12.6. Board of Trustees

12.6.1 The Board shall consist of the Church Treasurer and the other elected members who shall include the Chairperson, Vice Chairperson, Investment Trustee, and Insurance Trustee.

12.6.2 The Board shall:

- a) Take care of the Church and its assets. Administer the business affairs of the Church and maintain its physical property;
- b) Be responsible, with the assistance of the Stewardship Committee of the Board, for establishing on-going programs to encourage the membership to give of their money, time and ability to God's work, for maintaining records relating to the financial support of the Church and its activities and for advising the Council concerning special-Church-wide financial campaigns;
- c) Be responsible for the preparation of the Church's annual budget in cooperation with all Boards and Committees concerned. Prior to the Annual Enlistment Drive, a proposed budget shall be submitted to the Council for discussion, revision and approval. The final recommended budget shall be prepared and submitted to the Council after the Annual Drive and at least one week prior to the Council meeting immediately preceding the Annual Financial Meeting;
- d) Be responsible through the Minister for the maintenance staff, subject to the Council's authority under Article 10, Section 10.1.1 and Article 11, Section 11.2.4(b);

- e) Establish and enforce regulations for use of the Church property, except the Meeting House, which is the responsibility of the Board of Deacons. Determine and collect fees for the rental of rooms;
- f) Manage the memorial and endowment funds of the Church, and such other funds of the Church as may be placed in its custody. All investment transactions of said funds shall be done in strict accordance with Connecticut law. The management of all such funds shall include the power to accept or reject gifts (right to accept or reject a gift is subject to override by vote of Council), and to buy, sell, assign, transfer or subscribe to any securities or investments of the Church. A review of these investment activities shall be presented to the Council annually. Annually, the Chairperson shall report to the Congregation the state of the funds in its custody. The funds placed in its custody are as follows:
 - (i) Memorial Fund - Shall consist of gifts and bequests given to the Church in memoriam. Memorial gifts and bequests can include (a) in-kind gifts of any value; (b) monetary gifts of any amount if the principal is intended to be spent currently, and not retained, and must be expended in its entirety to accomplish the donor's wishes; (c) gifts of smaller amounts if the donor's intent is that the gift is in memoriam of a particular person or persons; and (d) any other monetary gift in memoriam of an amount equal to or less than \$5,000 (the Memorial Committee shall advise the Trustees and Council of the receipt of any gift of more than \$5,000 and such gift shall be transferred to and become part of either the Founders Fund General Expendable Account or the Endowment Fund General Expendable Account, as appropriate).

The Memorial Committee shall consult with the Board of Trustees and obtain Council approval before accepting a Memorial Fund gift or approving a Memorial Fund use which could reasonably result in substantial unfunded operating or maintenance costs. If accepted, Memorial Fund gifts shall be used for the specific purpose designated by the donor, or if none is so designated, used for such purposes as may be approved by the Council after taking into consideration the recommendations of the Memorial Committee.

- (ii) Founders Fund - The Founders Fund consists of funds, the primary use of which is to provide for capital replacement and/or improvement projects to the Church's buildings, structures, fixtures, grounds and tangible personal property. To the extent there is income from the Founder's Fund that is not fully expended or required for the Founders Fund's primary use, it may be retained for later expenditure, or expended for the

continuing care, maintenance, and repair of the Church's buildings, structures, fixtures, grounds and tangible personal property.

The Founders Fund shall consist of (1) gifts and bequests which are designated by the donor to be placed in the Founders Fund, and (2) such other funds given for purposes not inconsistent with the Founders Fund which shall be directed to be placed in the Founders Fund by a vote of Council or vote of the Congregation (with the latter having priority).

The Founders Fund shall be administered as four accounts, as follows:

- (1) Founders Fund Designated Perpetual Account,
- (2) Founders Fund Designated Expendable Account,
- (3) Founders Fund General Perpetual Account, and
- (4) Founders Fund General Expendable Account

Founders Fund gifts and bequests which are restricted by the donor to specific uses more limited than those in the Founders Fund use description, shall be placed in one of the two Designated Accounts. All other gifts and bequests to the Founders Fund shall be placed in one of the two General Accounts. Founders Fund gifts and bequests shall be placed in the appropriate Perpetual Account if the donor has instructed that the principal may not be expended, and be placed in the appropriate Expendable Account in all other cases.

