

The Congregational Church of South Hero
United Church of Christ
South Hero, VT

Church Constitution

January 23, 2008

Revised January 25, 2012

Revised January 28 and November 2015

ARTICLE I

NAME

The name of this Church is The Congregational Church of South Hero

ARTICLE II

Government and Fellowship

The government of this Church is vested in its members, who exercise the right of control in all its affairs. It is submissive to no other ecclesiastical body. It accepts the obligations of mutual dependence, courtesy, and joint action involved in the free fellowship of other Churches of Christ, and pledges itself to share their common aims and work.

This Church is part of the United Church of Christ and is in direct fellowship with it and with the Champlain Association of the United Church of Christ, the Vermont Conference of the United Church of Christ, the General Synod of the United Church of Christ and with all the churches which seek to promote the Kingdom of our Lord Jesus Christ. The participation of this Church in the United Church of Christ shall not destroy nor limit the right of this Church to continue to operate in the way customary to it; nor shall be interpreted as giving to the General Synod, or to any Conference of Association now, or at any future time, the power to restrict or lessen the independence of this Church in the management of its own affairs, in its methods of organization, constitution and by-laws; to express concisely its own covenants and confessions of faith; to admit members in its own way and to provide for their discipline and dismissal, to call or dismiss its Minister or Minister(s) by such procedure as it shall determine; to acquire, own, manage and dispose of property of

funds; to control its own benevolence; and to withdraw by its own decision from the United Church of Christ at any time without forfeiture of ownership or control of any real or personal property owned by it.

ARTICLE III

Mission Statement

(including Covenant)

The mission of this Church is to provide for the public worship of God and to fulfill the functions of a Church as set forth in the following covenant owned by all members at the time they join and used from time to time as part of the service of worship.

Covenant

“We are united in striving to know the will of God as taught in the Holy Scriptures, and in our purpose to walk in the ways of the Lord, made known or to be made known to us. We hold it to be the mission of the Church of Jesus Christ to proclaim the gospel to all persons, exalting the worship of one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of creative human relationships in communities, fellowships, and families. Depending as did our fathers and mothers on the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the kingdom of God, and we look with faith for the triumph of righteousness and the life everlasting.”

ARTICLE IV

Faith

We believe in the freedom and responsibility of the individual soul, and the right of private judgment; declaring our steadfast allegiance to the faith which our forbears confessed, which from age to age has found its expression in the historic creeds of the Church Universal and of our communion, and affirming our loyalty to the basic principles of our representative democracy, we hereby set for the things most surely believed among us concerning faith, polity and fellowship. We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify.

God calls the world 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.

BY-LAWS

ARTICLE V

Membership

Section 1. Qualifications

This Church will welcome into its membership any person who loves the Lord Jesus Christ and who purposes to live according to his law of love.

Section 2. Requirements

The membership of this Church shall consist of those who present to the Board of Deacons a satisfactory letter of transfer from other church, or confess their Christian faith, receive baptism (where not previously baptized), and publicly assent to its covenant at a ceremony set up for this purpose.

Section 3. Rights

Only members and associate members may vote on any and all transactions regarding the affairs of the Church.

Section 4. Changes in Membership Status

Any member who desires a letter of withdrawal/dismissal and recommendation to another church, upon request to the Board of Deacons, is entitled to receive it from the clerk. A letter of transfer shall be addressed to a specific church and shall be issued directly to the new church. Membership shall terminate upon issuance of a letter of referral to another church.

- A. If a member requests in writing to be released from his/her covenant obligations, or desires to join another religious body, the Board of Deacons shall instruct the clerk to terminate such membership.
- B. If a member's behavior is clearly in violation of the teachings of Christ and harmful to the well-being of the Church, faithful efforts shall be made to reach out to the member and bring the member to reconciliation with the ways of Christ and the fellowship of the Church. If repeated efforts are unsuccessful, the Church may, on recommendation of the Board of Deacons, censure the member or terminate the membership, by a two-thirds vote at a duly called meeting of the membership, after due notice and hearing. Any person whose membership has been terminated for good and sufficient reasons may, by a majority vote of the members present at a duly called meeting, be restored to membership of the Church. .

Section 5. Associate Members

Persons who wish to become associate members of this Church, but who want to retain membership in another Church may apply for associate membership by presenting a letter affirming their membership in their primary Church. This section of these by-laws shall not apply to or change the status of associate members who became associate members prior to the adoption of these revised by-laws. Associate members shall have all the rights and privileges of members except the right to a letter of transfer to another Church.

