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## **CHURCH BY-LAWS**

**FIRST CHURCH OF CHRIST, CONGREGATIONAL, GLASTONBURY**

*Member of the United Church of Christ*

**2183 Main Street**

**Glastonbury, CT 06033**

**Tel: (860) 633-4641**

TABLE OF CONTENTS

PREAMBLE – A BRIEF HISTORY OF FIRST CHURCH.....1

ARTICLE 1 – NAME.....2

ARTICLE 2 – PURPOSE.....2

ARTICLE 3 – FUNDAMENTALS.....2

    3.1 Acknowledgment and Affirmation.....2

    3.2 Statement of Faith .....2

    3.3 Covenant of Members .....3

    3.4 Open, Welcoming and Affirming Church.....3

ARTICLE 4 – GOVERNMENT AND THE WIDER FELLOWSHIP .....4

    4.1 Autonomy of Local Church.....4

    4.2 Affiliations and Associations .....4

ARTICLE 5 – MEMBERSHIP.....5

    5.1 Criteria.....5

    5.2 Acceptance Into Membership.....5

    5.3 Pledge of Members.....5

    5.4 Change Of Membership Status .....5

    5.5 Elective Office.....6

ARTICLE 6 – WORSHIP AND SACRAMENTS .....7

    6.1 Services .....7

    6.2 Sacraments .....7

ARTICLE 7 – CHURCH MEETINGS.....8

    7.1 Congregational Meetings .....8

    7.2 Call and Procedure .....8

    7.3 Voting.....8

    7.4 Virtual, Electronic and/or Telephonic Meetings .....8

    7.5 Electronic/Email Voting.....9

ARTICLE 8 – OFFICERS .....10

    8.1 Officers.....10

    8.2 The Pastor(s), Associate Pastor(s) and Other Ordained Staff .....10

    8.3 The President.....11

    8.4 The Vice President .....11

    8.5 The Clerk.....12

    8.6 The Treasurer .....12

|   |  |    |
|---|--|----|
| 8.7                                       | The Historian.....                           | 13 |
| 8.8                                       | Board Chairpersons .....                     | 13 |
| ARTICLE 9 – OTHER ELECTED POSITIONS ..... |  | 14 |
| 9.1                                       | Council Members-At-Large .....               | 14 |
| ARTICLE 10 – OTHER STAFF POSITIONS.....   |  | 14 |
| 10.1                                      | Council Authority.....                       | 14 |
| ARTICLE 11 – CHURCH COUNCIL .....         |  | 15 |
| 11.1                                      | General .....                                | 15 |
| 11.2                                      | Duties And Responsibilities .....            | 15 |
| 11.3                                      | Standing Council Committees.....             | 16 |
| ARTICLE 12 – BOARDS .....                 |  | 18 |
| 12.1                                      | General .....                                | 18 |
| 12.2                                      | Board of Deacons .....                       | 19 |
| 12.3                                      | Board of Children’s Ministry .....           | 20 |
| 12.4                                      | Board of Christian Service .....             | 20 |
| 12.5                                      | Board of Lay Life & Ministry .....           | 20 |
| 12.6                                      | Board of Trustees .....                      | 21 |
| 12.7                                      | Board of Youth Ministry .....                | 24 |
| 12.8                                      | Board of Music.....                          | 25 |
| ARTICLE 13 – STANDING COMMITTEES .....    |  | 26 |
| 13.1                                      | Auditing Committee.....                      | 26 |
| 13.2                                      | Memorial Committee .....                     | 26 |
| 13.3                                      | Stewardship Committee .....                  | 27 |
| 13.4                                      | Media Committee.....                         | 27 |
| 13.5                                      | Church Growth and Membership Committee ..... | 28 |
| ARTICLE 14 – DELEGATES.....               |  | 29 |
| 14.1                                      | Selection and Duties.....                    | 29 |
| ARTICLE 15 – MISCELLANEOUS .....          |  | 29 |
| 15.1                                      | Fiscal Year.....                             | 29 |
| 15.2                                      | Ethics.....                                  | 29 |
| 15.3                                      | Conflicts of Interest.....                   | 29 |
| ARTICLE 16 – AMENDMENTS .....             |  | 30 |
| 16.1                                      | Amendment Process.....                       | 30 |
| 16.2                                      | Amendment History .....                      | 30 |

APPENDICES .....31  
APPENDIX 1 PASTORS AND OTHER IMPORTANT DATES .....31  
APPENDIX 2 BY-LAWS HISTORY AND AMENDMENTS.....32

## **PREAMBLE – A BRIEF HISTORY OF FIRST CHURCH**

Glastonbury was originally a part of the town of Wethersfield, one of the three oldest municipalities in the state of Connecticut. Wethersfield was established in 1635 by a group of Puritans who had settled for a brief time in Watertown, Massachusetts. However, disapproval of Watertown's provisions that limited suffrage and office holding to church members led them west to the Connecticut colony. For fifty-five (55) years the Wethersfield settlement spanned both sides of the Connecticut River. But at last the inconvenience of conducting commercial, social and religious activities across an unpredictable river led to the establishment of Glastonbury. At the time, law demanded that a town could not be established unless it could support a church building, a minister, and living quarters for the minister.

In 1689, thirty to forty (30-40) householders “on the East side of the Great River” were granted permission by Wethersfield to withdraw from “bearing their part of the charge for Public Worship ... until such time as they shall have an allowed minister settled among them.” On February 13, 1690 these householders agreed to build a Meetinghouse 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 have “a good orthodox minister settled among 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 Meetinghouse was completed in October 1693 and Rev. Stevens was ordained as minister.

The First Church of Christ in Glastonbury, therefore, has existed as an organized body since 1693 and was incorporated with the Connecticut Secretary of State on June 9, 1893.

