

1 Amendment and Restatement of the
2 Constitution of the Rocky Hill Congregational Church

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4 **THE CONSTITUTION OF THE ROCKY HILL CONGREGATIONAL CHURCH,**
5 **UNITED CHURCH OF CHRIST, ADOPTED MAY, 2003,**
6 **and AMENDED MAY 22, 2005 and JUNE 3, 2007 and JUNE 1, 2008 and JUNE 14, 2009**

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8 **ARTICLE I**
9 **NAME AND ORIGIN**

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11 The legal name of this Church shall be the Rocky Hill Congregational Church, United Church of
12 Christ. This Church was petitioned December 19, 1720; founded June 7, 1727; and incorporated
13 March 20, 1895 according to the laws of the State of Connecticut.

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15 **ARTICLE II**
16 **PURPOSE**

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

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24 **ARTICLE III**
25 **POLITY**

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27 This Church acknowledges Jesus Christ as its head, its government being vested in its members,
28 who exercise the right of control in all its affairs, subject, however, to the laws of the State of
29 Connecticut.

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31 This Church acknowledges its fellowship with the United Church of Christ and pledges itself to
32 share in its common work, especially as represented by the Hartford Association, the Connecticut
33 Conference, and the General Synod. It seeks to encourage and participate in ecumenical activities
34 in the community and beyond.

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37 **ARTICLE IV**
38 **STATEMENT OF FAITH**

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40 The Statement of Faith of the United Church of Christ expresses the faith of this Church:

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42 We believe in You, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to Your
43 deeds we testify:

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

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

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

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

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

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

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

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

**ARTICLE V
COVENANT**

We covenant with the Lord and with one another and do bind ourselves in the presence of God to walk in all His ways, according as He is pleased to reveal Himself unto us.

**ARTICLE VI
WORSHIP**

Regular services of worship shall be held each Sunday morning. Any changes to this format shall be the responsibility of the ministerial staff and the Diaconate, with approval of the Church Council. The scheduling of other services of worship, including the celebration of the sacraments of Holy Communion and Baptism, shall be the responsibility of the ministerial staff and the Diaconate.

**ARTICLE VII
MEMBERSHIP**

Persons desiring to unite with this Church upon (a) confirmation, (b) confession of faith, (c) reaffirmation of faith, or (d) by letter of transfer shall be received as members upon acceptance of their request by the Diaconate and upon their public affirmation of the Covenant. Baptism shall be a prerequisite to membership in the Church.

93
94 The request by any member for a letter of dismissal and recommendation to another Church shall
95 be granted by the Clerk. Dismissal shall be effected upon notification of reception into another
96 Church.

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98 A member of the Church moving to another locality should, after a reasonable time, take his or her
99 letters to the Church of his or her choice. If such member should desire for some special reason to
100 remain a member of this Church, he or she should at least annually indicate such desire. A member
101 who has ceased for two years to attend the worship services of the Church or during that time shall
102 have indicated no interest in the work of the Church in spite of kindly approaches by the members
103 of the ministerial staff, the Diaconate or others, may be placed upon the inactive list by vote of the
104 Diaconate. Such a person, upon approval of his or her request by the Diaconate, may be restored to
105 the active membership roll.

106
107 A person who wishes to participate in the life of the Church while maintaining membership in
108 another Church may be received as an associate member by the same process as regular active
109 members are received. Associate members shall have all the rights and duties of regular active
110 members except the right to a letter of transfer to another Church.

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112 Upon application to and approval by the Diaconate, associate members may secure full
113 membership in the Church.

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115 Associate membership shall terminate upon reception into full membership, upon written
116 resignation or death, or upon moving away from the vicinity of Rocky Hill.

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118 All members of this Church are expected to strive to follow the principles set forth in the Covenant,
119 and to seek meaningful ways to support the principles that this Church upholds. They are
120 specifically asked to share in the life and work of the Church, to contribute to its support and
121 benevolences, and to care for its spiritual welfare.

122
123 From time to time as warranted, the Diaconate, in cooperation with the Senior Minister, the Church
124 Clerk, and the Financial Secretary, shall convene a membership committee to review the Church
125 membership rolls and, after careful review and appropriate contact, submit a proposed list of
126 members to be placed on the inactive list. Such members shall only be declared inactive upon the
127 vote of the Diaconate.

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ARTICLE VIII GOVERNMENT

133 The fiscal year of the Church shall begin on May 1 and end on April 30. The books shall be closed
134 and reports rendered as of the end of each fiscal year. All references to a year in this Constitution
135 shall refer to a fiscal year.

136

137 The Church shall have two regular meetings each year, an Annual Meeting and a Budget and
138 Elections Meeting, and, in addition, shall have special meetings as may be called by the Council or
139 by the Officers or members of the Church, as provided herein.

140
141 The Annual Meeting of the Church shall be held within 60 days of the close of each fiscal year, on
142 a date and time as the Council shall determine. At the Annual Meeting, the Church shall receive
143 reports of the activities and financial expenditures, if any, of the Council and each of the Officers,
144 Boards, Committees, and the various organizations associated with the Church during the previous
145 year, and, in the case of the Boards and Committees, an outline as to its activities planned for the
146 coming year, may amend either the local budget or the benevolence budget, or both, as may be
147 deemed necessary or appropriate, and shall transact any other proper business. The call for the
148 Annual Meeting shall be issued by the Clerk by posting the call on the Church building at least five
149 days before the date of the meeting and by notice given from the pulpit and published in the
150 bulletin on the two Sundays preceding the meeting. All annual reports shall be published and made
151 available at least one week prior to the date of the Annual Meeting.

152
153 The Budget and Elections Meeting of the Church shall be held during the first two weeks of March,
154 or on such other reasonable date and at such other time as the Council shall determine. Both the
155 local budget and the benevolence budget for the next fiscal year shall be adopted at such meeting.
156 These budgets shall be separate and distinct. No monies pledged to the support of one shall be used
157 toward the support of the other. The Church shall determine at such meeting how monies and other
158 property received by the Church during the next fiscal year and not pledged specifically for one
159 budget or the other, or for endowment or benevolence, shall be apportioned. Any such monies and
160 other property not spent or disposed of during such fiscal year may be reapportioned by vote of the
161 Church at the next Annual Meeting. The Church shall act on the recommendation of the Church
162 Fair Committee regarding the allocation of the net proceeds of the most recent Church Fair.

163
164 In addition to the financial agenda articulated above, the Church, at the Budget and Elections
165 Meeting, shall elect candidates to replace each incumbent Officer and each member of a Board or
166 Committee whose term is to expire the next April 30, or shall re-elect such incumbent Officer or
167 member if permitted under the terms hereof. The Church shall also elect candidates to fill any other
168 vacancies. The terms of the candidates so elected or re-elected shall commence on the following
169 May 1.

170
171 Notice of the Budget and Elections Meeting shall be given in the same manner as that for the
172 Annual Meeting. All budgets and nominations shall be published and made available at least one
173 week prior to the date of the Budget and Elections Meeting.

174
175 Special meetings of the Church shall be called by the Council or upon the request in writing of any
176 three Officers or five members of the Church. Notice of any such meeting shall be given in the
177 same manner as that for the Annual Meeting. No matter not included in the call to a special
178 meeting shall be brought before such meeting.