ARTICLE VI

Officers, Boards and Committees

Section 1. Officers

The officers of the Church shall be the Minister, Clerk, Treasurer, Assistant Treasurer, and Moderator. All officers shall be members of the Church.

Section 2. Boards

This Church shall have the following five (5) boards:

Board of Deacons

Board of Trustees

Board of Christian Education

Board of Missions

Executive Board

Section 3. Elections

- A. All officers, except the Minister, shall be elected by ballot at the Annual Meeting by a majority vote of the members present and voting, for a term of one (1) year with no limit on the number of terms served.
- B. Board members shall be elected by ballot at the Annual Meeting by a majority vote of the members, and voting, for a term of three (3) years, and may serve for not more than two (2) consecutive terms, but may be re-elected after an absence of one (1) year from that board. Two (2) members from each board shall be elected each year.
- C. All officers and board members shall be members of the Church. A board member who wishes to resign from his/her position must do so in writing to the Chairperson of the individual board. Officer resignations should be done in writing to the Chairperson of the Executive Board.
- D. When a vacancy occurs, the Executive Board, in consultation with the Nominating Committee, shall appoint a member to complete the vacated position for the calendar year. The balance of the term shall be filled by recommendation of the Nominating Committee and a vote of the congregation at the annual meeting of the Church. The person filling the vacancy for less than the full 3 year term is eligible to be elected to two additional 3-year terms.
- E. A member elected as an officer of the Church shall not also be elected as a board member, nor shall a member be elected to more than one board.

Section 4. Minister

- A. At the time of calling, a Covenant will be entered into between the Minister, Board of Deacons and Board of Trustees specifying the duties, responsibilities and terms of the Call of the Minister. The Covenant between the Church and the Minister shall be available to Church members upon request.
- B. Annually, by November 30, the Board of Deacons and the Board of Trustees shall review the Minister's salary and associated compensation and make adjustments as required to be included in the next annual budget. Once approved at the Annual Meeting of the Church any salary increase and compensation adjustments become effective retroactively to January 1 of that year.

Duties

- A. It shall be the duty of the Minister, in coordination with the Board of Deacons, to proclaim the gospel, to conduct services on Sundays, holidays and such other days as the congregation may desire; to help in the religious education; to prepare young people for Confirmation; to administer the Holy Sacraments; to visit the sick, to comfort the distressed; to perform all such duties as belong to the office of Minister in the United Church of Christ, and to be responsible for all religious ceremonies in the Church. The Minister shall keep a record of all services performed and make an annual report to the church.
- B. Specific duties of the Minister, or special emphasis on a particular duty not included in the above statement, will be defined in the Covenant, at the time of calling signed by the Minister, the Board of Deacons, and the Board of Trustees.

Responsibilities

- A. The Minister shall coordinate and manage all Church office activities and shall administer the policies set by the Board of Trustees that affect the Church office. The Church secretary is accountable and responsible to the minister.
- B. The Minister shall be a member of the Church and is an ex-officio member, without vote, of all boards, committees, and organizations within the congregation.

Procedures for call of a new Minister

- A. Upon the Board of Deacons being notified by the Minister of a termination of the pastoral relationship the Executive Board will begin the process of call. The Executive Board will nominate a Pastoral Search Committee to be presented to the congregation for affirmation at a duly warned special meeting.
- B. The Board of Deacons will inform the Vermont Conference office of the United Church of Christ, in writing, of the termination of the pastoral relationship. The Pastoral Search Committee shall request the Vermont Conference office to secure relevant information about any ministers whom it wished to consider for the vacancy.
- C. The candidates interviewed will have the privilege of call within the United Church of Christ, have standing within the United Church of Christ or be able to attain standing within the United Church of Christ. Candidates of other denominations shall be required to attain dual standing with the Vermont Conference of the United Church of Christ.

- D. The Pastoral Search Committee shall present to the Church the candidate it recommends to fill the vacancy. The calling of a Minister shall require a two-third (2/3) vote of members present and voting at a meeting called for this purpose. In the call, the terms of the relationship shall be stated by the Church and accepted by the Candidate. The Minister, the Church, the Champlain Association, and the Vermont Conference Executive Minister shall receive a copy of the call.
- E. When a Minister accepts a call to this Church, the Church and the Minister may join in requesting the Champlain Association to arrange a service of installation. The clerk shall send a letter reporting this service to the Conference Minister of the Vermont Conference of the United Church of Christ.