Since 1692 First Church has made its home in five (5) buildings in three (3) locations. The original Meetinghouse was destroyed by an arsonist in 1734, after which a new one was erected on Main Street south of the Green. That building was abandoned and later demolished when the First Society divided the town into northern and southern areas to accommodate Glastonbury's growing population. In 1837, a new Meetinghouse costing \$4,800, with a bell tower and clock, was built a bit further to the north at what is the present church's location. However, it burned to the ground in 1866. The fourth Meetinghouse, on the same site, was destroyed by a hurricane in 1938, and rebuilt in 1940. Since then, the Meetinghouse has undergone two major expansion and renovation projects.

In January 2007, First Church purchased the mid-18<sup>th</sup> century farmhouse and nine-tenths of an acre of land next door to our Meetinghouse from the Moffatt family. At one time, it was a “Publick House” (tavern) owned by Thomas Hale, one of the original incorporators of Glastonbury, a member of First Church, and a friend of Rev. Stevens. Descendants of the Hale family owned and resided in the house until 1924. In 2016, the congregation approved renovation and construction of the Micah House and Chapel at the Thomas Hale Homestead (the “Micah Chapel”), which was formally dedicated in June 2018 celebrating the 325<sup>th</sup> anniversary of the Church.

## ARTICLE 1 – NAME

The corporate name of this church, as registered with the Connecticut Secretary of State, is “The First Church of Christ, Congregational, Glastonbury” (“First Church” or the “Church”).

## ARTICLE 2 – PURPOSE

The purpose of First Church is 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 love known and experienced 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

### 3.1 ACKNOWLEDGMENT AND AFFIRMATION

This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of all people. It acknowledges as kindred 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.

### 3.2 STATEMENT OF FAITH

The Statement of Faith of the United Church of Christ is a Christian confession of faith originally written in 1959 to express the common faith of the newly founded denomination. The version below was re-drafted by then-president Robert V. Moss to remove exclusively masculine language. Our faith may be 2,000 years old, but our thinking is not; God is Still Speaking!

*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 calls 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 to 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*

### **3.3 COVENANT OF MEMBERS**

*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.*

### **3.4 OPEN, WELCOMING AND AFFIRMING CHURCH**

The following covenant was adopted by the Congregation in 1994, and revised and reaffirmed in the 2014 Annual Meeting to reflect commitment to and alignment with other United Church of Christ congregations:

*We understand that we are all children of God who are called to be in community. Any person who joins us in membership shall be part of our Church family and shall be invited to share fully in our Church life and ministries.*

*Our Church seeks to break down the barriers of prejudice, declaring respect for the worth and dignity of all persons who come to our Church family regardless of race, age, marital standing, gender identity or gender expression, economic status, mental or physical challenges, nationality or sexual orientation. With Jesus Christ as our guide, we rely intentionally upon the power of the Holy Spirit to bring us together as a community of justice and love.*

*As an open, welcoming and affirming Church, we join with our sisters and brothers in the United Church of Christ who are like-minded in this struggle for love and justice.*

## **ARTICLE 4 – GOVERNMENT AND THE WIDER FELLOWSHIP**

### **4.1 AUTONOMY OF LOCAL CHURCH**

The government of this Church is vested in its members (the “Congregation”), 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.

### **4.2 AFFILIATIONS AND ASSOCIATIONS**

- 4.2.1 This Church, in matters relating to fellowship with fellow churches, will be identified with the Hartford East Association, the Southern New England Conference of the United Church of Christ, and the General Synod of the United Church of Christ.
- 4.2.2 This Church, in matters relating to fellowship and mission, will collaborate with other Christian denominations and other communities of faith.

## **ARTICLE 5 – MEMBERSHIP**

### **5.1 CRITERIA**

Membership in this Church is 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, age, marital standing, gender identity or gender expression, economic status, mental or physical challenges, nationality or sexual orientation.

### **5.2 ACCEPTANCE INTO MEMBERSHIP**

Persons can be accepted as members of the Church during a regular Worship service, during a service specially called by the Pastor(s) and the Church Growth and Membership Committee, 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 3, Section 3.3, and by acceptance of the right hand of fellowship by a Pastor of this Church and by a member of the Board of Deacons representing the Congregation. The Board of Deacons, through its Church Growth and Membership Committee, will furnish a written list of members thus accepted into the Congregation to the Church’s office staff for publication in monthly newsletters immediately following and in the Church’s Annual Report.

### **5.3 PLEDGE OF MEMBERS**

Members will pledge themselves to regularly attend the worship services of the Church 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.

### **5.4 CHANGE OF MEMBERSHIP STATUS**

- 5.4.1 Any member may, on the member’s request to a Pastor or the Church’s office staff, be granted a letter of transfer. If wishing to join a body not in fellowship with this Church, the member may be released with a certifying letter. The number of such transfers will be reported in the Registrar’s Report in the Church’s Annual Report.
- 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 will 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. If the member desires a letter of release, such request will be approved by a Pastor, prepared by the Church’s office staff, and signed by an Officer. The number of such removals will be reported in the Registrar’s Report in the Church’s Annual Report.
- 5.4.3 A member who for a period of two (2) 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 removed from the membership roster. The number of such removals

will be reported in the Registrar's Report in the Church's Annual Report. The Church Growth and Membership Committee may reinstate the member or a letter of transfer may be initiated as described in Section 5.4.1 above.

5.4.4 A member who moves from the Glastonbury area may be removed from the membership roster after a period of one (1) year. The number of such removals will be reported in the Registrar's Report in the Church's Annual Report. The Church Growth and Membership Committee may reinstate the member or a letter of transfer may be initiated as described in Section 5.4.1 above.

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.

## **5.5 ELECTIVE OFFICE**

Membership is a prerequisite for elective office in the Church.

## **ARTICLE 6 – WORSHIP AND SACRAMENTS**

### **6.1 SERVICES**

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

### **6.2 SACRAMENTS**

6.2.1 The Church's practice is to observe the sacrament of the Lord's Supper each month. The actual dates of observance will be coordinated between the Pastor(s) and the Board of Deacons.