The annual income of the Founders Fund accounts may only be expended for the designated uses and when approved by a Congregational vote. Unless otherwise expressly prohibited by the donor or Congregation vote, unexpended income from the Founders Fund General (or Designated) Perpetual Account as of the end of each fiscal year of the Church shall be transferred to and become part of the Founders Fund General (or Designated) Expendable Account; provided that it is ultimately expended in accordance with any applicable express donor use limitation. Income may be determined on a "total return" basis.

(iii) Regular Endowment Fund - All endowment funds of the Church which are not part of the Founders Fund shall be administered as four Endowment accounts, as follows:

- (1) Endowment Fund Designated Perpetual Account,
- (2) Endowment Fund Designated Expendable Account,
- (3) Endowment Fund General Perpetual Account, and
- (4) Endowment Fund General Expendable Account

Endowment Fund gifts and bequests which are restricted as to use by the donor shall be placed in one of the two Endowment Fund Designated Accounts. All other Endowment Fund gifts and bequests, which are not part of the Founders Fund, shall be placed in one of the two Endowment Fund General Accounts. Endowment Fund gifts and bequests shall be placed in the appropriate Perpetual Account if the donor has instructed that the principal may not be expended, and be placed in the appropriate Expendable Account in all other cases.

The annual income of the Endowment Fund accounts may only be expended for the designated uses and when approved by a Congregational vote. Unless otherwise expressly prohibited by the donor or Congregation vote, unexpended income from the Endowment Fund General (or Designated) Perpetual Account as of the end of each fiscal year of the Church shall be transferred to and become part of the Endowment Fund General (or Designated) Expendable Account; provided that it is ultimately expended in accordance with any applicable express donor use limitation. Income may be determined on a "total return" basis.

(iv) Principal Uses/Transfers -

- (1) Principal from the Founders Fund Expendable Accounts and the Endowment Fund Expendable Accounts may be expended when approved by a vote of the Congregation.
 - (2) Principal may be transferred between any Funders Fund Account and the corresponding (Designated or General) Endowment Fund Account when approved by vote of the Congregation.
- g) Study and review the insurance needs of the Church maintaining adequate coverage of all property. A detailed statement of all existing insurance coverages shall be provided annually to the Council;
- h) Study the physical and capital needs of the Church and make such recommendations to the Council to insure both a long-range financial program and plans for property improvement or expansion; and
- i) Recommend to the Council all actions to buy, sell, assign, convey or mortgage real property of the Church.

Section 12.7. Board of Youth Ministry

12.7.1 The Board shall consist of the elected members including a Chairperson, Vice Chairperson, and at least one member of the Senior High Youth Fellowship who is a Church Member. No more than six of the elected members of the Board shall serve simultaneously as youth advisors.

12.7.2 The Board shall, with the advice and counsel of a director of Youth Ministry (by whatever name known), study, plan and implement:

- a) The operation of its Youth Ministry through a director of Youth Ministry and the youth advisors;
- b) Programs for the spiritual growth, including preparation for confirmation, and fellowship of young people; and
- c) A ministry of service and social concern in the community-at-large.

Section 12.8. Board of Music

12.8.1 The Board shall consist of the elected members including the Chairperson, and the Vice Chairperson. The elected members should include representation from both the active music program participants and members from the Congregation at large.

12.8.2 The Board, with the advice and counsel of a Minister of Music (by whatever name known), shall:

- a) In consultation with the Board of Deacons, provide music for worship services;
- b) Organize concerts and other musical programs;
- c) Interview candidates for part-time music staff vacancies and make recommendations to the Personnel Committee;
- d) Evaluate the effectiveness of the music program and staff;
- e) Guide and nurture aspects of church life pertaining to music, such as the music component of the media ministry, music scholarships, concerts and choir recruitment; and
- f) Provide appropriate support for the Minister of Music.

ARTICLE 13 - STANDING COMMITTEES

Section 13.1. Auditing Committee

13.1.1 There shall be an Auditing Committee consisting of three members. A Chairperson shall be elected each year from members having unexpired terms. All requirements concerning election, establishment of terms of members and the maximums which members may serve shall be the same as those requirements established for the members of Boards, other than the Board of Deacons, as described in Article 12, Sections 12.1.4, 12.1.5 and 12.1.6.

13.1.2 The Auditing Committee shall audit the following records and submit a written report of its findings to the Council for inclusion in the Annual Report:

- a) Records of the Treasurer;
- b) Results of annual or special pledge campaigns;
- c) Records of the Investment Trustee; and
- d) Financial records of Church sponsored organizations where such records are not otherwise audited.