Termination/Dissolution of Pastoral Relationship

A. The Pastoral relationship may be dissolved in two ways:

1. By petition from the members at large

A petition signed by one-quarter (1/4) of the membership, stating the reason(s) for the termination of call, would be presented to the Board of Deacons. The Board of Deacons would request a meeting of the Executive Board to discuss/resolve the termination/dissolution petition with the petitioners and the minister. The Executive Board will review the merits of the petition and attempt to resolve the issues relating to the petition. The Minister shall have the opportunity to testify on his/her own behalf at the meeting of the Executive Board. If the Executive Board is able to resolve the issues relating to the petition to the satisfaction of the petitioners and the minister, the membership shall be notified in writing in the next monthly newsletter and/or a letter to all members of the petition's resolution. In the event the Executive Board is unable to resolve the issues relating to the petition and/or is in agreement with the petition, they shall call for a duly warned special meeting of the church membership to discuss and vote on termination of the call. A call for termination of the pastoral relationship requires a two-thirds (2/3) vote of the members present at the special membership meeting.

2. By the Board of Deacons

In the event the Minister wishes to voluntarily terminate/dissolve the pastoral relationship, the Minister has his/her ministerial license revoked, or the Board of Deacons has reason(s) to believe the relationship should be dissolved, the Board of Deacons will request a meeting of the Executive Board to discuss termination/dissolution. Should the termination/dissolution be voluntary, on the part of the minister, the Executive Board will notify the proper Vermont Conference and Champlain Association authorities, notify the Church membership, and begin the process of selection for a Pastoral Search Committee to

establish a new pastoral relationship. In the event the termination is involuntary, the Executive Board shall call for a duly warned special meeting of the membership to discuss and vote on the termination of call. The same two-thirds (2/3) vote is required, as stated above, to terminate the call.

Section 5. Clerk

- A. The Clerk shall be elected at the annual meeting for a term of one year with no restriction on succession.
- B. The Clerk shall keep a faithful record of the proceedings of the Church and the Executive Board.
- C. The Clerk shall keep a register of the members of the Church with the date and mode of their reception and removal; a record of the active and inactive members and associate members and the termination of any membership. For reporting the number of members to the Vermont Conference, the Clerk should not include associate members in the membership count.
- D. The Clerk shall also keep a record of baptism, marriages, and deaths.
- E. At the direction of the Board of Deacons, the Clerk shall issue letters of transfer, preserve on file all important official communication and written official reports, give legal notice of all meetings, conduct all correspondence so far as this is not otherwise provided for, and perform such other duties as usually pertain to the office Clerk.

Section 6. Treasurer and Assistant Treasurer

- A. The Treasurer shall be elected at the annual meeting for a term of one year with no restrictions on succession.
- B. The Treasurer shall recommend to the nominating Committee a person to be Assistant Treasurer. An Assistant Treasurer shall be elected at the annual meeting for a term of one year with no restrictions on succession.
- C. In the absence or disability of the Treasurer, and at the request of the Treasurer, the Assistant Treasurer will assume the duties of the Treasurer. To this end, the Assistant Treasurer shall become well informed and current on the operation of the office of the Treasurer. The Assistant Treasurer shall have all the necessary authorities as that of the Treasurer, such as check signing, safety deposit box, and accessibility to all accounts to enable the assumption of duties of the Treasurer when required. Duties of the Assistant Treasurer will be assigned by the Treasurer who has the ultimate responsibility for the office of the Treasurer.

- D. The Assistant Treasurer will be an ex-officio member, without vote, of the Board of Missions and the Board of Christian Education.
- E. The treasurer shall receive and faithfully, carefully, and accurately record and deposit all monies received by the Church. Monies collected or earned by the Sunday School or Youth Group will be received and recorded by the Treasurer as separate ledger items. These funds will not be used for other Church budget expenditures. Year-end balances left in these accounts earned by Sunday School or Youth Group will carry over to the next calendar year.
- F. The Treasurer shall maintain the accounts of all moneys held by the Church, according to the budget and the directions of the Board of Trustees.
- G. The Treasurer shall disburse funds in accordance with the budget and directions of the Board of Trustees.
- H. The Treasurer will be an ex-officio member, without vote, of the Board of Trustees.
- I. The Treasurer shall keep accounting of all special funds and remit monies in accordance with the vote of the Church membership or direction of the Board of Trustees, as to the distribution of such funds.
- J. The Treasurer shall maintain accounts in such a manner that reports may be available as requested by the Church officers, or Board Chairpersons. To assist the Board of Trustees in their financial responsibilities, the Treasurer shall provide monthly reports, detailing income, and expenditures on a line item basis relative to the budget.
- K. The Treasurer shall be responsible for gathering input for various boards and committees, along with other information for presentation to the Board of Trustees for their annual preparation of the next year's budget.
- L. The Treasurer shall prepare a complete detailed report for the annual meeting, which shall include a report of Church trusts and investments
- M. The office of Treasurer shall not be responsible for the accounts of the Women's Fellowship.