6.2.2 The sacrament of baptism will be administered at such times as the Pastor(s) may determine.

## **ARTICLE 7 – CHURCH MEETINGS**

### **7.1 CONGREGATIONAL MEETINGS**

- 7.1.1 The Annual Meeting is required to 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 is required to be held during the month of February on a date to be determined by the Council to receive and act upon the Annual Budget.
- 7.1.3 Other Congregational Meetings may be called by the President or a Pastor, or two (2) members of the Council, or upon written petition of fifteen (15) members of the Church.

### **7.2 CALL AND PROCEDURE**

- 7.2.1 The Clerk will prepare and publish the call of the meeting, giving notice of the time, place and purpose of such meeting, to be published in email communications and the worship service material at worship services preceding such meeting by at least seven (7) days. Such notices will also be recorded in the meeting minutes and published in the Annual Report.
- 7.2.2 The President, Vice President or a duly elected chairperson will preside at meetings and twenty (20) members present constitutes a quorum. The presiding Officer/Chairperson will determine the procedures and rules that will govern the conduct of the meeting and may use Robert's Rules of Order or other procedures as he/she deems appropriate.

### **7.3 VOTING**

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

### **7.4 VIRTUAL, ELECTRONIC AND/OR TELEPHONIC MEETINGS**

During circumstances when physical meetings are unsafe, impractical, or restricted by law and result in either the Congregation, the Council, or any of the Church's boards or committees being unable to conduct meetings in person, then, with notice by/to the Executive & Personnel Committee, such meetings may be conducted using virtual, electronic, and/or telephonic alternatives; however, participation by virtual, electronic and/or telephonic means must be conducted in accordance with the following requirements:

- a) During any such meeting, each participant will be able to speak with and hear every other individual participating in the meeting;
- b) Notice and agenda for any such meeting will satisfy the notice and agenda requirements for such meetings as described in these By-Laws;

- c) The quorum and voting requirements for any such meeting(s) will satisfy the quorum and voting requirements as described in these By-Laws;
- d) The conduct of such virtual, electronic, and/or telephonic meeting(s) will conform as closely as possible to the procedures established in these By-Laws for physical meetings including, but not limited to, the recording of minutes;
- e) Minutes of such meeting(s) will be (i) treated as official minutes; (ii) approved at a subsequent meeting(s) (physical or otherwise); and (iii) maintained and forwarded in the same manner as minutes from a physical meeting; and
- f) In the event any two (2) members of such group object to the virtual, electronic, and/or telephonic procedure, then such decision or procedure will be deferred until either (i) the group's next regularly scheduled meeting; or (ii) a special meeting can be scheduled.

## **7.5 ELECTRONIC/EMAIL VOTING**

In conjunction with such meeting(s) described in Section 7.4 above, or in-between regularly scheduled meetings, binding votes may be cast through email or other commonly used, but individually addressed, electronic tool with the following stipulations:

- a) Such voting will be limited to action items believed by the President or Chairperson, as the case may be, to be of a non-controversial nature;
- b) In such cases the President or Chairperson, as the case may be, will make a motion (a second will not be required) and the Clerk or the Chairperson, as the case may be, will send (in either an electronic or printed format) the motion's text and any significant background material(s) to all members of the Council or the respective board/committee, as the case may be. The notice will also include an announcement clearly indicating the deadline for receipt of responses;
- c) Members of the Council or board/committee, as the case may be, will use the "Reply All" facility of email or otherwise respond in a way by which all participants may see all of the votes cast;
- d) Such voting produces a valid action when the number of voters responding meets or exceeds the requirements of a quorum as specified in these By-Laws;
- e) The President, Clerk, or Chairperson, as the case may be, will report the result(s) of the email vote(s), and record them in the minutes of the next meeting; and
- f) Such email or voting is not allowed in Congregational Meetings.

## ARTICLE 8 – OFFICERS

### 8.1 OFFICERS

- 8.1.1 The “Officers” of the Church are the Pastor(s), Associate Pastor(s), President, Vice President, Clerk, Treasurer, Historian, the Chairperson and Vice 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 Pastor(s), and the Associate Pastor(s), the Officers will be elected at the Annual Meeting for a term commencing June 1 and continuing for the indicated period or until their successors are chosen: Two-Year Term – President and Vice President; One-Year Term – Clerk, Treasurer, Historian, Chairperson and Vice Chairperson of Boards and other officers designated by the Council. The Council has 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.

### 8.2 THE PASTOR(S), ASSOCIATE PASTOR(S) AND OTHER ORDAINED STAFF

- 8.2.1 The Pastor(s) and Associate Pastor(s) must be called by a three-fourths ( $\frac{3}{4}$ ) vote of a Congregational Meeting called for that purpose. After the person called has accepted the Call, he/she will become a member of this Church and the Hartford East Association of which the Church is a member. The Pastor(s) and Associate Pastor(s) hold their office for an indefinite term. A historic summary of the Pastors and other important dates is presented in Appendix 1.
- 8.2.2 A Congregational Meeting, called for the purpose, may, by a majority vote, accept the resignation of a Pastor or an Associate Pastor, or, by three-fourths ( $\frac{3}{4}$ ) vote, request the resignation or dismissal of a Pastor or an Associate Pastor. In either case a period of at least sixty (60) days must elapse following such a meeting before the final termination is effected unless otherwise specified by mutual agreement.
- 8.2.3 The Pastor(s) will:
- 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 voting member of the Council, and function in an advisory capacity to board(s) and committees, as directed by the Council;
  - d) Foster the formation of adult faith fellowship and learning groups; encourage their development, growth and encourage their interaction and collaboration with other churches and faith communities; foster their maturation into autonomous entities;

- e) Cause to be maintained a record of the vital statistics of the Church;
- f) Be a delegate to Hartford East Association and Southern New England Conference meetings and to such other meetings as the Council may direct; and
- g) Be a representative of the Church in the broader community of which it is a part.