179
180 Any meeting that has been duly called may be canceled in advance if the persons calling the
181 meeting agree with the cancellation, subject to the following requirements:

- 182 1. If the meeting was called by a vote of the Council, then a majority vote of the Council shall
183 be required to cancel the meeting.
184 2. If the meeting was called by a request from three Officers, then at least two of those three
185 Officers must agree to the cancellation.
186 3. If the meeting was called by a group of five or more members of the church, then a majority
187 of the calling group must agree to the cancellation, with the additional stipulation that there
188 must no longer be five or more members of the group who wish to hold the meeting.
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190 In the event that a meeting is canceled subject to the appropriate foregoing provision, advance
191 notification of such cancellation shall be made in a manner most appropriate to the situation, as
192 determined by the Moderator, the Senior Minister, and the Clerk.
193

194 The Church may, at any regular or special meeting, vote to form an ad hoc committee, e.g., a
195 Search Committee or a Social Action Committee, provided, however, in the case of a special
196 meeting, that a proposal to form such a committee shall have been included in the call. The initial
197 members of such committee shall be elected by the Church. In the case of a Ministerial Search
198 Committee, these members shall include one member of each Board, one member of the Music
199 Committee, one member of the Stewardship Committee and three members of the Church who are
200 not a member of a Board or either of the two represented Committees. Additional and successor
201 members shall be nominated by the Nominating Committee and appointed by the Council as
202 necessary. The responsibilities of such committee shall be established by the Church, although they
203 may be clarified by the Council from time to time. Each such committee shall report to the Council
204 on a regular basis, no less often than quarterly, and more often if the Council shall so require. The
205 existence of each such committee shall terminate upon the acceptance of its final report by the
206 Council or as the Church may otherwise provide.
207

208 Forty-two members of the Church shall constitute a quorum at all regular and special meetings, but
209 a smaller number may adjourn to a fixed date. No person other than a confirmed or covenanted
210 member of the Church in actual attendance shall be entitled to vote on any matter brought before
211 the Church at any such meeting. "Roberts Rules of Order" shall be observed in the conduct of the
212 regular and special meetings of the Church.
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215 **ARTICLE IX**
216 **STAFF, OFFICERS, COUNCIL, BOARDS AND COMMITTEES**
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218
219 **(A) MINISTERIAL STAFF**
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221 The ministerial staff shall consist of one or more pastors who have been ordained as ministers of the
222 United Church of Christ, and shall consist of two or more such pastors until such time as the
223 Church may, by a two-thirds vote, determine that there shall be fewer such pastors. Whenever a
224 vacancy or vacancies in the ministerial staff should occur and no such two-thirds vote should be
225 registered, or whenever the Church should determine that an additional pastor should be called, the
226 Church shall form, and shall elect the members of, a Search Committee. Such Committee shall be
227 charged with the responsibility of nominating a candidate or candidates to fill such vacancy or

228 vacancies or to find such additional pastor, as the case may be. Such Search Committee, working
229 with the Council, shall determine the limits of the compensation it may offer such candidates, and,
230 working with the Diaconate, the Council, and the incumbent members of the ministerial staff, the
231 division of responsibilities among the pastors. Each candidate for the ministerial staff shall be
232 called upon the approval of two-thirds of the members of the Church present at a special meeting of
233 the Church held for such purpose.

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235 The termination of a relationship between a member of the ministerial staff and the Church shall be
236 subject to not less than sixty days notice unless other terms are mutually agreed upon. A member of
237 the ministerial staff may tender his or her resignation to the Church in such manner as he or she
238 may determine appropriate.

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240 A member of the ministerial staff may be dismissed for cause upon the three-fourths vote of the
241 Council and the Diaconate in joint meeting, subject, nevertheless, to the right of appeal to the
242 Church, which shall consider and decide on such appeal at a special meeting. The Church, at any
243 regular meeting, or at a special meeting called for the purpose, may, by a three-fourths vote, request
244 the resignation of, or dismiss, a member of the ministerial staff.

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247 **(B) MUSIC STAFF**

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249 The music staff shall consist of the Church Organist, the Choir Director and such other persons to
250 fill other positions as the Church may determine. The Church Organist and the Choir Director may
251 be the same person. Whenever a vacancy in the music staff should occur, the Council shall convene
252 a Music Search Committee consisting of 3 members of the Music Committee, one member of the
253 Diaconate, one member of the Personnel Committee, and 2 at-large members who are not members
254 of the Diaconate or the Music Committee. The Music Search Committee shall be responsible for
255 recommending to the Council a candidate to fill such vacancy. The Church may, at any regular
256 meeting, or at a special meeting called for such purpose, call for a Music Search Committee to
257 recommend to the Council one or more additional musicians to be hired as members of the music
258 staff. The Council shall act upon the recommendation of the Music Search Committee in
259 determining whether to hire such candidate, and shall determine the compensation to be paid to
260 such candidate until such time as his or her compensation may be set by the Church at a regular
261 meeting, or at a special meeting called for such purpose.

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263 **(C) EDUCATION STAFF**

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265 The Church may hire a Director of Christian Education and such other Education positions as the
266 Church may determine. Whenever a vacancy in the education staff should occur, the Council shall
267 convene an Education Search Committee consisting of 3 members of the Board for Christian
268 Education, one member of the Personnel Committee, and 3 at-large members who are not members
269 of the Board for Christian Education. The Education Search Committee shall be responsible for
270 recommending to the Council a candidate to fill such vacancy. The Church may, at any regular
271 meeting, or at a special meeting called for such purpose, call for an Education Search Committee to
272 recommend to the Council one or more additional candidates to be hired as members of the
273 education staff. The Council shall act upon the recommendation of the Education Search

274 Committee in determining whether to hire such candidate, and shall determine the compensation to
275 be paid to such candidate until such time as his or her compensation may be set by the Church at a
276 regular meeting, or at a special meeting called for such purpose.

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278 **(D) OFFICERS**

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280 The Officers of the Church shall be a Moderator, a Clerk, a Treasurer, an Assistant Treasurer, a
281 Treasurer of Benevolences, and an Historian. No person may concurrently hold two or more
282 offices. Only members of the Church (including Associate Members) are eligible to be elected as
283 Officers. No Officer, other than the Assistant Treasurer or the Historian, may concurrently serve on
284 any Board except in an ex officio capacity.

285

286 The Moderator shall be elected for a term of two years, and may be reelected to a second
287 consecutive two year term. A member who has completed two full terms as Moderator shall be
288 ineligible for reelection as Moderator until two fiscal years have elapsed following the completion
289 of the second consecutive term. All other Officers shall hold office for the term of one-year or until
290 his or her successor is elected and has commenced service. One person may hold any office for any
291 number of successive terms (except as described for the Moderator).

292

293 The Church shall make appropriate insurance provisions to indemnify each Church member for
294 judgments, reasonable expenses, amounts paid, etc. for their personal liability for acts or omissions
295 within the scope of their duties as Church volunteers.

296

297 The duties of the Officers of the Church are as follows:

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299 **(1) MODERATOR**

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301 The Moderator is the lay leader of the Church, and shall work closely with the ministerial staff and
302 the Council in developing and promoting the agenda of the Church. The Moderator shall preside at
303 all business meetings of the Church and the Council held during his or her term of office, except
304 that any member of the Church whose term as Moderator expired at the end of the previous fiscal
305 year shall preside at the subsequent Annual Meeting. The Moderator shall have the authority to
306 execute and/or endorse legal documents on behalf of the Church. The Moderator shall appoint two
307 members to the Advocacy Panel as needed (subject to the requirements set forth in the appropriate
308 sections of this Constitution), and with the guidance of the Council, shall appoint members to all ad
309 hoc committees sanctioned by the Council. The Moderator shall also be an ex officio member of all
310 ad hoc committees.

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312 **(2) CLERK**

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314 The Clerk shall issue calls for Church meetings; shall keep faithful records of all meetings of the
315 Church and the Council; shall keep a record of the membership of the Church, including dates of
316 admission, dismissal, and death; and shall write letters of dismissal, record baptisms and have
317 custody of the membership records of the Church.

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320 **(3) TREASURER**

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322 The Treasurer shall have charge of all Church funds other than (1) the Diaconate Funds and (2)
323 those funds under the charge of the Treasurer of Benevolences, shall keep proper records showing
324 the amount and the whereabouts of such funds, shall make available a summary of such records to
325 the members of the Church at least quarterly, and shall invest and reinvest the same under the
326 general supervision of the Board of Trustees, except that illiquid or unusual investments shall be
327 entered into only with the specific consent of such Board. Except as approved by the Trustees
328 subject to their responsibilities outlined in Article IX (F)(2), each check written on each Church
329 checking account, other than those checking accounts holding (1) some or all of the Diaconate
330 Funds and (2) benevolence funds, shall be signed by two of the following: the Treasurer, the
331 Assistant Treasurer, and those members of the Board of Trustees, other than the Treasurer,
332 authorized to sign checks by the Board of Trustees. Each such check shall represent a disbursement
333 previously budgeted or approved by the Board of Trustees, or an expense mandated by the terms of
334 a gift accepted by the Church.