Section 7. Moderator

- A. The Moderator shall be elected at the annual meeting of the Church for a term of one year, with no restrictions on succession. Only a member is eligible to be elected Moderator. The Moderator shall preside at all duly warned meetings of the Church and regularly scheduled meeting of the Executive Board. At duly warned meetings of the Church, in the absence of the Moderator, the Chairperson of the Board of Deacons shall preside. If both the Moderator and the Chairperson of the Board of

Deacons are absent, the Chairperson of the Board of Trustees shall preside. In the absence of all of the above, a Moderator for the meeting will be elected from the floor.

- B. In preparation for the annual meeting, the moderator shall prepare the meeting agenda in consultation with the Minister, the Church officers and Boards, and Church Committees.

Section 8. Board of Deacons

- A. The Board of Deacons shall consist of six (6) elected members/associate members of the Church. A youth member, less than 18 years old, may be optionally added to the Board, as a voting member, bringing the total to seven (7) elected members. One third (1/3) of the board members shall be elected at the annual meeting to serve a three-year term. The optional youth member's term shall be for one year, and will also be elected at the annual meeting. Board members may serve no more than two consecutive terms, but may be re-elected after an absence of one (1) year from the Board. In addition, the Minister shall be ex-officio member, without vote
- B. Diversity in the makeup of the Board shall be encouraged. The Board of Deacons shall discharge their responsibility with full awareness of the wishes of the majority of the membership; to whom they are ultimately responsible, and from whom they derive their authority.
- C. At the first meeting of the Board of Deacons following the election at the Annual meeting, the Board will choose its own Chairperson, Vice-Chairperson, and Secretary. At the same meeting, a member of the Board should be chosen to serve as an ex-officio (without vote) for the Board of Christian Education, and another member to serve as a member of the Nominating Committee. The Board will meet once a month, possibly omitting the summer months at the discretion of the Board. The Minister or Chairperson may call special meetings by notifying the members. A quorum shall consist of a majority of the board. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
- D. The Board shall assist the Minister in ministering to the spiritual life of the Church and the community.
- E. The Board shall have full responsibility for all matters concerning worship and other services of the Church in consultation with the Minister. This includes the selection of bibles, hymnals, and other printed matter used.
- F. The Board shall assist in the administration of the sacraments of the Church including the preparation of the elements for the administration of the Lord's Supper, witnessing baptisms and receiving members into the Church.

- G. The Board shall have general oversight of the Church's music program including the appointment and supervision of the Choir Director(s) and Organist.
- H. The Board shall submit annual budget requests for salaries and allowances of the Minister, Choir Director(s), Organist, and any of their sub-committees for submission to the Board of Trustees prior to their preparation of the Church's annual budget.
- I. The Board shall serve as a membership committee of the Church and encourage a spirit of invitational evangelism in the Church and the community. The Board will be informed of all membership requests. Upon acceptance of such persons, the Board shall arrange for their reception at a regular Sunday service of worship. They shall conduct annual reviews of the membership rolls and notify the Clerk regarding changes in membership status. The annual review should be completed by October 1 of each year.
- J. The Board shall counsel with the Minister regarding the performance of pastoral care. The Board shall supply guest preachers to serve in the absence of the Minister, and in the event of a permanent pastoral vacancy to supply the pulpit and/or recommend an interim Minister to the congregation.
- K. The Board shall be responsible for the ushers/greeters at services, and shall consult with the pastor regarding music at services, the order of worship, programs of evangelism, policies relating to weddings, funerals, and baptisms.
- L. The Board shall be responsible for visiting newcomers, the sick, the shut-ins and inactive members of the congregation, and preparing the sanctuary for services of worship.
- M. The Board may form sub-committees to fulfill the Board's specific duties and responsibilities as outlined in these By-laws. A member of the Board of Deacon's may serve on the Board's sub-committees to establish a direct link with the Board. The sub-committees shall include, but not limited to, the Calling Committee, Music Committee, Ushering/Greeting Committee, History Committee, and Fellowship Committee. Sub-Committee members do not necessarily need to be members or associate members of the Church.
- N. The Board, and sub-committees thereof, shall prepare annual reports for the Executive Board to include in the annual report.