8.2.4 The Associate Pastor(s) will:

- a) Under the direction and guidance of the Pastor(s), share in performing pastoral duties;
- b) Perform special duties and assignments as defined by the Council and the Pastor(s), taking into consideration the special training and interests of the particular associate;
- c) Advise the boards as necessary and desirable, as to programs and procedures and in turn seek the advice of such boards; and
- d) Be a delegate when possible to Hartford East Association and Southern New England Conference meetings and to such other meetings as the Council may direct.

8.2.5 The Council, through the Executive & Personnel Committee, may hire ordained individuals for staff positions. Such ordained staff may, at the discretion of and under the direction and guidance of the Pastor(s) and Associate Pastor(s), share in performing pastoral duties, special duties and assignments as defined by the Council and the Pastor(s), taking into consideration the special training, interests and staff role of the ordained staff. For the purposes of these By-Laws, such other ordained individuals in staff positions are not considered to be a Pastor or Associate Pastor of this Church.

### **8.3 THE PRESIDENT**

The President will:

- a) Preside at all Congregational Meetings, and meetings of the Council and the Executive & Personnel Committee;
- 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, committees and Standing Council Committees;
- e) Be a delegate to Hartford East Association and Southern New England Conference meetings; and
- f) Submit a written report to the Council for inclusion in the Annual Report.

### **8.4 THE VICE PRESIDENT**

The Vice President will:

- 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 Congregation and the community concerning the life and programs 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 Hartford East Association and Southern New England Conference meetings; and
- e) Perform such other functions as the Council or the President may direct.

## **8.5 THE CLERK**

The Clerk will:

- a) Keep a record of all meetings of the Council;
- b) Notify members of all Congregational Meetings, keep records of these meetings and coordinate publication of these records in the Annual Report; and
- c) Carry on such correspondence as the Church or the Council may request.

## **8.6 THE TREASURER**

The Treasurer will:

- a) Oversee receipt and accounting for all funds of the Church;
- b) Within the approved Annual 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 Congregation or the 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. The Treasurer may sign routine contract renewals and notify the President of each such renewal;
- 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.

## **8.7 THE HISTORIAN**

The Historian will:

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

## **8.8 BOARD CHAIRPERSONS**

The Chairperson of each board will:

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

## **ARTICLE 9 – OTHER ELECTED POSITIONS**

### **9.1 COUNCIL MEMBERS-AT-LARGE**

Three (3) Council Members-At-Large will be elected at the Annual Meeting; however, they are not to be members of any board. One (1) Council Member-At-Large will be elected for a one-year term and the other two (2) Council Members-At-Large will be elected for staggered two-year terms each. It is customary for the immediate past President of the Church to be nominated for one (1) of the Member-At-Large positions. All terms will commence on June 1. One (1) Council Member-At-Large will be elected to serve as the Chairperson of the Nominating Committee. The Council Members-At-Large will otherwise perform such duties as may be assigned from time to time by the President.

## **ARTICLE 10 – OTHER STAFF POSITIONS**

### **10.1 COUNCIL AUTHORITY**

The Council may create and eliminate such staff positions, other than those called positions specified in Article 8, Section 8.2.1 through 8.2.4, as may appear necessary or desirable. The Council, through its Executive & Personnel Committee, is responsible for the employment and dismissal of persons with respect to such positions and will set the duties (other than those specified in Article 8, Section 8.2.5), terms and conditions of each such position.

## **ARTICLE 11 – CHURCH COUNCIL**

### **11.1 GENERAL**

- 11.1.1 The Council will consist of the Officers identified in Article 8, Section 8.1 above and the three (3) Council Members-At-Large. Each board will have only one (1) vote which will be exercised by the Chairperson if present, otherwise by the Vice Chairperson.
- 11.1.2 The Council will meet every month except July and August. Special meetings may be called by the President, a Pastor (or in their absence by the Vice President), or by the Chairperson of any of the boards. A quorum exists if five (5) members are present. The President, Vice President and Clerk will act as Chairperson, Vice Chairperson, and Clerk, respectively, of the Council. All meetings are open to any member of the Congregation who may participate in discussions but not vote.
- 11.1.3 The Chairperson may allow any member of the Council to participate and vote in a Council meeting by virtual, electronic and/or telephonic means, subject to the applicable provisions of Article 7, Sections 7.4 and 7.5.

### **11.2 DUTIES AND RESPONSIBILITIES**

- 11.2.1 As elected representatives of the Church, the Council is the governing body in all matters that do not require a vote of the Congregation. Its responsibility is the overall planning of the life and programs of the Church.
- 11.2.2 The Council will 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 will assign the responsibility to the appropriate board(s). 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 will set the number of members for each board or committee consistent with these By-Laws. Any vacancies in the Officers or elected Council, board or committee positions, except the Pastor(s) and Associate Pastor(s), 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 (1) year will not be considered as terms for the purpose of determining eligibility for re-election.
- 11.2.4 In addition to the above, the Council will:
- a) Perform those requirements relating to membership assigned to it by Article 5;

- b) Through the Executive & Personnel Committee, be responsible for the employment and dismissal of the staff, except the Pastor(s) and the Associate Pastor(s), in each case taking into consideration the advice of the boards or committees concerned;
- c) Submit proposed major changes in Church policy to the Congregation for approval;
- d) When a vacancy occurs in the pastorate, or other office called by the Congregation, be responsible for calling a Congregational Meeting to elect a Search Committee. This committee will canvass available candidates and make recommendations to the Congregation;
- e) Submit any proposed actions to buy, sell, assign, convey or mortgage real property to the Congregation for approval;
- f) Through the Pastor(s), 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 Budget received from the Treasurer and the Board of Trustees and for the submission of the final Annual Budget to the Congregation for approval in the Annual Financial Meeting;
- h) Coordinate the production of an Annual Report of all of the Church's activities for submission to the Annual Meeting;
- i) Appoint members of the Congregation 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.