335
336 The Treasurer shall have the authority to execute and/or endorse any financial legal documents
337 related to investments, investment accounts, or banking arrangements of the Church, provided that
338 such documents are compliant with the policies of the Church or the stated directions of the Board
339 of Trustees.

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344 **(4) TREASURER OF BENEVOLENCES**

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347 The Treasurer of Benevolences shall have charge of all contributions and collections for
348 benevolences, shall keep proper records showing the amount and the whereabouts of all such
349 contributions and collections held by the Church, shall make available a summary of such records
350 to the members of the Church at least quarterly, and shall invest and reinvest the same under the
351 general supervision of the Board for Missions, except that illiquid or unusual investments shall be
352 entered into only with the specific consent of such Board. Except as approved by the Board for
353 Missions subject to their responsibilities outlined in Article IX (F)(4), each check written on each
354 Church checking account holding benevolence funds shall be signed by two of the following: the
355 Treasurer of Benevolences, the Assistant Treasurer of Benevolences, and those members of the
356 Board for Missions, other than the Treasurer of Benevolences and the Assistant Treasurer of
357 Benevolences, authorized to sign checks by the Board for Missions. Each such check shall
358 represent a disbursement previously budgeted or approved by the Board for Missions or mandated
359 by the terms of a gift accepted by the Church.

360
361 The Treasurer of Benevolences shall have the authority to execute and/or endorse any financial
362 legal documents related to benevolence-related investments, investment accounts, or banking
363 arrangements of the Church, provided that such documents are compliant with the policies of the
364 Church or the stated directions of the Board for Missions.

366 **(5) HISTORIAN**

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368 The Historian shall be responsible for keeping a record of notable activities within the life of the
369 Church and its participation in community and denominational affairs and for keeping an archive of
370 photographs, documents, and other relevant materials that reflect the life of the Church.

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373 **(E) THE COUNCIL**

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375 **Agenda & Goals:** The Council shall be the overall policy and planning board of the Church. Its
376 primary role is to create the vision and guidance by which both short term and long term objectives
377 of the Church can be achieved.

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379 The primary responsibilities of the Council include:

- 380 1. *Visioning:* Articulating a vision of the life of the Church, and establishing a strategic plan
381 and objectives for achieving that vision.
382 2. *Budgeting:* Recommending separate financial budgets for the local operations and
383 benevolences of the Church, such recommendations to be approved by the congregation
384 at a duly called meeting of the Church.
385 3. *Personnel:* Overseeing all Church staff, including the development and administration of
386 employment contracts, personnel policies, and compensation.

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388 **Itemization of duties:**

389 *Visioning*

- 390 a. Develop a long term vision statement for the Church.
391 b. Establish a strategic plan that sets forth a framework for moving toward the vision.
392 c. Communicate (to all staff, Boards and Committees) a set of annual objectives in support of
393 the vision and strategic plan.
394 d. Receive and review reports from staff, Boards, and Committees regarding progress towards
395 these annual objectives.

396

397 *Budgeting*

- 398 e. Accept a proposed local operating budget from the Board of Trustees, and, after due
399 deliberation and revision as appropriate, recommend a budget for adoption at the Budget
400 & Elections Meeting.
401 f. Accept a proposed benevolence budget from the Board for Missions, and, after due
402 deliberation and revision as appropriate, recommend a budget for adoption at the Budget
403 & Elections Meeting.
404 g. Propose subsequent adjustments to either budget for approval at the Annual Meeting, if
405 appropriate.

406

407 *Personnel*

- 408 h. Appoint the members of the Personnel Committee to oversee and implement a consistent
409 personnel policy. Approve and update such policy, upon the recommendation of the
410 Personnel Committee.

- 411 i. Approve all employment contracts for Church employees, where such contracts are deemed
412 appropriate.
413 j. Receive an annual performance evaluation for each Church employee.
414 k. Coordinate and approve all proposed salary adjustments, with the financial consequences of
415 such adjustments to be appropriately reflected in the proposed local operating budget.
416

417 *Administration*

- 418 l. Set the time and date for the Annual and Budget and Elections Meetings, and prepare and
419 submit a report of its activities to the Church at the Annual Meeting.
420 m. Appoint subcommittees or ad hoc committees to consider and make recommendations on
421 specific issues, as appropriate.
422 n. Call for written or oral reports from any Officer, organization, ad hoc committee, or
423 individual member of the Church, as may seem necessary or expedient for carrying out
424 its role.
425 o. Call a special meeting of the Church for the purpose of forming and electing the members
426 of a Search Committee when a vacancy occurs in the ministerial staff.
427 p. Request any Board or Committee to undertake additional duties and responsibilities of a
428 related nature to the duties and responsibilities of such Board or Committee herein
429 stated.
430 q. Submit to a regular or special meeting of the Church any proposal to buy, sell, assign,
431 convey or mortgage real property or other assets of the Church, or borrow under the
432 good name of the Church.
433 r. Establish reasonable and equitable transition arrangements when amendments to this
434 Constitution result in changes in the number of or terms of Officers, Board members, or
435 Committee members.
436 s. Approve unbudgeted expenditures from reserves up to ten percent of the annual local
437 budget for any single project or purpose, including all related items, without prior
438 approval of the Church. All other major expenditures exceeding budgeted funds and not
439 otherwise provided for by committed special contributions, pledges, or fund-raising
440 events and/or transactions previously approved by the Church and requiring the
441 mortgaging or selling of property or the borrowing of money, shall not be made without
442 the approval by the Church.
443
444

445 **Membership and Meetings:** The Council shall be comprised of the following members:

- 446 Moderator
447 Clerk
448 Treasurer
449 Ministerial Staff
450 Chairperson of Diaconate
451 Chairperson of Board of Trustees
452 Chairperson of Board for Christian Education
453 Chairperson of Board for Missions
454 Chairperson of Stewardship Committee

455 Three at-large members, each elected for a term of three years (staggered), such members who
456 are not concurrently members of any of the four Boards already represented on the
457 Council. At-large members of the Council must be members of the Church.
458

459 It is expected that the Chairperson of each Board shall be a member of the Council. However, in
460 the event that a Chairperson is unable to serve in this capacity, that Board shall appoint (or elect) a
461 Co-Chairperson or Vice Chairperson to fulfill this role.
462

463 The Council shall meet as necessary, such meetings to include the agenda items listed below.
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- 465 1. A meeting shall be held to review and update the Vision statement, the Strategic Plan, and
466 objectives to be articulated for the coming years.
- 467 2. A meeting shall be held to plan and coordinate the calendar of events for the ensuing year,
468 and to ensure that the Church's objectives are appropriately assigned for
469 implementation.
- 470 3. A meeting shall be held approximately two months in advance of the Budget and Elections
471 Meeting, for the purpose of hearing and acting on the recommendations of the Personnel
472 Committee. Salary recommendations for the subsequent fiscal year shall be approved
473 and provided to the Board of Trustees for incorporation into the proposed local
474 operating budget.
- 475 4. A meeting shall be held approximately one month in advance of the Budget and Elections
476 Meeting, at which time the Council shall approve the local operating and benevolence
477 budgets which will be submitted to the Budget and Elections meeting for final
478 membership approval.
- 479 5. A meeting shall be held in advance of the Annual Meeting, to hear the results of the
480 Stewardship campaign, and to decide upon any recommendations (to be brought to the
481 Annual Meeting) for budget adjustments and/or supplemental fundraising campaigns, if
482 needed.