Section 9. Board of Trustees

- A. The Board of Trustees shall consist of six (6) elected members/associate members of the Church. A youth member, less than 18 years old, may be optionally added to the Board, as a voting member, bringing the total to seven (7) elected members. One third (1/3) of the board members shall be elected at the annual meeting to serve a three-year term. The optional youth member's term shall be

for one year, and will also be elected at the annual meeting. Board members may serve no more than two consecutive terms, but may be re-elected after an absence of one (1) year from the Board. In addition, the Minister shall be ex-officio member, without vote.

- B. Diversity in the makeup of the Board shall be encouraged. The Board of Trustees shall discharge their responsibility with full awareness of the wishes of the majority of the membership; to whom they are ultimately responsible, and from whom they derive their authority.
- C. At the first meeting of the Board of Trustees following the election at the Annual meeting, the Board will choose its own Chairperson, Vice-Chairperson, and Secretary. At the same meeting, a member of the Board should be chosen to serve as an ex-officio (without vote) for the Board of Christian Education, and another member to serve as a member of the Nominating Committee. The Board will meet once a month, possibly omitting the summer months at the discretion of the Board. The Minister or Chairperson may call special meetings by notifying the members. A quorum shall consist of a majority of the board. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
- D. The Board of Trustees shall have the following duties and responsibilities:
 - 1. The Board shall be responsible for the care and custody of the property of the Church and parsonage.
 - 2. In consultation with the Minister, the Board shall set policy and establish procedures for the use of the Church property by members, as well as non-members and groups outside the Church's programs. The activities of the Church always take precedence. Religious displays need not be modified to accommodate other uses of the building.
 - 3. The Board shall conduct, at minimum, an annual review of the buildings and grounds, and provide a maintenance plan for both the short and long terms. The board shall prepare a yearly report on the state of the buildings and grounds and include the report in the annual report of the Church.
 - 4. The Board shall provide for adequate insurance coverage for Church property and programs. They shall insure that the Treasurer and Assistant Treasurer are properly bonded.
 - 5. The Board shall have charge of the financial affairs of the Church. The Board shall have no power to buy, sell, mortgage, lease, or transfer property without specific authority by vote of the Church membership.
 - 6. The Board shall be the legal trustees of all special funds, trust funds, gifts, and endowments. The Board of Trustees shall have the authority to accept or reject any gift presented to the Church.
 - 7. The Board shall provide for an annual audit of the financial records of the Church by the Auditor.
 - 8. The Board shall be custodian of all documents and valuable papers relating to the property of the church.
 - 9. The Board shall supervise budget expenditures by the establishment of business procedures to be followed by the Boards and Treasurer.
 - 10. The Board shall be responsible for the preparation of the annual Church budget, with input from various Church Boards and Committees needing Church finances.

11. With regard to employees of the Church, the Board shall review salary/fringe benefit recommendations from the Board of Deacons. In addition, they shall provide for and fill all other paid positions, for example secretarial and custodial services.
12. The Board shall develop an adequate program of Christian stewardship for the support of the Church and its programs.
13. The Board may form sub-committees to fulfill the Board's specific duties and responsibilities as outlined in these By-laws. A member of the Board of Trustees may serve on the Board's sub-committee to establish a direct link with the Board. The sub-committees shall include, but not be limited to the Building and Grounds Committee, the Parsonage/Grounds Committee, Kitchen Committee, Financial Committee, and Use of Church Committee. Sub-Committee members do not necessarily need to be members or associate members of the Church.
14. The Board, and sub-committees thereof, shall prepare annual reports for the Executive Board to include in the annual report.