Section 13.2. Memorial Committee

13.2.1 There shall be a Memorial Committee consisting of the Chairperson, the Minister, the Historian, one member of the Board of Deacons to be designated by the Board, one member of the Board of Trustees to be designated by the Board, and three Members-at-Large. All requirements concerning election, establishment of terms of the Chairperson and the three Members-at-Large and the maximums which the Chairperson and such members may serve shall be the same as those requirements established for the members of Boards, other than the Board of Deacons, as described in Article 12, Sections 12.1.4, 12.1.5 and 12.1.6.

13.2.2 The Memorial Committee shall:

- a) Be responsible for recording all memorial gifts received by the Church in the Book of Remembrance;
- b) In cooperation with the Board of Trustees, administer the Memorial Fund;
- c) In accordance with Article 12, Section 12.6.2(f)(i), administer the acceptance and use of Memorial Gifts;

- d) Prepare a list of items which would be suitable for memorial gifts;
- e) Inform the Church membership when specific memorials are being considered;
- f) Be responsible for development of the Founders Fund, General Endowment Fund, the Designated Endowment Fund and the Memorial Fund; and
- g) Assist the Board of Trustees in the preparation and presentation of annual and other periodic reports to the Council and the Church membership concerning the Founders Fund, General Endowment Fund, Designated Endowment Fund and the Memorial Fund.

Section 13.3. The Stewardship Committee

13.3.1 The Stewardship Committee shall consist of between six (6) and eight (8) members, including the Chairperson and Vice Chairperson. The actual number of members shall be set by the Council but shall include one (1) trustee designated by the Board of Trustees. Except for the designated trustee, all requirements concerning election, establishment of terms of the Chairperson, Vice Chairperson and members, and the maximums which members may serve shall be the same as those requirements established for the members of the Boards, as described in Article 12, Sections 12.1.4, 12.1.5 and 12.1.6. The Stewardship Committee shall operate as a committee of the Board of Trustees.

13.3.2 The Stewardship Committee shall:

- a) Advise and assist the Council, Boards and Committees of the Church in all matters concerning Stewardship as may be requested by the Board of Trustees; and
- b) Be responsible for securing financial support for the Church and its benevolent and mission activities through annual pledges by the Church membership. Sufficient records of these efforts shall be established and shall be transferred to the Board of Trustees.

ARTICLE 14 - DELEGATES

Section 14.1. Selection and Duties

14.1.1 The Church shall be represented at meetings of the Connecticut State Conference and at meetings of such other organizations as the Council shall direct. Delegates shall be Church members and shall be either elected by the Congregation (when expressly required in these Bylaws) or appointed by the Council, except that the following shall be included as delegates to meetings of the State Conference: The Minister, the Associate Ministers, and the President.

14.1.2 Delegates shall be responsible to the Council and shall, upon the request of the Council, report the result of meetings attended.

ARTICLE 15 - ACCOUNTING

Section 15.1. Fiscal Year

15.1.1 The fiscal year of the Church shall be January 1 to December 31.

ARTICLE 16 - AMENDMENTS

Section 16.1. Vote

16.1.1 These By-Laws may be amended by a two-thirds vote of those members present and voting at a Church meeting called for such purpose, provided that the intent of the proposed amendment is stated in the notice of such meeting.

13th Amendment

Changes in Article 12.6.2 Trustees and relate to the Founders Fund and Endowment Fund, including:

- Capital replacement and improvement is primary purpose for FF use, with ability to use funds also for maintenance and repair. Focus is buildings, grounds, structures, fixtures and tangible personal property.
- Council (with override by Congregation) can add gifts to the FF so long as the purpose of the gift is respected.
- FF and regular Endowment each divided into four accounts to parallel each other and how things exist in present endowment fund.
- FF and Endowment income is spendable with Congregational approval (i.e., approval of budget).
- FF and Endowment principal in the Expendable Accounts, can be spent with Congregational vote, subject to the donor's use restrictions (if any).
- Income includes ability to use "Total Return" policy
- Unspent income in a Perpetual Account (FF or Endowment) is moved each year to the appropriate Expendable Accounts
- By Congregational vote principal can be moved between like accounts of the FF vs. Endowment so long as use restrictions of the donor continue to be observed.

Changes in Article 12.8 Music Committee converted to a Board of Music, giving them a vote on Council and removing them as a committee of the Board of Deacons.