483
484 The Council may hold additional meetings as the Moderator or its members deem to be warranted.
485 The Moderator shall preside at all meetings. Minutes of each Council meeting shall be kept, and
486 shall be made available to any member of the Church, upon request, for inspection and copying.
487

488 Though not members of Council, Chairpersons of the Nominating, Stewardship, and Music
489 Committees have an important voice in the visioning activity of Council and are encouraged to
490 attend and participate in its meetings whenever possible.
491

492 Meetings of the Council shall be open to all members of the Church, and such members shall be
493 made to feel welcome. Such members, with the permission of the Moderator, may participate in the
494 Council's discussions. Any member of the Church wishing to address the Council on any subject
495 not on the Council's planned agenda, but within the scope of its responsibilities and interests, shall
496 be permitted to do so if he or she obtains the prior consent of the Moderator, which consent shall
497 not be withheld unreasonably. Notwithstanding the foregoing, the Moderator may, under
498 extraordinary circumstances, close the meeting to all but members of the Council. The Moderator's
499 reasoning for such closure shall be fully articulated to those Church members at the meeting who
500 are not members of the Council, and shall be noted in the minutes of such meeting.

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Quorum and voting privileges: For any motion requiring a vote, a quorum shall be declared if at least five members eligible to vote on the motion are present. All Council members are eligible to vote on all matters brought before the Council, with the following exceptions:

1. The Moderator shall only be eligible to vote on a matter in order to break a tie. The Moderator shall not be counted in the determination of any quorum.
2. The Treasurer shall not be eligible to vote on any matter directly relating to the investment or disbursement of funds. The Treasurer shall be eligible to vote on any matter pertaining to personnel policy and administration, including matters relating to staff salaries.
3. Ministerial staff members shall not be eligible to vote on any matter pertaining to their own employment status, including salary actions. As such, the ministerial staff shall not be eligible to vote on the total local budget recommendation, but may vote on any budget issue that does not include any element of their direct or indirect financial compensation.

Boards and Supporting Committees: The Council shall ensure that the four Boards, as well as the Stewardship Committee, the Personnel Committee, the Auditing Committee, the Advocacy Panel, and the Nominating Committee are appropriately fulfilling their responsibilities. In addition, the Council may assign certain tasks or objectives to any Board or Committee in order to efficiently and effectively further and accomplish the Vision and Strategic Plan of the Church.

Boards and Committees are expected to achieve their objectives autonomously. No decision appropriately reached by any Board or Committee shall require the subsequent review or approval of the Council (unless expressly requested by the Board or Committee), nor shall the Council have the authority to overturn any decision duly reached by a Board or Committee unless a motion to overturn is approved by at least seven (7) voting members of the Council.

(F) THE BOARDS

There shall be four Boards established to provide guidance and leadership to the Church in its life and activities. These Boards shall be the Diaconate, the Board of Trustees, the Board for Christian Education and the Board for Missions. Each member of the ministerial staff shall be a member ex officio of each Board. No person may be an elected member of more than one Board at any one time. Minutes of each meeting of each Board shall be kept, and shall be made available to any member of the Church, upon request, for inspection and copying.

Meetings of each Board shall be open to all members of the Church, and such members shall be made to feel welcome. Such members, with the permission of the presiding member of the Board, may participate in the Board's discussions. Any member of the Church wishing to address any Board on any subject not on such Board's planned agenda, but within the scope of its responsibilities and interests, shall be permitted to do so if he or she obtains the prior consent of the

547 presiding member of such Board, which consent shall not be withheld unreasonably.
548 Notwithstanding the foregoing, the presiding member of a Board may, under extraordinary
549 circumstances, or, in the case of the Diaconate, at any time that disbursements from the Diaconate
550 Funds are to be discussed, close the meeting to all but members of such Board. The presiding
551 member's reasoning for such closure shall be fully articulated to those Church members at the
552 meeting who are not members of such Board, and shall be noted in the minutes of such meeting.

553

554 **Membership and Meetings:**

555

556 Each Board shall meet as needed, usually monthly from September through June. Additional
557 meetings may be held as deemed necessary by the Council or the Chair of the Board. In
558 consultation with appropriate staff members, Boards will follow agendas and utilize meeting time
559 to maximize attention to priority responsibilities (defined below), with routine tasks delegated to
560 individuals or subcommittees.

561

562 Each Board member shall be elected to serve a term of three years, unless filling a vacated
563 unexpired term. A member may serve two consecutive terms and shall be eligible for re-election, or
564 for appointment to fill the unexpired term of another member, two years after the expiration of his
565 or her second consecutive term in office. Board members must be members of the Church. Ex
566 officio members of Boards are non-voting members. The membership of each Board shall be as
567 follows:

568

569 The Diaconate shall consist of twelve elected members, with four members elected at each
570 Budget and Elections Meeting. Although a member's services on the Diaconate shall not extend
571 beyond the term(s) for which he or she is elected, each member shall be ordained for life.

572

573 The Board of Trustees shall consist of the Treasurer (ex officio) plus nine elected members,
574 with three members elected at each Budget and Elections Meeting.

575

576 The Board for Christian Education shall consist of the Director of Christian Education (ex
577 officio) plus nine elected members, with three members elected at each Budget and Elections
578 Meeting.

579

580 The Board for Missions shall consist of the Treasurer of Benevolences (ex officio) plus nine
581 elected members, with three members elected at each Budget and Elections Meeting.

582

583 The goals, duties, responsibilities and concerns of each of the Boards shall be as follows:

584

585 **(1) DIACONATE**

586

587 **Agenda & Goals:**

588 The Diaconate shall be responsible for the development and enrichment of the spiritual life of the
589 Church, its members, and the community. The work of the Diaconate shall reflect the annual vision
590 and goals established by the Council.

591

592 The primary responsibilities of the Diaconate include:

- 593 1. *Spiritual Welfare*: The Diaconate shall develop and administer policies designed to lift up
594 and enrich the Christian faith of all members and participants in the life of the Church.
595 2. *Membership Vitality*: The Diaconate shall design and implement programs to attract and
596 orient new members to the Church, and to actively engage existing members in the life
597 of the Church.
598 3. *Ministering*: The Diaconate shall minister to individual members and friends with special
599 spiritual, visitation, and/or financial needs.
600

601 **Itemization of duties:**

602 *Spiritual Welfare*

- 603 a. In cooperation with the ministerial staff, develop, evaluate, and enhance all elements of
604 worship and spiritual growth.
605 b. Assist in the preparation and administration of the sacraments.
606 c. Coordinate with the Music Committee in the development of musical programs, staff, and
607 capabilities that support all worship opportunities.
608 d. In cooperation with the Board for Christian Education and the ministerial staff, coordinate
609 the development of adult education resources and opportunities.
610 e. Advise the ministerial staff and the congregation on matters of faith and morals when such
611 become subjects at issue in the Church.
612 f. Schedule regular and special services of worship and regulate the use of the Sanctuary and
613 Chapel.
614 g. Provide liturgists for worship, as needed.
615 h. Establish procedures and duties for the ushers, and ensure that the Ushering Committee
616 members are appropriately advised.
617 i. Arrange for the hiring of temporary ministers when necessary, either for a single service, or
618 for extended periods of interim vacancy.
619

620 *Membership Vitality*

- 621 j. Implement programs designed to attract new members into the Church, including
622 advertising where appropriate.
623 k. Implement programs designed to enhance the activity, participation, and spiritual vitality of
624 all Church members.
625 l. Confirm requests for membership in the Church, and authorize any revisions to the
626 membership roll. Periodically convene a membership committee to review and
627 recommend changes in membership status, as detailed in Article VII.
628

629 *Ministering*

- 630 m. In participation with the ministerial staff, ensure that the ordinary and special needs of
631 members and friends are appropriately met, including visitation, counseling, pastoral
632 care, and other forms of assistance.
633 n. Administer, invest and reinvest, and, in consultation with one or more members of the
634 ministerial staff, distribute the Diaconate Funds, which shall be used to assist members
635 of the Church and their families who are in emergency need, and, as appropriate,
636 members of the community. These funds shall be financed through special offerings and
637 by appropriations from the current budget, if required.
638