Section 10. Board of Christian Education

- A. The Board of Christian Education shall consist of six (6) elected members/associate members of the Church. A youth member, less than 18 years old, may be optionally added to the Board, as a voting member, bringing the total to seven (7) elected members. One third (1/3) of the board members shall be elected at the annual meeting to serve a three-year term. The optional youth member's term shall be for one year, and will also be elected at the annual meeting. Board members may serve no more than two consecutive terms, but may be re-elected after an absence of one (1) year from the Board. In addition, the Minister, Christian Education and Youth Coordinator and Assistant Treasurer may be ex-officio members, without vote.
- B. Diversity in the makeup of the Board shall be encouraged. The Board of Christian Education shall discharge their responsibility with full awareness of the wishes of the majority of the membership; to whom they are ultimately responsible, and from whom they derive their authority.
- C. At the first meeting of the Board of Christian Education following the election at the Annual meeting, the Board will choose its own Chairperson, Vice-Chairperson, and Secretary. At the same meeting, a member of the Board should be chosen to serve as an ex-officio (without vote) for the Board of Christian Education, and another member to serve as a member of the Nominating Committee. The Board will meet once a month, possibly omitting the summer months at the discretion of the Board. The Minister or Chairperson may call special meetings by notifying the members. A quorum shall consist of a majority of the members in office. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
- D. The Board shall be responsible for all Christian Education programs of the Church and should endeavor to include all ages.

- E. The Board shall set the policy for the Sunday School and all other Christian education programs for the church. The Sunday School year shall be September to May.
- F. The Youth Group shall be under the authority and responsibility of the Board of Christian Education. The Board of Christian Education may appoint a Youth Committee as needed. The Board shall submit budget requests to the Board of Trustees in a timely manner. These requests shall include the financial requirements of the Sunday School and the Youth Group. The Board of Christian Education shall administer the distribution of these funds.
- G. The Board and any subcommittees thereof shall prepare annual reports for the Church.
- H. The finances of the Sunday School and Youth Group shall be included in the Church budget. The Board of Christian Education shall administer the distribution of these funds.
- I. The Board of Christian Education shall be responsible for Sunday School until a Church School Superintendent is needed. The Board may appoint the Church School Superintendent for a one-year term with no limit on succession. The term's beginning and ending dates will be at the discretion of the Board. The Church School Superintendent may be chosen from the membership of the Board of Christian Education. The Board shall also have the authority to remove the Church School Superintendent and Church school teachers. The Church School Superintendent shall act as general supervisor over the Church School and Vacation Bible School.
- J. The Chair of Christian Education or Church School Superintendent shall maintain accurate records of attendance and shall perform other duties as shall be prescribed by the Board of Christian Education, such as obtaining the necessary lesson materials, planning special events for the children during the school year, providing assistance to all the class teachers and helpers, finding teachers and helpers for each class, attending any seminars when possible to help learn about new ideas for the Church School.
- K. The Board of Christian Education may form sub-committees to fulfill the Board's specific duties and responsibilities as outlined in these by-laws. A member of the Board of Christian Education may serve on the Board's sub-committee to establish a direct link with the Board. The sub-committees shall include, but not be limited to, the Youth Committee, the Adult Education Committee, and the Vacation Bible School Committee. Sub-Committee members do not necessarily need to be members or associate members of the church.
- L. The Board of Christian Education shall supervise and direct the Christian Education/Youth Coordinator.

Section 11. Board of Missions

- A. The Board of Missions shall consist of six (6) elected members/associate members of the Church. A youth member, less than 18 years old, may be optionally added to the Board, as a voting member, bringing the total to seven (7) elected members. One third (1/3) of the board members shall be elected at the annual meeting to serve a three-year term. The optional youth member's term shall be for one year, and will also be elected at the annual meeting. Board members may serve no more than two consecutive terms, but may be re-elected after an absence of one (1) year from the Board. In addition, the Minister and Assistant Treasurer may be ex-officio members, without vote.
- B. Diversity in the makeup of the Board shall be encouraged. The Board of Missions shall discharge their responsibility with full awareness of the wishes of the majority of the membership; to whom they are ultimately responsible, and from whom they derive their authority.
- C. At the first meeting of the Board of Missions following the election at the Annual meeting, the Board will choose its own Chairperson, Vice-Chairperson, and Secretary. At the same meeting, a member of the Board should be chosen to serve as an ex-officio (without vote) for the Board of Christian Education, and another member to serve as a member of the Nominating Committee. The Board will meet once a month, possibly omitting the summer months at the discretion of the Board. The Minister or Chairperson may call special meetings by notifying the members. A quorum shall consist of a majority of the members in office. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
- D. Duties of the Board shall include the promotion of missionary interest and systematic giving to benevolence; recommendation of an annual missions budget to the Board of Trustees; and the communication of any special benevolence and special projects through the year to the Board of Trustees.
- E. In compliance with Church vision, the Board shall apportion its giving to worldwide, statewide and local missions.
- F. The Board of Missions may form sub-committees to fulfill the Board's specific duties and responsibilities as outlined in these By-laws. A member of the Board of Missions may serve on the Board's sub-committee to establish a direct link with the Board. Sub-Committee members do not necessarily need to be members or associate members of the Church.
- G. The Board and, sub-committees thereof, shall prepare annual reports for the Executive Board to include in the annual report.