### **11.3 STANDING COUNCIL COMMITTEES**

11.3.1 The Council will establish a standing "Executive & Personnel Committee" which, unless otherwise designated by the Council, will consist of the President as Chairperson, and the Vice President, Clerk, Treasurer, Chairpersons of the Boards of Deacons and Trustees, one (1) of the Council Members-at-Large (customarily the immediate past President) and the Pastor(s) as members. The Executive & Personnel Committee will 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. Except as defined below, the Committee will 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. The Executive & Personnel Committee's functions include:

- a) Under coordination of the Vice President, recommend the hiring and dismissal, and establish job descriptions for all staff except the Pastor(s) and Associate Pastor(s);
- b) Recommend the overall compensation budget to aid the Council in preparing the proposed Annual Budget. Access to specific compensation figures for the staff will be

limited to the President, Vice President, Treasurer and Pastor(s). Access to specific compensation figures for the Pastor(s) and Associate Pastor(s) will be limited to the President, Vice President and Treasurer;

- c) Under coordination of the Vice President, develop processes for evaluation of staff performance and for evaluation of ministry effectiveness in the unique, faithful and covenantal relationship of the Congregation, leadership, pastors and staff;
- d) Determine or approve when meetings should be conducted using virtual, electronic and/or telephonic alternatives as provided in Article 7, Section 7.4;
- e) Approve expenditure of off-budget funds (currently known as “The Opportunity Fund”) not identified as memorial or endowment funds under the care of the Board of Trustees;
- f) Coordinate and approve various fundraising activities of boards and committees to ensure balance throughout the program year; and
- g) Perform such other duties as the Council may designate.

11.3.2 The Council will establish a standing “Nominating Committee” which will consist of ten (10) members appointed by the Council, at least three (3) of whom are appointed for full terms of from one to three (1–3) years in the Council’s discretion and will include a Chairperson and Vice Chairperson. The other seven (7) members, unless otherwise designated by the Council, will consist of an appointed representative from each Board and will serve only during the Committee’s principal recruitment period. The Nominating Committee will:

- a) Solicit persons for a slate of Officers, board members, members of the Auditing, Stewardship, Memorial, Media, and Church Growth and Membership Committees, and delegates to meetings of the Hartford East Association and Southern New England Conference and to meetings of such other organizations as the Council directs, for presentation to the Congregation at the Annual Meeting. The slate will be published at least seven (7) days prior to the Annual Meeting and will be presented to the Council for publication in the Annual Report;
- b) Solicit persons, subject to approval of the Council, for any unexpired terms for positions identified in subsection (a);
- c) Act as a clearinghouse 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

### 12.1 GENERAL

- 12.1.1 All of the named Boards (Deacons, Children’s Ministry, Christian Service, Lay Life & Ministry, Trustees, Youth Ministry and Music) in this Article 12 are responsible to the Council. Each Board must 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 will meet at least once monthly, except in July and August, and will 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 a Pastor or Associate Pastor. Board meetings are open to any member of the Congregation who may participate in discussions but not vote. Each Board will keep permanent minutes of its meetings. A Board may establish committees as deemed necessary, which may include persons other than Board members. The Chairperson may allow any Board member to participate and vote in a Board meeting using virtual, electronic and/or telephonic alternatives subject to the applicable provisions of Article 7, Sections 7.4 and 7.5.
- 12.1.3 Each Board will prepare an annual budget request, and submit it to the Treasurer.
- 12.1.4 Board members will be elected at the Annual Meeting. The number of members on each Board will be no fewer than nine (9) and no more than fifteen (15). The actual number of members for each Board will be set by the Council. Where positions on a Board are designated in these By-Laws by particular titles, individuals must be elected to those specific positions. An individual may serve on only one (1) Board at a time, and may serve only one (1) position on such Board, at any given time. Ex-officio members of the Boards are voting members in addition to all other members of the Boards.
- 12.1.5 Term Limits: Members of the Board of Deacons will serve no more than four (4) consecutive years. Members of all Boards other than the Board of Deacons will serve no more than three (3) consecutive years on the same Board except as provided by the following procedures which may be repeated without limit at the discretion of the Nominating Committee:
- a) The Nominating Committee may request the Council to waive the Term Limit for a particular member; and
  - b) If such a request is approved by a majority vote of the Council, the Nominating Committee may nominate such member for an additional term.
- 12.1.6 Election to Boards will be as follows:
- a) The composition of each Board is encouraged to reflect the diversity of the Congregation and will be open to all without regard to race, age, marital standing, gender identity or gender expression, economic status, mental or physical challenges, nationality or sexual orientation;

- b) Board of Deacons: Approximately one-fourth ( $\frac{1}{4}$ ) of the members will be elected each year for four-year terms and a Chairperson and Vice Chairperson will be elected each year from Board members having unexpired terms; and
- c) Other Boards: Approximately one-third ( $\frac{1}{3}$ ) of the members will 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 will be verified by mutual agreement of the member and the Nominating Committee.

12.1.7 For purposes of establishing the terms of the members of all Boards, an annual term commences on June 1 and ends on May 31, and any partial term of less than one (1) full year does not count in computing the limit of three (3) consecutive years on the same Board.

12.1.8 Each Board must submit a brief annual report to be presented to the Congregation at the Annual Meeting.

12.1.9 A quorum exists if four (4) members or twenty-five percent (25%) of the Board membership, whichever is larger, are present.

## **12.2 BOARD OF DEACONS**

12.2.1 The Board will consist of the elected Deacons, including the Chairperson and Vice Chairperson, and the Pastor(s).

12.2.2 The Board will, with the advice and counsel of the Pastor(s):

- a) Study, plan and make recommendations to the Council concerning the spiritual life of the Church;
- b) Work with the Pastor(s) and appropriate staff on all aspects of worship services including the content and order of worship. The Board will be responsible for recruiting/providing 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 administering the sacraments, and provide sacramental education;
- e) Provide for supply of the pulpit in the temporary absence of a Pastor or Associate Pastor, in consultation with the remaining Pastor(s), the President and the Council;
- f) Through its Church Growth and Membership Committee, have the primary responsibility for growth and membership activities; and
- g) Oversee usage policies for the Meetinghouse and chapel space within the Micah Chapel as established by the Council. The use of these worship spaces for non-worship activities should be approved by the Pastor(s) and approval may be delegated to appropriate staff.