639 *Administration*

- 640 o. Recommend to the Council a member to represent the Diaconate on the Personnel
641 Committee.
- 642 p. Provide input to the Personnel Committee regarding the job performance of and salary
643 recommendations for the ministerial staff.
- 644 q. When necessary, provide one member to serve on a Music Search Committee, as defined in
645 Article IX(B).
- 646 r. Prepare and submit a report of its activities to the Church at the Annual Meeting.
- 647 s. Submit an accounting of the Diaconate Funds to the Church at the Annual Meeting, which
648 accounting shall not identify the recipient of any disbursement from these Funds.
649

650 **Supporting Committees:**

651 The Diaconate shall ensure that the Flower, Inreach, Music, and Ushering Committees are
652 appropriately fulfilling their responsibilities.
653

654

655 **(2) BOARD OF TRUSTEES**

656

657 **Agenda & Goals:**

658 The Board of Trustees shall be responsible for the overall physical and financial well being of the
659 Church and church property. The work of the Board of Trustees shall reflect the annual vision and
660 goals established by the Council.
661

662 The primary responsibilities of the Board of Trustees include:

- 663 1. *Property:* The Board of Trustees shall be responsible for the overall maintenance and
664 improvement of all Church property.
- 665 2. *Budget:* The Board of Trustees shall administer the local Church operating budget.
- 666 3. *Investment:* The Board of Trustees shall oversee the investment of local funds.
667

668 **Itemization of duties:**

669 *Property*

- 670 a. Supervise the care, custody and use of the physical property of the Church.
- 671 b. Establish and enforce regulations for use of the real property of the Church, other than the
672 Sanctuary and the Chapel, and determine and collect any appropriate fee for the use of
673 such property by any organization not affiliated with the Church.
- 674 c. Maintain adequate property coverage for all Church insurance needs.
675

676 *Budget*

- 677 d. Draw up and recommend a preliminary annual budget to the Council after consultation with
678 all other Boards and Committees.
- 679 e. Administer the local budget upon its acceptance and approval by the Church, including
680 supervision of the Treasurer and Assistant Treasurer, as appropriate.
- 681 f. Approve unbudgeted expenditures from reserves up to ten percent of the annual local
682 budget for any single project, including all related items, without prior approval of the
683 Church. All other major expenditures exceeding budgeted funds and not otherwise
684 provided for by committed special contributions, pledges, or fund-raising events and/or

685 transactions previously approved by the Church and requiring the mortgaging or selling
686 of property or the borrowing of money, shall not be made without the prior
687 recommendation of the Council and approval by the Church.

688 g. Designate at least two of its members, other than the Treasurer, as authorized signatories on
689 any and all checking accounts maintained by the Church other than checking accounts
690 in which funds allocated to either the benevolence budgets or the Diaconate Funds are
691 maintained. The Board may also designate the Financial Secretary as an authorized
692 signatory. The Treasurer and Assistant Treasurer shall also have signature authority for
693 such checking accounts. Each such checking account shall require two authorized
694 signatures on all checks, unless such check is otherwise exempted by the Trustees from
695 this two signature requirement by virtue of the amount or purpose of the check. The
696 Board of Trustees may authorize the use of alternative funds transfer technologies, e.g.,
697 on-line bill paying.

698 *Investment*

699 h. Establish investment policies and make major investment decisions concerning the funds
700 under its control, in consultation with the Treasurer, making sure that such investment
701 policies and decisions are in keeping with commonly accepted guidelines for investment
702 by fiduciaries. The Board of Trustees shall oversee the activities of the Treasurer in this
703 regard, and shall ensure that all investments made by the Treasurer, singularly and in the
704 aggregate, are legal for fiduciaries under Connecticut law.
705 i. Manage the cash and invested assets, other than those assets under the control of the Board
706 for Missions or the Diaconate.

707
708 *Other Financial Duties*

709 j. Maintain adequate liability insurance coverage. This shall include insurance coverage to
710 indemnify each Church member for judgments, reasonable expenses, amounts paid, etc.
711 for their personal liability for acts or omissions within the scope of their duties as
712 Church volunteers.
713 k. Envision and develop alternative financial programs to supplement revenues and to promote
714 the continued financial vitality of the Church.
715 l. Administer the awarding of college scholarships from funds designated for such purpose.

716
717 *Administration*

718 m. Recommend to the Council a member to represent the Board of Trustees on the Personnel
719 Committee.
720 n. Provide input to the Personnel Committee regarding the job performance of and salary
721 recommendations for the custodial staff and the Financial Secretary.
722 o. Prepare and submit a report of its activities to the Church at the Annual Meeting.
723 p. Appoint an Assistant Treasurer from among the members of the Board, to be available to
724 assist the Treasurer as needed.

725
726 **Supporting Committees:**

727 The Board of Trustees shall ensure that the Church Fair and Churchkeeping committees are
728 appropriately fulfilling their responsibilities. The Board of Trustees shall take an interest in and
729 support the work of the Stewardship Committee, as requested by the Stewardship Committee or the
730 Council.

731 **(3) BOARD FOR CHRISTIAN EDUCATION**

732
733 **Agenda & Goals:**

734 The Board for Christian Education shall develop and promote educational opportunities for all
735 Church members and youth. The work of the Board for Christian Education shall reflect the annual
736 vision and goals established by the Council.

737
738 The primary responsibilities of the Board for Christian Education include:

- 739 1. *Church School:* The Board for Christian Education shall develop and administer all aspects
740 of the Church School program.
- 741 2. *Youth:* The Board for Christian Education shall develop and promote spiritual and
742 fellowship activities for Church youth and their families.
- 743 3. *Resources:* The Board for Christian Education shall enhance and promote the educational
744 resources available to all members, including the Church library.

745
746 **Itemization of duties:**

747 *Church School*

- 748 a. In cooperation with the Director of Christian Education, evaluate, develop, and administer
749 the Church School educational program
- 750 b. Review and select all curriculum materials for the Church School.
- 751 c. Appoint a Church School Superintendent, if necessary.
- 752 d. Recruit and train teachers, and ensure that appropriate guidelines and policies for child
753 supervision are maintained, understood, and followed by all with supervisory
754 responsibilities.
- 755 e. Ensure that pre-school nursery and child care opportunities are available and appropriately
756 supervised during all regularly scheduled Sunday morning worship services.

757
758 *Youth*

- 759 f. Develop, coordinate, and promote spiritual, educational, fellowship and service
760 opportunities for Church youth and their families, as appropriate.
- 761 g. Recruit and train Youth Group leaders and advisors.

762
763 *Resources*

- 764 h. Oversee the administration and promotion of the Church Library, including the appointment
765 of a Church Librarian, if necessary.
- 766 i. In cooperation with the Diaconate and the ministerial staff, coordinate the development of
767 adult education resources and opportunities.

768
769 *Administration*

- 770 j. Recommend to the Council a member to represent the Board for Christian Education on the
771 Personnel Committee.
- 772 k. Provide input to the Personnel Committee regarding the job performance of and salary
773 recommendations for the education staff.
- 774 l. When necessary, provide three members to serve on an Educational Search Committee, as
775 defined in Article IX(C).
- 776 m. Prepare and submit a report of its activities to the Church at the Annual Meeting.