Section 12. Executive Board

- A. The Executive Board shall consist of the Minister, Clerk, Treasurer, Assistant Treasurer, Moderator, and the Chairpersons of the Board of Deacons, The Board of Trustees, the Board of Missions, and the Board of Christian Education. The Moderator shall chair the Executive Board. The Executive Board will meet once a month, possibly omitting the summer months at the discretion of the Executive Board. A meeting of the Board can be convened at the request of the Minister, the Moderator, or five members of the congregation.
- B. Responsibilities of the Board are as follows:
1. To nominate a Pastoral Search Committee, when needed to replace the Minister.
 2. To nominate a By-laws committee, when a revision to the By-laws is needed.
 3. To appoint members of the Pastoral Relations Committee
 4. To recommend the assignment of responsibilities to an existing Church Board, where such responsibility has not been assigned to any Board under the existing By-laws.
 5. Review, resolve if possible and act on any issues that may arise that are not otherwise covered in these By-laws.
 6. Appoint members to complete the terms of open officer and board member positions. Appointments will only last until the next annual meeting.
 7. Share information among the various boards, committees, and organizations of the Church. Board representatives, in turn, share this information with their respective Board, committee or organizations.
 8. The Executive Board shall be responsible for publishing the Church Annual Report.

Recommendations for responsibility (1) and (2) will be presented and voted on at a duly warned meeting of the Church membership. Recommendations for responsibilities (3), (4), (5) and (6) do not require approval of the Church membership.

Section 13. Nominating Committee

- A. The Nominating Committee shall consist of five persons: representatives from the Board of Trustees, Board of Deacons, Board of Christian Education, Board of Missions, and one member-at-large, elected at the annual meeting. The member-at-large will chair the committee.
- B. Nominations shall be printed in the annual report and available to the members at Sunday worship at least two weeks prior to the annual meeting. This does not preclude additional nominations from the floor at the annual meeting.
- C. At least one member of the Nominating Committee shall have served on the Nominating Committee during the previous year. Members of the Nominating Committee shall serve until the following annual meeting.

- D. The Nominating Committee shall convene no later than November 1 to begin their quest to select nominees, make nominations for all elective officers and members of Boards, and in so doing it shall give due consideration to the entire active membership of the Church including persons of all genders and ages.
- E. The Nominating Committee shall advise the Executive Board in filling any unexpired terms that occur during the year. The Nominating Committee must obtain the consent of the person before placing the person's name in nomination. The nominating committee shall recommend a person to serve as the member-at-large for next year's committee.

Section 15. Pastoral Relations Committee

Purpose

The Pastoral Relations Committee will support and nurture a healthy relationship between the minister and the congregation. This relationship should be creative, satisfying, and help to build mutual trust. This committee is responsible to respond in a confidential manner to concerns or issues raised by a member or the minister. The committee may also function as a sounding board for the minister.

- A. There will four members and the minister on this Committee. The Executive Board or the minister may nominate members. The Executive Board in consultation with the minister shall appoint the slate of members. The Executive Board shall interview persons to serve on the Committee who command the respect and admiration of the congregation and the minister; have the ability to maintain confidentiality; have a strong commitment to the church; have the ability to listen well; have the ability to respect differing points of view; be willing to review available resources in order to grow in their understanding of the partnership between the minister and members, have the ability to reconcile differences, and are active members of this Church. If a member of the Executive Board is being considered for a position on the Pastoral Relations Committee, he or she will be excused during the selection process.
- B. The committee shall meet minimally quarterly. The Committee shall also meet in response to a request by a church member of the minister.
- C. The term of office shall start/end at the annual meeting of the church and will be a four year term. Members are not eligible for reappointment until after one year has elapsed. Start of individual terms shall be staggered so that one member is replaced each year. If a member cannot complete their term, the replacement member may complete the remainder of the term and is eligible to be appointed for the subsequent full four year term.