### **12.3 BOARD OF CHILDREN'S MINISTRY**

12.3.1 The Board will consist of the elected members including the Chairperson, the Vice Chairperson, and customarily, one (1) youth member who is a member of the Congregation.

12.3.2 The Board will, with the advice and counsel of a director of Children's Ministry (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 will administer its operations through a director of Children's Ministry and various curriculum coordinators;
- b) Identify leaders, organize, guide and coordinate Christian education and family education ministries and special programs; and
- c) Provide and maintain a library for the Congregation and the community.

### **12.4 BOARD OF CHRISTIAN SERVICE**

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

12.4.2 The Board will:

- a) Promote benevolent, community service and mission programs locally, nationally and internationally;
- b) Translate Christian ideals into strategies for systemic social change including, but not limited to, policy advocacy, broad-based community organizing, direct service and institutional change;
- c) Promote cooperation with other secular and nonsecular groups and organizations in worthwhile projects that align with the Church's values; and
- d) Conduct and encourage such informative programs of education and study as are needed to gain support from the Congregation for the Board's responsibilities.

### **12.5 BOARD OF LAY LIFE & MINISTRY**

12.5.1 The Board will 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 members of the Congregation 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 (3) years.

12.5.2 The Board will:

- a) Promote fellowship and encourage participation within the Congregation through:
  - 1) Group ministries;
  - 2) Caretaking ministries; and
  - 3) Event or recognition ministries;
- b) Upon request of the Pastor(s), provide visits to people in need;
- c) Assist the Church Growth and Membership Committee in the assimilation of new members; and
- d) Provide for hospitality services as may be requested, such as memorial receptions, fellowship hours, etc.

## **12.6 BOARD OF TRUSTEES**

12.6.1 The Board will consist of the Treasurer and the other elected members including the Chairperson and Vice Chairperson.

12.6.2 The Board will:

- a) Function in an oversight role to care for the Church and its assets. Administer the Church's business affairs and maintain its buildings, structures, fixtures, grounds and tangible personal property;
- b) Establish, with the assistance of the Stewardship Committee of the Board, on-going programs to encourage the Congregation 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) Through the Treasurer, be responsible for the preparation of the Church's Annual Budget in cooperation with all Boards and committees concerned. Discussions between the Chairperson of the Stewardship Committee, Treasurer, Pastor(s), President and Vice President will establish the goal for the Annual Stewardship Campaign. The Treasurer will receive budget recommendations from the Boards and committees and develop a recommended budget for review by the Board of Trustees and the Executive & Personnel Committee. The final recommended budget will be prepared and submitted to the Council after the conclusion of the Annual Stewardship Campaign and must be available at least one (1) week preceding the Annual Financial Meeting;
- d) Be responsible through the Pastor(s) 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 maintain rules and regulations for use of the Church's property, except the Meetinghouse and chapel portion of the Micah Chapel, which are the responsibility of the Board of Deacons. Determine and collect fees for the rental of space; however, the collection of fees and assurance of compliance with such established rules and regulations may be delegated to members of the Church's staff;

f) Oversee the management activities of the Church's memorial funds, endowment funds and such other funds of the Church as may be placed in its custody. Direction of all such funds will include the power to accept or reject gifts (right to accept or reject a gift is subject to override by vote of the Council), and to direct, transfer or withdraw the Church's investments, all in accordance with this Section 12.6.2(f). At the Annual Financial Meeting and in the Annual Report, the Treasurer will report to the Congregation the state of the funds for which the Board of Trustees has management oversight. The funds placed within its management oversight include the following:

- (i) Memorial Fund – The Memorial Fund consists 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 ten thousand dollars (\$10,000). The Memorial Committee will advise the Board of Trustees and the Council of the receipt of any gift of more than \$10,000 and such gift will be transferred to and become part of either the Founders Fund or the Endowment Fund General Expendable Account, as appropriate.

The Memorial Committee will consult with the Board of Trustees and obtain the Council's prior 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 are required to be used for the specific purpose(s) designated by the donor, or if none is so designated, used for such purpose(s) 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 monies, 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/or repair of the Church's buildings, structures, fixtures, grounds and tangible personal property.

The Founders Fund will consist of gifts and bequests designated by the donor to be placed in the Founders Fund, and such other funds given for purposes consistent with this Section 12.6.2.(f)(ii) directed to be placed in the Founders Fund by a vote at a Congregational Meeting.

Gifts or bequests accompanied by explicit donor instructions to hold the principal in trust perpetually will be placed in the Founders Fund Perpetual Trust; all other gifts or bequests will be placed in the Founders Fund Discretionary Trust.

Principal and income from the discretionary trust fund, together with income from the perpetual trust fund may only be expended for the designated uses and when approved by a vote at a Congregational Meeting.

- (iii) Endowment Funds – All of the Church’s endowment funds which are not part of the Founders Fund will be administered as four (4) 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 will be placed in one (1) of the two (2) Endowment Fund Designated Accounts. All other Endowment Fund gifts and bequests, which are not part of the Founders Fund, will be placed in one (1) of the two (2) Endowment Fund General Accounts. Gifts and bequests to the Endowment Funds are required to be placed in the appropriate Perpetual Account if the donor has instructed that the principal may not be expended, and will be placed in the appropriate Expendable Account in all other cases.

The income of the Endowment Fund accounts may only be expended for the designated uses and when approved by a vote at a Congregational Meeting. Unless otherwise expressly prohibited by the donor or the vote at a Congregational Meeting, unexpended income from the Endowment Fund General (or Designated) Perpetual Account as of the end of each fiscal year of the Church will 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(s).