- 777 n. Prepare and submit an annual report of Church School enrollment and attendance to the
778 Church Office.
779

780 **Supporting Committees:**

781 The Board for Christian Education shall ensure that the Child Care Committee is appropriately
782 fulfilling its responsibilities.
783

784 The Board for Christian Education shall be cognizant of the program and activities of the
785 Cooperative Nursery School. The Chairperson shall acknowledge (via signature) all revisions made
786 to the Cooperative Nursery School Bylaws.
787

788

789 **(4) BOARD FOR MISSIONS**

790

791 **Agenda & Goals:**

792 The Board for Missions shall direct the Church's activities and financial support of Christian
793 service to local, state, national, and global concerns. The work of the Board for Missions shall
794 reflect the annual vision and goals established by the Council.
795

796 The primary responsibilities of the Board for Missions include:

- 797 1. *Programs:* The Board for Missions shall direct and coordinate Church involvement, both
798 physical and financial, in support of local, national, and global social programs and
799 issues in need of Christian support.
800 2. *Budget:* The Board for Missions shall administer the Church benevolence budget.
801 3. *Investment:* The Board for Missions shall invest all funds allocated to the longer term
802 benevolence work of the Church.
803

804 **Itemization of duties:**

805 *Programs*

- 806 a. Review, develop, and administer the Church's involvement and support of organizations,
807 agencies, and programs dedicated to furthering Christian service and ideals in all parts
808 of the world.
809 b. Propose and administer special offerings (subject to approval at the Budget and Elections
810 Meeting).
811 c. Educate and inform the Church membership of the Christian implications of social issues
812 and call for individual or corporate action where needed.
813

814 *Budget*

- 815 d. Draw up and recommend a preliminary annual benevolence budget to the Council.
816 e. Appoint an Assistant Treasurer of Benevolences from among the members of the Board, to
817 be available to assist the Treasurer of Benevolences as needed.
818 f. Administer the benevolence budget upon its acceptance and approval by the Church,
819 including supervision of the Treasurer of Benevolences and the Assistant Treasurer of
820 Benevolences, as appropriate.
821 g. Designate at least one of its members, in addition to the Treasurer of Benevolences and the
822 Assistant Treasurer of Benevolences, as an authorized signatory on any and all checking

823 accounts maintained for benevolence funds. Each such checking account shall require
824 two signatures on all checks, unless such check is otherwise exempted by the Board for
825 Missions from this two signature requirement by virtue of the amount or purpose of the
826 check.

827
828 *Investment*

- 829 h. Establish investment policies and make major investment decisions concerning the funds
830 under its control, in consultation with the Treasurer of Benevolences, making sure that
831 such investment policies and decisions are in keeping with commonly accepted
832 guidelines for investment by fiduciaries. The Board for Missions shall oversee the
833 activities of the Treasurer of Benevolences in this regard, and shall ensure that all
834 investments made by the Treasurer, singularly and in the aggregate, are legal for
835 fiduciaries under Connecticut law.

836
837 *Administration*

- 838 i. Recommend to the Council a member to represent the Board for Missions on the Personnel
839 Committee.
840 j. Prepare and submit a report of its activities to the Church at the Annual Meeting.

841
842 **Supporting Committees:**

843 The Board for Missions shall take an interest in and support the work of the Stewardship
844 Committee, as requested by the Stewardship Committee or the Council.

845
846
847 **(G) THE COMMITTEES**

848
849 There shall be thirteen Committees established to assist in the work of the Church. These
850 Committees shall include the Advocacy Panel, the Auditing Committee, the Child Care Committee,
851 the Churchkeeping Committee, the Church Fair Committee, the Cooperative Nursery School
852 Committee, the Flower Committee, the Inreach Committee, the Music Committee, the Nominating
853 Committee, the Personnel Committee, the Stewardship Committee, and the Ushering Committee.
854 The ministerial staff shall be members of each Committee ex officio. Minutes of each meeting of
855 each Committee other than the Advocacy Panel shall be kept, and shall be made available to any
856 member of the Church, upon request, for inspection and copying. Due to the confidential nature of
857 Advocacy Panel proceedings, the Advocacy Panel shall not be required to make public any minutes
858 that it may record.

859
860 Each Committee shall meet as often as its duties and responsibilities may require. Meetings of each
861 Committee shall be open to all members of the Church, and such members shall be made to feel
862 welcome. Such members, with the permission of the presiding member, may participate in the
863 Committee's discussions. Any member of the Church wishing to address any Committee on any
864 subject not on such Committee's planned agenda, but within the scope of its responsibilities and
865 interest, shall be allowed to do so if he or she obtains the prior consent of the presiding member of
866 such Committee, which consent shall not be withheld unreasonably. Notwithstanding the
867 foregoing, the presiding member of a committee may, under extraordinary circumstances, or at any
868 time in the case of the Stewardship Committee when privileged matters are to be discussed, close

869 the meeting to all but members of such Committee. The presiding member's reasoning for such
870 closure shall be fully articulated to those members of the Church at the meeting who are not
871 members of such Committee, and shall be noted in the minutes of such meeting.

872

873 While it is expected that most Committee members will also be members of the Church, Church
874 membership is not a necessary prerequisite for membership on certain Committees. Nonmembers
875 who demonstrate a commitment to the life of the Church are eligible for election to the Auditing
876 Committee, the Child Care Committee, the Church Fair Committee, the Churchkeeping
877 Committee, the Cooperative Nursery School Committee, the Flower Committee, the Inreach
878 Committee, the Nominating Committee, the Music Committee, and the Ushering Committee.
879 Church membership shall be a prerequisite for election or appointment to the Advocacy Panel, the
880 Personnel Committee, the Stewardship Committee, and all Search Committees, due to the access of
881 these Committees to confidential information.

882

883 The primary agenda and goals, duties, and membership and reporting criteria for each Committee
884 are outlined in the following sections.

885

886

887 **(1) Auditing Committee**

888 **Agenda and Goals:**

889 Audit the financial records of the Church to ensure that controls are properly administered and that
890 financial reports are accurate, timely, and complete.

891

892 **Itemization of Duties:**

- 893 1. Audit the financial records of the Treasurer, the Assistant Treasurer, and the Financial
894 Secretary, including deposit and disbursement reports, reconciliation of checking
895 accounts, investment accounts and reports, tax reporting, and the Annual Report of the
896 Treasurer and Assistant Treasurer.
- 897 2. Audit the financial records of the Treasurer of Benevolences and the Assistant Treasurer of
898 Benevolences, including deposit and disbursement reports, reconciliation of checking
899 accounts, investment accounts and reports, and the Annual Report of the Treasurer of
900 Benevolences and Assistant Treasurer of Benevolences.
- 901 3. Audit the financial records of the Diaconate Funds. The Auditing Committee shall not be
902 privy to the identity of the recipients of any disbursements from the Diaconate Funds,
903 nor shall it inquire into the specific needs of such recipients of such funds, nonetheless it
904 shall be entitled to make such inquiries of the Diaconate and the ministerial staff as shall
905 be necessary to fulfill its function.
- 906 4. Prepare and submit a written report to the Annual Meeting attesting to completeness of and
907 satisfaction with all annual audits.
- 908 5. Prepare and submit a written report to the Council at any time that financial irregularities
909 are detected or suspected. Advise the Council of any concerns regarding financial
910 controls.

911

912 Annual audits shall be completed as of the end of each fiscal year. Monthly reconciliations of the
913 primary Church checking accounts shall be regularly performed during the fiscal year. At other
914 times during the year, the Audit Committee is encouraged to discuss relevant issues with each of

915 the financial recordkeepers, and to conduct such partial audits as it may believe are necessary to
916 assure continued adherence to proper controls and procedures.

917
918

919 **Membership and Reporting**

920 The Auditing Committee shall consist of two members who are not Officers or Board members.
921 Each member shall serve for a term of two years, with the terms staggered so that only one member
922 is elected each year. The Auditing Committee shall be responsible to the Council.

923
924

925 **(2) Advocacy Panel**

926 **Agenda & Goals:**

927 Provide a means for resolving complaints or allegations of sexual misconduct, harassment or abuse.

928

929 **Itemization of Duties:**

- 930 1. Publicize the membership of the Advocacy Panel at least annually.
931 2. Investigate all complaints or allegations of sexual misconduct, harassment or abuse.
932 3. Make decisions and take action appropriate to resolve any matters before the panel as
933 outlined in the Safe Church Policy as adopted by the Council.
934 4. Record all activities in a confidential manner.
935 5. Notify secular authorities in cases of possible child abuse, with the guidance of the Church's
936 attorney and the Minister (if prudent).