- D. While maintaining confidentiality and anonymity, the Committee shall provide for the annual report a Committee Report identifying the members, the members' terms, and the number of meetings held during the previous year.

Section 16. Auditor

This section had changes approved at 01/28/2015 Annual Meeting

- A. An Auditor, upon selection by the Nominating Committee, shall be elected at the annual meeting for a term of one year, with no restrictions on succession. The Auditor is not required to be a member of the Church.
- B. The Auditor shall perform or cause to be performed an audit of all the financial records of the Church at the end of each calendar year. The Auditor shall also audit the financial records whenever there is a change in the Office of Treasurer, or at such other times as directed by the Board of Trustees.
- C. The Auditor shall submit a signed report to the Board of Trustees and the Church at the annual meeting.

Section 17. Historian

- A. The heritage of this Church fellowship is of vital importance to itself and this community; as such it deserves to be properly recorded. A Church historian shall be elected and charged with the responsibility of recording important events in the life of the Church and collecting and organizing the historical data and artifacts relevant to this endeavor.
- B. The Church historian shall see that all historical data and artifacts, which are Church property, are properly catalogued and maintained on Church grounds and that they be made available to the congregation. The Church historian, at his/her discretion may form a committee to assist in the historical work of the Church.
- C. The Church historian shall be elected at the annual meeting for a term of one year with no restrictions on succession. The historian is not an officer of the Church and may or may not be a member of the Church.

ARTICLE VII

Women's Fellowship

The Women's Fellowship is regarded as an integral part of the Church and under the general oversight of the Church to which an annual report will be made.

ARTICLE VIII

Special Meetings

- A. Special meetings of the congregation may be called by the Minister, any Board, or by five members of the Church with at least two weeks written advance notice. The written notice of a special meeting must specify each purpose of the meeting. The notice shall be read at the worship service on the Sunday two weeks preceding the day fixed for such meeting, and again at the worship service one week preceding the day fixed for such meeting.
- B. A quorum at any special meeting of the Church shall consist of 10 percent of the members of the Church.
- C. A majority vote of the members present and voting at a duly warned meeting shall be decisive. The calling of a minister shall require a two-thirds vote of members present and voting at a meeting called for this purpose. Only matters specified in the written notice of a special meeting may be voted upon at the meeting.

ARTICLE IX

Property

The Church in its corporate name may sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake and purchase, own receive, hold, manage, care for and transfer, rent lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purpose of the Church. It may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the Church.

ARTICLE X

Charitable Corporation Status

And Corporate Dissolution

A. The Church shall conduct all of its business affairs in a manner to retain its status as a charitable tax-exempt corporation under the Internal Revenue Code.

Upon dissolution of the Church, its assets and all property interest which it shall then possess, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to another tax exempt religious society by two-thirds (2/3) vote of the members present and voting at a special meeting of the Church membership, or, lacking such vote, shall be transferred to the Vermont Conference of the United Church of Christ, according to the Internal Revenue Code Sec 501 © (3) and the regulations thereunder.

ARTICLE XI

Amendments

A. The Constitution and By-laws may be amended by a two-thirds (2/3) voted of the members present and voting at any annual meeting of the Church or at a meeting specially called for that purpose.

B. The proposed amendment must be submitted to the congregation in writing at least one month before the meeting at which the amendment will be considered. No change shall be made to Article II (Government and Fellowship), except at the annual meeting and by a two-thirds (2/3) vote of the members of the Church attending, said proposed change having been submitted to the congregation in writing not less than one month before the annual meeting and read from the pulpit at worship on the Sunday next preceding the annual meeting.

ARTICLE XII

Annual Meeting

The annual meeting of the church shall be held on the ~~fourth Wednesday in January~~ **fourth Sunday in January** to hear the yearly reports of the Pastor, Boards, Officers, Committees and others, to approve the budget, to act on matters of the Church and to elect persons in accordance with the By-laws.

It is the responsibility of the Clerk to notify the congregation of the Annual Meeting. The notice shall be printed in the bulletin and shall be read at the worship service on the Sunday two weeks preceding the day fixed for such meeting and again at the worship service one week preceding the day fixed for such meeting. The notice for the meeting shall be printed in the newsletter one month prior to the annual meeting.