- (iv) Investment Objectives: – Monies in the Memorial Fund, Founders Fund and Endowment Funds will have investment objectives to:
- (a) Attain an average annual “total return” (i.e., the sum of annual changes resulting from interest, dividends, and capital gains and/or losses, both realized and unrealized, less investment fees) equal to the inflation-adjusted market value of invested assets while providing a relative return targeted at the Church’s investment withdrawal policy as described below. The long-term financial goal, therefore, is to earn a total return (net of all fees and expenses) equal to or exceeding the Church’s investment withdrawal rate plus the inflation rate as measured by the Consumer Price Index, or any successor comparable measure. This long-term goal will be assessed over rolling ten-year intervals;
  - (b) Provide a consistent level of support for the Church’s programs as determined by the withdrawal policy summarized below; and

(c) Maintain the principal value in such Designated Perpetual Accounts in real dollars (the original gift adjusted for inflation).

(v) Investment Withdrawal Policy: Each year, in conjunction with the budget preparation process, the ending market value of the General Expendable accounts for the preceding twenty (20) quarters will be averaged. The twenty (20) quarters average will then be multiplied by five percent (5%) to determine the maximum allowable withdrawal from those accounts for the coming fiscal year. Under circumstances where the Council may recommend a higher withdrawal rate, such rate must be approved by two-thirds ( $\frac{2}{3}$ ) vote of those members of the Congregation present and voting at a Congregational Meeting. If recommended at the Annual Financial Meeting, the higher withdrawal rate will be explicitly voted before approval of the Annual Budget. Any such higher withdrawal rate approved at a Congregational Meeting will be solely for the Annual Budget then under consideration and will not be deemed as an amendment to these By-Laws pursuant to Article 16, Section 16.1.

(vi) Uses/Transfers

(a) Principal and income from the Founders Fund and the Endowment Fund Expendable Accounts may be expended when approved by a vote at a Congregational Meeting.

(b) Principal and income may be transferred between any Founders Fund account and the corresponding (Designated or General) Endowment Fund account when approved by a vote at a Congregational Meeting.

- g) Evaluate and review the Church's insurance needs, maintaining adequate coverage of all its property and for all its personnel. A detailed statement of all existing insurance coverage will be provided annually to the Council;
- h) Evaluate the Church's physical and capital needs and make such recommendations to the Council to ensure both a long-range financial program and plans for improvement(s) and/or expansion(s) to the Church's property; and
- i) Recommend to the Council all actions to buy, sell, assign, convey or mortgage the Church's real property.

## **12.7 BOARD OF YOUTH MINISTRY**

12.7.1 The Board will consist of the elected members including a Chairperson, Vice Chairperson, and customarily, one (1) youth member who is a member of the Congregation.

12.7.2 The Board will, 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.

## **12.8 BOARD OF MUSIC**

12.8.1 The Board will 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 the director of Music Ministries (by whatever name known), will:

- a) In consultation with the Board of Deacons, provide music for worship services;
- b) Organize concerts and other musical programs;
- c) Serve as liaison to the Congregation in evaluating the effectiveness of the music program;
- d) 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
- e) Provide appropriate support for the director of Music Ministries.

## **ARTICLE 13 – STANDING COMMITTEES**

### **13.1 AUDITING COMMITTEE**

13.1.1 There will be an Auditing Committee consisting of two (2) or three (3) members. A Chairperson will 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 will 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. Due to its required independent nature, the Auditing Committee will not operate as a committee of a particular board, but rather as a committee of the Council.

13.1.2 The Auditing Committee will 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 the Annual Stewardship Campaign or special pledge campaigns; and
- c) Records of the Board of Trustees' various investments.

### **13.2 MEMORIAL COMMITTEE**

13.2.1 There will be a Memorial Committee consisting of between eight (8) and ten (10) members, including the Chairperson and Vice Chairperson, the Pastor(s), the Historian, one (1) member of the Board of Deacons to be designated by the Board, one (1) member of the Board of Trustees to be designated by the Board, and the remainder as members-at-large. All requirements concerning election, establishment of terms of the Chairperson, Vice Chairperson and the members-at-large and the maximums which the Chairperson, Vice Chairperson and such members may serve will 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. The Memorial Committee will operate as a committee of the Board of Trustees.

13.2.2 The Memorial Committee will:

- a) Be responsible for recording all memorial gifts (including non-monetary gifts) received by the Church;
- 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 and maintain a list of items which would be suitable for memorial gifts;
- e) Inform the Congregation when specific memorials are being considered;

- f) Assist the Board of Trustees in the 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 Congregation concerning the Memorial Fund, Founders Fund and Endowment Funds.

### **13.3 STEWARDSHIP COMMITTEE**

13.3.1 The Stewardship Committee will consist of between six (6) and ten (10) members, including the Chairperson and Vice Chairperson. The actual number of members will be set by the Council but will 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 will 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 will operate as a committee of the Board of Trustees.

13.3.2 The Stewardship Committee will:

- 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;
- b) Be responsible for securing financial support for the Church, including its benevolent and mission activities through annual monetary pledges by members of the Congregation (the “Annual Stewardship Campaign”). Sufficient records of these efforts will be established and will be transferred to the Board of Trustees; and
- c) Be responsible for estate and tax planning outreach that secures gifts to the Church’s endowment funds.

### **13.4 MEDIA COMMITTEE**

13.4.1 The Media Committee will consist of between four (4) and six (6) members, including the Chairperson and Vice Chairperson. The actual number of members will be set by the Council but will include one (1) representative from the Board of Deacons. Except for the designated deacon, all requirements concerning election, establishment of terms of the Chairperson, Vice Chairperson and members, and the maximums which members may serve will 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 Media Committee will operate as a committee of the Board of Deacons.

13.4.2 The Media Committee will advise and assist the Pastor(s) and Associate Pastor(s), the Council, boards and committees of the Church in all matters concerning audio-visual production and equipment for recording, post-processing, internet and live streaming of worship services and other messages the Pastor(s) and Council deem essential to communicate to the Congregation and wider community.