937

938 **Membership and Reporting**

939 The Advocacy Panel shall consist of three members and one alternate, each serving for a term of
940 five years. All terms shall begin and end together, and will not be staggered. No member of the
941 Advocacy Panel may be reelected or reappointed at any time. Two members shall be elected every
942 five years at the Budget and Elections Meeting, in accordance with the Safe Church Policy as
943 adopted by the Council. The Moderator shall appoint one additional member and one alternate, also
944 in accordance with the Safe Church Policy. The Advocacy Panel shall be responsible to the
945 Council.

946

947

948 **(3) Child Care Committee**

949 **Agenda & Goals:**

950 Provide childcare on an as needed basis during special Church services, special programs and
951 business meetings.

952

953 **Itemization of duties:**

- 954 1. Ensure that there is adequate childcare available at all special Church services, such as
955 Christmas Eve, Shrove Tuesday and Maundy Thursday.
956 2. Ensure that there is adequate childcare available at all special Church programs, such as the
957 Lenten series, second hours and adult education.
958 3. Ensure that there is adequate childcare available at all business meetings of the Church
959 during the course of the year.
960 4. Establish and maintain standards of adequate child care.

- 961 5. Prepare and submit a report of its activities to the Church at the Annual Meeting.
962

963 **Membership and Reporting**

964 The Child Care Committee shall consist of three members, each elected for a term of one year. The
965 Committee shall be responsible to the Board for Christian Education.
966

967
968 **(4) Churchkeeping Committee**

969 **Agenda & Goals:**

970 Oversee the housekeeping aspects of the church and parish house, including the furnishings and
971 their maintenance and replacement.
972

973 **Itemization of duties:**

- 974 1. Ensure that the kitchen is properly inventoried and clean. Instruct groups using the kitchen
975 that they are to leave it neat and clean.
976 2. Take care of decorative items throughout the church building, including lighting fixtures,
977 draperies, and curtains.
978 3. Organize cleanup days when such larger projects are warranted.
979 4. Advise the Board of Trustees when furnishings are in need of repair or replacement.
980 5. Prepare and submit a report of its activities to the Church at the Annual Meeting.
981

982 **Membership and Reporting**

983 The Churchkeeping Committee shall consist of six members, each elected for a term of two years.
984 Three shall be elected each year at the Budget and Elections Meeting. The Committee shall be
985 responsible to the Board of Trustees.
986

987
988 **(5) Church Fair Committee**

989 **Agenda & Goals:**

990 Oversee the planning, preparation and management of the annual Church Fair and dinner.
991

992 **Itemization of duties:**

- 993 1. Plan and organize the annual Church Fair, including the determination of all booths and
994 activities, and the recruitment of chairpersons for each.
995 2. Plan and organize the annual dinner held in conjunction with the Fair.
996 3. Plan and organize other fund raising activities or events, as desired.
997 4. Maintain appropriate financial records and accounts, to the extent that the Church Treasurer
998 is not directly involved in the financial record keeping and processing. Upon completion
999 of the collections and record keeping, remit net proceeds to the Church Treasurer,
1000 subject to the retention of appropriate levels of working capital for the next year's Fair.
1001 5. Prepare and submit a written recommendation to the Board of Trustees regarding the
1002 allocation of the net proceeds. Said recommendation should be provided to the Board of
1003 Trustees no later than the regularly scheduled meeting of the Board of Trustees in the
1004 month preceding the Budget and Elections Meeting.
1005 6. Prepare and submit a report of its activities to the Church at the Annual Meeting.
1006

1007 **Membership and Reporting**

1008 The Church Fair Committee shall consist of nine members, each elected for a term of three years.
1009 Three shall be elected each year at the Budget and Elections Meeting. The Committee shall be
1010 responsible to the Board of Trustees.

1011

1012

1013 **(6) Cooperative Nursery School Committee**

1014 **Agenda and Goals:**

1015 Provide general oversight for the Cooperative Nursery School.

1016

1017 **Itemization of Duties:**

- 1018 1. Oversee all aspects of the operation of the Cooperative Nursery School, including
1019 curriculum, teaching, and finances.
- 1020 2. Assist the Church's Nominating Committee in the recruitment of Committee members as
1021 necessary
- 1022 3. Prepare and submit a report of its activities to the Church at the Annual Meeting.
- 1023 4. Prepare and submit minutes of all meetings, as well as policies, procedures, and changes
1024 thereof, to the Director of Christian Education and/or the Chairperson of the Board for
1025 Christian Education.

1026

1027 **Membership and Reporting**

1028 The Cooperative Nursery School Committee shall consist of five members, at least three of whom
1029 shall be members of the Church. Each member shall be elected for a term of two years. At each
1030 Budget and Elections meeting, two or three members (alternately) shall be elected, at least one of
1031 whom shall be a Church member. The Committee shall be responsible to the Board for Christian
1032 Education.

1033

1034

1035 **(7) Flower Committee**

1036 **Agenda & Goals:**

1037 Provide flowers for regular and special services, as needed, and for their subsequent distribution.

1038

1039 **Itemization of duties:**

- 1040 1. Arrange to have flowers in the sanctuary each Sunday and for them to be picked up after
1041 services.
- 1042 2. Provide memorial information to the Church Secretary in ample time for inclusion in each
1043 worship bulletin.
- 1044 3. Maintain records of memorial flowers so that continuity can be assured from year to year, if
1045 desired by the donors.
- 1046 4. Prepare and submit a report of its activities to the Church at the Annual Meeting.

1047

1048 **Membership and Reporting**

1049 The Flower Committee shall consist of six members elected for a term of two years. Three shall be
1050 elected each year at the Budget and Elections Meeting. The Flower Committee shall be responsible
1051 to the Diaconate.

1052

1053

1054 **(8) Inreach Committee**

1055 **Agenda & Goals:**

1056 Develop and coordinate fellowship activities.

1057

1058 **Itemization of duties:**

- 1059 1. Recruit members and friends for the greeting of worshippers prior to each Sunday morning
1060 service, and recruit members and friends to serve coffee and refreshments at each coffee
1061 hour following morning worship.
- 1062 2. Plan and organize fellowship activities designed to provide opportunities for informal social
1063 interaction of Church members and friends.
- 1064 3. Subject to prior notification and Inreach Committee membership support, assist other
1065 Boards and Committees in the hosting of social functions and/or special receptions.
- 1066 4. Prepare and submit a report of its activities to the Church at the Annual Meeting.

1067

1068

1069 **Membership and Reporting**

1070 The Inreach Committee shall consist of thirteen members, twelve elected by the Church and one
1071 liaison member appointed by the Diaconate. Each member elected by the Church shall be elected
1072 for a term of three years. Four of such members shall be elected each year at the Budget and
1073 Elections Meeting. The Committee shall work closely with and be responsible to the Diaconate.

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1075

1076 **(9) Music Committee**

1077 **Agenda & Goals:**

1078 The primary responsibilities of the Music Committee include:

- 1079 1. *Program:* Encourage interest in and appreciation of music in the Church. Supervise the
1080 planning and performance of music in worship services and in special programs.
- 1081 2. *Recruitment:* Ensure that all musical groups are appropriately filled. Provide members to a
1082 Music Search Committee as required.
- 1083 3. *Administration:* Develop a music budget. Oversee all musical supplies and equipment.

1084

1085 **Itemization of duties:**

1086 *Program*

- 1087 a. Advise and assist the Church Organist and the Choir Director in the planning and
1088 performance of music programs serving both the Church and the community.
- 1089 b. Periodically assess the general satisfaction of Church members with the music program,
1090 including the selection of hymns, anthems, and special music.

1091

1092 *Recruitment*

- 1093 c. When necessary, provide three members to serve on a Music Search Committee, as defined
1094 in Article IX(B).
- 1095 d. Assist the Church Organist and Choir Director in enlisting members for all choirs and
1096 musical groups.

1097

1098 *Administration*

- 1099 e. Prepare and recommend to the Diaconate an annual budget for the operation of the entire
1100 music program.
- 1101 f. Provide input to the Personnel Committee regarding the job performance of and salary
1102 recommendations for the Church Organist and Choir Director.
- 1103 g. Authorize the expenditure of monies from all endowment funds that are dedicated to the
1104 support of music in the Church.
- 1105 h. Recommend to the Council a member to represent the Music Committee on the Personnel
1106 Committee.
- 1107 i. Ensure that supplies of music are appropriately refreshed, maintained, and replenished.
- 1108 j. Ensure that all musical instruments and equipment are properly maintained and repaired.
- 1109 k. Oversee the cleaning and maintenance of choir robes.
- 1110 l. Prepare and submit a report of its activities to the Church at the Annual Meeting.

1111

1112 **Membership and Reporting**

1113 The Music Committee shall consist of six members, each elected for a term of three years. Two
1114 shall be elected each year at the Budget and Elections Meeting. The Church Organist, the Choir
1115 Director, and any other members of the music staff shall be members ex officio. The Music
1116 Committee shall be responsible to the Diaconate to act in an advisory capacity to them and to the
1117 ministerial staff.

1118

1119

1120 **(10) Nominating Committee**

1121 **Agenda & Goals:**

1122 Nominate qualified candidates for Church Officers, the Council, and members of all Boards and
1123 Committees.

1124

1125 **Itemization of duties:**

- 1126 1. The Committee shall nominate eligible candidates who they deem best qualified to fill all
1127 full terms and all vacancies. Prior to approaching potential nominees, the Nominating
1128 Committee shall solicit input from each Board and Committee regarding the eligibility
1129 requirements for acceptable candidates (including meeting time availability and
1130 responsibility expectations). All nominees shall be fully advised of these expectations
1131 prior to their commitment to serve. The Committee shall present a complete slate of
1132 candidates to the congregation at the Budget and Elections Meeting.
- 1133 2. The Committee shall also nominate delegates to represent the Church at conferences,
1134 regional councils, and Association Meetings.
- 1135 3. The Committee shall fill all vacancies that occur during the year in a timely fashion. Church
1136 members selected to fill vacancies during the year must be presented to the Council for
1137 approval.

1138

1139 **Membership and Reporting**

1140 The Nominating Committee shall consist of nine members, each elected for a term of three years.
1141 Three shall be elected each year at the Budget and Elections Meeting. The Nominating Committee
1142 shall be responsible to the Council.

1143

1144

1145 **(11) Personnel Committee**

1146 **Agenda & Goals:**

1147 Oversee the consistent administration of personnel policy for all Church employees, including
1148 performance review. Recommend salary actions for all Church employees.

1149

1150 **Itemization of Duties:**

- 1151 1. Review, update, and implement a consistent personnel policy (as approved by the Council)
1152 for the Church, such policy to include the accountability of employees, nature of
1153 employment (elected, appointed), hiring procedures, employment conditions (work
1154 week, holidays, benefits, leave), performance evaluation, conflict management, and
1155 termination.
- 1156 2. Recommend to the Council the terms for the hiring of new employees, and, as appropriate,
1157 the dismissal of existing employees. Establish job descriptions for all staff other than the
1158 Ministers.
- 1159 3. Carry out (or oversee) the procedure for the timely annual performance evaluation of each
1160 paid employee.
- 1161 4. Recommend compensation, salary and compensation ranges, and merit rating procedures
1162 for all staff, including ministers, in order to aid the Board of Trustees and the Council in
1163 preparing the proposed Annual Budget.
- 1164 5. As necessary, provide one member to serve on a Music Search Committee or an Education
1165 Search Committee, as detailed in Article IX(B,C).
- 1166 6. Hear and make recommendations to the Council regarding personnel issues raised by
1167 employees or members of the Church.
- 1168 7. Perform such other related duties as the Council may designate.
- 1169 8. Prepare and submit a summary report of its activities to the Church at the Annual Meeting.

1170

1171 **Membership and Reporting:**

1172 The Personnel Committee shall be comprised of four Board members (one from each Board), one
1173 member from the Music Committee, one at-large member, and the Moderator and Senior Pastor,
1174 both ex officio. Members of the Personnel Committee will be appointed by the Council for terms of
1175 one year. The Personnel Committee shall be accountable to the Council, and no decision of the
1176 Personnel Committee shall be binding unless and until ratified by the Council.

1177

1178 **(12) Stewardship Committee**

1179 **Agenda and Goals:**

1180 Visualize, plan, and conduct pledge campaigns to secure the funding necessary to balance the local
1181 operating budget and the benevolence budget.

1182

1183 **Itemization of duties:**

- 1184 1. Organize and conduct programs for raising and increasing pledge income for the Church
1185 budgets, and for developing a greater sense of stewardship among all members
1186 (including new members) and friends of the Church. Conduct follow-up programs as
1187 necessary.
- 1188 2. Maintain a private record of pledges and provide summary reports to the Council, the Board
1189 of Trustees, and the Board for Missions. The Committee may receive clerical assistance

1190 in performing its responsibilities without thereby violating its mandate as to keeping
1191 private its records of pledges.

- 1192 3. Acknowledge all regular and special pledges received.
1193 4. Prepare and submit a report of its activities to the Church at the Annual Meeting.
1194

1195 **Membership and Reporting**

1196 The Stewardship Committee shall consist of six members, each elected for a term of three years,
1197 Two members shall be elected each year at the Budget and Elections Meeting. The Financial
1198 Secretary shall serve as a member ex officio, to provide advice and recordkeeping support to the
1199 Committee.

1200
1201 The Stewardship Committee shall be responsible to the Council. In addition, the Stewardship
1202 Committee is expected to call upon the Diaconate, the Board of Trustees, and the Board for
1203 Missions for assistance in the organization and execution of its annual campaigns.
1204

1205 **(13) Ushering Committee**

1206 **Agenda & Goals:**

1207 The Ushering Committee shall recruit ushers for each Sunday morning worship service.
1208

1209 **Itemization of duties:**

- 1210 1. Each member of the Ushering Committee shall be responsible for securing ushers for one
1211 month. Names of weekly ushers shall be provided to the Church office in time to be
1212 included in the bulletin for the related service.
1213 2. The Ushering Committee shall ensure that all established procedures and duties (as
1214 articulated by the Diaconate and Senior Minister) are properly adhered to for each
1215 service.
1216

1217 **Membership and Reporting**

1218 The Ushering Committee shall consist of twelve members, each elected for a term of one year. The
1219 Ushering Committee shall be responsible to the Diaconate.
1220

1221 **ARTICLE X**
1222 **PROPERTY**

1223
1224 The Church shall not sell, transfer or dispose of its real property used for worship or ministerial
1225 residences nor withdraw from the United Church of Christ except following open discussion at two
1226 special meetings of this Church at least three months apart with a two-thirds affirmative vote at
1227 each such meeting and further provided the meetings have been called and a quorum is present in
1228 accordance with the requirements of this Constitution.
1229

1230 Upon dissolution of the Church, its assets and all property and interests of which it shall then be
1231 possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in
1232 trust or otherwise, made before or after such dissolution, shall be transferred and conveyed to the
1233 Connecticut Conference of the United Church of Christ. No member of the Church shall receive or
1234 be entitled to receive any of the assets of the Church in the event of its dissolution.
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ARTICLE XI
AMENDMENTS

1240 Amendments to, or revisions of, this Constitution (except amendments to Article IX(A) or X, or
1241 this Article XI), may be adopted by two-thirds vote of the members of the Church present and
1242 voting at a regular or special meeting of the Church. The intent of the amendment(s) or revisions
1243 shall be made known with the call to the meeting and copies of the proposed text of the
1244 amendment(s) or revision(s) shall be posted on the Church's bulletin boards and made available in
1245 the Church offices at least three months in advance of the meeting. Revision of Article IX(A) or X,
1246 or this Article XI, shall require affirmative votes at two meetings in the manner set forth in the first
1247 paragraph of Article X.

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ARTICLE XII
EFFECTIVE DATE

1253 This Constitution shall be effective upon its adoption in May, 2003.
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