## **13.5 CHURCH GROWTH AND MEMBERSHIP COMMITTEE**

- 13.5.1 The Church Growth and Membership Committee will consist of between eight (8) and twelve (12) members, including the Chairperson and Vice Chairperson. The actual number of members will be set by the Council but will include one (1) representative from the Board of Deacons and one (1) representative from the Board of Lay Life and Ministry. Except for the designated deacon, all requirements concerning election, establishment of terms of the Chairperson, Vice Chairperson and members, and the maximums which members may serve will 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 Church Growth and Membership Committee will operate as a committee of the Board of Deacons.
- 13.5.2 The Church Growth and Membership Committee will advise and assist the Pastor(s), the Board of Deacons and the Council in all matters pertaining to the path of visitors and newcomers toward acceptance into membership. The Committee will identify and welcome newcomers, encourage them to become members, conduct membership seminars and sponsor new members. The Committee will collaborate with the Board of Lay Life & Ministry in the assimilation of new members into the life and missions of the Church.
- 13.5.3 The Church Growth and Membership Committee will also conduct such member reinstatement activities as described in Article 5, Section 5.4.

## **ARTICLE 14 – DELEGATES**

### **14.1 SELECTION AND DUTIES**

- 14.1.1 The Church will be represented at meetings of the Hartford East Association and Southern New England Conference, and at meetings of such other organizations as the Council may direct. Delegates will be members of the Congregation and will be either elected by the Congregation (when expressly required in these By-Laws) or appointed by the Council. According to the Southern New England Conference Bylaws, “*authorized ministers holding standing in an Association of the SNE Conference*” are Voting Members of the conference; the number of other delegates is based on the number of members, but will include the President.
- 14.1.2 Delegates are responsible to the Council and will, upon the request of the Council, report the result(s) of meetings attended.

## **ARTICLE 15 – MISCELLANEOUS**

### **15.1 FISCAL YEAR**

The fiscal year of the Church is January 1 to December 31.

### **15.2 ETHICS**

Each staff member, Pastor, Associate Pastor, Officer and board/committee member of this Church must consistently act in a professional and ethical manner in performing their respective roles and responsibilities associated with their position. Unethical behavior may result in disciplinary action up to and including removal from office.

### **15.3 CONFLICTS OF INTEREST**

Whenever a staff member, Pastor, Associate Pastor, Officer or board/committee member of this Church has a financial interest in any matter coming before this Church, the affected person must:

- a) fully disclose to the President, in writing, the nature of the interest; and
- b) withdraw from any discussion, lobbying, and voting regarding the matter.

Any transaction or vote involving a potential conflict of interest will be considered for approval only when the Council determines that it is in the Church’s best interest to do so. The minutes of all meetings at which any such votes are taken will record such disclosure, abstention, and rationale for approval.

## **ARTICLE 16 – AMENDMENTS**

### **16.1 AMENDMENT PROCESS**

These By-Laws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of those members of the Congregation present and voting at a Congregational Meeting called for such purpose, provided that the intent of the proposed amendment is stated in the notice of such meeting.

### **16.2 AMENDMENT HISTORY**

A record of the origin of and revision to these By-Laws is presented in Appendix 2.

## APPENDICES

### APPENDIX 1      PASTORS AND OTHER IMPORTANT DATES

|  |                |
|--|----------------|
| Rev. Timothy J. Stevens  | 1693 – 1726    |
| Rev. Ashbel Woodbridge   | 1728 – 1758    |
| 1731: Formation of the 2 <sup>nd</sup> Ecclesiastical Society in Eastbury; May                             |                |
| 1734: Burning of the Meetinghouse; December 9  |                |
| <br>   |                |
| Rev. John Eells  | 1759 – 1791    |
| Rev. William Brown   | 1792 – 1797    |
| Rev. William Lockwood  | 1797 – 1804    |
| Unsettled  | 1804 – 1807    |
| <br>   |                |
| Rev. Price Hawes   | 1807 – 1820    |
| Rev. Caleb Birge   | 1821 – 1825    |
| Unsettled  | 1826 – 1827    |
| <br>   |                |
| Rev. Samuel Hopkins Riddell  | 1827 – 1837    |
| 1836: Formation of the 3 <sup>rd</sup> Congregational Society in (South) Glastenbury [sic];<br>February 26 |                |
| <br>   |                |
| Rev. James A. Smith  | 1837 – 1858    |
| Rev. Amos S. Chesebrough   | 1858 – 1868    |
| 1866: Fire Destroys the Meetinghouse   |                |
| <br>   |                |
| Rev. Josiah E. Kittredge   | 1869 – 1873    |
| Rev. William W. Scudder  | 1873 – 1884    |
| Rev. Henry T. Staats   | 1885 – 1888    |
| Rev. John Barstow  | 1889 – 1894    |
| Rev. George F. Waters  | 1895 – 1905    |
| Rev. Luther M. Strayer   | 1905 – 1908    |
| Rev. Francis A. Fate   | 1908 – 1912    |
| Rev. Herbert D. Deetz  | 1912 – 1915    |
| Rev. Frederick W. Raymond  | 1916 – 1923    |
| Rev. Francis A. Fate   | 1924 – 1929    |
| Rev. Stuart C. Haskins   | 1929 – 1933    |
| Rev. Russell M. McGown   | 1934 – 1944    |
| 1938: Meetinghouse Destroyed by Hurricane; September 21  |                |
| <br>   |                |
| Rev. Allen S. Lehman   | 1945 – 1968    |
| Rev. Carl F. Schultz   | 1968 – 2002    |
| Rev. David T. Taylor   | 2002 – Present |
| Rev. Kate VanDerzee-Glidden  | 2009 – Present |

## **APPENDIX 2            BY-LAWS HISTORY AND AMENDMENTS**

Originally adopted at a Congregational Meeting, April 28, 1970

### Amendments:

1.    May 23, 1972
2.    March 4, 1973
3.    May 22, 1974
4.    May 18, 1978
5.    November 25, 1978
6.    April 29, 1979
7.    April 29, 1979
8.    May 22, 1984
9.    May 19, 1987
10.   May 26, 1992
11.   May 14, 1996 (effective as of the 1997 Annual Meeting)
12.   May 19, 1998
13.   May 16, 2000
14.   This General Revision 14 adopted at the 2021 Annual Meeting